

Housing Authority of the City of Laredo
Regular
Board of Commissioners Meeting



LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040

Friday, June 25, 2021
11:30 a.m.

Administration

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
Zoom Video Link:
<https://us02web.zoom.us/j/83086037409>
Call in Number: 1-346-248-7799
Webinar ID: 830 8603 7409
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, June 25, 2021
11:30 A.M.

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Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodríguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

NOTE: Due to the recent COVID-19 health concerns, this meeting will be held in-person with telephonic/video conferencing options. The public may join via conference call number or via weblink provided above.

A-21-R-06

Agenda

June 25, 2021

- 1. CALL TO ORDER**
- 2. INVOCATION PRAYER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL AND DECLARATION OF QUORUM**
- 5. 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)

- 6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF**
- 7. PRESENTATION BY CENTRAL RESIDENT COUNCIL**
- 8. APPROVAL OF MINUTES**

A. Approval of Minutes for Board of Commissioners meeting on March 26, 2021.

- B. Approval of Minutes for Board of Commissioners meeting on April 9, 2021.

9. STANDING REPORTS AND PRESENTATIONS (No Action to be take on these items)

- A. Executive Director's Report to include status of Rapid Rehousing Grant Program and ongoing construction projects.

10. CONSENT AGENDA

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

- A. Consideration to authorize the Executive Director to renew the Commercial Liability and Commercial Property Insurances for the Laredo Housing Facilities Corporation effective June 27, 2021, for the period through June 26, 2022.
- B. Consideration to ratify the renewal of the Blue Cross Blue Shield Health and Dental Insurance, effective June 1, 2021 through the period of June 30, 2022.
- C. Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Emergency Housing Voucher Program.
- D. Consideration to authorize the Executive Director to extend the Public Health Expert Consultant Contract for an additional year.
- E. Consideration to approve of writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2020 through March 31, 2021, as recommended by the Finance Director and the Executive Director.
- F. Consideration to re-authorize the hosting of the 2021 Inner City Housing Summit (previously postponed due to 2020 COVID-related precautions) in collaboration with community stakeholder groups.

11. ACTION ITEM

- A. Discussion and possible action to approve the creation of an emergency community housing repair program and committee jointly with the Habitat for Humanity of Laredo, allocate unrestricted non-federal funding to be determined by this action, appoint representative(s) to oversee the agency's participation, and request a City of Laredo representative, and any other matters incident thereto.

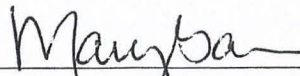
- B. Discussion and possible action to approve Amendment #1 to the 2021-2022 Operating Budget for the Housing Authority of the City of Laredo and to adopt Resolution No. 21-R-06.
- C. Discussion and possible action authorizing the Executive Director to proceed with a loan application with Rural Development for the rehabilitation of the Farm Labor units. The existing loan repayment for this property is nearing completion.
- D. Discussion and possible action to approve an update to the LHA Personnel Policies, as it relates to Section 7B Holidays, Section 12 B (a) Retirement Plan (Retirement Incentive), Section 12J Continuing Education (Reimbursement Incentive). This item may be discussed in closed session pursuant to Texas Government Code, Section 551.071 (consultation with attorneys) and Section 551.074 (personnel matters).
- E. Discussion and possible action on COVID Operational Policies and Vaccination and Mask Requirements and to adopt draft Resolution No. 21-R-07. This item may be discussed in closed session pursuant to Texas Government Code, Section 551.071 (consultation with attorneys) and Section 551.074 (personnel matters).
- F. Discussion and possible action to consider the hiring recommendations that may be made by the Executive Director, for any management positions requiring Board consultation. This item may be discussed in closed session pursuant to Texas Government Code, Section 551.074 (personnel matters).

12. 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).

13. ACTION ON ANY EXECUTIVE SESSION ITEM

14. ADJOURNMENT

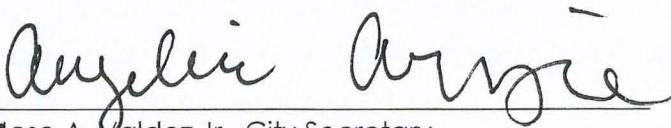


Mary Gaona, Executive Director

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.

CERTIFICATON

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, June 22, 2021 at 11:30 a.m.



for Jose A. Valdez Jr., City Secretary

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/81712811044>

Call in Number: 1-346-248-7799

Webinar ID: 817 1281 1044

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, March 26, 2021

12:00 P.M.

Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice-Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodriguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

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A-21-R-05

Minutes

March 26, 2021

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 12:03 p.m.

2. INVOCATION PRAYER

Vice-Chairman Dr. Garza led them in prayer: "Heavenly Father, we come to you today asking for your blessings to help us and guide us as we make decisions for our people, our constituents, our employees and the people that we serve; help us to conduct the business fairly and give us your thoughts as we make important decisions for everyone. I ask you to keep us safe during this pandemic and that hopefully all of us get vaccinated as soon as possible; we love you, Amen."

Chairman Ceballos thanked Vice-Chairman Dr. Garza and mentioned that it was a great prayer.

3. PLEDGE OF ALLEGIANCE Chairman Ceballos led them in the recital of the pledge.

4. ROLL CALL AND DECLARATION OF QUORUM

Commissioner Dr. Marisela Rodriguez Tijerina joined them in the meeting at this time. Mrs. Mary Gaona, Executive Director, proceeded with roll call and stated that they had a quorum.

Commissioners Present

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

Commissioners Absent**Staff Present**

Mary Gaona, Executive Director (by zoom)
Christy Ramos, Administrative Assistant (by zoom)
Robert Peña, Director of IT (by zoom)
Sara Vicharelli, Interim Director of Housing Management
Bulmaro Cruz, Director of Construction Projects (by zoom)
Jessica Martinez, Director of Planning and Community Services (by zoom)
Jennifer Barrientos, Director of Finance (by zoom)
Valeria Cabello, Procurement Officer (by zoom)
Ricardo De Anda, Attorney (by zoom)

Others Present

Ricardo Solis, Consultant (by zoom)
Dr. Waldo Lopez, Consultant (by zoom)
Mario Jasso, Consultant (by zoom)
Councilmember Mercurio Martinez III (by zoom)

Chairman Ceballos thanked the staff for the work in getting them to the meeting and mentioned that he knows this meeting was supposed to be the lighter side of the month, but as it turns out, it will be kind of heavy and stated that he thinks they are going to get a lot of the grunt policy discussion done and they may not get comfortable to vote just because he is looking at where they are, so he mentioned to the Board to just consider what they will be looking at today and if they need to put it back to the next April meeting, they can do that; particularly the holiday conversation and stated that he thinks they probably want to get through that and get some guidance back to Mrs. Gaona and she can meet with the staff and get their input.

Chairman Ceballos stated that he sees Councilmember Martinez has joined the meeting and thanked him for joining and stated that they appreciate his help along the way with their efforts and mentioned that they will have an agenda item that he thinks Councilmember Martinez will be interested in, so they will move that item up when they get to it shortly, so that he can hear it and be part of that conversation. Chairman Ceballos thanked Councilmember Martinez again for the time in joining them and stated that they do appreciate it. Council member Martinez thanked Chairman Ceballos for having him in the meeting.

5. CITIZENS COMMENTS

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at the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

Chairman Ceballos stated that there was nobody present and that there were no comments.

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

Chairman Ceballos asked if there was anybody online or present that needed to make a disclosure on any item being entertained for potential conflict.

There were no disclosures of conflict of interest.

7. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Mrs. Gaona stated that she talked to Mrs. Rios, Central Resident Council President, who stated that everything is fine and that she had no issues or concerns and that she will try to join them at the next meeting.

Chairman Ceballos mentioned to Mrs. Gaona that it is very important to follow up with them because he anticipates that the City of Laredo will probably open up their recreation centers at some point and stated that they would want to match that opening with our community centers and it will be something to bring up and discuss and mentioned that they will probably bring it to the Board since the Board set that policy to close them, so they will bring it back to officially open them along with the City and he thinks that the residents would not want to get involved because he is sure they want the kids to be a little bit out of the house.

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

A. Report status on construction projects.

Chairman Ceballos asked Mrs. Gaona to run them through the highlights and after that they will move up the action item related to the homeless masterplan.

Chairman Ceballos stated that Mrs. Gaona is going to run them through the construction projects and the status of those and mentioned that they have a great number of them and stated that they will focus on highlights and on anything they need Board consultation.

Mrs. Gaona presented the Ana Maria Lozano BiblioTech and Los Balcones Apartments construction projects and stated that as they can see, they have gone through the major items they needed to award which have been awarded and mentioned that they have begun the projects on schedule. Chairman Ceballos asked how they are dealing with materials cost going up and if they are seeing them come back with changes. Mrs. Gaona mentioned that at the Balcones property they have seen about three of them already come back and they had one at Ana Maria Lozano and stated that they are

negotiating with them and doing those changes and then looking at the budget to see where they can make cuts to balance it.

Chairman Ceballos mentioned that he wanted to give some background for Councilmember Martinez and stated that the Housing Authority received some allocation of COVID money and they dedicated a large part of that to infrastructure improvements that relate to air quality and social distancing in the offices; much of it is beginning to be constructed and mentioned that planning and design has gone on which Mrs. Gaona is going to talk about and are fortunate that some projects are ongoing, so they were able to modify and make use of those funds, largely what the Housing Authority did is that they basically broke all the departments into batches of six people, no more than six people, so that if they lost one floor in the building to a COVID outbreak, they would not lose more than six people potentially at a time, so everybody is in different buildings now and they put ultraviolet lights in the HVAC units to help kill airborne viruses and create fresh air circulation system, so Chairman Ceballos mentioned that what they are seeing is some of the projects that are ongoing and a little bit more than just the COVID, but some of it is COVID related.

Mrs. Gaona informed that they just had a walk through at Senior Home and they will be seeing pictures of the mechanical systems that they will be doing; they will be doing the administrative building and will be moving forward to start to bid that out and in regards to the maintenance shop, they have not started with the relocation of that and will be doing that shortly and also the community building; the former administrative office is getting ready for permitting and we continue to receive bids.

Mrs. Gaona showed them some pictures of the current work that is going on at Los Balcones Apartments; for building 1, the framing continues and also showed them the roofing and the framing on building 2 and the Ana Maria Lozano BiblioTech. Chairman Ceballos asked for the percentage completion there. Mrs. Gaona stated that they said it was at 35% completion and mentioned that all the framing had been completed at Ana Maria Lozano and that there was just some minor work that they have to come back and do once the HVAC and the plumbing is done.

Chairman Ceballos asked Mrs. Gaona for the percentage at Los Balcones. Mrs. Gaona responded that she did not have an exact number at the moment and then asked Bulmaro Cruz for the percentage completion for Los Balcones Apartments. Chairman Ceballos stated that it was probably in the 30 – 40 percent. Mr. Cruz stated that the percentage of completion is about 31%.

Chairman Ceballos asked if there were any questions from the Board in regards to the projects. Commissioner Ms. Freeman stated that she did not have any questions. Chairman Ceballos asked if there were any questions on the Senior Home that Mrs. Gaona discussed and stated that they are going to have a significant investment there and asked if they have pictures on that and stated that they did, so Chairman Ceballos will wait for them to bring it up and mentioned that they have a little bit of money for Senior Home, but it is not going to get even close to what they are going to need for

the retrofit there; there is significant electrical and mechanical work that needs to happen there and they will see why once they show some photos. Mrs. Gaona showed them the main distribution panel where they are going to need to install main copper wires and disconnects to feed existing elevators, common hallway and the lighting for the fire alarm, so they will need to be able to solicit proposals and get the materials to remove this 400-amp main distribution panel.

Mario Jasso stated that this week they updated the presentation with some photos and basically they are looking at addressing mechanical, electrical and plumbing needs of the existing building and mentioned that the more urgency is the electrical improvements which were divided into four different steps and step 1 is materials they have on hand, breaker boxes and panel boxes that are already purchased which can be installed pretty quickly to try to avoid any particular problems and mentioned that the first one they will look at is a 400 amp panel and basically they are going to provide a temporary panel, remove the existing one and come back and install a new one which would be step 2 and step 3 will be to remove the automatic transfer switch for the elevator and replace it and mentioned that at the last power outage there was a deficiency on one of the automatic transfer switches that caused one of the elevators to go out, so they want to prevent that from happening again; therefore, both of those transfer switches will be replaced and stated again that those are things that can be done immediately; they already have the equipment and they just need the labor to install it.

Mr. Jasso mentioned that on phase 2, electrical work, they had a meeting onsite this week with Leo Muñoz, a Mechanical and Electrical Engineer, and they got to discuss a couple of things and addressed them a little bit more closely and among the things was making sure that the existing generator, in case of an emergency, can power all the light safety features, the fire alarm, the access controls, the air condition in the first floor common areas and to keep up the boiler and respective pumps; one of the things they discussed under item no. 2 was the possibility of adding an additional generator to offset whatever shortage they have on the existing one and in discussing that further, they thought that maybe the best option would be to go ahead and try to design and acquire a new generator that will power the entire building and to leave the existing one as a back up generator for an emergency as a redundant feature, so they would need to continue to work with the calculations as to what size of generator it should be and what kind of cost would be involved.

Mr. Jasso stated that one of the items they would want to do is in regards to the existing switchboard which has breaker boxes that are no longer manufactured and in the event that they should fail, they will have a hard time finding replacements and it will cause the building to be without power for quite a while, so the best thing to do there is to try to get a replacement and stated again that it would be replacing the existing electric switch board, providing a switchboard and have the fire pump circuit breaker and generator be independent from the electrical service entrance. Mr. Jasso stated that along with the mechanical improvements would be to replace, which would be more of a lesser priority, the outdated service access controls at the main

gate, the rear and the front which have been outdated for a while and are no longer working properly and he also mentioned that the other thing that may be replaced, not a high priority, but should be considered, is replacing the existing call station which are again systems that are no longer servicing.

In regards to stage four Mr. Jasso stated that they would try to provide air condition, which is very expensive, in all common areas, hallways and such and to replace all of the existing sanitary sewer lines and stated that the gas pipes are 60 plus years old and have a lot of corrosion and some leakage problems and then to replace the existing water booster pump, so Mr. Jasso stated that it is what they are looking at this point and mentioned that he is working along with Mr. Muñoz in trying to establish some cost parameters in terms of opinion of probable cost, design services fees and such. Mr. Jasso stated that all the work could be done in phases, so they do not have to do all the expense upfront.

Chairman Ceballos thanked Mr. Jasso for his presentation and reminded the Board that they have a little bit of money already allocated for some of those components, but for the vast majority of it, they are going to have to come back and identify sources from either project reserves and to try to seek HUD approval to release those monies or else find a non-profit that can make a loan to the Housing Authority, one of the non-profits and subsequently arrange some debt service to cover it and added, as a reminder, that the necessity here is the fact that the polar vertex hit and would not want to find themselves in the same situation with an emergency backup and having 100 elderly people living there; they have to be able to power it regardless of what is happening in the outdoors and stated that if they do not come back for a day or two, they are going to find themselves in that same situation; therefore, they should think in those terms as opposed to be in an emergency mode hoping that they are going to get electricity back and they have 100 people living in a multi-story building and mentioned that fast tracking in regards to the design, they think that they can probably come back in a couple of months and get most of the bulk items done, hopefully by late summer or early fall to be completed, but it is going to take them to basically allocating the funds to be able to do that and mentioned that it is not going to be less than \$.5M to take care of the items, the generator, and some of the mechanical that relates to fire safety is going to be at least that amount; the generator is going to probably cost \$150K and said that the one they have probably cost them altogether about \$60K with installation, so he has been bringing this item back because they are going to need as a Board to support this upgrade at the Senior Home.

Chairman Ceballos asked if there were any questions from the Board for Mr. Jasso. At this time Chairman Ceballos stated for the record that Commissioner Ms. Guerra had joined them in the meeting ten minutes ago.

Chairman Ceballos asked if anybody had any questions or comments. Commissioner Dr. Rodriguez Tijerina stated that she did not have any questions at this time.

Chairman Ceballos asked Mrs. Gaona if she had any other highlights on construction. Mrs. Gaona responded that she did not. Chairman Ceballos asked if there were any questions on the reporting of construction projects. There were no questions.

Chairman Ceballos stated that they will go to action items and stated that they will entertain a motion to move up item 9C.

Chairman Ceballos moved to move up item 9C.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

9. ACTION ITEM

- A.** Discussion and possible action to accept into public record the Audited Financial statements for fiscal year ending March 31, 2020.

Chairman Ceballos mentioned that Mrs. Gaona had asked him to put this on in April and he wanted to put it now and stated that the auditors will be back at the first April meeting to present, but at least to give it to them and accept it into the records and stated that they have it in their packets; the financial statements are the first part and the back part of it will show the letter which is typically what they see on the board and the last few pages show the management conduct letter which is the standard letter for the auditing firm, report of conduct of audit, which are the last few pages and mentioned that he would like to accept it onto the record and then hold the discussion for the presentation with the Auditor for next month unless they would want to do anything different.

Chairman Ceballos moved to accept into public record the Audited Financial statements for fiscal year ending March 31, 2020, subject to a presentation in April.

Commissioner Dr. Rodriguez Tijerina seconded the motion.

Motion passed unanimously.

- B.** Discussion and possible action to award RFP #2021-0305-1 Housing and Supportive Programs Consultant and authorize the Executive Director to finalize negotiations and contract.

Mrs. Gaona stated that on March 5, 2021, the Housing Authority issued a request for proposal for the Housing and Supportive Programs Consultant and stated that they received one submission from Regina Portillo Consulting and Mrs. Gaona is asking the Board to authorize them to negotiate a contract with this firm.

Chairman Ceballos stated that he has known Regina for some time and he was reading in the packet and mentioned that he will not delay this too much because they have other items, but stated that he did not know she had a master's degree in Organizational Psychology because he asked Mrs. Gaona the other day if she

had received a resume, so he is impressed and stated that he has seen her work with public engagement and she has very good qualities and hopes that she will be someone that will entertain helping them with the homeless planning because he thinks that she will just be an asset to have and also knows that her interest is to help on the HR side, but she can have opportunities to help them in various places, so he wanted to let the Board know and mentioned that actually what was unique is that her graduate studies are Masters of Organizational Psychology from Columbia University which is very unique and he appreciates her responding and willing to work with the Agency.

Commissioner Dr. Rodriguez Tijerina moved to award this RFP to Regina Portillo Consulting.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

The Board continued with Item 9D.

C. Discussion and possible action related to the development of a Housing & Facilities Masterplan for Homeless Community Members.

Chairman Ceballos stated that this is an item he asked Mrs. Gaona to put on the agenda which relates to addressing homelessness and thinks that all of them have been advised or are well aware that they are getting some federal funds because of COVID and because of the stimulus and mentioned that some of the funds have already reached and passed through the City of Laredo and although they have received some moneys directly as the Housing Authority, not necessarily for homelessness, but mostly the City is receiving those and non-profits can apply for them and mentioned that they have not been recipients, that they have not applied yet, but in any case, the issue with homelessness, particularly downtown and in Central Laredo continues to get complicated and they do not have, as far as they know with the coalition group, or are developing the capacity to address more of the population, so what is essentially happening is that they are just displacing and he thinks, generally speaking with the exception of the Detox Center which is hopefully going to come online during the year or next year, that there are not really any other service gaps in terms of serving the population and stated that what there is, is shelter and housing gaps which is going to take money and is going to take a plan.

Chairman Ceballos stated that what COVID has done is provided an opportunity for a non-profit serving in this world of homelessness, an opportunity for them to meet regularly and to kind of also own up to the fact that they have to change what they are doing as advocates and as service providers to address homelessness, so Chairman Ceballos mentioned that he is bringing this item because in the last few months, they have kind of been crafting the idea of developing the future of housing facilities or shelter facilities without getting into services and stated that he only wants to talk about infrastructure in terms of

building facilities, shelters and spaces, so a lot of the non-profits like Bethany House, Holding and other entities that are interested in addressing this issue from the standpoint of housing were looking for properties to build more to expand facilities because the City is sitting on money that is COVID related, COVID ESG, Emergency Solutions Grant COVID Community Development Block Grant and said that the issue they have is the sustainability aspect of that, so even if they build something, how would they sustain the operation after it which is kind of when they get grants; they get the grant and then they have to implement it.

Chairman Ceballos stated that Ric Solis, Mike Smith from Holding, himself and subsequently Mrs. Gaona, Carol and Evelyn from Bethany House joined them and they talked about master planning something and mentioned that he started some conversations with the railroad companies because they have properties in West Laredo that could serve a purpose, so Chairman Ceballos began to engage them in conversations, but he cannot still officially use them as being partners in the project, but as a point of information for the Commissioners, there are folks that own property that potentially could serve this purpose and mentioned that the question is always where would they take homeless population and who is going to accept them, so there are particular locations that as they move forward, they need to get approval from the property owners to name them and discuss further with them; they can bring those back to the Board, but for now Chairman Ceballos wants to show them something that Mr. Solis worked on and stated that again the idea is to create a masterplan that can be built out over phases over time and mentioned that they will need both federal support and local support which is City and County support, financially because the sustainability aspect of this is not going to come from the federal government and mentioned that they sometimes will help you run things for two or three years, but ultimately there is going to be some support that needs to come from our local government bodies.

Chairman Ceballos mentioned that they are going to share, basically, a model prototype they are working on and stated that they have seen the facing homelessness icon they are working off and essentially it presents in the homeless world that they have emergency shelters and within emergency shelters they have dry shelters like Bethany House that if you are under the influence, you are not going to stay there and then they have low barrier shelters which are basically for anybody that needs to sleep, wash, store things and have access to have a space and said that the model that Bethany House has described to him and to a small group is that they want to take the men's piece of the shelter out of downtown and they are willing to do that and mentioned that homeless are locally and nationally 75% male more or less in that range, between 70% - 80%, so it makes a lot of sense and it will help with moving them on into a path of recovery, but essentially what they have at the top, it could be anywhere in Laredo, even though, in reality, it is a particular property or properties that they are conceptualizing, but if they lay that out, the bottom part where it says micro housing is really a footprint showing that they will potentially have to build 50 permanent supportive housing which is basically taking someone that is homeless, providing them a

permanent living unit and establishing a lease with a lot of rules, but with the idea that they are going to house them as they go through recovery, as they relapse and as they struggle; it is a model that we have not fully implemented in Laredo, but it is what HUD is funding and where the resources are going to come from, so that is one aspect and then on the top part Chairman Ceballos asked Mr. Solis to take over.

Mr. Solis stated that essentially as Chairman Ceballos was saying, if they are looking at the shelter with all the different components, they are going to need supportive services, partner offices, a large congregate housing area and stated that they are talking about housing 100 men, basically with open doors and a lot of fresh air, really trying to make it a place where they can provide shelter with the most basic needs; kitchen, laundry services and obviously the triage area where people get checked in and checked out, and an outdoor sleeping area and mentioned that they know from dealing with homelessness that a lot of these people do not like to have a roof over their head, they want to be outside, so this will provide them an opportunity to be able to transition into the congregate housing and hopefully recover enough to be moved over into the micro housing units and said that they will be needing some parking.

Mr. Solis stated that they have been looking a lot at the shelter in Dallas, the Bridge, as a supermodel and trying to schedule a visit out there to look at it again and mentioned that on the congregate housing for 100 men, they are showing the permanent supportive housing for 50 units which again, it will be a mixture of micro houses and apartments and they would want to use the micro houses in a neighborhood that is friendly to surrounding areas and in line with the comprehensive plan that the City has adopted and then, to maximize it, they obviously need to have some apartments, maybe two or three stories of apartment units facing each other and commercial kitchen, dining room, commercial laundromat, the triage center, supportive or receiving service center for the agency partners and stated that right now they are estimating about eight offices and mentioned that he is not showing the trade center, which will obviously be an area where people can learn a trade both blue collar and white collar hopefully, the outdoor sleeping area, center security, access point and adding a chapel, sort of a small item there as well. Mr. Solis stated that they have not really worked out programming which will be the next step; right now, it is just putting blocks on the sheet and see how it is going to look like and see how they can make things fit and kind of work backwards from there.

Dr. Lopez asked Mr. Solis about how much land they are talking about. Mr. Solis responded that he thinks they can make it work on 1 ½ acres, two blocks or one large block and mentioned that obviously if they could get double that would be better and could certainly put a lot more into it and said that 1 1/2 to 2 acre size is probably something they can squeeze in and stated that they looked at different models when they are talking about parking and everything else and that there are

ways around maximizing the area, so that would be kind of the size they are looking at.

Mr. Solis presented another example which is actually a project they are working on with Catholic Charities in San Antonio and it is just to kind of give them another example of what they are looking at as far as permanent supportive housing and again, he mentioned that they have the tiny homes micro houses fronting the street to provide the residential scale and then, they were able to get a three story apartment building in the space they have left over and in this particular case they have some existing buildings that were there in the place which will end up serving as a daycare center or they can add a laundromat, services that people who live there can actually go work there if they want and also be able to utilize the services themselves, so in this particular case, they would be looking at ways to provide and create some scenery between the existing structures and also the new development they will be putting in there, so outdoor plazas and inside parking are things that will be considered as they are moving through this permanent supportive housing design and programming.

Chairman Ceballos mentioned to Councilmember Martinez that the shelter side of it on the top part is probably about four acres, not including the parking, but said that it could be done in less space and mentioned that the Housing Authority owns the two soccer fields at the Base which were bought before this Board serving on the Board and they paid over \$1M for 6 plus acres where they could do something like this, but again although there are supportive services there, there are neighborhoods immediately west and north and mentioned that to him they could end up with an envy fight, but they should explore any option where there is a property that lends itself to meet this continuum and mentioned that the permanent supportive housing does not have to be near the shelter, it can be anywhere else, it can be stand alone, but the benefit here is that they can keep the counselors in the shelter and folks could just walk across and continue to see them.

Chairman Ceballos stated that the other opportunity they can use through this Board and through the agency is that they can put Section 8 housing, so if they can turn the permanent supportive housing with onsite supportive services, case manager and counselor, they can put Section 8 subsidy 100%, so that would give them cashflow to operate, so Chairman Ceballos stated that he thinks they are going to see a permanent supportive housing project coming back to the Board very soon and mentioned that they have Section 8 vouchers that are available; of course they have to build the location or buy a location and make it a supportive housing program to which he thinks Mrs. Gaona would be happy if they found a property they could turn into this because they do have some vouchers and stated that under the new President Biden's stimulus package, there is going to be some homeless vouchers; they do not know exactly in what form, they expect them to come through them, but they may come through some other process or they may go to the City and mentioned that he would be surprised, but said that they should

come to the Housing Authority, so if that happens, it is going to help subsidize these folks recovery, so to speak, on the housing side.

Chairman Ceballos asked the Board if they had any questions for Mr. Solis, Mrs. Gaona or for him. Councilmember Martinez asked if they were limiting themselves by thinking that we cannot get them out of the downtown area and if that is the case, if there is property available at the old Air Base, that they do a bus system that if they have to be in the downtown area at a certain time, they be informed that they board a bus and then they get housed outside of the downtown area. Chairman Ceballos stated that the reality with homelessness, they know it by being around it a long time and seeing how things function in other cities, is that the minute you remove them from their community, they do not participate; they won't follow the housing and they won't follow the services and mentioned that Austin is an example of that; they are displacing the homeless and instead of doing what Councilmember Martinez just said, walking or bussing themselves over, they just disconnect again and makes it worse.

Chairman Ceballos mentioned that homeless communities are like any other community, they have their circle of family which is usually the urban centers, so the issues that we face are at a much more smaller scale than even Austin or San Antonio, but it is the same issue that Haven for Hope experienced thinking that they would build something and that they would come, but the reality is that folks remain in their community, so even the speculative property they are looking at in West Laredo is right at the fringes that our group thinks; it is just right, if it would be another two, three blocks or four blocks, it may be too far and we are not going to get them there, so that is the kind of the experiential.

Chairman Ceballos stated that it is his opinion that they can take the permanent supportive housing anywhere and they can take it as far as they find a location, it can still work and mentioned that it is the more chronic homeless that are not going to follow the shelter and he thinks that it will be a hardship if they say to do it at the airport property, even though they have an MHMR next door or right behind them, the Veteran Center is there and the hospital, so he does not see that community relocating in that fashion and thinks that it may not work and that they should still debate it though and said that it is an ongoing thing with the group too, that maybe they keep working at it and design something, particularly since they own that asset which is very valuable and stated that he has mentioned to the Board if they want to use a \$1M property to put an emergency center and mentioned that from the human side he said "absolutely", but from the economic side he wondered if it is the best use for that property and stated that he does not know and that they would all need to deliberate on that, so Chairman Ceballos mentioned to Councilmember Martinez that they should explore all options and said that obviously an envy fight can push them out years if they get significant push back and community members organize against something, but he is in agreement with him that they should explore other sites and not lock themselves in, but in regards to the question about downtown, he mentioned that the has

made this point publicly before, that they do not want to completely remove Bethany House from downtown, they would go back to where Bethany House was first a kitchen and mentioned that he does not remember how many meals they used to prepare back in the early 90's, but in the late 90's they were experiencing people sleeping in front of storefronts, all of that stuff, and that was when they kind of backed out and realized they had a situation, so he thinks that they need to leave the feeding site there because if they do not, they are going to have other social issues re-occur in downtown and said that the housing piece can be taken somewhere else, but it is the shelter that takes more study and more managing in terms of the site.

Chairman Ceballos stated that now they have an opportunity where there are some new fresh federal funds and they need to be ready with a plan which is why he brought this to the Board and would like to engage Able City to work with the non-profits and this Board to craft the model which will be basically their role to facilitate this process and said that at the last meeting he mentioned to them that housing authorities will be in that role across the country to start getting into the homeless housing business and that is because the prior federal model, although we hold vouchers, which he has mentioned before and criticized it, it is not completely directed at that lower tier homeless person; it is directed at the lower income family and it has really left aside the homeless population, so they should not be surprised, most of those who are in the housing world, that the large metros are all struggling with homelessness because the federal system has not targeted that group, so Chairman Ceballos is glad now that the Biden administration is calling out emergency homeless vouchers because if they are not housing homeless and just focusing on low income families that are not homeless, they have a huge gap, so this Board should facilitate it and provide the plan and mentioned that they have been doing homelessness work for the same people that are in the non-profits for a long time and Bethany House with supportive services there and mentioned that they know the model and that part of it is getting the capital to build it and they do not have to do it all, but they can start getting 50 permanent supportive housing units built.

Chairman Ceballos stated that Bethany House is willing to grow and one of the discussion points was if Bethany House can handle the growth or if they are willing to take on the growth and now at least they announced that they are willing to take it on another site which is good and then said that the facilitator part they need to do is to bring the services there and right now that is another local gap because the service providers are not housed at the shelters, that model does not work, and mentioned that they need to get them to be at the site, so the next step for the Board to kind of close up this item is that Chairman Ceballos would like for them to engage Able City who are already engaged as our architectural and planning firm, but to authorize them to work with the agency in developing a masterplan and stated that it is not going to be fully designed, but it is enough for them to start working with partners and developing the model which would be number 1 and number 2 is to move ahead and stated that he personally told this

model group that what he mentioned earlier about Bethany House facilitating and also talked to Commissioner Dr. Rodriguez Tijerina over the phone about it, so they would start with the conceptual plan, but he would like to finalize the plan based on data and facilitating a couple of workshops and asked Commissioner Dr. Rodriguez Tijerina if they could potentially use Laredo College to host at least two in-person workshops and bring in SCAN, Holding, Bethany House, Border Region, Gateway, the folks that are going to help them onsite, to engage them, design based on facts and then come back with a better layout and better designed masterplan, so that is mostly what they talked about, exploring other properties, and mentioned that some of the team think that they are not going to find other properties and that they are going to keep looking and if they put them way out there where they are going to find properties, they are not going to go.

Chairman Ceballos still thinks that they need to make an earnest effort to find any other venue or location that could work and mentioned that there is one other property that Mr. Solis does not have, but is also owned by the railroad; it is just a stand alone block and mentioned that he had a conversation with the gentleman from that railroad company who happens to be a homeless advocate in Kansas City, so the person he called who is in corporate management knows homelessness very well and said that actually their downtown association runs homeless programs, the private sector running homeless programs, so they were speaking the same language; therefore, when they make that pitch to him, he is going to completely understand either it works or it does not work and either they want it there or they do not want it there, so Chairman Ceballos mentioned that the two things he would like the Board to consider today are to authorize Able City and the non-profit planning team to develop the planning masterplan for a homeless center for supportive housing and the second aspect is just moving ahead to have workshops, at least two in the near future, so if at some near point they have access to capital through federal funding that is coming in, they would be ready to go and the non-profits would have bought into it and the local government would have bought into the model too.

Chairman Ceballos asked if anybody had any other comments on the item. Commissioner Ms. Freeman stated that she had several questions and mentioned that she realizes it is just a conceptual plan right now, but since they are talking about housing at least 50 people that are going to need drug rehab and all the setbacks that come with it and they are going to have drug counselors, case managers and social services onsite for them and asked who would fund it. Chairman Ceballos stated that it is the goal and that fortunately SCAN has been a recipient of homeless service money, grant money for case management and counseling; they actually have a homeless center and mentioned in reference to Councilmember Martinez' point, that the center is located near the old hospital area, and said that even though it is close to urban Laredo, it is still a little too far to get folks there, so what they will do, hopefully as the coalition and as a team, is say to SCAN if they can get a couple of those folks onsite, to house them onsite; we will build them the offices and if they would work out of there and Chairman

Ceballos stated that he knows that the answer is going to be yes, that if we give them the facility, they will dedicate their staff there and one of the things that happens is that they seek support grants and he knows that they are going after another round and they have been very successful with those homeless grants multi-years, five-year grants and recently PILLAR got that multi-year grant for behavioral mental health services. Chairman Ceballos stated that Border Region has a PATH program and actually when they first built the first shelter, they did not have enough space down there because it is downtown and they were really in a very small lot and mentioned that they were suppose to build an office for Border Region, but it got cut out because they needed more units, but here they would ask Border Region to put their PATH program onsite, so that is the workshop.

Chairman Ceballos stated that he has been using the term cohort, that they will operate this new shelter as a cohort where everybody agrees to do their part because it should not all be on Bethany, so even if they help plan, design and build as the Housing Authority, they are not shelter operators; Bethany House and Holding are shelter operators and stated that they already approached Salvation Army, but they are really locked into their corporate model and growth for them has been very challenging and stated that hopefully it answered Commissioner Ms. Freeman's question. Commissioner Ms. Freeman confirmed and thanked Chairman Ceballos.

Commissioner Ms. Freeman also asked about an area for triage, if they will be putting a medical triage in there to assess. Chairman Ceballos stated that those are very high-level questions and that they have not decided that and mentioned that he knows the triage Haven for Hope has across the street in their detox facility; the triage from there is medical and it adds a tremendous amount of cost to any site when you have to have medical personnel and a doctor overseeing it, but it is something the team can decide, but again, it is going to take resources, but if they ask him right now, in concept it is not a medical triage.

Vice-Chairman Dr. Garza stated that when they went to visit the Dallas project area, they had services onsite and wondered if that was a social worker and if they had a medical doctor. Chairman Ceballos stated that not in that one and that most housing sites do not have a medical triage.

Chairman Ceballos mentioned that the detox facility which is going to be a licensed facility is going to be on Chicago Street at the old juvenile detention center and stated that recovery is about bringing people to those services at the moment that they make a mental commitment to go into recovery, but it is still in the urban center and he thinks that it is going to work well and that it is not going to be a place to triage homeless people; it is going to be a place to triage somebody that is going into detox, so the medical triage if the team agrees to put a medical triage at the new homeless center, they are still going to triage to the detox facility; they are going to triage back to the hospital and stated that they will debate that and if

it makes sense, they will add it, so they will get to that point once they get to more of that planning.

Chairman Ceballos stated that they are going to lean on Dr. Lopez and hopefully Dr. Lopez would agree to help them model the health piece of the Center as they go forward. Dr. Lopez stated that he absolutely agrees, that he is here to help out and mentioned that he does not have anything else to do and that he retired twice and would like to dedicate the rest of his life to make Laredo happy and added that when he was working with the City as the Associate Director of Public Health, the City once sent a committee to San Antonio and to Austin and believes that they reached out to Dallas too, so that there has to be some work done in the past, but the only thing is that people that have institutional knowledge have all retired; they are gone, including himself, so the only one common denominator is Chairman Ceballos who has always been on the Board of the homeless vision for Laredo, so at least they have Chairman Ceballos and him to help out with the background knowledge that is needed so that they can move forward with that vision they had 10 years ago, so Dr. Lopez thinks that they can have total integration of services and that it is very possible and stated that he has been to Samsung like two or three times to present the Laredo model in Maryland and has presented models for drug users intervention in the community with Manuel Sanchez who is now the Chair of PILLAR and Arturo Garcia who are both Chairs of PILLAR and Dr. Lopez stated that he is sure they are ready to move in with SCAN, Border Region Behavioral Health and of course they are going to need the Health Department and they are going to need Mercy, so they need a coalition of agencies to move on together, a lot of coordination and planning has to be done so that they can all sound the cadence and march at the same time and stated that they can tell he retired from the military.

Chairman Ceballos moved that the Board approve Ricardo Solis and the agency's proceeding to develop the masterplan and to hold the workshops with community members for said planning.

Commissioner Ms. Guerra and Commissioner Ms. Freeman both seconded the motion.

Motion passed unanimously.

Chairman Ceballos stated that they will go back to the order of the agenda, back to Action Item 9A.

- D.** Discussion and possible action related to the executed contract agreement related to the Laredo Inner City Revitalization Study and additional work related to Covid-19 impact and economic recovery work.

Chairman Ceballos stated that he asked Mrs. Gaona to put this item on and mentioned that as they recall, last year before COVID they were just right close to delivering the Inner City Revitalization Study and they, basically, postponed the Summit and that work got postponed for a few months and it ultimately was

finished in the fall and then midway, somewhere in April or May after COVID hit us, Chairman Ceballos asked them to do a COVID impact since all the numbers they presented and basically told them that if they would want to redevelop residential in the Inner City, they need high subsidy to be able to achieve that, over \$20K per housing unit, so he asked if it was going to get worse with COVID, so they engaged them to continue with a COVID conversion, so to speak of a study, which they have done; they have updated the study, but then when the new Councilwoman for District 8, Council Member Cigarroa came, she wanted to engage and collaborate on an economic recovery study as well, so of course she already knew that we had done this work; we potentially partnered with this firm that already got a lot of the data and movement on the recovery, so she approached us and we engaged them to begin to formulate a model that she could take to the City of Laredo and present for them to consider as economic recovery.

Chairman Ceballos mentioned that he still thinks they should do economic recovery programming and modeling for the Inner City, but she wants to also take charge and take it to the larger City and potentially broader than that and maybe perhaps the County, so Chairman Ceballos wanted to advise them of it and if the City decides to develop an economic recovery plan using the HR&A Firm, then they will see this come back and even if they do not, Chairman Ceballos still would like to bring it back to the Board and give them that ability and that charge to plan out their economic recovery in the Inner City and what that means is that they would not be hit with reacting to new monies; they would track followed sources and the planning that sometimes they cannot do because they stay busy; they will do it for us, they are doing economic recovery work on a number of cities and Chairman Ceballos had pitched this to folks in the City back sometime before, either late spring or early summer, but everybody is very busy, so that is what they do; that is kind of their expertise, so Chairman Ceballos mentioned that he will bring it back whether the City decides to do a full economic recovery model, he will still come back with an inner city modeling feeding on the study that they did. Commissioner Ms. Guerra asked if he recalls the cities they did the study. Chairman Ceballos stated that they are doing Newark, a city in Florida and said that he knows is Newark, New Jersey and another in New Jersey and stated that they have that information and they can give it to her.

Chairman Ceballos asked if there any questions on this item and stated that the only financial impact is the \$7,500.00 that they have invested for them to model something that the Councilmember can take back to the City to explain to the City Council what it will take to produce an economic recovery plan, so that is what they are doing and mentioned that if the City joins in, it will be great and if not, he will come back and propose a recovery program for the Inner City.

Chairman Ceballos stated that they do not need any action on this item, he just wanted to make the Board aware.

E. Discussion and possible action to approve the updated LHA Financial Policies effective April 1, 2021.

Mrs. Gaona mentioned that they have a total of 16 financial policies that Nelrod had updated for them and stated that they went ahead and reviewed them and mentioned that all these policies were reviewed by legal counsel prior and also by her and mentioned that they have the accounting system policies and procedures which is tab 1 and then they have the allowance for doubtful accounts for tenants that they do every end of the year, asset management compliance, asset management inventory policy, the capital fund program policy, capitalization and depreciation policy, cash management and internal control policy and procedures, the check writing authorization policy, collection laws and write off policy, credit card use policy, disposition of property, electronic line of control system which is the eLOCCS policy where they draw down the HUD funds, investment policy, petty cash policy and the policy for acquiring insurance coverage and program funding and budgeting policy.

Chairman Ceballos asked if there were any questions for Mrs. Gaona based on what was presented and stated for the record that Nelrod is their public housing consultant and mentioned that actually all of the policies are in their letterhead, so it is what they typically suggest to all the housing authorities. Chairman Ceballos asked Mrs. Gaona if they made any changes on any in particular. Mrs. Gaona responded that they just had one. Ms. Barrientos mentioned that it was on tab no. 7 which is the cash management and internal control policy and stated that on page 2 to go ahead and add that the PHA does not accept cash, it receives checks, money orders or online payments for rent and Ms. Barrientos mentioned that as they know, they went to the rental portal where tenants could pay due to the COVID crisis, so they added online payments as well. Chairman Ceballos asked if there were any other changes to what Nelrod proposed. Mrs. Gaona stated that there were no other changes.

Chairman Jose L. Ceballos moved to approve the updates.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

F. Discussion and possible action to approve and update the Housing Choice Voucher Program Administrative Plan to improve on internal controls and compliance as it relates to Chapter 11 Payments to Owners/Landlords.

Chairman Ceballos stated that this is an item they discussed in executive session during the last meeting or part of this item resulted from that and it's like the Zapata case they are all aware of where a property owner may have circumvented payment compliance reporting and asked Mrs. Gaona to inform them on how to avoid that kind of situation. Mrs. Gaona stated that they want to make a change to require an affidavit of property owners and an affidavit for HAP recipients, so they want to make that a mandatory requirement for any landlord that is existing,

current or new and that all the landlords will be required to fill out either one if they are the sole owner or both if they are co-owners and also mentioned that they want to change the direct deposit requirement for all the landlords that is not covered by the admin plan currently, so they would like to include that also in there and the communication by via e-mail, the use of e-mail communication.

Chairman Ceballos asked Mrs. Gaona to explain the direct deposit in detail. Mrs. Gaona mentioned that prior they were sending out checks to landlords and direct deposit; they were allowing them to have either option and now they are only giving them the option to have everything direct deposit once they fill out the affidavits and after filling out the affidavits, they will enroll them with the direct deposit and at any time that they want to make a change to their direct deposit, they have to provide them with a new affidavit so they can verify it. Chairman Ceballos asked Mrs. Gaona if they have a way of there being an exception for the direct deposit. Mrs. Gaona stated that they do not currently have.

Mr. De Anda mentioned to Mrs. Gaona that he thought they had allowed for an exception if it would be authorized by Mrs. Gaona specifically in writing. Mrs. Gaona stated that it was not in the direct deposit and not in the admin plan. Chairman Ceballos stated that he would suggest that it would not be the director to come to the Board, given the last case and stated that his point is not that he would not trust the Director, it is that they were given time to deliberate and they deliberated among the matter and just like when they look at charge offs, as quickly as they do, they deliberate over them at the moment, so if somebody says that they do not want direct deposit because of this situation, which would be difficult to explain, but if they had it, we would deliberate on it and acknowledge it and if the Director misses it because they are busy or whatever and mentioned that if they are going to make exceptions, to let it come to the Board so the Board acknowledges it and deliberates on it as opposed to leaving it with the Director who is in a very busy position and stated that actually all of Section 8 Department is a very busy department, so there is going to be somebody that says that they do not have a way to do that, to go to the bank and prefers the check due to a medical reason for it, so there may be an exception.

Chairman Ceballos stated that he thinks it would be smart to write up an exception clause there and asked Mr. De Anda if he had any suggestions on how they would provide for that deliberation on the exception. Mr. De Anda responded that they could write something up that would be an exception to be considered by the Board and mentioned that the only exception that he spoke with Mrs. Gaona about is regarding somebody of advanced age that does not have experience with the bank and uses a check cashing service and they do not want to make it difficult for a 74-year-old who is relying on our check to get their money which would be the only situation they can think of. Vice-Chairman Dr. Garza asked who then would cash the check if they are having problems, how would they cash the check; they still have to go to the bank anyway to cash the check. Commissioner Ms. Guerra mentioned that there are always exceptions and stated that at the County

they wanted direct deposit; they had election workers that were temporary who did not have direct deposit and they gave them a bank card, so there are always exceptions to the rule and stated that she is fine with that and if they want to bring it to the Board, it is more transparent and there are minutes and mentioned that she does not think that it will always happen. Chairman Ceballos stated that they may just be over vigilant right now, but if they are improving the policy, they should go all the way and if they get an exception, it is not going to take more than three minutes for them to read it to say if it is legitimate, to go ahead, but he does not want to miss it completely and mentioned that he would be fine with whatever the Board decides to do.

Commissioner Ms. Freeman asked in regards to the affidavit, if they are going to go back to all the Section 8 leases and have them update the files with these forms or if it will be from here forward. Mrs. Gaona stated that they will go back and update all of them and mentioned that they have already done the direct deposit which they started doing some time back and they finally got all the landlords on direct deposit currently, so any future landlords will be on direct deposit, but on the affidavits, they will be going back to the previous landlords and any new renewals or new leases.

Chairman Ceballos asked Vice-Chairman Dr. Garza if he is leaning to not having any exceptions because he is fine with it. Vice-Chairman Dr. Garza mentioned that if they are asking them to use e-mail and he mentioned that he had told Mrs. Gaona that there should be a line there and that they should always have a current e-mail on file, so if they can use e-mail, then what is wrong with an automatic direct deposit. Chairman Ceballos mentioned that Vice-Chairman Dr. Garza wants to reflect that the current e-mail be added to the language to the write up. Mrs. Gaona mentioned that they were going to include that it is the landlord responsibility to report any change of e-mail address. Chairman Ceballos mentioned to Mrs. Gaona that if they leave it up to him, he will make the motion to include an exception that is deliberated by the Board and presented to the Board of Directors and to update the language to include current e-mail which will be his motion.

Chairman Jose L. Ceballos moved to approve item 9F as discussed above.

Vice-Chairman Dr. Garza and Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

Chairman Ceballos thanked the staff for all the work and mentioned, for the record, that they charged the staff with getting everybody's e-mails and the vendors and the Section 8 landlords and stated that they have close to 800 landlords, so it was not an easy task; therefore, he appreciates everybody working on that and getting it done.

- G.** Discussion and possible action to approve the updated bonding requirements table within the procurement policy.

Mrs. Gaona mentioned that in the procurement policies, they have the different bonding requirements, the performance bonds and bid bonds and stated that they went ahead and created the schedule table to go ahead and simplify when they have the construction bonding requirements and what state law requires in order for them to be in compliance and said that at the bottom, they also included the links where they were getting all the requirements. Chairman Ceballos mentioned that the reason this is getting updated is that they had a version they used for Russell Terrace that was a little unique and more cumbersome and this is simplifying it, basically saying that state law applies to amounts that reach \$50K and with the federal he recommended to put a note on which ones are federal and to add F or S for either federal or state and also to put federal on the federal column, so they will know and mentioned that on \$100K is when the federal requirements kick in and mentioned that for smaller projects, most of those folks are going to fall below \$50K unless they are mechanical, so they do it to not scare off the smaller contractor unless it reaches the federal requirements, then usually small guys cannot get bonded and that usually increases the cost of the project.

Chairman Ceballos asked if there were any questions for Mrs. Gaona or Mrs. Barrientos and recommended to just do that small edit, so that everybody knows that when they get to federal, that is when it applies.

Vice-Chairman Dr. Garza moved to approve item 9G.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

H. Discussion and possible consideration related to the migration of the application process to RENTCafe, an online application portal.

Mrs. Gaona mentioned that with the new software, RENTCafe is an online application portal for applicants to apply for Section 8 and Public Housing and it is a model they purchased with the Yardi upgrade they did in their software, so then applicants can go online and apply once they open it, they can go to the website and they can apply to get placed on the waiting list. Chairman Ceballos stated that he asked Mrs. Gaona to bring this to the Board in particular because he wants to make sure that there is an internal control that does not allow the staff to do any of the entries and stated that prior to making the change, they used to have folks calling in and they cancelled that as an internal control and this one he would like to see some internal control that assures that it is the applicant actually submitting, so that they do not have one person submitting for three or four family members, but that it will be actually the individual and asked Mrs. Gaona to explain about the control.

Mrs. Gaona presented Robert Peña, Director of IT, who stated that every time somebody registers to access the online waiting system, they are assigned a unique ID number which follows them through the life of receiving assistance; the

naming scheme might change a little bit, but the ID number pretty much follows them all the way through applicant to resident until they leave the assistance which is one of the controls they have for identifying someone and said that the only persons that are able to access the system to manage the applicants are those persons that are assigned here at the agency for occupancy who will be just one or two persons aside from admin and himself. Chairman Ceballos stated that for discussion purposes, if he would be a Section 8 employee who is in occupancy, will he be able to data enter applicants himself. Mr. Peña responded that he could, but it would be more like making the edit, in other words, every movement that goes on inside that system leads to another trail; there is an audit lock that you can pull and you can see that this person came in through the online applicant system and they went ahead and entered the information, but this other system, on this other applicant, the information was modified by this person. Chairman Ceballos asked if he were a staff member and knows when the list is opening because it has been published, but also knows because he works here, can he enter 10 people, and stated that the answer is yes. Mr. Peña stated that it is possible. Chairman Ceballos asked what would be the internal control to catch that. Vice-Chairman Dr. Garza stated that Mr. Peña said that they have to type their own code. Chairman Ceballos stated that then the answer is no and asked how he would have access to the identifier. Mr. Peña responded that as an employee they can see it, however, the thing to do would be to have someone review the applicants. Chairman Ceballos stated that it would be the internal control.

Mr. Peña stated that they can have a report generated to show all persons that have edits that were not made by the applicant. Chairman Ceballos asked how the internal control works. Mrs. Gaona stated that they run the report and mentioned that if they open for three days, they run the report of any entry on those three days, so all of them have to come in through external and the only ones are the disabled and if they had 20 that came in, they would have 20 paper applicants that they have to enter. Mr. Peña stated that under reasonable accommodation, those persons that are not able to access an online system for whatever reason, if their application comes in through a paper method, then those would be outside the system and those they would have to manually enter into the system. Chairman Ceballos asked if the system can be set up to require a supervisor approval when a staff member or non-applicant is entering. Mr. Peña responded that he would have to check and stated that he is not sure about that.

Commissioner Ms. Freeman asked if there is a way of checking the ID address. Mr. Peña stated that the system is not geared to track that part; it essentially tracks the logins as far as using the password. Chairman Ceballos stated that he is not as concerned for external parties applying like that and mentioned that he could have somebody going to his house and he would be helping them apply since he has a computer and he is going to help him; therefore, he is not concerned. Commissioner Ms. Freeman stated that she understands Chairman Ceballos concern is if somebody working within Laredo Housing Authority knowing that it is going to open and they go ahead and have everybody's information and get into

the system and log it in. Chairman Ceballos confirmed and mentioned the worst-case scenario, just hypothetical and mentioned that they are on the record, is if he brings a list of his family members and punches all of them in as soon as 8:01 a.m. when the list opens, so there needs to be a control that says that he is not the applicant; they cannot do that unless they get approval.

Mr. Peña mentioned that another possible bad thing would be if a brother of his signs up and does not have any preferences, but he would go ahead and put a preference to jump him to the top immediately, so if they are in a position of 100 and he gives them a preference which immediately puts him to the top of the list, well, so is there any kind of control to prevent that, he mentioned that it would be in the same line. Chairman Ceballos asked if Mr. Peña had a suggestion for that control. Mrs. Gaona stated that she wanted to do just the reviews of who is entering the data and said that right now it is only going to be just the admissions coordinator and the admissions specialist that have access besides Mr. Peña who is the administrator. Vice-Chairman Dr. Garza mentioned that he thought they needed to have an online address, an e-mail address to apply. Mrs. Gaona stated that they do unless they come in person which are the disabled, but those will be monitored and mentioned that if she had 20, she expects a report that those 20 are the only ones that got entered manually. Vice-Chairman Dr. Garza mentioned that he asked because if it is a family member, how come they would log them in, if they are supposed to be applying with their own e-mail. Chairman Ceballos asked when they expect to implement it. Mrs. Gaona responded that they wanted to do it right away. Chairman Ceballos mentioned that they got to handle that internal control and if she wants to enumerate the internal control, they can approve it subject to bringing the written policy. Vice-Chairman Dr. Garza asked Mr. Peña if he can personally block it from happening. Mr. Peña responded that the system is geared so that staffers can manage the users as necessary; part of it means that they have to give the staff the ability to make these changes as they come up, so if they were to restrict it, obviously the applicants would not be able to manage it properly, so it is a double edge sword, but said that Chairman Ceballos is correct in saying that there has to be some sort of internal control, kind of internal review to keep everything.

Commissioner Dr. Rodriguez Tijerina asked Mr. Peña that if Mrs. Gaona and the administration team come up with that procedure, could he mimic it in the system; if they have 10 people inputting things and then they have a second step of administrative approval, if it could be done in the system. Mr. Peña responded that what he would do is to check to see to what extent he is able to do it within the configuration and if it is not something that he could manage, he will reach out to Yardi support and that is when he will find out and said that what he will be planning on doing is contacting them this afternoon after the meeting to inquire if there is any kind of facility for having supervisor approval on modifications made by staff to applicants. Chairman Ceballos mentioned that it would be particularly on admissions. Mr. Peña stated that it will shoot straight to the heart of the matter and if they could have that, it will help a lot, so he mentioned again that he will be

reaching out to Yardi support to see if there is any kind of facility for that, whether it is something he would be able to do himself or they have to initiate it on their side, so he will be reaching out and finding out. Chairman Ceballos thanked Commissioner Dr. Rodriguez Tijerina.

Commissioner Ms. Freeman stated that she had one more question, a hypothetical question in regards to somebody that did not have access to the Internet and they do not have an iPhone and they go into one of the BiblioTechs, if that would show coming internally. Mr. Peña responded it will not, that it will come in as any other type of applicant, as a matter of fact, one of the things they had been considering was the possibility of not only opening the BiblioTechs for applicants to come in and use the facilities to apply, but to also put maybe one or two computers in the lobby of every property they have, that way persons in the community around these centers can go in and walk in and do their application online using our equipment and internet service and mentioned that when they do this kind of thing, they need to reach out to the community in order to make it easier for the community to come in by having computers or kiosks in the lobbies of our locations and having events where they send out staffers and set up kiosks may be at the mall or at the park where they can have persons come to them and even reaching out to other community partners like City of Laredo and maybe setting up a kiosk at the recreation centers once they are open which would be a way of trying to get as much community involvement as possible and trying to get as many applicants as possible, so Mr. Peña again mentioned that they will all come in as regular applicants. Commissioner Ms. Freeman thanked Mr. Peña. Chairman Ceballos thanked Commissioner Ms. Freeman for the question.

Chairman Ceballos asked Mrs. Gaona what would be her recommendation. Mrs. Gaona mentioned that her recommendation for their concerns is that once she is opening the waiting list for five days, she will run the audit log for those five days and review the pre-application process prior to moving them into the waiting list. Chairman Ceballos mentioned that it would be an Executive Director review. Mrs. Gaona confirmed. Chairman Ceballos asked if that would be acceptable in general for the Board. Chairman Ceballos stated that he sees Commissioner Ms. Freeman nodding.

Chairman Ceballos moved that they continue with the migration to the RENTCafe online application portal subject to the Executive Director performing auditing reviews of the submissions for that list prior to them entering them in the admission system and the second subject is that Mr. Peña works with the software company to develop that control electronically.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- I. Discussion and possible action to approve and update the LHA Personnel Policy as it relates to Section 7 B. Holiday and Section 12 J. Continuing Education.

Chairman Ceballos mentioned that the Board can't act on this item today and that it is probably one of the items he spoke about when they started the meeting that they will probably cover it, season it and they may give Mrs. Gaona some direction over the holiday updates and if they would be ready, they will vote on it, but it is going to take a little bit of time and the continuing education part as well and said that they talked about developing a tuition reimbursement program and mentioned that there are some models out there, not a lot of great models, but there are some models that Mrs. Gaona is going to talk about, so they will start first with the holidays and mentioned that this conversations has come up for a couple of reasons; there are a few that are interested in having a Cesar Chavez Day in fairness and in terms of civil liberties and all the work they have done and also having the gender appropriate and that the individual be recognized and provided a holiday and stated that there is an analysis that the staff did and mentioned that he personally, looking at the holiday schedule which they should have, does not like the personal holiday which is his personal opinion and mentioned that he will go around the table for the Board to comment; he thinks that the personal holiday should be the Jovita Idar which they have seen him kind of share information on her, who is a local, regional civil rights advocate very related to the culture here, of the kind of the Cesar Chavez as well, so Chairman Ceballos stated that what he would be looking at, and they will go into discussion, is to keep the same number of holidays and to add Jovita Idar somewhere in the calendar.

Commissioner Ms. Guerra asked if it would be her death day. Chairman Ceballos stated that it would be up to the Board to decide, he would just like to see that acknowledgement and mentioned that for the staff it does not change the days, actually it does add one day which he thinks is not an exuberant addition. Vice-Chairman Dr. Garza stated that she was born in September and that there is already a September holiday, but she passed away in June and mentioned that he sees no June Holiday on the calendar. Commissioner Ms. Guerra mentioned June 15 and that it could be on a Monday.

Chairman Ceballos asked Mr. Peña to play a video and mentioned that there is this extended 11 minute video on her which he shared with the Board which most of them have looked at and recommended for staff that is watching to please take a look and mentioned that they will be very impressed with her character and the breath of her convictions at a time when women were really kind of unrecognized and stated that she did not get the recognition that she deserved at the time and thinks that rightfully so this Board should consider it, so they are not going to show the 11-minute video, but a one-minute piece they did on Jovita Idar.

In the video, it states that after leaving her job as a teacher, Mexican American journalist Jovita Idar used her father's weekly newspaper to advocate for women's rights through her writings for L A Cronica on the Mexican Revolution; Idar urged women to educate themselves, so they would not have to rely on men and her motto was "when you educate a woman, you educate a family." Idar joined the first Mexican Congress in Laredo and then founded the League of Mexican Women

becoming its first President; she began writing for El Progreso and other editorial critical of President Woodrow Wilson's order to send military troops to a U.S. Mexico border and when the Texas Rangers arrived, they shut down the paper because of her article and Idar stood in front of them refusing to allow them to enter. In 1921 she moved from Laredo to San Antonio where she continued to be a voice for women and established a pre-kindergarten.

Chairman Ceballos stated that to get Jovita Idar's full breath of her character and convictions, he recommends them to watch the 11-minute video which is just amazing and stated that it would do really good to adopt that holiday and for the staff to benefit from it and then said that he would go to Commissioner Ms. Freeman to speak a little bit about Cesar Chavez and any words that she wants to make on behalf of adding the holiday.

Commissioner Ms. Freeman mentioned that Cesar Chavez was a non-violent advocate for the migrant worker and worked with Robert Kennedy and other political persons at that time and helped set up minimum wage for a lot of the migrant workers that worked the fields and did a lot of personal sacrifices because he would do religious fasts when he would get ready to do a presentation and that affected him physically, health wise and ultimately killed him and he is honored because of the support he gave the migrant workers and allowed them to have a voice to be recognized throughout the United States to this date; his birth date is celebrated in March and several different major cities, a lot of cities in the United States, especially Texas, but not in Laredo, have a street, a road or a highway named after him, California has several different locations also; because of his non-violent political influence, he was able to move the migrants from a group of people that were categorized as the non-essentials, not wanted, not needed to a group to be recognized, especially when he joined the FLCAO and other organizations that worked with human rights. Commissioner Ms. Freeman stated that because of his work, we are all grateful for the work that he did, the struggles he went through and the marches that he did, especially in California and all the way up to Sacramento, from the South of Los Angeles and the march he did here in the Valley going up into Austin to support the wages of these people because at that time they were getting like \$.25 an hour and him along with several other political figures were able to stabilize the minimum wage for all employees throughout the United States. Chairman Ceballos thanked Commissioner Ms. Freeman and stated that he concurs with her.

Commissioner Dr. Rodriguez Tijerina stated that she embraces diversity, especially when there is so much relevance to our community with such leaders that they have identified, but recommended to just be careful with the number of holidays because she is going to play a little devil advocate, being in administration, that they do not want the employees to think they should add that holiday and that at the end of the day, at least for the Board, her perspective is that they vote on 13-14 days or whatever they are proposing today and then modifications on holidays be based on administration recommendation, but thinks that they just have to be

careful not to set precedence that tomorrow they add a Black leader and then an Asian leader and so on and mentioned that she is not trying to over-exaggerate, but thinks that what they all have done and have said, she is all for it, but just thinks that on the employees, they just have to be careful because she does not want to open up a can of worms as to where now they are opening it up to the opportunity to land many other opportunities for holidays.

Chairman Ceballos stated that she is correct and mentioned that there are other discussions that he wanted to have, but they are running out of time, and the Columbus name in itself, some communities have turned that as an indigenous day and he wanted to have that conversation as well and mentioned that if they look at the table they shared, the 14 for the Housing Authorities would be the highest and mentioned that Brownsville has 12, San Antonio has 12, Corpus has 12, the HUD federal holidays are 10, the state has 17, Webb County has 15, the City of Laredo has 19 and we have 13 and as he said when they started, they want to deliberate this a little more; they will miss this year's Cesar Chavez Day, but in the grand scheme of things, taking the time to really look at it and he thinks that if he is hearing the Board, these add-ons are not going to make it; if he is hearing the Board correctly, but if they want to take the time to study it a little more between now and the next Board meeting, that would be fine and stated that he does not think he mentioned Columbus in terms of his comment there, so they may want to think about that and said that unless there is more discussion, they can come back and formalize that and it will be up to the Board what they would want to do. Chairman Ceballos personally thinks that 13 or 14 holidays is a high number of holidays, however, he stated that it is one of those things that is very critical, to take away holidays from staff members and thinks that they would lose morale in that process and does not think that there is a high benefit in doing that. Chairman Ceballos mentioned that he has stated that he does not believe in the personal holiday as he has stated before because that is why they have annual leave and vacation pay which will fall in that place and stated that holidays are holidays.

Commissioner Dr. Rodriguez Tijerina mentioned that she agrees and accepts Chairman Ceballos and Commissioner Ms. Freeman recommendations and that she is not against the two leaders that have been identified and said that she just thinks that the number needs to stay consistent. Chairman Ceballos asked if Commissioner Dr. Rodriguez Tijerina is pointing out that they should stay at 13 and work back from the list. Commissioner Dr. Rodriguez Tijerina responded that no and asked that with the two recommendations they are making that amount will equal to. Chairman Ceballos stated that it would equal to 14. Commissioner Dr. Rodriguez Tijerina mentioned that 14 would be the identifiable number in their policies, procedures or wherever they need to place them. Vice-Chairman Dr. Garza asked that it would be 14 on the grounds that they take out personal holiday. Chairman Ceballos stated that they would replace the personal holiday with the Jovita Idar and they will add the Cesar Chavez or either way, but it will be a net add of one. Chairman Ceballos asked Mrs. Gaona if she had any comments. Mrs. Gaona responded that she did not have any comments and that her only concern

would be the personal holiday and for the Board to give her the directive on how to handle the personal holiday for the people that already took it this year.

Chairman Ceballos mentioned that it would be effective January 1, 2022 and would not go back to make it retroactive. Commissioner Ms. Guerra asked if in the calendar or fiscal year they have a personal holiday. Mrs. Gaona responded in the calendar year. Commissioner Ms. Guerra recommended to honor it maybe just for this year because it would not be fair for the people that already took it, so she suggested that for this year they would let everybody take that Personal Holiday because some people already took it and some people are not going to get it. Mrs. Gaona agreed. Commissioner Ms. Guerra stated that for this transition year, to let the people who have not taken it, be able to take it by the way they do it, whether calendar or fiscal. Mrs. Gaona mentioned that it is by calendar year. Commissioner Ms. Guerra mentioned that certain percentage of the staff have already taken it, so the other employees would be like they should have already taken it January 1st or something like that. Vice-Chairman Dr. Garza asked how many vacation days the employees have. Mrs. Gaona responded that they have 13 days. Vice-Chairman Dr. Garza asked in regards to the vacation, if they take all the 13 days at one time or if they take them scattered and if they allow them to take them all at one time. Mrs. Gaona responded that they are scattered that they are not allowed to take them all at one time. Chairman Ceballos mentioned that it could happen, that it is approvable. Mrs. Gaona confirmed that it is approvable, but usually they do not do more than the week.

Chairman Ceballos stated that the level of benefits is excellent, from the retirement, two times the life insurance, 13 paid holidays, 100% medical and mentioned that the coverage is just excellent and that it is not shy than most corporate worlds; the public world is competitive and is probably better than most and mentioned that he thinks the staff is well taken care of.

Commissioner Ms. Freeman asked in reference to combining Jovita Idar and Cesar Chavez together since they are both iconic Hispanics as one Hispanic Holiday. Chairman Ceballos mentioned they would have to decide on landing on a mutually agreed upon day and suggested to the Board, even though they do not have to do it today, that they could entertain Commissioner Ms. Guerra motion, or if they want to think about it and process it and stated that he is going to vote against the personal holiday because to him it does not belong in the holiday list, that it is different and that if they wanted to do it, it belongs on the fringe benefits; it is not a holiday and mentioned that there is no such thing as a personal holiday, it is a benefit in the category of vacation and asked who would like to comment. Commissioner Dr. Rodriguez Tijerina mentioned that she agrees with Chairman Ceballos' comments and that they just need to change it and also stated that Commissioner Ms. Freeman also has a good point that maybe they can look at Hispanic Month or something where they combine great leaders, but she agrees with Chairman Ceballos' comment that there is no such thing as a personal holiday because holidays in an organization are all set dates, but she also agrees with

Commissioner Ms. Guerra's comment that they cannot hurt or penalize the employees now and that it should be a change for the future. Chairman Ceballos stated that it is correct and that he is all for that.

Chairman Ceballos asked the Board if they would like to entertain a motion now or if they need more time. Vice-Chairman Dr. Garza stated that he would like more time. Chairman Ceballos mentioned that he thinks it will be the best way to do it and that way they will also kind of clean up the form and just look at the ones that are actually being considered and stated that he likes the idea of having one day for the Hispanic Heritage and they would just have to agree on the date. Commissioner Ms. Guerra mentioned that they would also attach what they would like to change, if they would want to change indigenous day. Vice-Chairman Dr. Garza stated that they do not have Columbus Day included. Commissioner Ms. Guerra mentioned that they do have it at the County. Chairman Ceballos stated that Vice-Chairman Dr. Garza is correct that they do not have it as a holiday. Mrs. Gaona stated that it is not a holiday. Commissioner Dr. Rodriguez Tijerina suggested to let administration, Mrs. Gaona, give them the proposal and they will just vote on the day or the 14 days and maybe the calendar be given to them, so maybe next time they will just be provided with the calendar because she stated that she agrees that holidays improve the employee morale or however Mrs. Gaona would want to approach it and that Mrs. Gaona just give them the recommendation as to what they think, whether it will be 14 or 15 days, to let administration propose what those holidays look like. Vice-Chairman Dr. Garza mentioned that he would like to go back to Commissioner Ms. Freeman's suggestion about combining both holidays and then with Commissioner Dr. Rodriguez Tijerina mentioning that they do not have a holiday in October, so they could do something in October for Hispanic Month with a holiday. Commissioner Ms. Guerra mentioned that Hispanic Month is in September, but they can still celebrate it in October.

Chairman Ceballos recommended to bring it back at the next meeting and clean up the table and bring it back to finalize it and they can visit with Mrs. Gaona in the meantime and stated that he already mentioned what he feels strongly about. Commissioner Ms. Guerra asked is they have two personal holidays. Mrs. Gaona stated that they just have one personal holiday, so Chairman Ceballos mentioned that they will come back with this item.

Chairman Ceballos mentioned that the next item is probably going to come back and asked Mrs. Gaona to run them through it and mentioned that he assumes it is the San Antonio Housing Authority model the one Mrs. Gaona is working with. Mrs. Gaona confirmed. Commissioner Ms. Guerra asked about breakage fees. Chairman Ceballos stated that Commissioner Ms. Guerra has a question about breakage fees on page 39 of the San Antonio tuition reimbursement. Mrs. Gaona responded that she thinks it has to do with when people enroll and then the university will charge a fee. Chairman Ceballos asked Commissioner Dr. Rodriguez Tijerina if she knew what breakage fees are on tuition. Vice-Chairman Dr. Garza

wondered if it would be a fee when they break tuition in payments. Commissioner Ms. Guerra mentioned if it would be when they do instalment payments and they would charge an extra fee. Commissioner Dr. Rodriguez Tijerina stated that she did not know and could look it up, but does not think they have such a model. Vice-Chairman Dr. Garza asked if it would be like a payment plan fee, when they break tuition in payments. Commissioner Dr. Rodriguez Tijerina mentioned that it was her first guess and stated that they just have to be careful with fees because every higher ed institution has different fee structures and that the one that is consistent among all is tuition.

Mrs. Gaona mentioned that the policy they have currently is kind of short, but it does not go into detail and stated that she wanted to address also the percentage of the tuition reimbursement based on grades and mentioned that they got a copy of the San Antonio Employee Handbook and theirs is by a percentage of the grade; for a C it is 75% and for A and B is 100% and mentioned that ours would pay 100% for a grade C or better, so Mrs. Gaona feels that it is something they would want to consider looking at. Chairman Ceballos asked if there is a requirement to commit to being an employee for a certain amount of time. Mrs. Gaona confirmed and mentioned that it is something they would also like to recommend because it also states it in the San Antonio one; if they leave within the year, they could have it deducted from their pay if they leave within the year of receiving the tuition reimbursement. Chairman Ceballos mentioned that it is a one-year commitment essentially. Mrs. Gaona confirmed. Chairman Ceballos asked if it is regardless of the total amount. Mrs. Gaona confirmed. Chairman Ceballos asked if the San Antonio has a cap on the amount of the subsidy. Mrs. Gaona responded that they do, that it depends on the hours.

Commissioner Ms. Guerra asked about the hours; Mrs. Gaona mentioned it is 6 credit hours per enrollment period and a maximum of up to 18 credit hours per year. Chairman Ceballos mentioned that he would like to see a cap on the amount. Commissioner Ms. Guerra mentioned that it used to be only for three terms. Vice-Chairman Dr. Garza asked if they are talking about schools here in Laredo, TAMIU and Laredo College, or if it can also be online. Chairman Ceballos asked Mrs. Gaona if they would take note, so that they can come back with that information and answer the questions; If it is online or not, if accredited and stated that of course it needs to be an accredited institution, absolutely. Commissioner Dr. Rodriguez Tijerina mentioned in regards to online, that technically a student, especially these days, can get an online degree basically from anywhere and said that granted the upper division is going to require possibly more practicum and that these days you can get an education all online, so it is no longer Phoenix University and recommended to just add that because that was a mindset back in the days, but nowadays online can be done here locally. Vice-Chairman Dr. Garza stated that he knows and understands that, but if they would want to study in Pennsylvania, they would be talking about paying out of state fees and all those types of fees and it would get very pricy with tuition too.

Commissioner Ms. Guerra mentioned that they could set it for in-state rate, or something to that effect. Chairman Ceballos suggested that the Board task Mrs. Gaona with addressing the cap on the amount and also in regards to who makes that decision, if it is the agency or if it is the student and then the level of commitment, if they would want to cap the commitment, if one year would be acceptable or multiple years, if online or not online, accredited required, out of state, related fees, whether those would be covered or not. Chairman Ceballos stated that he personally would like more than a year commitment from a staffer based on the amount, so if they would only assist with \$1,000.00, they should not expect him to be here two years and if they get another opportunity, it is a community development leadership professional development of the staff, but if they do better and get better elsewhere, it is fine, he thinks they have achieved their goal; they would prefer that employees stay, but mentioned that the commitment should correlate to the investment, so if they invest \$1,000.00 with someone, it is a year of their commitment, so it is something for Mrs. Gaona to look at and asked if Mrs. Gaona had also looked at Brownsville. Mrs. Gaona stated that she did not and that the other ones do not have any; they refer them to financial aid and stated that San Antonio is the only one that has the tuition reimbursement.

Commissioner Ms. Guerra asked if it is for associate and bachelor degrees. Chairman Ceballos mentioned that the level needs to be defined too and stated that there are folks that are trying to get to management and our jobs require a degree and there are multiple people that are in that situation. Chairman Ceballos mentioned that they take classes and they accommodate their schedule, so he recommended to make sure that it is in the policy too. Commissioner Ms. Guerra asked what is eligible as far as fees and mentioned that for sure not late fees. Chairman Ceballos mentioned that Mr. Peña was showing him that the breakage fees are when they pay in breaks or they add penalties and stated that they are not covering any penalties or late fees. Commissioner Ms. Guerra asked about textbooks and Chairman Ceballos wondered if they cover textbooks and mentioned that it could be expensive. Mrs. Gaona stated that right now the policy does.

Chairman Ceballos stated that he would go through each Board Member to raise any items or research for Mrs. Gaona or clarification and will start with Commissioner Ms. Freeman and then with Commissioner Dr. Rodriguez Tijerina regarding this tuition reimbursement policy. Commissioner Ms. Freeman mentioned that in regards to the tuition reimbursement policy, they need to address the withdrawals on the classes and also mentioned that if they are going to invest more than a \$2k on them, to spread the reimbursement to a couple years at least and if they are going to spend \$10K or \$12K on them, to do like 30% after the first year, 30% after the second year and 30% after the third year because that is a lot of money the Housing Authority will be spending on one person's education for them to be leaving if they give them all the reimbursement at one time. Chairman Ceballos mentioned that the suggestion is to come up with a budgetary

rate, so they will know the percentage of the total. Mrs. Gaona mentioned that it is what she was going to ask the Board to give her because it is something they did not have and would ask to give her a certain allowance every year, just like they do for other programs. Chairman Ceballos mentioned that Mrs. Gaona can propose that when she comes back.

Commissioner Ms. Freeman asked what will be the responsibility if they drop a class, if they put the money out initially or if it would be the employee. Chairman Ceballos responded that she is going into the language of what if they drop a class, can they re-apply and if they will get the assistance and stated that disqualification is the clarity on that.

Chairman Ceballos asked Commissioner Dr. Rodriguez Tijerina if she had anything she needed for them to follow up on or that she would like them to look into. Commissioner Dr. Rodriguez Tijerina stated that for sure she would like the accreditation school, maybe instate or like Commissioner Ms. Freeman just mentioned in regards to setting up a set tuition because every higher ed is going to have a different rate and a different tuition; same thing with fees, as she mentioned earlier, they have different models, so if they would say for example, \$200 for fees, and then overall mandated student fees that every student at any higher ed has to get charged, but not the breakage fee, something that is applicable to all because like she said everybody has different fee models and mentioned that she agrees not to reimburse until the grades are issued out.

Commissioner Dr. Rodriguez Tijerina stated that Commissioner Ms. Freeman brings up a good point in regards to degrading the first semester and then the next semester they do not continue with the degree plan and does not get the degree, so what is going to happen to that semester that they already gave the money for and stated that she knows school districts personally in regards to teachers that are getting their masters or their additional 18 hours to teach for college level courses and she believes that they are doing a 5-year commitment in the contract to stay at that school district, so she thinks that they are going to need legal to help them out in regards to the year expectation with the Housing Authority and if they do not comply with the contract, what would be the consequence.

Vice-Chairman Dr. Garza mentioned in regards to incomplete classes and how they would handle it and stated that he knows some of the school districts pay for the bachelor degree, but they will tell them the area they want them to get the masters in, so they kind of tell them that if they are interested they tell them the area they are going to do it in and obviously they have the commitment from the person and stated that he agrees in regards to them getting a better job, but asked how would they pay back the Housing Authority for the support they were given. Chairman Ceballos mentioned that when he was an employee with Housing Authority, he received that support and he took advantage of every training that was out there; he was very young in his late 20's when he worked here, so he took advantage of a lot of that and to him it was the value of it and mentioned that

Larry Dovalina, when he was City Manager, started a leadership program which was very successful and stated that a lot of people that came out of that program are leaders and some of them may have already retired, but that program worked very well and mentioned that Vice-Chairman Dr. Garza is absolutely right and that the point is that there needs to be some intrinsic benefit to the agency for sure.

Chairman Ceballos asked Commissioner Ms. Guerra if she would like anything to have followed up on. Commissioner Ms. Guerra mentioned that it would be on the total amount on San Antonio Housing for the enrollment cap and mentioned that it should also be based on the local university and maybe for undergraduate classes it could be at Laredo College and for upper classes TAMIU once they are on their major and also stated that she would not consider textbooks because they can borrow from other people and can get international copies and that they have strategies to minimize the cost of textbooks. Vice-Chairman Dr. Garza mentioned that TAMIU also has Freshman and Sophomore undergraduate classes. Commissioner Ms. Guerra stated that if they would want to set the tuition rate as per TAMIU. Vice-Chairman Dr. Garza mentioned that he thought Commissioner Ms. Guerra wanted them to go to Laredo College for the undergraduate classes. Commissioner Ms. Guerra stated that she would recommend to pay the going rate at Laredo College for the basics and then use the rate for TAMIU once they get into the actual upper classes. Vice-Chairman Dr. Garza stated that six hours is really very good which is two classes per semester and mentioned that when he was in college, if you were a full-time student and were caught taking only two classes, you would get punished for that.

Chairman Ceballos mentioned that one thing that may be smart to include is to have a degree plan that gets included, so that they will know if it would take them six years because the person works. Mrs. Gaona stated that the San Antonio Housing has that and it requires a letter from the employee's college advisor and a current degree plan. Chairman Ceballos asked Mrs. Gaona how many employees she thinks may be interested in participating. Mrs. Gaona mentioned that it may be from three to five initially.

Commissioner Ms. Guerra asked if there would be a cap. Chairman Ceballos stated that it is what Mrs. Gaona mentioned, that the budgetary cap would be important. Mrs. Gaona mentioned that first it would be the six credits. Vice-Chairman Dr. Garza asked if there is any type of training in Housing to train the employees. Chairman Ceballos mentioned that Nelrod provides those trainings for Public Housing, Section 8, Manager, Executive Director, Resident Commissioner. Vice-Chairman Dr. Garza asked if those are free of charge. Chairman Ceballos stated that they are not, that they all cost money. Vice-Chairman Dr. Garza asked if they could consider something like that too. Chairman Ceballos responded that actually it should be blended and that if an employee would want to be a particular director or wants to get a particular management job with a degree plan, they will go ahead and pay, but they will also want them to get the certification; it is going to cost because they will send him and pay for it and stated that it is a very good point,

that the degree plan should be blended with a housing credential training and then they steer them back with intrinsic value to the agency.

Chairman Ceballos stated that they will bring this back at the first or second meeting in April. Dr. Lopez mentioned that Chairman Ceballos already shared about Mr. Larry Dovalina and stated that he was under his regime too and although Dr. Lopez was a veteran going to school, the veterans paid for all his school, but the City had the program where according to the grades you had, so was the back up you had from the City too, for example, if they maintained an A average, the City will cover 100%, a B would be like 90%, C would be like 50%, so it was commensurate to the performance the student would display academically, so the student has to really commit himself too; it is not like you are doing the student a favor, the student needs to also maintain it because it may be so advantageous that some students just dedicate themselves to take the money and take advantage of this kind of programs and then at the end they do not really fully come through, so those are some of the things that organizations need to keep in mind, that it is a personal commitment too, more than the organization and that was the way Larry Dovalina handled it in the past.

Chairman Ceballos thanked Dr. Lopez for the comment and mentioned that they will look at the City as well and asked Mrs. Gaona to look at what the City has in place in contrast to their conversation today.

Chairman Ceballos stated that no action is being taken on item 9I and that it will come back in one of the meetings in April.

10. 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).

11. ACTION ON ANY EXECUTIVE SESSION ITEM

12. ADJOURNMENT

Chairman Jose L. Ceballos moved to adjourn the meeting.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

Commissioner Dr. Rodriguez Tijerina stated that she wanted to recognize Councilmember Martinez and thank him for his time because he has been here throughout the entire meeting,

so she thanked Councilmember Martinez again for listening to them in their discussions. Councilmember Martinez thanked them for having him and mentioned that he gets all the committee agendas and that he had been wanting to visit each of the committees and something caught his eye in our agenda which was in regards to homelessness which is something they definitely have to tackle, so he called Chairman Ceballos and mentioned that he might pop in his meeting and to not get surprised if he pops in and mentioned that the committee is surprised that he actually popped in because he does not think they are used to having a Councilmember listening in the meetings, but he has been enlightened, and it is very professional by the way and the topics of discussion they had today is very professional and very businesslike, so he thanked them again for having him and mentioned that he plans on coming back again. Chairman Ceballos thanked him for his time and mentioned that they appreciate all he does for them and thanked him for popping in because they really do appreciate it.

Meeting adjourned at 2:23 p.m.

Jose L. Ceballos, Chairman

Mary Gaona, Executive Director

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/8157146679>

Call in Number: 1-346-248-7799

Webinar ID: 815 714 6679

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, April 9, 2021

12:00 P.M.

Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice-Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodriguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

NOTE: Due to 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-21-R-06

Minutes

April 9, 2021

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 12:07 p.m.

2. INVOCATION PRAYER

Commissioner Ms. Freeman led them in prayer: "Heavenly Father, we thank you for this day for we know they are not promised, we thank you for all the blessings you send our way; we pray that you protect all military as they do their work for peace in this world and for the refugees too, to ease their conflicts; we pray for the people that have passed from Corona Virus, for their families, for those that are still hospitalized and for those that have overcome the virus, but still suffer long term lingering effects; we pray for the homeless, the mentally challenged, the disabled, the elderly and we pray for all government leaders, City, County, State and Federal, that they use logic and wisdom in their hearts in making their decisions and in closing, Heavenly Father we pray to place your loving hands on these people present to heal their ailments and do your work in Jesus name, Amen."

Chairman Ceballos thanked Commissioner Ms. Freeman and stated that it was a great prayer.

3. PLEDGE OF ALLEGIANCE Chairman Ceballos led them in the recital of the pledge.

4. ROLL CALL AND DECLARATION OF QUORUM

Mrs. Mary Gaona, Executive Director, proceeded with roll call and stated that they had a quorum.

Commissioners Present

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

Commissioners Absent

Staff Present

Mary Gaona, Executive Director (by zoom)
Christy Ramos, Administrative Assistant (by zoom)
Robert Peña, Director of IT (by zoom)
Sara Vicharelli, Interim Director of Housing Management (by zoom)
Bulmaro Cruz, Director of Construction Projects (by zoom)
Jennifer Barrientos, Director of Finance (by zoom)
Diana Cruz, Director of HR (by zoom)
Melissa Ortiz, Director of Section 8 (by zoom)
Ricardo De Anda, Attorney (by zoom)
Mark Foster, Attorney (by zoom)

Others Present

Dr. Waldo Lopez, Consultant (by zoom)
Mario Jasso, Consultant (by zoom)
Rene Gonzalez, Garza, Gonzalez and Associates (by zoom)
Jason Hyde, Garza, Gonzalez and Associates (by zoom)

5. 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)

Chairman Ceballos stated that there was nobody present nor online. There were no comments.

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

Chairman Ceballos asked if there was anybody online or present that needed to make a disclosure on any item being entertained, for potential conflict.

There were no disclosures of conflict of interest.

7. APPROVAL OF MINUTES

- A.** Approval of Minutes for Board of Commissioners meeting on March 12, 2021.

Vice-Chairman Dr. Garza moved to approve minutes of Board of Commissioners meeting on March 12, 2021.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

8. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Chairman Ceballos asked if there was anybody present from the Central Resident Council. Mrs. Gaona stated that Central Resident Council President Ms. Rios was not able to join the meeting due to undergoing a procedure and stated that Mrs. Rios mentioned to her that she did not have any comments for the Board at this time.

Chairman Ceballos moved to skip items 9A & 9B and also Consent Agenda and go to Item 11C, followed by Item 11D.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

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

- A.** Executive Director's Report to include status of Rapid Rehousing Grant Program and ongoing construction projects.

Mrs. Gaona presented to the Board and stated that for the month of March the pic score for Public Housing is 99.14% and for Section 8 it is 99.81% and the utilization in the HCV Program is at 95% with the lease up close to 96%; for the leasing at Colonia Guadalupe, they are at 253; Ana Maria Lozano and Carlos Richter, they are at 215; at Senior Home, they are at 91; at Meadow and South Laredo, they are at 127; at Asherton, they are at 23 and at Farm Labor, it is 41; for Russell Terrace they are at 192 and at Meadow elderly they have one vacancy, so they are at 29. Mrs. Gaona mentioned that they are proposing to open the waiting list at the end of this month for both programs, so they will be having the ability to lease all the units in the next couple of months.

Chairman Ceballos stated that he would like it to be a special effort placed on homeless shelters and for it to be some strategy to introduce some of them to our program. Mrs. Gaona informed that she already discussed it inhouse and they have begun to reach out to their partners and formulated a system on how they can get it done in both programs, Public Housing and Section 8. Chairman Ceballos stated that they need to know that what they were doing in the past is not picking up the numbers, so they need to change it because they did a lot of work last year at the end of the year and they only picked up five and mentioned that part of the process too is that the admissions is extremely slow in getting people into the

program and it is taking them six to eight weeks from the point that they reach them to get on the waiting list, so they are losing people and stated that he is mentioning it to her because she was not around when they did a large part of it which may have been before she started and Chairman Ceballos stated that there are several hundred people that are homeless either in shelters or on the streets and when they only pick up five, there is something that is not working in that outreach. Mrs. Gaona stated that she will make sure that they address it.

Mrs. Gaona informed that they rolled out the Rapid Rehousing Program and stated that they housed two families, they have two that are in the process and they are currently looking for landlords which is where they have seen a little struggle in the program in regards to getting landlords to accept the client, so they are continuing to do that to be able to get the referrals and get the program complete.

Bulmaro Cruz, Director of Construction Projects, presented on Los Balcones Apartments and showed the last framing they are doing in building 1, units 2 and 3 and also the last repair they are doing on the floor structure for unit 6 on the east of the second floor which they are doing through unit 3 of the first floor; then he showed them pictures of units 9 and 10 from the building in the back with the framing almost completed and stated that as of today, they are installing duct work in that building and are also doing plumbing and roofing. Mr. Cruz also showed them the last item they put on the outside of the building which Chairman Ceballos stated looks great and also that the interior is very clean, so he congratulated Mr. Cruz who stated that they expect to cover that work by the end of next week and mentioned that they could see the duct work they fabricated for that building.

In regards to the Ana Maria Lozano project, Mr. Cruz showed them the front entrance to the building on Gale Street and the sidewalk between the head start and the Ana Maria Lozano building and also the above ground plumbing that is being done through this week and the duct work for the air condition which they expect to be completed today.

Mr. Cruz asked if there were any questions. Chairman Ceballos mentioned that Mr. Cruz is pushing on the Balcones project and mentioned that it is a tremendous project, one of those hard renovation projects where they are discovering more of a mess than they anticipated which is not nice, but it will end up being a much better project in the long run and mentioned that he would like for them to deliver it early fall like they all had planned and that hopefully they make that goal, so they can have some students and other former homeless moving into that building. Mr. Cruz stated that it is their objective to comply with the deadline they had promised. Chairman Ceballos thanked Mr. Cruz and asked if there were any questions or comments from the Board on those two projects. There were no questions nor comments.

B. Unaudited Financials for the month of February 2021.

Jennifer Barrientos, Director of Finance, presented the highlights for the February 2021 Unaudited Financials and stated that she is happy to present that all the programs such as COCC and Amps 1, 3, 4, 5 and 6 have a net profit for this month as well as Section 8 and Farm Labor.

Ms. Barrientos presented the year to date highlights and mentioned that they are 11 months into this fiscal year and stated that they should be at 92% on both revenues and expenses and that in the Laredo Housing Facilities Corporation they have Russell Terrace and Bernal Sunrise Courts revenues and expenses; the Laredo Housing Opportunities Corporation is River Bank and Casa Verde and for the Laredo Housing Development Corporation, they have the O'Kane Apartments, at 1505 O'Kane, revenues and expenses.

Ms. Barrientos mentioned that on the 2016 Capital Fund Grant they have remaining to expend \$101,627 with the work that is still pending at Ana Maria Lozano, Senior Home and Asherton and stated that they have until April 21, 2022 to expend all the money; for the 2017 Capital Grant they have \$439,535 remaining with Ana Maria Lozano and Asherton work items to be completed and the disbursement end date is August 15, 2022; for the 2018 Capital Grant they still have \$941,853 with the majority of the work items in process to be completed and the disbursement end date is May 28, 2023; for the 2019 Capital Grant the majority of the work items are still being worked on and in progress and mentioned that they have \$1,666,405 remaining to expend and it ends in April 15, 2024 and the 2020 Capital Grant is their newly funded Capital Grant which they will start on the work items and they have \$1,798,213 remaining to expend.

Ms. Barrientos asked if there were any questions from the Board. Chairman Ceballos asked if they could go back to Section 8. Ms. Barrientos asked if they would like more detail on it. Chairman Ceballos mentioned that it is fine and what he would like her to do is to track utilization on the same screen and mentioned that she had seen the shortage on the financial statement underutilization and for her to project that for them on a monthly basis in order to see how they are going to finish out the year, so that the Board does not get surprised if they leave \$250K on the table, so that the program staff would work to try to get that out. Ms. Barrientos stated that for the next Board meeting she will present an additional slide to reflect the revenues, expenses and the utilization for both the HVC program and the mainstream program, so she will have that information projected for the Board.

Chairman Ceballos thanked Ms. Barrientos and asked if there were any questions for Ms. Barrientos or for Mrs. Gaona. Commissioner Ms. Freeman mentioned that she had a question for Mrs. Gaona in regards to Rapid Rehousing and stated that they are having a hard time filling those slots because the landlords are having trouble with the tenant applicants passing the credit and the rental background checks and asked if there was any way they can generate a waiver for that program

to present to the prospective landlords, so they can get those filled up. Mrs. Gaona mentioned that they have been trying to work with them and stated that they can also pay their security deposit and their application fees, so they have been working with them in that sense and stated that the only other thing they could do is to request a waiver to be able to house them in our properties, so that would be the type of waiver they will put out which would allow them to move into our properties. Chairman Ceballos asked Mrs. Gaona if there is a downsize to that. Mrs. Gaona responded that there is not and mentioned that when they spoke to HUD, they explained to them the situation they were having; finding the landlords to accept it and that they were just going to take a little longer and stated that Ms. Martinez has been speaking to them and mentioned that they have already started the process of gathering the information, so they can come to the Board to see what it would take to request that waiver.

Chairman Ceballos thanked Mrs. Gaona and asked her if she would inform the Board in regards to Farm Labor. Mrs. Gaona mentioned that they have spoken to USDA in regards to the Farm Labor property and mentioned that they will be paying off that loan as of July 7, 2021 and once it is paid off, that property will no longer be getting assistance for the tenants there, so they will have to be notifying the tenants about that and also mentioned that they are in the process of looking to see if they can do project based vouchers which is looking like they may not be able to do project based vouchers; the only thing they would be able to do is the regular tenant vouchers, but they are still working with HUD to be able to determine that.

Chairman Ceballos asked Mrs. Gaona who is helping her, if it is Mr. Solomon. Mrs. Gaona responded that they had talked to Mr. Solomon about the housing vouchers under USDA because apparently there are some USDA housing vouchers that the residents could qualify for, but the gentleman in Florida who is assigned to our property was not aware of anything, so Mrs. Gaona asked Mr. Solomon to assist her in researching that part and also mentioned that they have e-mailed and contacted Greg Krauss and Mr. Pohler with the San Antonio field office.

Chairman Ceballos asked Mrs. Gaona if she is working through Mr. Solomon. Mrs. Gaona confirmed. Chairman Ceballos suggested to Mrs. Gaona to let Mr. Solomon do his work before getting the field office looking into it because if the field office makes a determination, Mr. Solomon would be able to really help much. Mrs. Gaona agreed.

Chairman Ceballos stated that the Board could chime in, but for him, the best bet would be project-based vouchers for the entire complex and stated that in regards to this item, apparently sometime last year, the Housing Authority would have received a notice that their loan was coming to an expiration and they would have needed to make a decision about borrowing more or extending the loan, although they only owed a couple thousand dollars, so they were really coming to the end

of that program after 33 years; Chairman Ceballos stated that they are going to have to explore different options and mentioned that he still thinks that Section 8

vouchers work, but it would be much better for them to be put in as a 20-year contract of those vouchers, 15 or 20 to project based, so it is going to come back to the Board. Mrs. Gaona agreed.

Chairman Ceballos asked if there were any questions or comments and to Mrs. Gaona if there were any other operational items. Mrs. Gaona responded that there were not.

10. CONSENT AGENDA

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

Chairman Ceballos asked Mrs. Gaona if there was anything extraordinary on any of these items. Mrs. Gaona stated that on item 10A, it was just to include another department and in item 10B, it is just needed as part of the cashflow distribution.

Chairman Ceballos moved to adopt both items 10A & 10B under the Consent Agenda.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- A.** Consideration to authorize the Executive Director to enter into an agreement with Texas A&M International University (TAMIU) on behalf of the College of Nursing & Health Science.
- B.** Consideration to authorize the Executive Director to open an LHA bank account for River Bank Village. GP, LLC and BAH Casa Verde Apartments GP, LLC.

11. ACTION ITEM

- A.** Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidate Annual Contributions Contract for Calendar Year 2021 and adopt Resolution No. 21-R-05.

Mrs. Gaona mentioned that in regards to this item, on December 17, 2020, the Board approved the 2021-2025 PHA Plan that included the 2021 year and at that time they estimated the grant to be \$1.7M and stated that they have received the grant award which came in at \$1,900,414 and they are requesting authorization to allocate \$76,995 to the management fees and \$123,419 to the Senior Home for mechanical, electrical and plumbing renovation. Vice-Chairman Dr. Garza asked how much it was for Senior Home. Mrs. Gaona responded that it is \$123,419 for the Senior Home and stated that they are allowed 10% in the management fees,

so they would like to increase it. Chairman Ceballos asked if there were any questions for Mrs. Gaona. There were no questions.

Chairman Ceballos moved to approve Item 11A.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

- B.** Discussion and possible action to update the structure of the COVID-19 Emergency Action Committee to be co-chaired by the Executive Director and Public Health Consultant and report to the Board of Commissioners.

Chairman Ceballos mentioned that since April of last year, a committee was formed through a resolution of the Board and basically that resolution was formed to handle emergencies that were coming up in decision making, so the Board authorized the Director, Ricardo De Anda, Chairman Ceballos and also initially Mr. Poneck to kind of handle and respond to what was happening and making decisions particularly with Senior Home, so what they are going to do now is kind of hand some more of this to the staff and to ask them to lean a little bit more on Dr. Lopez and the Executive Director to run those meetings as opposed to Chairman Ceballos, Ricardo De Anda and others and stated that he thinks that the entire team has done a great job with Senior Home and stated that he has mentioned to the Board that just the reliance of both Mr. De Anda and Dr. Lopez has been extremely helpful; it was initially and continues to be and obviously the issues are more leveled off, so they are recommending making that change of formatting and to give staff a little more, probably less meetings, and anything that they need will now come back to the Board as opposed to that committee acting on it independently as they were doing before and stated that they have not had an emergency meeting as a committee in months, so it is just the natural progression of the committee to evolve and mentioned that he knows that the Operational Committee for Senior Home meets every week, but the Emergency Response Committee with the Authority has not met in quite some time which speaks to the success of that effort.

Chairman Ceballos asked if there were any questions about this change. There were no questions.

Chairman Ceballos moved to set the committee as presented, co-chaired by the Executive Director and the Public Health Consultant and to report back to the Board of Commissioners, if needed.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

- C.** Presentation and possible action related to the Housing Authority of the City of Laredo Audited Financial Statements for Fiscal Year Ending March 31, 2020, by Garza Gonzalez & Associates. This item may be discussed in Executive session

pursuant to Section 551.071, consultation with attorney and Section 551.074, personnel matters.

Chairman Ceballos stated, for the record, that the Board of Commissioners already voted and accepted the report at the last meeting and what they are doing today is hearing from the Auditors in presenting their report and anything they wish to share with the Board.

Mrs. Gaona introduced Rene Gonzalez and Jason Hyde from Garza, Gonzalez & Associates who would be presenting the Audit Summary for Fiscal Year ending March 31, 2020. Chairman Ceballos welcomed and thanked Mr. Gonzalez and Mr. Hyde for their work during the last two years and stated that the Board received their packet during the last meeting and had a chance to review it and mentioned that there are a couple things that they need to work on which will be on the report and their letter to the agency, which were acknowledged, but at this point, they have some time to cover the report as they normally do.

Mr. Gonzalez stated that he understands that the report was presented, covered and approved by the Board, for which he is glad and mentioned that they will be looking at the Summary which should be in their packets and that it was released yesterday afternoon and it just summarizes the two reports they have issued; one is the Audit Report and the other is the Conduct of Audit Report and stated that it was a difficult year for everybody including them as auditors who work very closely with the staff and stated for the Commissioners to understand that this is a joint effort for the audit; it is not just them coming in to perform the audit, but it is the staff providing the data they request and he is happy to report to the Commissioners that they would not restrict it in any form or fashion, even though they attempted physically during the interim work for the year and they did everything remotely which was a little bit trying, not only for the staff, but for them as well, and is glad to report that it worked well; they got everything they wanted and mentioned again that the staff did not restrict them in any form or fashion for they are who decide what they will look at and they decide what they are going to test and mentioned that the administration staff worked very closely with the supervisors information; therefore, they were able to get the report out on a timely basis and submitted not only the REAC submission to HUD, but also to the Clearing House for the Federal Government.

Mr. Gonzalez stated that this report was dated back in December 30, 2020, when they released the report and got it submitted shortly thereafter on a timely basis for the Housing Authority and mentioned that the other point is that they rendered a clean opinion, not only the report, but since they administered federal funds on all the internal controls and compliance requirements in the federal grants they had no material weaknesses, no significant deficiencies to report and no other material weaknesses or questionable cost and stated that as their auditors they have the right to question cost if they felt that cost was incurred that did not comply with the requirements they are obligated to comply with and

stated that in this case there was no questionable cost and no material weaknesses, etc.

Mr. Gonzalez mentioned that as Chairman Ceballos indicated, there are two recommendations they have in a separate letter, but there were not material enough to include them in the major report and those two items are described in the Conduct of Audit Report and mentioned that management is aware of them and worked on them; in one case, it is a prior year comment and stated that some progress was made in reducing the amount of the outstanding checks that have not cleared yet and the other one is dealing with inspections which is just an issue of timing between the inspection and re-inspection and stated that HUD has some specific requirements of timing and they found five out of the 25 they tested that did not meet the timing compliance, but in every case, if the re-inspection shows that the work has not been completed, they would actually stop payments on the Housing Authority, the HAP payments; the Housing assistance payments would actually stop which is really the ultimately goal they have if the repair is not performed, then in this particular case, they have a right to stop the HAP payments and that did occur; the only issue was that they were not on a timely basis for the re-inspections.

Mr. Gonzalez mentioned that the Summary kind of covers a lot of numbers and he is not going to cover all of them specifically and said that the way they structured the Audit Summary is that it has parenthesis after every topic which would tell them which page number to refer to in the larger report, so on page 2 of the Summary Statement of Net Position, what he would share is that the numbers that are reflected in that column, as they well know, include not only the Housing Authority, but also the Opportunities Corporation, the Development Corporation and the Facilities Corporation, so Facilities, Opportunities and Development Corporations are included in those particular numbers and if they would recall, looking at the report, there is a separate line item in columns for those other investments that have equity which are considered as discreetly presented or reflected in the financial statements, so the numbers he is talking about now include the operations of the Housing Authority along with the Opportunities, Development and Facilities Corporations, combining all that, they have a net position at the end of the year of \$32.9M and they generated about \$29K at the end of the year in 2020 which increased the total net position to \$32.9M; cash in the bank at the end of the year is a total of \$24.4M, so it's very positive financial information and further down they can see the totals on the first column, the last number is the net total position of \$32.9M which is broken down into those three segments: investments in capital assets, the major one during the year of the audit was the completion of the Russell Terrace Project and that increased the capital assets in that particular area and stated that they have \$830K of restricted net position and unrestricted they have \$21.2M, so he stated that the agency is in excellent financial position compared to the prior year.

Mr. Gonzalez asked Chairman Ceballos if there were any questions on what they have reported and mentioned that he knows they accepted the report last month, but if there are any questions, they will be happy to answer any question that relates to the financial activity. Chairman Ceballos mentioned that the Board can feel free to ask anything they would like to ask, but in terms of the net position he asked what was it that caused that change in that decrease, if there is one particular place where they saw additional expenditures or a change in assets. Mr. Gonzalez stated that if they look at page 2 which is the statement of revenues and expenditures, where they present a comparison and show the cash position and then on the next page they show the comparison between the revenues from last year and this year and stated that revenues increased a little bit and showed the different categories and mentioned that they can see the increase or decrease on the last column comparing 2019 to 2020 and also the same thing with the administrative expenditures and stated that there was an increase overall of \$1.5M. Mr. Hyde mentioned that there were some losses in various programs; housing choice vouchers of about \$110K loss, the blended component units net had \$164K loss and the central office cost center had about \$111K, but those negatives were offset by the health they gained in the amps in public housing of \$475K gain. Mr. Gonzalez stated that the numbers they are seeing are the combined numbers he just shared with them, but in the back reports, they are not showing it in the Summary; they have a breakdown of what Mr. Hyde was talking about; everything is broken down by operational entity. Mr. Gonzalez mentioned again that they are pleased for the cooperation the staff gave them in getting the numbers out on a timely basis and even though they had changes in administration, it worked very smoothly for them.

Chairman Ceballos asked if there were any questions from the Board and asked Mr. Gonzalez if they were auditing other Housing Authorities. Mr. Gonzalez confirmed. Chairman Ceballos asked him if programmatically they are seeing the housing choice voucher program underutilizations and stated that he knows it changes, that sometimes folks stay over leased and they are over extended and other programs start underutilizing and stated that they have been cycling on the underutilization side with that program and asked Mr. Gonzalez what he is seeing as a trend and how that is representative in other Housing Authorities he is looking at. Mr. Gonzalez stated that Mr. Hyde manages this particular engagement along with other Housing Authorities, Bexar County Housing Authority, San Antonio Housing Authority and Houston Housing Authority, so Mr. Hyde mentioned that it is more common with the other Housing Authorities that are about the same size and that underutilization has been a common scene for a couple years now and wondered if the Agency received any CARES ACT or Corona Virus money and mentioned that some are getting some of it for rental assistance as well, so that kind of complicates everything for them as well, but stated that the underutilization is not uncommon and recommended monitoring it, like getting a monthly report to the Board, monitor it and to keep working on it.

Chairman Ceballos mentioned that it has been difficult and that the fiscal year does not match that program and stated that he agrees and mentioned that they have Rapid Rehousing money now that they did not have a couple of years ago, so they are going to see that for the next couple of years and it is going to impact and mentioned that the other thing is the homelessness and stated that they have been pushing to get folks off the street, particularly the Section 8 HAP program, so they are going to push to try to get that underutilization up by hitting that segment and said that he knows that it is a tough job and they do not want to leave any money on the table and mentioned that the \$283K on the screen, some of that is money that is left on the table because they are underutilizing in that program.

Chairman Ceballos asked Mrs. Gaona if she had any questions or anything else that she would like to add. Mrs. Gaona stated that she just wanted to thank Mr. Gonzalez and Mr. Hyde for all the work they did working with the staff to finalize the report and get it submitted on time. Chairman Ceballos stated that they do not need to vote on this item and asked if there were any final comments from either Mr. Gonzalez or Mr. Hyde. Mr. Gonzalez thanked them for giving them the opportunity to not only perform the audit, but present it to them hoping that they work a little bit better next year without the Corona Virus, that hopefully it would be under control to some extent and mentioned that it has been difficult and as they mentioned with all this technology now, they thank God they had it because they were able to perform the audit, not only for the agency, but for other entities as well and stated that it was a tough year and that he thinks it is applicable to all industries in the United States. Chairman Ceballos agreed and stated that it has been rough and that it is beginning to level off with the new technology that has helped, but it has been an extended period for everyone.

Chairman Ceballos thanked Mr. Gonzalez, Mr. Hyde and the entire team for their work and mentioned that in one of the previous meetings the Board authorized a legal consultant to help them with the Moving to Work application, so they may see that in the future if they actually get selected and hopefully they can start to utilize the capital outlay money that is sitting there in the project and stated that the Moving to Work application may get submitted probably in the summer and Chairman Ceballos stated that he just thought of letting Mr. Gonzalez know about it.

- D.** Discussion and possible action on ownership and lienholder interests to River Bank Village and Casa Verde Apartments, and legal transactions incident thereto. This item may be discussed in Executive Session pursuant to section 551.071, consultation with attorney and 551.072, deliberations about real property.

Chairman Ceballos moved to go into executive session at 12:32 p.m.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

The Board of Commissioners reconvened from executive session at 1:14 p.m.

Chairman Ceballos moved to authorize the Attorney and the Executive Director to proceed as instructed in executive session and to continue their discussion and negotiations with the parties involved in this transaction for both Casa Verde and River Bank Village.

Vice-Chairman Dr. Garza and Commissioner Ms. Freeman seconded the motion. Motion passed unanimously.

Chairman Ceballos mentioned that both of these items will come back next week.

Chairman Ceballos and Mrs. Gaona thanked Mr. Foster.

Commissioner Dr. Rodriguez Tijerina stated for the record that she joined the meeting during the executive session at 12:40 p.m.

Chairman Ceballos thanked Commissioner Dr. Rodriguez Tijerina and then mentioned that they would now go back to the order of the agenda to item 9, Standing Reports and Presentations.

- E.** Discussion and possible action related to possible changes to the organizational structure and filling of management positions. This item may be discussed in Executive Session pursuant to Section 551.074, personnel matters.

Mrs. Gaona stated that she would like to make a recommendation to the Commissioners on the organizational structure and an appointment of an Interim Director of Housing Management. Mrs. Gaona mentioned that she would like to get authorization to appoint Jessica Martinez as Interim Director of Housing Management and to fill the position of Rapid Rehousing Case Manager with Claudia Gutierrez.

Chairman Ceballos asked if there were any questions or comments from the Board. Vice-Chairman Dr. Garza asked who was Claudia Gutierrez. Mrs. Gaona responded that she is an applicant for the Rapid Rehousing Program.

Chairman Ceballos stated that his only comment is that obviously, a lot of the work they do on the homeless side is on the special program Community Development, Community Economic Development side, and mentioned that he would hope that they shorten that up under the structure so that they do not fall behind in that area because they are barely meeting ground there and stated that obviously, pushing for Public Housing Director is something this Board has been very interested in and that the position has been vacant for a long time; it has been challenging and would advise and invite them to look at the structure that supports segmenting that department because they are adding the homeless special program and other things along on that same path and maybe a little too much. Chairman Ceballos mentioned that he will support the staff, but he would really

want them to be sensitive to that, so that they do not fall back where they have met ground. Mrs. Gaona agreed.

Chairman Ceballos moved to approve Item 11E.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos wished good luck to both ladies that are taking the jobs and stated that they wish them a lot of success and stated that they are going to be challenged and mentioned that the Board is here to support everybody, not just them, but everybody that is working in this organization and asked them to lean on them as they structure the department which has not gone through a permanent restructuring or a permanent review with a permanent Director and perhaps this is it and if this is it, then hopefully they come back and act on it as a permanent directorship to stabilize that department, so Chairman Ceballos congratulated them and stated that they are here to support them.

12. 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 of Commissioners went into executive session at 12:32 p.m.

The Board of Commissioners reconvened from executive session at 1:14 p.m.

13. ACTION ON ANY EXECUTIVE SESSION ITEM

14. ADJOURNMENT

Chairman Ceballos moved to adjourn the meeting.

Commissioner Dr. Rodriguez Tijerina seconded the motion.

Motion passed unanimously.

Meeting adjourned at 1:48 p.m.

Jose L. Ceballos, Chairman

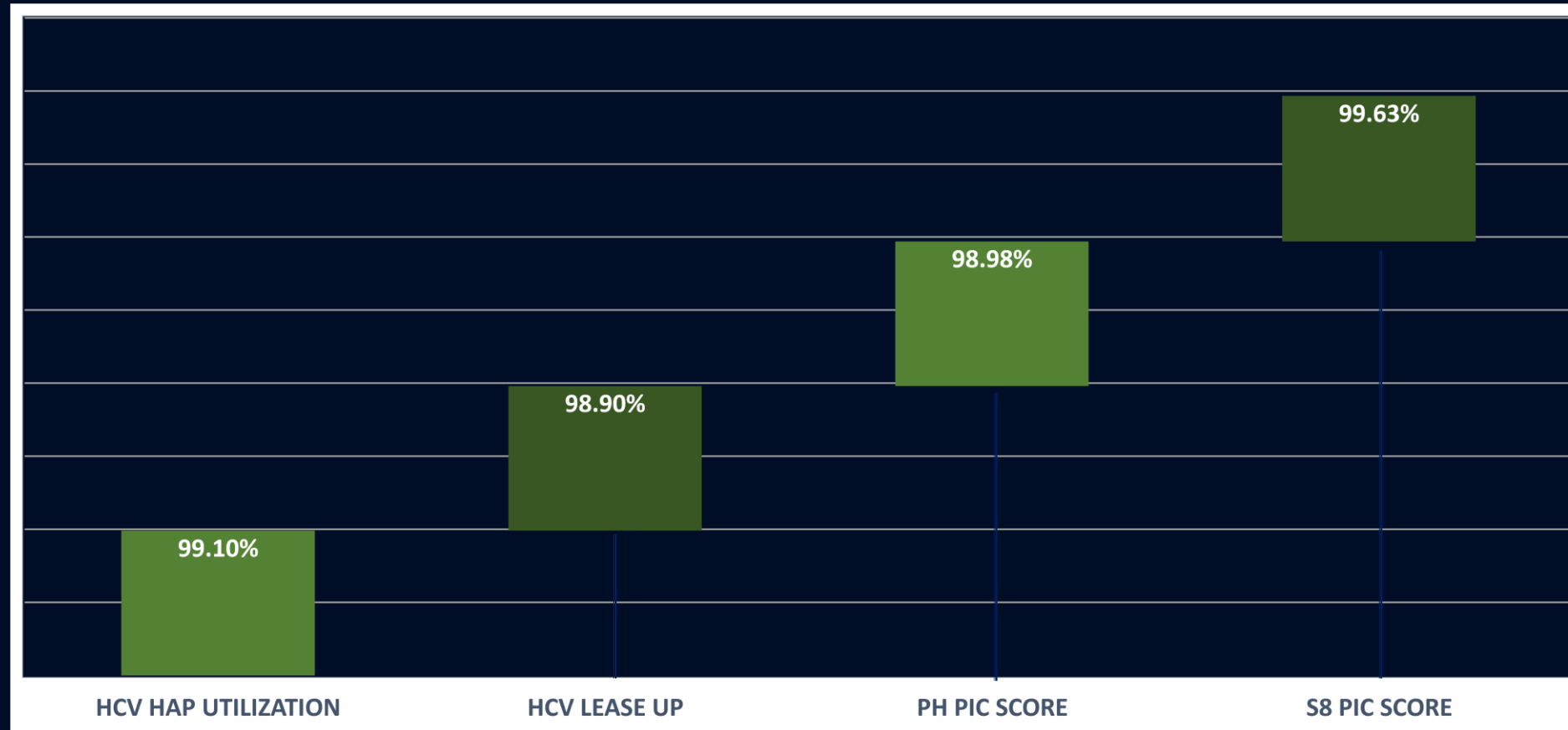
Mary Gaona, Executive Director



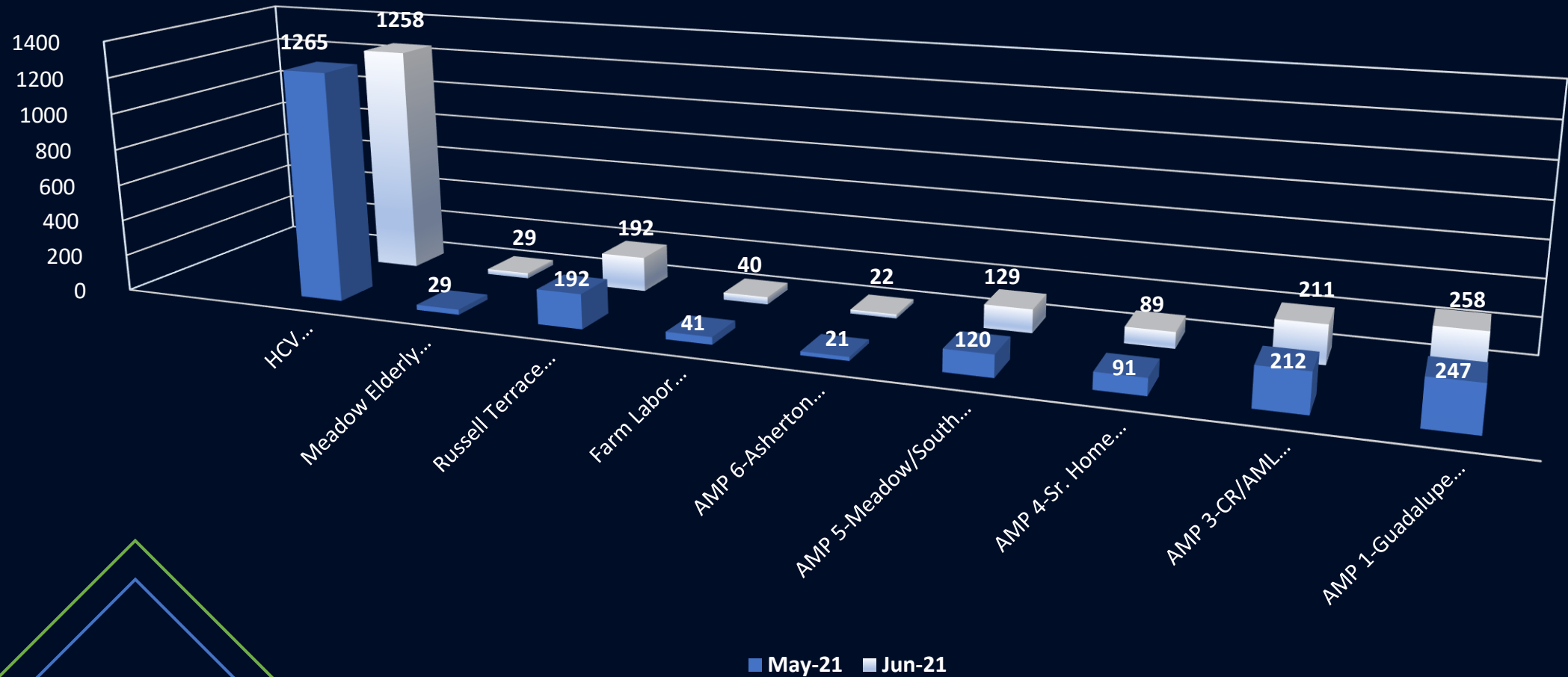
Board of Commissioners Meeting

June 25, 2021

EXECUTIVE DIRECTOR HIGHLIGHTS



LEASING NUMBERS FOR 2021



RAPID REHOUSING GRANT

- Award letter received May 13, 2020 in the amount of \$228,304.00
- Expenditure Date: January 31, 2022

UPDATES:

- **HMIS Refresher Training June 29-June 30.**
- **Completed Initial Assessment: 5 (Families) & 3 (Individuals)**
- **Landlord in Process: 3**
- **Continued Scouting of landlords and apartments for potential tenants**



Thank you

Construction Department



ANA MARIA LOZANO BIBLIOTEC

- Electrical-----AC/DC, INC
- Plumbing-----Hilario Gonzalez Plumbing
- Site Work-----Quantum Corp.
- HVAC-----Gateway Air Conditioning
- Drywall & Insulation-----Juan C. Elguezabal
- Painting-----J & S Painting Contractors
- Concrete Cutting-----Royal E. Construction

LOS BALONES APARTMENTS

- Concrete Cutting-----Raul Villegas
- Framing-----Samuel Martinez
- Electrical-----A & S Electric
- Plumbing-----Orozco's Plumbing
- Drywall & Insulation-----Bronze Builders
- Painting-----J & S Painting Contractors
- Fire Alarm Installation -----Pyramid Fire protection



Construction Department

COVID-19 Public Health and Safety Projects

SENIOR HOME

- Preliminary floor plans on review
- Asbestos Abatement
- Emergency & electrical systems are under review by A/E team

ADMINISTRATIVE BUILDING

- 1st FL (S8) floor plan approved
- 2nd FL floor plan approved

MAINTENANCE SHOP

- Asbestos Abatement
- Relocation

COMMUNITY CENTER BLDG.

- Asbestos Abatement
- Proposed floor plan on review
- Community Hall being rehabilitated to accommodate Colonia Guadalupe Management Office & Section 8 Department

FMR. ADMINISTRATIVE OFFICE

- Framing completed
- Electrical Rough-In work completed
- HVAC Rough-In work completed.
- Plumbing Rough-In work completed .
- Data wiring work to be procured

Los Balcones Apartments

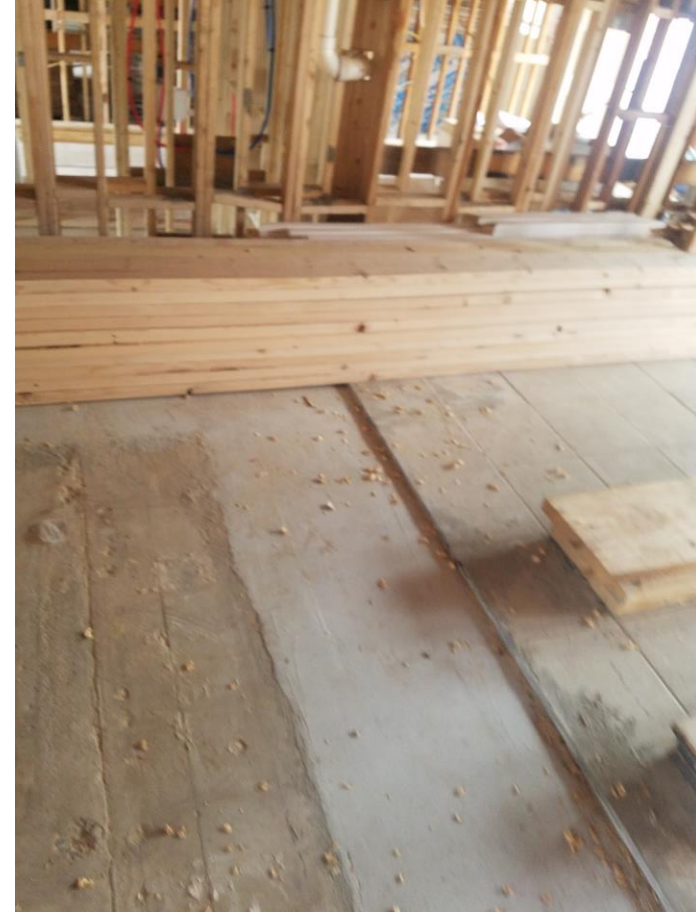
Trench for Water Line to building # 2



Los Balcones Apartments Concrete Patching



Los Balcones Apartments Concrete Patching



Los Balcones Apartments Electrical Rough-In



Los Balcones Apartments Electrical Rough-In



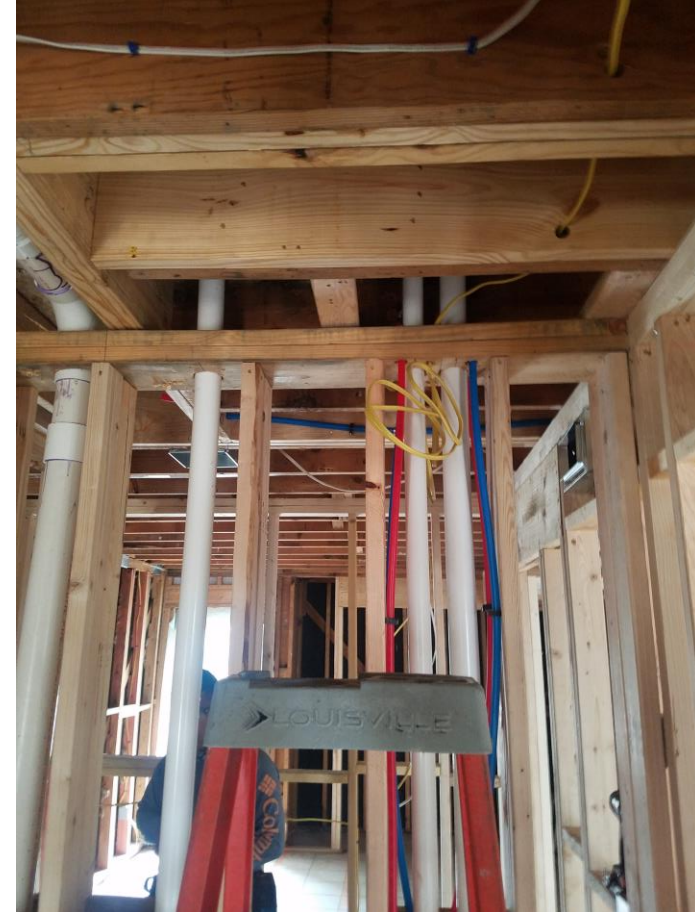
Los Balcones Apartments HVAC Rough-In



Los Balcones Apartments HVAC Rough-In



Los Balcones Apartments Plumbing Top-Out



Los Balcones Apartments Plumbing Top-Out



Los Balcones Apartments Site Work (Fence in the back)



Los Balcones Apartments Building # 1

Lap Siding Installation



Ana Maria Lozano BiblioTech Drywall Work



Ana Maria Lozano BiblioTech Drywall Work



Ana Maria Lozano BiblioTech Drywall Work



Ana Maria Lozano BiblioTech Drywall Work



Ana Maria Lozano BiblioTech Site Work (Monument Location)



Ana Maria Lozano BiblioTech Site Work (Concrete Benches)



Ana Maria Lozano BiblioTech Canopy & Playground Set-Up



Ana Maria Lozano BiblioTech Canopy & Concrete Benches



EXECUTIVE DIRECTOR'S REPORT



Staff Development

- May 17-21, 2021
Tx Nahro
Attendees: HCV Specialist
Gabriela Cisneros
- May 17-21, 2021
Nahro
Attendees: HQS
Melissa Ortiz, Jaime Rivera, Stephanie Garcia,
Jose Hernandez & Fidencio Contreras
- June 1 & 2, 2021
AHACPA
Attendees: Affordable Housing Association of CPAs
Jennifer Barrientos

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

- Assistant Director of IT
- BiblioTech Lab Technician
- Clerk
- Leasing & Occupancy Technician
- Property Manager



Permanent Supportive Housing

After our Emergency Shelter & Supportive Housing Facilities Master Planning Session on May 7, 2021. A Permanent Supportive Housing subcommittee was formed to assist in the planning and development of a Permanent Supportive Housing Project.

Permanent Supportive Housing Subcommittee:

- Border Region Behavioral Health Center, Maria Sanchez, Executive Director
- Gateway Community Health Center, Inc., Mara Lopez, Director of Marketing
- Laredo Housing Authority, Jose L. Ceballos, Board Chairman
- Laredo Housing Authority, Dr. Sergio D. Garza, Vice-Chairman
- Laredo Housing Authority, Mary Gaona, Executive Director – Subcommittee Chair
- Texas Veterans Leadership Program, Gabriel Lopez, Assistant Director



Housing Tax Credit Properties

Casa Verde Apartments

Casa Verde Apartments as of: 06/01/2021				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	38	2	0
2	80	76	1	3
3	32	32	0	0
TOTAL	152	146	3	3

River Bank Village Apartments

River Bank Village Apartments as of: 06/01/2021				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	39	1	0
2	80	74	4	2
3	32	29	2	1
TOTAL	152	142	7	3

Procurement Contracts Awarded over \$15,000.00 & under \$50,000.00

CED
Ana Maria Lozano Bibliotech
Lighting Fixtures
[03/11/2021](#)
\$26,787.35

Royal E. Construction
Senior Home
Sidewalks Replacement
[03/15/2021](#)
\$19,940.00

J&S Painting Contractors, Inc.
Los Balcones
Tape, Float, and Painting
[03/17/2021](#)
\$28,436.00

Office Source
Ana Maria Lozano Bibliotech
Furniture
[03/24/2021](#)
\$31,548.65

Design Glass
Ana Maria Lozano Bibliotech
Glass & Glazing Work
[03/25/2021](#)
\$19,974.28

Johnstone Supply
Los Balcones
Condenser/ Handler Units
[03/31/2021](#)
\$18,383.42

Cooltek Services
Col. Guadalupe Former Executive Office
HVAC Work
[04/01/2021](#)
\$26,800.00

Design Glass
Col. Guadalupe Former Executive Office
Glass & Glazing Work
[04/01/2021](#)
\$31,889.29

Laredo Lights
Col. Guadalupe Former Executive Office
Electrical Work
[04/14/2021](#)
\$25,655.00

Pyramid Fire Protection
Los Balcones
Fire Alarm System
[05/18/2021](#)
\$22,432.50

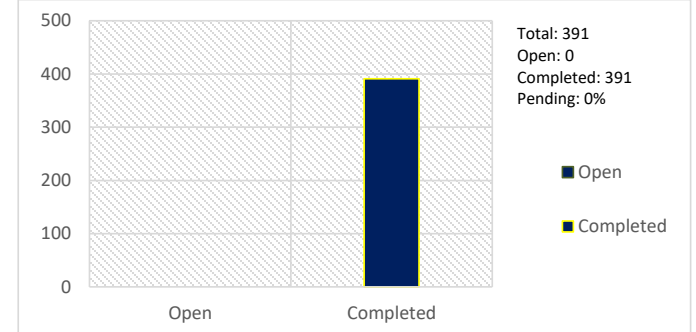
Bricks & Tile Int'l
Los Balcones
Ceramic Tile
[05/19/2021](#)
\$19,887.10

Javier Luna
Los Balcones
Flooring Work
[06/01/2021](#)
\$21,760.00

Public Housing						
Indicator	Target	April	May	Jun	Legend	
PIC Score	100%	99.16%	99.15%	98.98%	Good	
Waiting List - Public Housing	500	192	160	681	Fair	
Waiting List - Elderly	300	136	66	82	Poor	
Waiting List - Farm Labor	10	13	14	18		
Waiting List - Asherton	10	4	5	9		

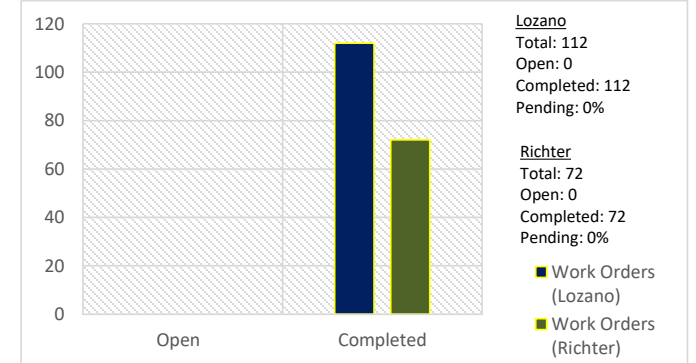
AMP 1 - Colonia Guadalupe (272 Units)						
Indicator	Target	April	May	Jun		
Units Leased*	266	250	247	258		
Units Vacant**	≤5	21	19	13		
Occupancy Rate	98%	94%	93%	97%		
Tenant Visits	20	23	22	0		
Facility Conditions		Fair	Fair	Fair		
Landcaping Conditions		Fair	Fair	Fair		

*One unit is utilized by to the Laredo Police Department



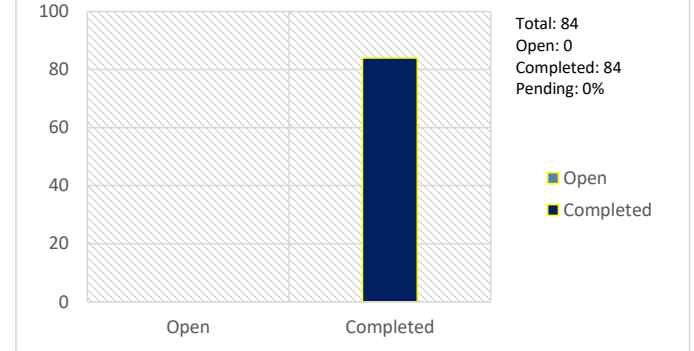
AMP 3 - Ana Maria Lozano and Carlos Richter (226 Units)						
Indicator	Target	April	May	Jun		
Units Leased	221	211	212	211		
Units Vacant*	≤5	15	13	7		
Occupancy Rate	98%	95%	96%	95%		
Tenant Visits	20	21	13	0		
Facility Conditions (Lozano)		Good	Good	Fair		
Landcaping Conditions (Lozano)		Good	Good	Fair		
Facility Conditions (Richter)		Fair	Fair	Fair		
Landcaping Conditions (Richter)		Fair	Fair	Fair		

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



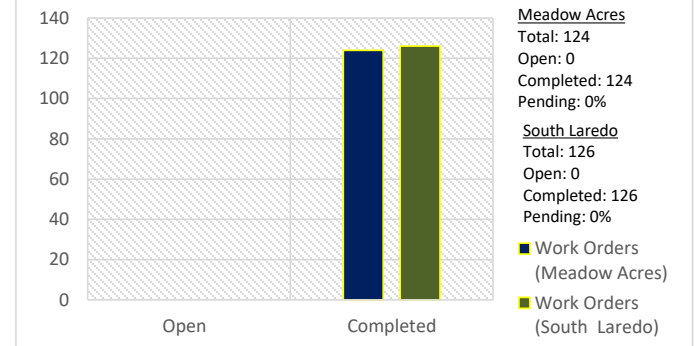
AMP 4 - Senior Home (100 Units)

Indicator	Target	April	May	Jun
Units Leased	98	89	91	89
Units Vacant*	≤2	11	9	10
Occupancy Rate	98%		93%	91%
Tenant Visits	10	0	0	0
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair



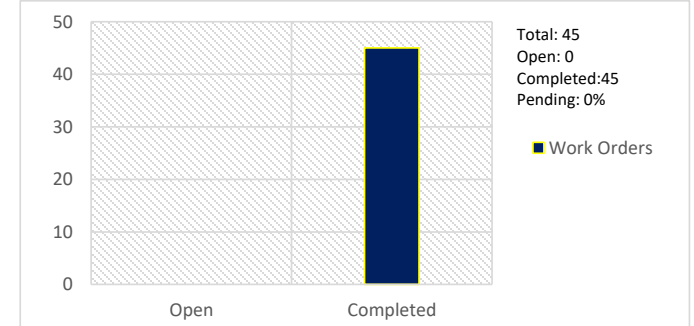
AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	April	May	Jun
Units Leased	131	126	120	129
Units Vacant	≤3	8	14	5
Occupancy Rate	98%	96%	92%	98%
Tenant Visits	20	10	20	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	April	May	Jun
Units Leased	47	41	41	40
Units Vacant	≤1	7	7	8
Occupancy Rate	98%	87%	87%	85%
Tenant Visits	10	3	3	0
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair



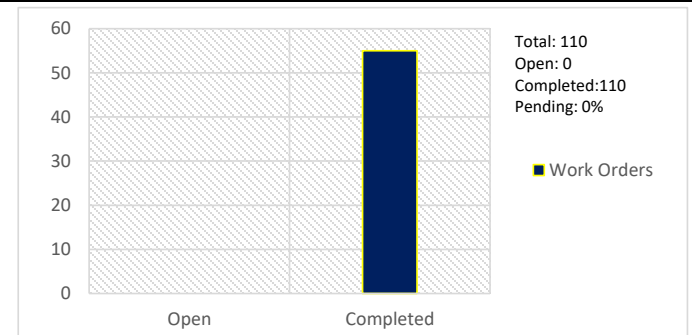
AMP 6 Asherton (32 Units)

Indicator	Target	April	May	Jun
Units Leased	31	21	21	22
Units Vacant	≤1	11	11	10
Occupancy Rate	97%	68%	68%	71%
Tenant Visits	10	3	3	0
Facility Conditions		Good	Good	Fair
Landcaping Conditions		Good	Good	Fair



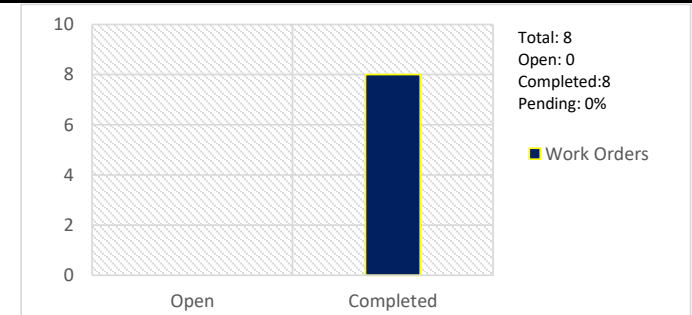
Russell Terrace (200 Units)

Indicator	Target	April	May	Jun
Units Leased	196	192	192	192
Units Vacant	≤4	8	8	8
Occupancy Rate *	98%	98%	98%	98%
Tenant Visits	10	16	0	0
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair

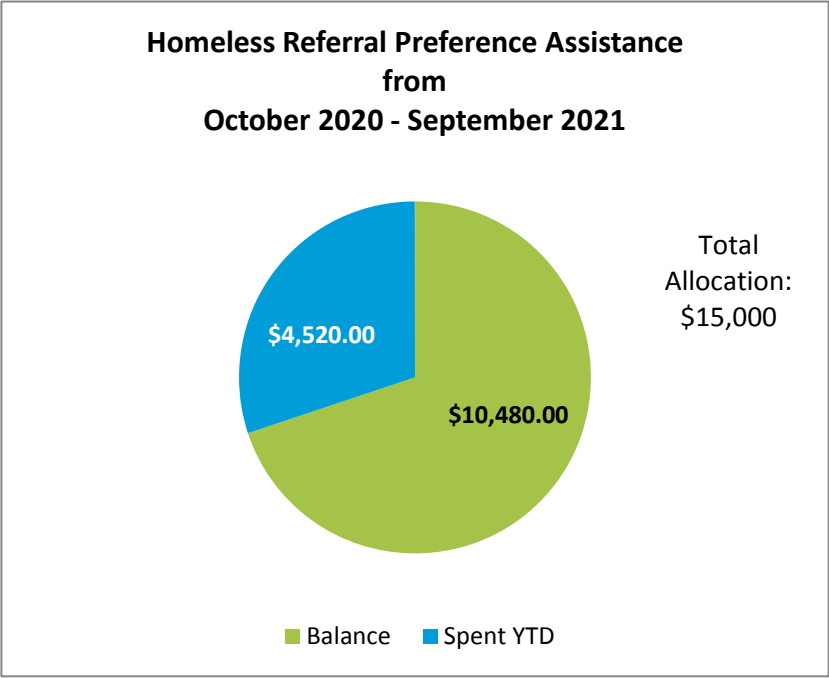


Meadow Elderly (30 Units)

Indicator	Target	April	May	Jun
Units Leased	30	29	29	29
Units Vacant	≤1	1	1	1
Occupancy Rate	97%	97%	97%	97%
Tenant Visits	10	8	0	0
Facility Conditions		Good	Fair	Fair
Landcaping Conditions		Good	Fair	Fair



Section 8													
CY 2021													
Indicator	Target	January	February	March	April	May	June	July	August	September	October	November	December
PIC Score	100%	98.91%	99.81%	99.81%	101.84%	99.63%							
Lease Up	98%	95.70%	95.40%	96.00%	97.50%	98.90%							
HAP Utilization	100%	94.60%	95.40%	96.60%	98.10%	99.10%							
Unit Months Leased	100%	1,551	1,552	1,556	1,579	1,602							
Waiting List - Section 8 HCV	500	325	226	125	0	997							
Waiting List - Zapata	10	0	0	0	0	30							
Waiting List - Asherton	10	0	0	2	2	39							
Waiting List - PBV Non-RAD Russell Terrace	200	162	162	157	157	152							
Waiting List - RAD Russell Terrace	200	131	131	128	128	126							
Waiting List - RAD Meadow Elderly	30	49	49	49	49	49							
Waiting List Casa Verde*	N/A	70	61	61	61	28							
Waiting List Mod Rehab**	N/A	158	158	158	158	158							
Waiting List Adalberto Nava NW**	N/A	65	65	65	65	65							
Total New Admissions	N/A	8	19	28	42	17							
Zapata Vouchers	118	47	43	47	46	47							
Asherton Vouchers	32	14	14	14	14	14							



Laredo Housing Authority
Section 8 Management Assessment Program (SEMAP) Scores
Projected SEMAP Points for FY 2021 & FY 2022

SEMAP Indicator	Indicator Description	Possible Points	Maximum Score	FY 2021 Projected Score	FY 2022 Projected Score
1. Selection & Admission from the Waiting List	The HA can demonstrate that 98% of applicants were selected from the waiting list in accordance with written policies included in the Administrative Plan.	0 or 15	15	15	15
2. Rent Reasonable	Measures if HA has implemented a reasonable method to determine and document, for each unit leased, that the rent payable to the owner is reasonable based on current rents for comparable unassisted units.	0, 15 or 20	20	20	20
3. Determination of Adjusted Income	At the time of admission and annual reexamination, the HA verifies and correctly determines adjusted annual income for each assisted family. Where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance.	0, 15 or 20	20	20	20
4. Utility Allowance Schedule	The HA maintains an up-to-date utility allowance schedule.	0 or 5	5	5	5
5. HQS Quality Control Inspections	A qualified person reinspects a sample of the total units under contract during the HA's last fiscal year. The sample must be drawn from recently completed HQS inspections.	0 or 5	5	5	5
6. HQS Enforcement	For each HQS fail cited, life threatening deficiencies are corrected within 24 hours and all other deficiencies are corrected within 30 days or extension approved. If deficiencies are not corrected, payment is abated.	0 or 10	10	10	10
7. Expanding Housing Opportunities	The HA has adopted and implemented a written policy to encourage participation by owners of units outside areas of poverty or minority concentration. The HA informs families of the full range of areas where they may lease units including a list of available units.	0 or 5	5	5	5
8. Fair Market Rent (FMR) Limit and Payment Standards	HA has adopted Payment Standards (PS) schedule that establishes voucher PS amounts by unit size for each FMR area. PS do not exceed 110% or are below 90% of the current published FMR's.	0 or 5	5	5	5
9. Annual Reexamination	HA completes a reexamination for each participating family at least every 12 months.	0, 5, or 10	10	10	10
10. Correct Tenant Rent Calculation	HA correctly calculated the tenant's share of rent.	0 or 5	5	5	5
11. Pre-Contract HQS Inspections	Newly leased units passed HQS inspection on or before the beginning date of the assisted lease and HAP contract.	0 or 5	5	5	5
12. Annual HQS Inspections	HA inspects each unit under contract at least annually.	0, 5, or 10	10	10	10
13. Lease-UP	HA leased a percentage of units during the calendar year or expended a percentage of allocated budget to support lease-up. The percentage for 98% or higher, 95% or higher or less than 95%.	0, 15 or 20	20	20	20
14. Family Self-Sufficiency	The HA has: a) enrolled families in FSS as required; and, b) the extent of the HA's progress by measuring the percent of current FSS participants with progress reports entered in MTCS that have had increases in earned income that resulted in escrow account.	0, 3, 5, 8 or 10	10	10	10
15. Bonus Indicator-Deconcentration	Metropolitan HA's are entitled to bonus points if the following deconcentration criteria are met; a) Half or more of all Section 8 families with children reside in low poverty census tracts in LHA is at least 2% higher than the % of families with children residing in low poverty areas at the end of FY.	0 or 5	5	0	0
Performance Rating:	90% + High Performer Rating	Total	150	145	145
	61% - 89% Standard Performer Rating	Total Points without Bouns		145	145
	Less than 60% Troubled Rating	Percentage for Laredo		100.00%	100.00%
		Total Possible Points with Bonus Indicator		150	150

Laredo Housing Authority
Lease-Up by Section 8 Programs
Projected Leasing from 4/1/2021 - 3/31/2022

Section 8 Programs	Total Available Units	Leasing as of 4/30/2020	Leasing as of 5/31/2021	Leasing as of 6/30/2021
Housing Choice Voucher (HCV)				
Housing Choice Voucher (HCV)	1,178	1,243	1,265	1,258
Veterans Affairs Supportive Housing (VASH)	22	17	16	14
Zapata	118	44	46	44
Asherton	32	13	13	13
Russell Terrace PBV	38	34	33	33
Adalberto Nava PBV	2	2	2	2
Russell Terrace RAD	138	137	138	136
Russell Terrace RAD (Renovation)	24	22	22	21
Casa Verde RAD	38	37	37	37
Meadow Elderly RAD	30	29	30	30
HCV Total Units	1,620	1,578	1,602	1,588
Total Vouchers Available	1,620	1,620	1,620	1,620
Total Vouchers Leased		1,578	1,602	1,588
Difference		42	18	32
HAP Monthly Subsidy		\$ 828,343	\$ 828,343	\$ 828,343
HAP Expenditures		\$ 817,123	\$ 825,032	\$ 818,041
Monthly Expended Difference		\$ 11,220	\$ 3,311	\$ 10,302
Monthly Expended %		98.65%	99.60%	98.76%
Mainstream				
Total Vouchers Available	65	65	65	65
Total Vouchers Leased		24	26	26
Difference		41	39	39
HAP Monthly Subsidy		\$ 8,656	\$ 8,656	\$ 8,656
HAP Expenditures		\$ 11,070	\$ 12,492	\$ 12,122
Monthly Expended Difference		\$ (2,414)	\$ (3,836)	\$ (3,466)
Monthly Expended %		127.89%	144.32%	140.04%

Laredo Housing Authority
FSS Participants & Escrow Balance
As of 5/31/2021

	FSS Participant	Escrow Balance
1	Alvarardo, B	\$ 3,268
2	Arreguin, A	\$ 2,730
3	Arriaga, P	\$ -
4	Barrientos, V	\$ 2,062
5	Castillo, N	\$ -
6	Contreras, Sonia	\$ -
7	Cuellar, L	\$ 2,907
8	Flores, V	\$ 2,076
9	Garcia, E	\$ 1,392
10	Garcia, S	\$ -
11	Guerrero, O	\$ 726
12	Hernandez, M	\$ -
13	Maldonado, P	\$ -
14	Marqueda, M	\$ 608
15	Martinez, J	\$ -
16	Martinez, MJ	\$ -
17	Martinez, M	\$ 2,414
18	Mata, A	\$ 2,802
19	Melendez, E	\$ -
20	Rangel, R	\$ -
21	Reyes, D	\$ 4,892
22	Rodriguez, J	\$ -
23	Ruiz, A	\$ 36
24	Solis, D	\$ -
25	Stakely, A	\$ 1,559
		\$ 27,472

Enrolled FSS	
FSS Mandatory Slots	30
FSS Slots Filled	25
Percentage of Filled Slots	83.33%

Escrow Balance	
Participants with Escrow Balance	13
FSS Mandatory Slots	30
Percentage of Filled Slots	43.33%

SEMAP Indicator 14 FSS Points
10
As of 3/31/2022

IT Projects

Project	Start Date	Est. End Date	Progress
LHA Employee Portal	1/26/2019	1/31/2020	95%
Internet Switchover	5/27/2019	9/30/2019	90%
Yardi Letters*	10/24/2019	12/3/2019	100%
Russell Terrace Bibliotech (IT Items)*	11/1/2019	5/1/2020	95%
Ana Lozano Bibliotech (IT Items)*	11/1/2019	11/1/2020	70%
Yardi RentCAFE*	8/1/2019	10/1/2020	100%
Yardi Elevate	7/15/2020	10/1/2020	100%
Transition to Win10Pro*	9/2/2020	11/25/2020	50%
IT Migration to Col. Guadalupe*	11/16/2020	July 2021 (tentative)	50%
Kronos Implementation, Phase II	TBD		0%
Mainserver replacement	6/1/2021	8/31/2021	20%
Yardi Landlord Portal*	6/17/2021	8/15/2021	25%
COCC Admin Building Networking Design*	4/1/2021	July 2021 (tentative)	50%

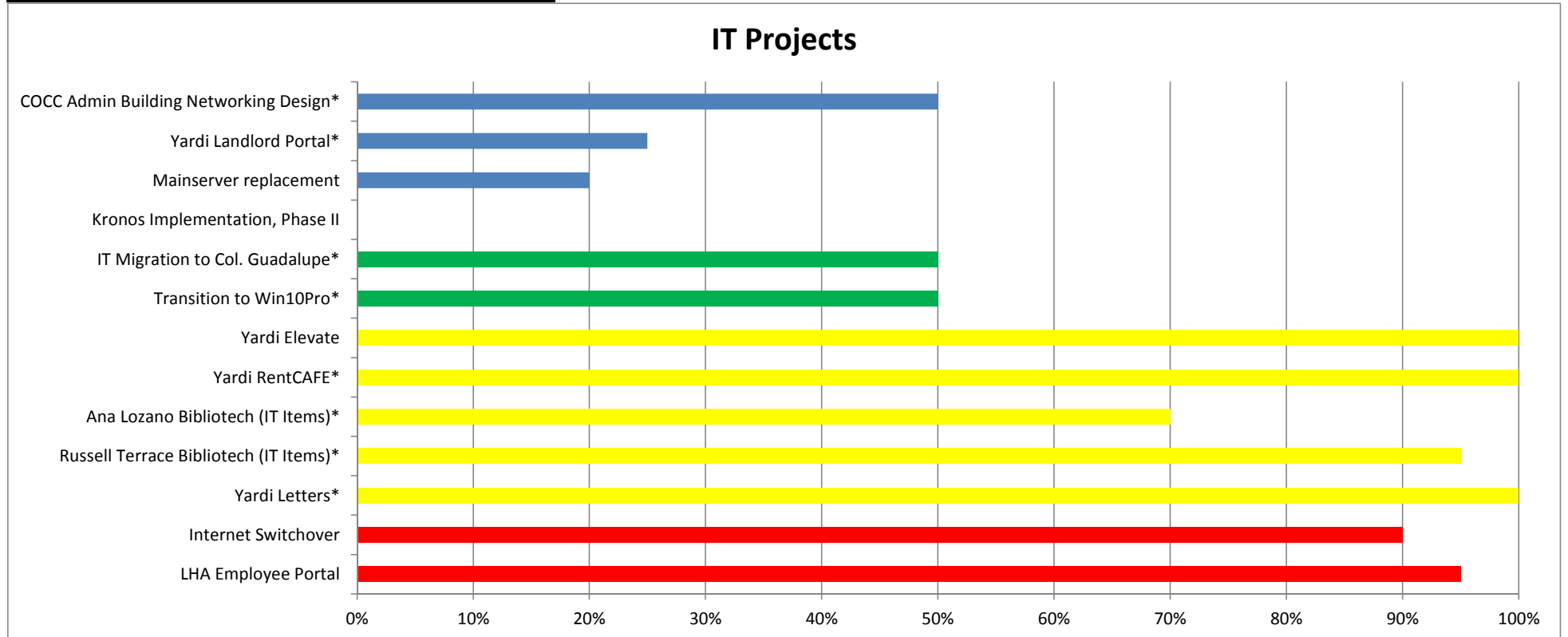
NOTE: Items marked with an asterisk (*) were worked on during this month.

Projects on Radar:
Paperless Initiative
Bibliotech Expansion
Implement Active Directory
Master Plan Implementation
Web Based Backup Storage
Fleet Management
Mobile Device Management Solution

Last 15 Completed Projects:
Online RFP/Bidding Portal
Yardi Data Conversion, Phase 3
Yardi Implementation (Voyager)
Yardi Training I
Yardi Training II
Yardi Go-Live Training
Yardi Go-Live (Voyager)
Kronos Implementation, Phase I
Relocate Public Housing Office
Relocate Construction Mgt Office
EIV Users
LHA Website migration to virtual
Asset Disposition
Yardi RentCAFE
Yardi Letters

on-time	green
yellow	late
red	paused

IT Projects



May 2021

	Colonia Guadalupe	Russell Terrace	Carlos Richter	Senior Home	Meadow Acres	Ana Maria Lozano	South Laredo/ Farm Labor
COVID-19	0	0	0	0	0	0	0
Assault	0	2	1	0	0	0	1
Burglary/Theft	0	4	2	0	0	1	1
Drug Related	0	0	0	0	0	0	0
Civil/Domestic Disturbance	2	5	4	0	5	7	2
Harassment	0	0	0	0	0	1	1
Criminal Mischief	0	1	0	0	0	0	0
Prowler/Suspici ous Person	0	0	1	0	0	0	0
Juvenile Case	0	0	0	0	0	0	0
Checking Park	3	0	1	0	8	5	12
Traffic Violations	3	7	1	0	5	20	3
EMS	17	9	7	2	1	2	4
Other	31	31	27	1	26	11	20
Total Calls	56	59	44	3	45	47	44

Rapid Rehousing Grant

- Award letter received May 13, 2020 in the amount of \$228,304.00
- Expenditure Date: January 31, 2022

UPDATE:

- HMIS Refresher Training June 29 - June 30.
- Housed: 4 (Families) & 1 Elderly
- Completed Initial Assessment: 5 (Families) & 3 (Individuals)
- Landlord in Process: 3
- Continued Scouting of landlords and apartments for potential tenants



Project	Ana Maria Lozano BiblioTech	Progress
Sitework	Concrete benches, playground being setup	80%
Abatement	Completed	100%
Selective Demolition	Completed	100%
Concrete Cutting	Completed	100%
Framing	Going on. It is being done by LHA crew	100%
Roofing	Not yet procured	0%
Insulation	Completed	100%
Sheetrock	Completed	100%
Painting	Ongoing. Awarded to J&S Painting Contractors	40%
Flooring	Not yet started. Awarded to Francisco Molina.	0%
Plumbing Rough-In	Completed	100%
Plumbing Top-Out	Completed	100%
Plumbing Finish	Not yet started. Awarded to Hilario Gonzalez	0%
Glass & Glazing	Ongoing	50%
HVAC Rough-In	Completed	100%
HVAC Finish	Not yet started. Awarded to Gateway Air Conditioning	0%
Electrical Rough-In	Ongoing	98%
Electrical Finish	Not yet started. Awarded to AC/DC, Inc.	0%
Millwork	Not yet procured	0%
Finish Carpentry	Not yet procured	0%
Masonry	Not started yet. Awarded to LV Construction	0%
Garage Doors	Not yet started. Awarded to HI Overhead Doors	0%
Network	Completed	100%
Door Knobs	Not yet procured	0%
	Estimate Progress To Date	53%

COMMENTS:

- Progress shown is as of 6/18/2021



Ana Maria Lozano

Ana Maria Lozano BiblioTech Drywall Work



Ana Maria Lozano BiblioTech Site Work (Monument)



Canopy & Playground Set Up



Concrete Benches





Los Balcones Apartments

Project	6 unit apartment complex (Front Building)	Progress
Abatement	Completed	100%
Demolition	Completed	100%
Sitework	Grading, Sidewalks, Driveways not yet started	25%
Framing	Ongoing by LHA Crew	90%
Glass & Glazing	Completed	100%
Roofing	3 roof sections framed, pony walls completed, decking & thermal. It will be done by LHA crew	50%
Sheetrock	Not yet started. Awarded to Bronze Builders	0%
Painting	Not yet started. Awarded to J&S Painting Contractors	0%
Flooring	Not yet started. Awarded to Javier Luna	0%
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete Patching	Completed	100%
Plumbing Top-Out	Ongoing. Awarded to Orozco Plumbing	90%
Plumbing Finish	Not yet started. Awarded to Orozco Plumbing	0%
Brick	Ongoing. Awarded to LV Construction	50%
HVAC Rough-in	Ongoing. Awarded to Vasquez Appliance and Repair	95%
HVAC Finish-up	Not started yet. Awarded to Vasquez Appliance and Repair	0%
Electrical Rough-In	Ongoing. Awarded to A&S Electric	90%
Electrical Finish	Not yet started. Awarded to A&S Electric	0%
Millwork	Not Yet Started. Working on the scope of work	0%
Finish Carpentry	Not Yet Started. Working on the scope of work	0%
Color Selections	Selected Exterior	50%
	Estimated Progress To-Date	52%

* Construction Report as of 6/18/2021.



Los Balcones Apartments

Project	4 unit apartment complex (Rear Building)	Progress
Abatement	Completed	100%
Demolition	Completed	100%
Sitework	Grading, Sidewalks, Driveways not yet started	25%
Framing	Completed	100%
Glass & Glazing	Completed	100%
Roofing	Not yet started. It will be done by LHA crew	50%
Sheetrock	Not yet started. Awarded to Bronze Builders	0%
Painting	Not yet started. Awarded to J&S Painting Contractors	0%
Flooring	Not yet started. Awarded to Javier Luna	0%
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete patching	Completed	100%
Plumbing Top-Out	Completed	100%
Plumbing Finish	Not yet started. Awarded to Orozco Plumbing	0%
Cedar Fence	Not yet started. Awarded to Raul Villegas	0%
HVAC Rough-in	Completed	100%
HVAC Finish-up	Not started yet. Awarded to Vasquez Appliance and Repair	0%
Electrical Rough-In	Completed	100%
Electrical Finish	Not yet started. Awarded to A&S Electric	0%
Millwork	Not yet started. Working on the scope of work	0%
Finish Carpentry	Not yet started. Working on the scope of work	0%
Color Selections	Selected Exterior	50%
	Estimated Progress To-Date	51%

*Construction Report as of 6/18/2021.



Los Balcones Apartments

Trench for water line to Building 2



Concrete Patching



Electrical Rough-In



HVAC Rough-In



Plumbing Top-Out





Colonia Guadalupe Former Executive Office

Project	Former Executive Office	Progress
Abatement	Completed	100%
Selective Demolition	Completed	100%
Framing	Completed by LHA Crew	95%
Concrete Cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Plumbing Top-Out	Completed	100%
Electrical Rough-In	Completed	100%
Network	Not yet awarded. Bid deadline June 25, 2021	0%
HVAC Rough-In	Completed	100%
Drywall & Insulation	Not yet started. Awarded To Juan Carlos Elguezabal	0%
Painting	Not yet started. Awarded to Bronze Builders	0%
Flooring	Not yet awarded. Bid deadline June 25, 2021	0%
Glass & Glazing	Ongoing. Awarded to Design Glass	50%
Millwork	Not yet awarded	0%
Finish Carpentry	Not yet awarded	0%
Plumbing Finish	Not started yet. Awarded to R & G Plumbing Services	0%
HVAC Finish	Not yet started. Awarded to Cooltek Air Conditioning Services	0%
Electrical Finish	Not yet started. Awarded to Laredo Lights, LLC	0%
Masonry	Ongoing. Awarded to Raul Villegas	80%
	Estimate Progress To Date	47.37%

COMMENTS:

- Progress shown is as of 6/18/2021

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Consideration to authorize the Executive Director to renew the Commercial Liability and Commercial Property Insurances for the Laredo Housing Facilities Corporation effective June 27, 2021, for the period through June 26, 2022.
<u>Item #:</u> 10A	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> None.	
<u>BACKGROUND:</u> The Laredo Housing Facilities Corporation would like to renew the Commercial Property Insurance for the Russell Terrace, Meadow Elderly and Bernal Sunrise Court properties in the amount of \$60,678.00. The policy renewal effective starting date is June 27, 2021 through June 27, 2022. HAI Group is a HUD approved State Insurance Risk Pool (SIRPs).	
<u>FINANCIAL:</u> HAI Group Commercial Property Insurance \$60,678.00 (Russell Terrace, Meadow Elderly and Bernal Sunrise Court)	
<u>RECOMMENDATION:</u> Approval to authorize the Executive Director to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2021, for the period through June 26, 2022.	



HAI Group

RENEWAL PROPOSAL

for the

Laredo Housing Facilities Corporation, TX



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203 272 8220 or 800 873 0242
fax 203-271-2265
www.hausgroup.com

Commercial Insurance Renewal Proposal - 05/18/2020

Jennifer Barrientos, Interim Director of Finance
Laredo Housing Facilities Corporation

Dear Barrientos,

On behalf of all of us at HAI Group, I'd like to thank you for the opportunity to provide you with the attached insurance proposal, which is based on your expiring coverage. Please review the proposal and note any changes in the revisions column. In particular, let us know about any changes to your:

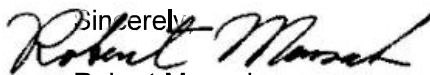
- Unit count;
- Schedule of locations including buildings, business personal property, equipment, vehicles, vacant property, premises leased to or from others; and
- Operations, including outsourcing, property managed for others, new business ventures, or new entities.

We adjust building values based on pricing data we receive from several industry sources. The values we used in your proposal reflect estimates based on the latest data available to us. Since construction costs change periodically, we recommend that you review these values to ensure their accuracy.

Please note that the coverage we are quoting may exclude or restrict coverage for the peril of flood to all or some of the locations scheduled under your policy. Our insurance agency, Housing Insurance Services, Inc., (HIS) is available to provide information on flood insurance. HIS provides coverage options and costs as well as help with the application process. While many property owners feel that they have no exposure to flood losses, more than 30 percent of flood losses occur on properties that are not located in a high hazard flood zone. Many of the losses are not covered by insurance.

Please do not hesitate to contact our office at 800-873-0242 with questions or to purchase additional coverage. Please sign and return all required forms. By signing these forms, you agree to renew coverage per our proposal with any changes you may have instructed us to make.

Thank you for placing your insurance with us. We appreciate your business.

Sincerely,

Robert Mensah
Account Underwriter



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

Housing Insurance Services, Inc.
Acceptance Form and Compensation Disclosure Notice

In order to bind coverage, please fax or mail this form to the address or fax number listed below

Insured Name: Laredo Housing Facilities Corporation Effective Date: 6/27/2020

Proposal Acceptance: Please check [X] one of the following:

- ☐ The Proposal and Schedule have been reviewed and are accepted for all coverages quoted.
☐ The Proposal and Schedule have been reviewed and need the following changes:

THIS NOTICE DOES NOT AMEND ANY PROVISION OF OR AFFORD ANY COVERAGE UNDER YOUR POLICY. YOU SHOULD REVIEW YOUR ENTIRE POLICY CAREFULLY FOR COMPLETE INFORMATION ON THE COVERAGES PROVIDED AND TO DETERMINE YOUR RIGHTS AND DUTIES UNDER YOUR POLICY. IF THERE IS ANY CONFLICT BETWEEN YOUR POLICY PROVISIONS AND THIS NOTICE, THE PROVISIONS OF YOUR POLICY PREVAIL. PLEASE CONTACT YOUR AGENT OR BROKER IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR ITS CONTENTS.

HAI Group is a registered trademark for a family of companies which includes Housing Authority Risk Retention Group, Inc. (HARRG); Housing Authority Property Insurance, A Mutual Company (HAPI); Housing Enterprise Insurance Company, Inc. (HEIC); Housing Specialty Insurance Company, Inc. (HSIC); Housing Insurance Services, Inc. (HIS) (DBA Housing Insurance Agency Services in NY and MI); Housing Authority Insurance, Inc. (HAI); Housing Telecommunications, Inc. (HTI); Housing Investment Group, Inc. (HIG); Public and Affordable Housing Research Corporation (PAHRC); Innovative Housing Insurance Company, Inc. (IHIC); and Housing Alliance Group, LLC (HAGL). Member companies carry an "A (Excellent)" rating by A.M. Best Company. In many cases, HIS will obtain proposals from insurers offering coverage in connection with the HARRG, HAPI, and HEIC programs.

As a Member of HAI Group, there are benefits associated with placing your coverage with one or more of their programs.

HIS is an agent for HEIC and HAPI. If your proposal includes coverage from either of these insurance companies, HIS will receive compensation from them if the proposed coverage is purchased. HIS represents the insurance company(ies) and in such capacity will provide services to you relating to your insurance coverage.



189 Commerce Court
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HIS is also the appointed agent of other insurance companies that are not affiliated with the HAI Group programs and may provide you with a proposal from one or more of those companies.

Please note: Your policies and all related documents will be delivered electronically via e-mail. If you prefer that a hard copy of the policy is mailed, please notify us at AccountServices@housingcenter.com to opt out of the electronic delivery. If you do not indicate a preference in delivery method, we will interpret this as your consent to receive your policies through your e-mail address electronically.

I acknowledge that I have read and understand this Disclosure Notice and agree to its terms.

Signature: _____ Date: _____
Title: _____

Laredo Housing Facilities Corporation



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

Commercial Property Renewal Proposal for:

INSURED: Laredo Housing Facilities Corporation
c/o Laredo Housing Authority
2000 San Francisco Ave
Laredo, TX 78040

Renewal of Policy No: HEICP-234420-192401-2019

Effective Date: 6/27/2020

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY HOUSING ENTERPRISE INSURANCE COMPANY, INC. PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

Coverage / Deductible	Limits	Premium	Revisions
Commercial Property <i>\$5,000 Deductible</i>	\$22,220,960 Building & Business Personal Property Limit Per Schedule	\$46,583	
	\$898,999 Business Income Limit Per Schedule		
Equipment Breakdown <i>\$5,000 Deductible</i>	\$23,119,959 Equipment Breakdown Limit One Accident	\$1,787	
Terrorism <i>See Property Deductible</i>		\$1,572	
Ordinance or Law <i>See Property Deductible</i>	\$250,000 Increased Cost to Repair / Cost to Demolish and Clear Site Per Occurrence		
Earthquake <i>See Special Conditions</i>	\$230,000 Earthquake Limit Aggregate		
	\$230,000 Earthquake Limit Per Occurrence		
	\$230,000 Earthquake Limit Catastrophe		
Flood <i>See Special Conditions</i>	\$100,000 Flood Aggregate		



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

Commercial Property Renewal Proposal for:

INSURED: Laredo Housing Facilities Corporation
c/o Laredo Housing Authority
2000 San Francisco Ave
Laredo, TX 78040

Renewal of Policy No: HEICP-234420-192401-2019

Effective Date: 6/27/2020

Coverage / Deductible	Limits	Premium	Revisions
Flood <i>See Special Conditions</i>	\$100,000 Flood Per Occurrence		
	\$100,000 Flood Catastrophe		
Accounts Receivable <i>See Property Deductible</i>	\$100,000 Accounts Receivable Limit Per Schedule		
Valuable Papers <i>See Property Deductible</i>	\$100,000 Valuable Papers Limit Per Occurrence		
Spoilage <i>\$1,000 Deductible</i>	\$25,000 Spoilage Limit Per Occurrence		
Total Premium		\$49,942	

THIS PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY HOUSING ENTERPRISE INSURANCE COMPANY, INC. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

Special Conditions and Comments

Insured: Laredo Housing Facilities Corporation
c/o Laredo Housing Authority
2000 San Francisco Ave
Laredo, TX 78040

Policy Number: HEICP-234420-192401-2019

Policy Effective Date: 6/27/2020

Comments/ Special Conditions:

Cause of Loss Special Perils Basis

Coverage extended through this policy is restricted to those locations not within a Special Flood Hazard Area (as defined by FEMA), Zone B or Zone X (shaded). If you wish to confirm whether any of your insured properties are located within a Special Flood Hazard Area, Zone B or Zone X (Shaded), please contact us.

If any property insured on this policy has separate flood insurance through another carrier, the coverage provided through this policy will apply as excess over that other policy.

Flood Coverage is excess of National Flood Insurance Program policies. This coverage will not pay for that part of any Deductible in National Flood Insurance Program policies.

Special Conditions Your property coverage will be subject to a Flood Deductible with a \$10,000 minimum deductible per occurrence.

Your property coverage will be subject to an Earthquake Deductible with a \$23,000 minimum deductible per occurrence.

Your property coverage will be subject to a 2% Windstorm or Hail Percentage Deductible.

TERRORISM INSURANCE COVERAGE OFFER

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act. According to Section 102(1) of the Terrorism Risk Insurance Act, as amended, "The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States ---- (i) to be an act of terrorism; (ii) to be a violent act or an act that is dangerous to (I) human life; (II) property; or (III) infrastructure; (iii) to have resulted in damage within the United States, or outside the United States in the case of (I) an air carrier or vessel described in paragraph (5)(B); or (II) the premises of a United States mission; and (iv) to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion."

You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019; and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is shown above and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

You should also know that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

PLEASE INDICATE ACCEPTANCE OR REJECTION BY "x" in applicable ☐ below.

Acceptance of Terrorism Insurance Coverage	
<input type="checkbox"/>	I accept the offer to purchase Terrorism coverage for the Terrorism Premium shown.
	Commercial Property Insurance
	Terrorism Premium
	\$ 1,572

Rejection of Terrorism Insurance Coverage	
<input type="checkbox"/>	Commercial Property Insurance
	I reject terrorism coverage. I understand that I will not have coverage for losses resulting from certified acts of terrorism, whether arising from domestic or foreign-inspired acts.
	The following applies only to Commercial Property in AZ, CA, GA, HI, IA, IL, ME, MO, NC, NJ, NY, OR, RI, WA, WI, WV.
	When I reject Terrorism coverage, I also understand that certain covered fire losses resulting from a certified act of terrorism may be covered.
	The premium for such Fire Following coverage is: \$

Laredo Housing Facilities Corporation

Named Insured

TBD

Policy Number / Policy Period

Signed by Authorized Representative / Date

Print Name / Title

Insured Name: Laredo Housing Facilities Corporation
 Policy Number:
 Effective Date of Endorsement:

LOCATION SCHEDULE

With respect to each covered location, the sum of the Business Personal Property limits for each building at such covered location applies on a blanket basis on any one such building.

Coverage provided by the Commercial Output Program applies only to "covered locations" described below. Refer Schedule of Coverages endorsement for applicable "limits" for types of covered property, coverage extensions and supplemental coverages.

Earthquake coverage applies at "covered locations" shown with an "X."

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 502, 504 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3101, 3103 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3105, 3107 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3105, 3107 Springfield Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3109, 3111 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3213, 3215 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3313, 3315 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 3313, 3315 Springfield Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3317, 3319 Springfield Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 401, 403 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 402, 404 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 402, 404 East Elm Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 401, 403 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 402, 404 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 401, 403 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 401, 403 Richter Drive Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 402, 404 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 401, 403 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 402, 404 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 402, 404 East Plum Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 406, 408 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 405, 407 East Locust Laredo, TX 78040	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 406, 408 East Locust Laredo, TX 78040	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 406, 408 East Locust Laredo, TX 78040	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 405, 407 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 406, 408 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 405, 407 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 405, 407 East Elm Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 406, 408 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 405, 407 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 409, 411 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 409, 411 East Ash Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 410, 412 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 409, 411 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 410, 412 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 410, 412 Richter Drive Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 409, 411 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 410, 412 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 409, 411 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 409, 411 East Locust Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 410, 412 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3102, 3104 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3106, 3108 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3106, 3108 Maryland Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3110, 3112 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3214, 3216 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3314, 3316 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3314, 3316 Maryland Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3318, 3320 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3317, 3319 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3313, 3315 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3313, 3315 Maryland Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3213, 3215 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3109, 3111 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3105, 3107 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3105, 3107 Maryland Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3101, 3103 Maryland Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 501, 503 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 502, 504 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 502, 504 East Locust Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 501, 503 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 502, 504 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 501, 503 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 501, 503 East Elm Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 502, 504 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 501, 503 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 505, 507 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 505, 507 East Ash Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 506, 508 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 505, 507 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 506, 508 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 506, 508 Richter Drive Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 505, 507 Richter Drive Laredo, TX 78041	B	\$252,657	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 506, 508 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 505, 507 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 505, 507 East Locust Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 506, 508 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3102, 3104 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3106, 3108 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3106, 3108 Cedar Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3110, 3112 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3214, 3216 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3314, 3316 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3314, 3316 Cedar Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3318, 3320 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3317, 3319 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3313, 3315 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3313, 3315 Cedar Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3217, 3219 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3213, 3215 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3113, 3115 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3113, 3115 Cedar Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3109, 3111 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3105, 3107 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 3101, 3103 Cedar Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 3101, 3103 Cedar Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 702, 704 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 701, 703 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 702, 704 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 702, 704 East Locust Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 701, 703 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 702, 704 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 701, 703 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 701, 703 East Elm Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 702, 704 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 701, 703 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 705, 707 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 705, 707 East Ash Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 705, 707 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 706, 708 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 705, 707 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 705, 707 Richter Drive Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 706, 708 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 705, 707 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 706, 708 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 706, 708 East Plum Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 710, 712 East Plum Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace 709, 710 East Locust Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 709, 711 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 709, 711 Richter Drive Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 710, 712 Richter Drive Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 709, 710 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 709, 711 East Ash Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
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Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Russell Terrace 709, 711 East Ash Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3318, 3320 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3314, 3316 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3310, 3312 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3310, 3312 Logan Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3110, 3112 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3106, 3108 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace 3102, 3104 Logan Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number							
Russell Terrace 3102, 3104 Logan Laredo, TX 78041	BPP	\$5,500	RC	N/A		2%	X
	IN	\$14,545		100%		2%	
Russell Terrace - MMC Building 500 Richter Drive Laredo, TX 78041	B	\$246,834	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Russell Terrace - Wood Shop 500 Richter Drive Laredo, TX 78041	B	\$179,016	RC	N/A		2%	X
	BPP	\$5,500	RC	N/A		2%	X
	IN	\$0		100%		2%	
Blue 820 E Price St Laredo, TX 78040	B	\$30,604	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations							
Name of Property AMP Number / HUD Number	Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Blue 820 E Price St Laredo, TX 78040	BPP	\$3,956	RC	N/A		2%	X
	IN	\$2,421		100%		2%	
Yellow 821 E Price St Laredo, TX 78040	B	\$45,719	RC	N/A		2%	X
	BPP	\$5,364	RC	N/A		2%	X
	IN	\$3,951		100%		2%	
Orange 822 E Price St Laredo, TX 78040	B	\$59,232	RC	N/A		2%	X
	BPP	\$5,790	RC	N/A		2%	X
	IN	\$5,382		100%		2%	
Russell Terrace 706, 708 East Elm Laredo, TX 78041	B	\$210,412	RC	N/A		2%	X

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
 FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
 S=Named Storm Exclusion; T=Theft; WD=Water Damage;
 'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)

Insured Name: Laredo Housing Facilities Corporation

Policy Number:

Effective Date of Endorsement:

Covered Locations		Commercial Property	Limit	Valuation	Coinsurance	Exclusions	Wind and Hail Restrictions	Earthquake
Name of Property AMP Number / HUD Number								
Russell Terrace 706, 708 East Elm Laredo, TX 78041		BPP	\$5,500	RC	N/A		2%	X
		IN	\$14,545		100%		2%	

ACV=Actual Cash Value; B=Building; BPP=Business Personal Property; E=Wind Exclusion;
FRC=Functional Replacement Cost; IN=Earnings, Rents and Extra Expense; RC=Replacement Cost;
S=Named Storm Exclusion; T=Theft; WD=Water Damage;
'X'%=Wind Deductible (percent); '\$X'=Wind Deductible (dollar)



189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

Laredo Housing Facilities Corporation - Laredo, TX
Commercial Property - Loss Run - All Open / Closed

Policy Year: 2019 - Housing Enterprise Insurance Company, Inc.

Policy # HEICP-234420-192401-2019 Effective: 06/27/2019 to 06/27/2020

Occ. Id/ Claim #	AMP#/ Location Name	Location	Loss Type / Source	Stat/ Code	Incident	Report	ST	Outstanding		Paid		Exp Net of Ded.
								----- Reserves ----- Loss	Expense	----- Loss	Expense	
No Losses for Policy in 2019.												
Total Policy HEICP-234420-192401-2019 (0)								0	0	0	0	0
Total 2019 Commercial Property (0)								0	0	0	0	0
Total Commercial Property (0)								0	0	0	0	0

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/21	<u>SUBJECT:</u> Consideration to ratify the renewal of the Blue Cross Blue Shield Health and Dental Insurance, effective June 1, 2021 through May 30, 2022.		
<u>Item #:</u> 10B			
<table><tr><td><u>INITIATED BY:</u> Mary Gaona Executive Director</td><td><u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance</td></tr></table>		<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance		
<u>PREVIOUS BOARD ACTION:</u> On May 1, 2020 the Board of Commissioners approved action item 7B to renew the Blue Cross Blue Shield Health and Dental Insurance.			
<u>BACKGROUND:</u> Health Insurance Rates increase at a 13.3% from \$549.87 to \$623.19			
<u>FINANCIAL:</u> Annual Expense- \$578,693 We will be credited a \$15,000.00 premium from BCBSTX; It will be reflected on the July 2021 Invoice. (\$563,693)			
<u>RECOMMENDATION:</u> Approval to ratify the renewal of the Blue Cross Blue Shield Health and Dental Insurance, effective June 1, 2021 through May 30, 2022.			



**BlueCross BlueShield
of Texas**

**Texas Mid Market Business
Dual Option PPO Renewal**

Group Name: HOUSING AUTHORITY OF THE CITY OF LAREDO
Group Number: 000022469

Renewal Effective: 06/01/2021
Total Group Contracts: 76
Total Contracts: 76
Total Members: 80

Reg/Dist/Terr: 003 / 029 / 180

Sales Presentation

Current Plan Rates

	EO	EC	ES	EF	Total
MM17	\$ 668.89	\$ 1,204.06	\$ 1,337.87	\$ 2,006.77	\$ 2,675.56

\$30 Office Copay, \$55 UC Copay, \$1500/\$4500 Ded (Ind/Fam), 75%/50% Coin (Net/Out), \$5500/\$10200 Med OPX (Ind/Fam), \$1000/\$3000 RX OPX (Ind/Fam), PDP \$20/\$40/\$60

Contract Enrollment 4 0 0 0

MM32	\$ 549.87	\$ 989.84	\$ 1,099.84	\$ 1,649.71	\$ 40,470.58
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\$40 Office Copay, \$65 UC Copay, \$5000/\$10000 Ded (Ind/Fam), 70%/50% Coin (Net/Out), \$5600/\$10200 Med OPX (Ind/Fam), \$1000/\$3000 RX OPX (Ind/Fam), PDP \$20/\$40/\$60

Contract Enrollment 70 2 0 0

Total Monthly Health Cost* \$ 43,146.14

Renewing Plan Rates

	EO	EC	ES	EF	Total*
MM17	\$ 727.98	\$ 1,310.42	\$ 1,456.05	\$ 2,184.03	\$ 2,911.90

\$30 Office Copay, \$55 UC Copay, \$1500/\$4500 Ded (Ind/Fam), 75%/50% Coin (Net/Out), \$5500/\$10200 Med OPX (Ind/Fam), \$1000/\$3000 RX OPX (Ind/Fam), PDP \$20/\$40/\$60

Plan Rate Change 8.8%

MM32	\$ 623.19	\$ 1,121.83	\$ 1,246.50	\$ 1,869.70	\$ 45,867.26
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\$40 Office Copay, \$65 UC Copay, \$5000/\$10000 Ded (Ind/Fam), 70%/50% Coin (Net/Out), \$5600/\$10200 Med OPX (Ind/Fam), \$1000/\$3000 RX OPX (Ind/Fam), PDP \$20/\$40/\$60

Plan Rate Change 13.3%

Total Monthly Health Cost* \$ 48,779.16

Total Rate Change 13.1%

Note: This rate change percentage is based on total monthly premium. Each tier's rate change may vary from the total change percentage.
The above rates are projected to be effective for the 12-month period beginning on the effective date of group coverage and are contingent upon the provisions shown below.
Final rates may vary based on actual enrollment results.

1. Enrollment of 76 or at least 75% of the eligible employees; with a sustained monthly enrollment of at least 75%
2. The employer contributing at least 50% of the Employee Only cost.
3. Rates do not include any future mandated benefit changes.
4. This quote assumes BCBSTX will be the only carrier providing coverage to the employer group's employees. BCBSTX reserves the right to change premium rates if BCBSTX is not the exclusive carrier. Groups must promptly notify BCBSTX if BCBSTX will not be the exclusive carrier.
5. Standard BCBSTX Managed Care programs with standard membership, eligibility, administration, claims processing and standard network. Standard Master Contract provisions and definitions apply. Any costs associated with special services or custom materials provided by BCBSTX will be supplemental billed separate and apart from the rates outlined on this confirmation page.
6. Annual open enrollment.
7. This proposal assumes the group contract will be issued in Texas. In addition to the benefits stated herein, benefits for covered persons who reside outside of Texas will conform to all Extraterritorial requirements of those states.
8. Insurance regulations require carriers to determine whether an employer is subject to Chapter 26, Texas Insurance Code.
9. This proposal is made on the condition you are not a Small Employer as defined in Chapter 26. A proposal to a Small Employer would have to contain specific contractual elements and mandated insurance plans not contained in this proposal. Should it be determined you were a Small Employer, this proposal and any health insurance contract issued to you, shall be null and void.
10. BCBSTX will pay \$29.14 per contract per month (PCPM) for producer commissions.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Emergency Housing Voucher Program.
<u>Item #:</u> 10F	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Melissa Ortiz Director of Section 8
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> On June 10, 2021, the LHA received an award letter for the allocation of 85 Emergency Housing Vouchers (EHV) effective July 1, 2021 through December 31, 2022 with a HAP budget authority of \$539,340 for the 18-month period. As well as a one-time payment of preliminary fees in the amount of \$34,000 (\$400 per EHV allocated), service fees of \$297,500 through December 31, 2021 and administrative fees of \$68,940 through December 31, 2022. In PIH Notice 2021-15 HUD is establishing a requirement under which the PHA must enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of the EHV's. PHAs that agree to accept an allocation must enter into an MOU with a partnering CoC by 7-31-2021. PHAs must accept referrals for EHV's directly from the CE System. Currently Bethany House of Laredo is the local Coordinated Entry Planning Entity (CEPE) responsible for implementing coordinated entry in the community.	
<u>FINANCIAL:</u> None	
<u>RECOMMENDATION:</u> Board authorizing the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Emergency Housing Voucher Program.	

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HOUSING AUTHORITY OF THE CITY OF LAREDO
AND
TEXAS HOMELESS NETWORK**

EMERGENCY HOUSING VOUCHER PROGRAM

This Memorandum of Understanding (MOU) is between the Housing Authority of the City of Laredo (LHA) and Texas Homeless Network (THN), and is dated effective as of the 28th day of June, 2021.

LHA and THN hereby agree to work cooperatively to successfully administer the Emergency Housing Voucher (EHV) Program. In order to accomplish this purpose, the parties agree as follows:

I. Introduction and Goals

- A. Laredo, Texas-Webb County is located in the Geographic Service Area of the Texas Balance of State Continuum of Care. Due to the large Geographic Service Area of the Texas Balance of State Continuum of Care, a local coordinated entry system and process was developed for Laredo, Texas-Webb County. FOUR AGENCIES are tasked with managing the Coordinated Entry process in Laredo, Texas -Webb County.
- B. LHA and THN are committed to administering the EHV's in accordance with all program requirements and HUD regulations
- C. LHA's goals and standards of success in administering the program are to utilize all vouchers and program funding for eligible participants.
- D. Public Housing Authority Liaison: Elizabeth Aguilar – Project Coordinator
Housing Authority of the City of Laredo
2000 San Francisco Avenue
Laredo, Texas 78040
eaguilar@lharha.org
956-722-4521 Ext. 2020
- CoC Lead Agency Liaison: Jaynna Sims
Texas Homeless Network
1713 Fortview Road
Austin, Texas 78704
jaynna@thn.org
512-596-3320

II. Individuals and Families Eligible for EHV are to be Referred by CoC

- A. Homeless
- B. At risk of homelessness
- C. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- D. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability

III. Services to be Provided to Eligible EHV Participants

- A. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
- B. Partnering service providers will support LHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
- C. LHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
- D. Partnering service providers and LHA will provide housing search assistance for eligible individuals and families.
- E. Partnering service providers & LHA will provide counseling on compliance with rental lease requirements.
- F. Partnering service providers & LHA will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits to LHA or other providers.
- G. Partnering service providers & LHA will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. LHA Roles and Responsibilities

- A. Consult with THN in developing the services and assistance to be offered under the EHV services fee.
- B. Accept direct referrals for eligible individuals and families through the Laredo, Texas-Webb County Coordinated Entry System.
- C. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- D. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
- E. Designate a staff person to serve as the lead EHV liaison.
- F. Services Provided if Funds are Available:
 - 1. Security Deposits
 - 2. Application Fees

3. Utility Deposits
4. Renter's Insurance
5. Moving Expenses
6. Household Items
7. Landlord Incentives
8. Food
9. Transportation
10. Other- Unpaid utilities, rent, etc.

G. Comply with provisions of this MOU.

V. **THN Roles and Responsibilities**

- A. Designate and maintain a lead EHV liaison to communicate with LHA.
- B. Provide training and oversight of the Laredo, Texas - Webb County Coordinated Entry System.
- C. Comply with the provisions of this MOU.

VI. **Third Party Entities Roles and Responsibilities**

- A. Refer eligible individuals and families to LHA using the community's coordinated entry system.
- B. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to LHA (i.e. self-certifications, birth certificate, social security card, etc.).
- C. Attend EHV participant briefings when needed.
- D. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- E. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
- F. Comply with the provisions of this MOU.

VII. **Program Evaluation**

- A. LHA, and THN agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

The Parties have executed this Memorandum of Understanding as of the date first shown above.

HOUSING AUTHORITY OF THE CITY OF LAREDO

By:	
Name:	Mary Gaona
Title:	Executive Director

TEXAS HOMELESS NETWORK

By:	
Name:	Jim Ward
Title:	Assistant Director of Planning

THIRD-PARTY ENTITY – BETHANY HOUSE OF LAREDO

By:	
Name:	Javier A. Garcia
Title:	Executive Director

LHA DIRECTORS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Consideration to authorize the Executive Director to extend the Public Health Expert Consultant Contract for an additional year.		
<u>Item #:</u> 10D			
<table><tr><td><u>INITIATED BY:</u> Mary Gaona Executive Director</td><td><u>STAFF SOURCE:</u> Valeria Cabello Procurement Officer</td></tr></table>		<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Valeria Cabello Procurement Officer
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Valeria Cabello Procurement Officer		
<u>PREVIOUS BOARD ACTION:</u> On June 12, 2020 the Board of Commissioners approved the award of RFQ No. 2020-0510-3 Public Health Expert Consultant to Dr. Waldo A. Lopez.			
<u>BACKGROUND:</u> On May 10, 2020 the Housing Authority of the City of Laredo published a Request for Qualifications (RFQ) No. 2020-0510-3 Public Health Expert Consultant. Dr. Waldo A. Lopez submitted qualifications in response to the RFQ and the Housing Authority of the City of Laredo selected Dr. Waldo A. Lopez to serve as their Public Health Expert Consultant. Contract No. 2020-0510-3 was executed on June 22, 2020 for a period of one year with a renewal option as authorized by Board of Commissioners.			
<u>FINANCIAL:</u> None			
<u>RECOMMENDATION:</u> Approval to renew the Public Health Expert Consultant Service Contract with Dr. Waldo A. Lopez for an additional year, as allowable by Contract No. 2020-0510-3.			



Waldo A. López
11412 Sierra Gorda Drive
Laredo, Texas 78045

April 27, 2021

Mary Gaona
Executive Director
Laredo Housing Authority
2000 San Francisco Avenue
Laredo, Texas 78040


Subject: **Contract Renewal**

Thank you for the opportunity to have served as your **Public Health Expert Consultant** during the past year. The past year will always be remembered as unique due to the especial challenges presented by COVID-19. I had the opportunity to share public health up to date information, principally on COVID-19, through in person, online meetings and various video recorded trainings. There has always been a lot of synergy among the members of the LHA board, under the direction of Mr. Ceballos, and Mary Gaona. I was able to assist with LHA COVID-19 protocols, but personally benefitted from the relationship of a family-oriented organization. I felt great about coordinating COVID-19 testing, and vaccination for LHA residents, and staff. I have made myself available 24 hours a day to the LHA, and it has been a pleasure.

It is my intention, if you still need me, to continue serving the LHA, as your **Public Health Expert Consultant** for another year, on the same terms, and same pricing.

Working with the LHA has been a rewarding experience, that I will always remember and cherish.

To me, it is a personal commitment to continue serving.


Waldo A. Lopez, Ph.D., M.P.H., R.S.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Consideration to approve of writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2020 through March 31, 2021, as recommended by the Finance Director and the Executive Director.																						
<u>Item #:</u> 10E																							
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance																						
<u>PREVIOUS BOARD ACTION:</u> On October 29, 2020, the LHA Board of Commissioners approved action item 9C to write-off of non-collectible amounts for vacated units April 1, 2020 to September 30, 2020 as recommended by staff.																							
<u>BACKGROUND:</u> The tenant accounts receivable for the Housing Authority for the City of Laredo should be analyzed on a yearly basis in order to establish the non-collectable amounts due to vacancies. The balance of \$13,560.53 represents uncollectable amounts for vacated units within Public Housing, Russell Terrace and Farm Labor.																							
<u>FINANCIAL:</u> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"><thead><tr style="background-color: #cccccc;"><th style="text-align: left;">Development</th><th style="text-align: left;">Amount</th></tr></thead><tbody><tr><td>AMP 1 Colonia Guadalupe</td><td>\$ 2,465.01</td></tr><tr><td>AMP 3 Ana Maria Lozano</td><td>\$ 3,550.96</td></tr><tr><td>AMP 3 Carlos Richter</td><td>\$ 0.00</td></tr><tr><td>AMP 4 Senior Home</td><td>\$ 273.00</td></tr><tr><td>AMP 5 Meadow Acres</td><td>\$ 0.00</td></tr><tr><td>AMP 5 South Laredo</td><td>\$ 1,115.56</td></tr><tr><td>AMP 6 Asherton</td><td>\$ 0.00</td></tr><tr><td>USDA Farm Labor</td><td>\$ 1,168.00</td></tr><tr><td>Russell Terrace</td><td>\$ 4,988.00</td></tr><tr style="background-color: #cccccc;"><td>Total</td><td>\$13,560.53</td></tr></tbody></table>		Development	Amount	AMP 1 Colonia Guadalupe	\$ 2,465.01	AMP 3 Ana Maria Lozano	\$ 3,550.96	AMP 3 Carlos Richter	\$ 0.00	AMP 4 Senior Home	\$ 273.00	AMP 5 Meadow Acres	\$ 0.00	AMP 5 South Laredo	\$ 1,115.56	AMP 6 Asherton	\$ 0.00	USDA Farm Labor	\$ 1,168.00	Russell Terrace	\$ 4,988.00	Total	\$13,560.53
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Russell Terrace	\$ 4,988.00																						
Total	\$13,560.53																						
<u>RECOMMENDATION:</u> To approve the writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2020 through March 31, 2021, as recommended by the Finance Director and the Executive Director.																							



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
01-192	Guadalupe Flores	10/02/20	\$246.00
01-161	Esmeralda Preciado	10/06/20	\$197.00
01-265	Laila Guajardo	10/12/20	\$75.00
01-155	Juanita Alvarado	11/04/20	\$272.00
01-061	Noely Ramirez	11/05/20	\$624.01
01-256	Ruby Garza	11/04/20	\$227.00
01-141	Samantha Sandoval	02/03/21	\$525.00
01-137	Maria Barraza	02/12/21	\$299.00
	TOTAL:		\$2,465.01

March 31, 2020
DATE

DATE _____

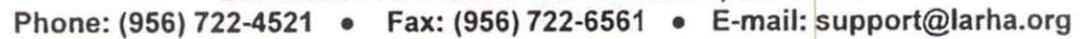


March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT	
	TOTAL:			\$0.00

March 31, 2021
DATE

DATE _____



March 30, 2021
DATE

Ceci Sosa
MANAGER

March 30, 2021
DATE

DATE _____



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
04-111	Maria Waddell	01/05/21	\$273.00
	TOTAL:		\$273.00

March 31, 2021
DATE

DATE _____



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT	
11-032	Cynthia Mendiola	02/19/21		\$875.00
11-021	Veronica Guzman-Rivera	03/15/21		\$64.00
11-029	Veronica Ordoñez	12/22/20		\$176.56
	TOTAL:			\$1,115.56

March 31, 2021
DATE

DATE _____



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
			No write off's
	TOTAL:	0	\$0.00

March 31, 2021
DATE

DATE _____



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
07-013	Jessania Fierros	11/16/21	\$1,168.00
	TOTAL:		\$1,168.00

MANAGER

March 31, 2021
DATE

DATE _____



**HOUSING AUTHORITY OF THE CITY OF LAREDO
LOW RENT PUBLIC HOUSING PROGRAM
2000 SAN FRANCISCO AVE LAREDO, TX 78040**

Phone: (956) 722-4521 • Fax: (956) 722-6561 • E-mail: support@larha.org

Russell Terrace-RAD & PBV
DEVELOPMENT

March 31, 2021
DATE

BALANCE THAT NEEDS TO BE WRITTEN OFF

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
36-016	FLORES YOLANDA	01/31/21	\$2,825.00
02-001	DELGADO LILIAN	03/10/21	\$571.00
02-080	BOCANEGRA CLAUDIA	12/31/20	\$767.00
02-099	ARGUMEDO LINDA M.	03/10/21	\$825.00
	TOTAL:		\$4,988.00

Griselda Resendez
MANAGER

March 31, 2021
DATE

EXECUTIVE DIRECTOR APPROVAL

DATE



March 31, 2021
DATE

UNIT NO.	NAME	DATE VACATED	BALANCE LEFT
	N/A		
	TOTAL:		\$0.00

March 31, 2020
DATE

DATE _____

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Consideration to re-authorize the hosting of the 2021 Inner City Housing Summit (previously postponed due to 2020 COVID-related precautions) in collaboration with community stakeholder groups.
<u>Item #:</u> 10F	
<u>INITIATED BY:</u> Mary Gaona Executive Director	
<u>STAFF SOURCE</u>	
<u>PREVIOUS BOARD ACTION:</u>	
<u>BACKGROUND:</u> The 2019 Inner City Housing Summit was held on April 24, 2019. The 2020 Inner City Housing Summit was scheduled for April 30, 2020.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> The Board of Commissioners consider re-authorizing the hosting of the 2021 Inner City Housing Summit.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Discussion and possible action to approve the creation of an emergency community housing repair program and committee jointly with the Habitat for Humanity of Laredo, allocate unrestricted non-federal funding to be determined by this action, appoint representative(s) to oversee the agency's participation, and request a City of Laredo representative, and any other matters incident thereto.
<u>Item #:</u> 11A	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> On July 31, 2017, the Board of Commissioners approved item 10A to provide financial support in the amount of \$15,000 towards the Habitat for Humanity housing reconstruction/rehabilitation efforts resulting from the local storm of May 21, 2017.	
<u>BACKGROUND:</u> See attachment	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Board approve the creation of an emergency community housing repair program and committee jointly with Habitat for Humanity of Laredo and allocate unrestricted non-federal funding to support these efforts.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/21	<u>SUBJECT:</u> Discussion and possible action to approve Amendment #1 to the 2021-2022 Operating Budget for the Housing Authority of the City of Laredo and to adopt Resolution No. 21-R-11B.																								
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance																								
<u>PREVIOUS BOARD ACTION:</u> On March 12, 2021 the Board of Commissioners approved action item 10C to approve the Operating Budget for Fiscal Year Ending March 31, 2022, for the Housing Authority of the City of Laredo and adopted Resolution No. 21-R-03.																									
<u>BACKGROUND:</u> <ul style="list-style-type: none">• HUD finalized and published the Operating Subsidies for all Public Housing Developments. <table border="1"><thead><tr><th>Development/AMP</th><th>Previous HUD Subsidy</th><th>Current HUD Subsidy</th><th>Increase/Decrease</th></tr></thead><tbody><tr><td>AMP 1</td><td>\$ 988,820</td><td>\$ 1,130,051</td><td>\$ 141,231</td></tr><tr><td>AMP 3</td><td>\$ 730,100</td><td>\$ 812,905</td><td>\$ 82,805</td></tr><tr><td>AMP 4</td><td>\$ 304,780</td><td>\$ 373,712</td><td>\$ 68,932</td></tr><tr><td>AMP 5</td><td>\$ 452,760</td><td>\$ 481,286</td><td>\$ 28,526</td></tr><tr><td>AMP 6</td><td>\$ 121,520</td><td>\$ 116,725</td><td>\$ -4,795</td></tr></tbody></table> <ul style="list-style-type: none">• Section 8/HCV Program:<ul style="list-style-type: none">○ Renewal Funding increased from \$9,270,622 to \$9,970,019 of HUD HAP Subsidy○ New Allocation as of July 2021 of (85) Emergency Housing Vouchers increase of \$404,505 in HAP Subsidy and \$300,330 in Administrative Fees○ HAP Expenditure increase of \$1,103,897○ Management Fee and Bookkeeping Fee expenditure increase of \$20,796.75• COCC Management Fee and Bookkeeping Fee revenue increase of \$20,796.75• LHFC Loan Expenditure Increase of \$87,475• All Program Health Benefit expenditure increase of \$46,870.05		Development/AMP	Previous HUD Subsidy	Current HUD Subsidy	Increase/Decrease	AMP 1	\$ 988,820	\$ 1,130,051	\$ 141,231	AMP 3	\$ 730,100	\$ 812,905	\$ 82,805	AMP 4	\$ 304,780	\$ 373,712	\$ 68,932	AMP 5	\$ 452,760	\$ 481,286	\$ 28,526	AMP 6	\$ 121,520	\$ 116,725	\$ -4,795
Development/AMP	Previous HUD Subsidy	Current HUD Subsidy	Increase/Decrease																						
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<u>FINANCIAL:</u> Increase in Revenues of \$1,749,25.75 Increase in Expenditures of \$1,228,783.01 Increase in Net Profit of \$520,473.73																									
<u>RECOMMENDATION:</u> Approval of Amendment #1 to the 2021-2022 Operating Budget for the Housing Authority of the City of Laredo and adopt Resolution No. 21-R-06.																									

HOUSING AUTHORITY OF THE CITY OF LAREDO
OPERATING BUDGET
APRIL 1, 2021 - MARCH 31, 2022

Amendment # 1

	Bernal Sunrise Courts										Section 8	
	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Voucher	TOTAL
REVENUE												
Dwelling Rentals	\$.00	\$548,000.00	\$387,990.30	\$63,454.61	\$11,518.92	\$641,000.00	\$298,000.00	\$455,000.00	\$30,650.00	\$113,000.00	\$.00	\$2,548,613.83
HUD – Operating Subsidy	\$.00	\$1,130,051.00	\$.00	\$.00	\$.00	\$812,905.00	\$373,712.00	\$481,286.00	\$116,725.00	\$.00	\$.00	\$2,914,679.00
FMHA Subsidy	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$93,000.00	\$.00	\$93,000.00
HUD Contributions – HAP	\$.00	\$.00	\$905,310.70	\$148,060.75	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$9,940,121.00	\$10,993,492.45
HUD Contributions – Administrative Fees	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$1,153,310.00	\$1,153,310.00
HUD Contributions – Mainstream	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$186,000.00	\$186,000.00
HUD Contributions – Emergency Housing Vouchers	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$404,500.00	\$404,500.00
HUD Contributions – EHV Admin Fees	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$300,330.00	\$300,330.00
Public Housing Management Fees	\$624,369.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$624,369.00
Public Housing Bookkeeping Fees	\$68,670.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$68,670.00
Public Housing Asset Management Fees	\$91,560.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$91,560.00
Section 8 Management Fees	\$226,638.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$226,638.00
Section 8 Bookkeeping Fees	\$141,648.75	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$141,648.75
Farm Labor Management Fees	\$5,760.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$5,760.00
Farm Labor Bookkeeping Fees	\$5,000.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$5,000.00
CFP Management Fee	\$349,493.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$349,493.00
Interest	\$6,200.00	\$55,000.00	\$25,000.00	\$3,000.00	\$100.00	\$49,000.00	\$8,300.00	\$23,100.00	\$4,800.00	\$5,700.00	\$17,000.00	\$197,200.00
Other Income	\$23,500.00	\$500.00	\$.00	\$.00	\$.00	\$.00	\$9,400.00	\$1,825.00	\$375.00	\$30.00	\$22,700.00	\$58,330.00
Other Income – Late Fees	\$.00	\$5,500.00	\$5,000.00	\$250.00	\$150.00	\$6,800.00	\$100.00	\$4,575.00	\$545.00	\$2,675.00	\$.00	\$25,595.00
Other Income – Maintenance Charges	\$.00	\$4,000.00	\$1,000.00	\$150.00	\$150.00	\$4,000.00	\$600.00	\$4,000.00	\$1,475.00	\$600.00	\$.00	\$15,975.00
Other Income Management Company	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Transfer From Reserves	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Total Revenue	\$1,542,838.75	\$1,743,051.00	\$1,324,301.00	\$214,915.36	\$11,918.92	\$1,513,705.00	\$690,112.00	\$969,786.00	\$154,570.00	\$215,005.00	\$12,023,961.00	\$20,404,164.03
Bernal Sunrise Courts												
EXPENSES	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Section 8 Voucher	TOTAL
Administrative Salaries	\$851,425.57	\$258,271.75	\$57,510.96	\$5,506.80	\$734.24	\$157,766.34	\$32,240.00	\$127,251.61	\$19,546.80	\$25,537.20	\$334,027.20	\$1,869,818.48
Administrative Benefits	\$280,040.57	\$99,590.00	\$22,471.00	\$1,244.39	\$149.45	\$58,391.00	\$12,908.00	\$45,987.89	\$8,038.40	\$8,813.41	\$132,085.08	\$669,719.20
Management Fee (COCC)	\$.00	\$179,673.00	\$118,500.00	\$.00	\$.00	\$149,838.00	\$66,300.00	\$88,842.00	\$21,216.00	\$5,760.00	\$226,638.00	\$856,767.00
Bookkeeping Fee (COCC)	\$.00	\$24,390.00	\$.00	\$.00	\$.00	\$20,340.00	\$9,000.00	\$12,060.00	\$2,880.00	\$5,000.00	\$141,648.75	\$215,318.75
Asset Management Fee	\$.00	\$32,520.00	\$.00	\$.00	\$.00	\$27,120.00	\$12,000.00	\$16,080.00	\$3,840.00	\$.00	\$.00	\$91,560.00
Legal	\$75,000.00	\$15,000.00	\$5,000.00	\$.00	\$.00	\$25,000.00	\$1,350.00	\$6,000.00	\$850.00	\$1,000.00	\$30,000.00	\$159,200.00
Staff Training/Travel	\$15,000.00	\$2,500.00	\$5,000.00	\$.00	\$.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$2,100.00	\$20,000.00	\$54,600.00
Audit Costs	\$12,500.00	\$8,000.00	\$7,000.00	\$.00	\$.00	\$7,500.00	\$5,200.00	\$6,125.00	\$2,700.00	\$2,700.00	\$50,000.00	\$101,725.00
Advertising and Marketing	\$2,000.00	\$3,000.00	\$1,000.00	\$.00	\$.00	\$1,800.00	\$1,000.00	\$1,750.00	\$375.00	\$1,000.00	\$3,850.00	\$15,775.00
Administrative Other – Computer Operations	\$16,000.00	\$15,000.00	\$17,100.00	\$11,375.00	\$.00	\$21,800.00	\$8,400.00	\$17,300.00	\$1,900.00	\$650.00	\$52,100.00	\$161,625.00
Administrative Other - Office Expenses	\$50,000.00	\$50,000.00	\$25,000.00	\$5,000.00	\$.00	\$50,000.00	\$20,000.00	\$35,175.00	\$5,000.00	\$8,000.00	\$80,000.00	\$328,175.00
BBVA Loan	\$.00	\$.00	\$492,475.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$492,475.00
Replacement Reserves	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Total Administrative	\$1,301,966.14	\$687,944.75	\$751,056.96	\$23,126.19	\$883.69	\$524,555.34	\$170,398.00	\$358,571.51	\$67,346.20	\$60,560.61	\$1,070,349.03	\$5,016,758.42
Tenant Services Salaries	\$.00	\$38,218.22	\$33,133.67	\$.00	\$.00	\$75,575.81	\$15,080.00	\$37,918.99	\$.00	\$.00	\$.00	\$199,926.69
Tenant Services Benefits	\$.00	\$4,946.00	\$3,268.69	\$.00	\$.00	\$8,027.00	\$4,974.00	\$2,301.00	\$.00	\$.00	\$.00	\$23,516.69
Tenant Services Contracts	\$.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$.00	\$.00	\$.00	\$8,000.00
Total Tenant Services	\$.00	\$45,164.22	\$37,402.36	\$1,000.00	\$1,000.00	\$84,602.81	\$21,054.00	\$41,219.99	\$.00	\$.00	\$.00	\$231,443.38

**HOUSING AUTHORITY OF THE CITY OF LAREDO
OPERATING BUDGET
APRIL 1, 2021 - MARCH 31, 2022**

Amendment #1

Bernal Sunrise												
Courts												Section 8
EXPENSES	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Voucher	TOTAL
Water	\$400.00	\$7,000.00	\$27,500.00	\$700.00	\$500.00	\$2,750.00	\$25,500.00	\$2,000.00	\$750.00	\$3,150.00	\$500.00	\$70,750.00
Electricity	\$10,500.00	\$37,000.00	\$25,000.00	\$4,550.00	\$0.00	\$18,000.00	\$52,000.00	\$9,750.00	\$4,500.00	\$3,000.00	\$6,250.00	\$170,550.00
Gas	\$550.00	\$1,250.00	\$2,500.00	\$500.00	\$0.00	\$1,750.00	\$8,500.00	\$900.00	\$0.00	\$450.00	\$0.00	\$16,400.00
Fuel	\$2,500.00	\$3,000.00	\$8,000.00	\$0.00	\$0.00	\$1,500.00	\$825.00	\$2,300.00	\$1,200.00	\$700.00	\$1,750.00	\$21,775.00
Sewer	\$250.00	\$300.00	\$1,500.00	\$525.00	\$350.00	\$1,500.00	\$22,500.00	\$1,250.00	\$1,250.00	\$1,150.00	\$250.00	\$30,825.00
Other Expenses (Mandates)	\$450.00	\$600.00	\$11,250.00	\$525.00	\$575.00	\$3,000.00	\$14,000.00	\$3,750.00	\$500.00	\$1,000.00	\$475.00	\$36,125.00
Total Utilities	\$14,650.00	\$49,150.00	\$75,750.00	\$6,800.00	\$1,425.00	\$28,500.00	\$123,325.00	\$19,950.00	\$8,200.00	\$9,450.00	\$9,225.00	\$346,425.00
Maintenance Salaries	\$0.00	\$200,624.00	\$109,479.86	\$3,744.00	\$514.18	\$138,728.61	\$90,945.60	\$116,469.07	\$25,708.80	\$25,708.80	\$0.00	\$711,922.91
Maintenance Benefits	\$0.00	\$96,114.00	\$51,579.00	\$1,231.59	\$149.23	\$67,545.00	\$42,139.62	\$54,375.53	\$13,109.95	\$13,110.00	\$0.00	\$339,353.92
Materials	\$2,000.00	\$130,000.00	\$40,000.00	\$50,000.00	\$1,500.00	\$170,000.00	\$40,000.00	\$85,000.00	\$15,000.00	\$40,000.00	\$1,000.00	\$574,500.00
Contracts	\$28,500.00	\$80,000.00	\$40,000.00	\$40,000.00	\$1,500.00	\$162,000.00	\$50,000.00	\$40,000.00	\$14,000.00	\$20,000.00	\$50,000.00	\$526,000.00
Total Maintenance	\$30,500.00	\$506,738.00	\$241,058.86	\$94,975.59	\$3,663.40	\$538,273.61	\$223,085.22	\$295,844.60	\$67,818.75	\$98,818.80	\$51,000.00	\$2,151,776.83
Contracts	\$1,200.00	\$50,000.00	\$30,000.00	\$0.00	\$0.00	\$32,500.00	\$9,000.00	\$45,000.00	\$0.00	\$3,575.00	\$0.00	\$171,275.00
Total Protective Services	\$1,200.00	\$50,000.00	\$30,000.00	\$0.00	\$0.00	\$32,500.00	\$9,000.00	\$45,000.00	\$0.00	\$3,575.00	\$0.00	\$171,275.00
Insurance	\$4,000.00	\$67,000.00	\$40,000.00	\$6,000.00	\$3,000.00	\$68,500.00	\$33,000.00	\$33,000.00	\$9,500.00	\$12,500.00	\$15,000.00	\$291,500.00
PILOT	\$0.00	\$49,915.00	\$0.00	\$0.00	\$0.00	\$61,400.00	\$19,717.50	\$43,630.00	\$0.00	\$0.00	\$0.00	\$174,662.50
Collection Losses	\$0.00	\$3,000.00	\$5,000.00	\$500.00	\$1,000.00	\$3,250.00	\$0.00	\$2,600.00	\$1,500.00	\$1,600.00	\$0.00	\$18,450.00
Total General Expenses	\$4,000.00	\$119,915.00	\$45,000.00	\$6,500.00	\$4,000.00	\$133,150.00	\$52,717.50	\$79,230.00	\$11,000.00	\$14,100.00	\$15,000.00	\$484,612.50
Total Routine Expenses	\$1,352,316.14	\$1,458,911.97	\$1,180,268.18	\$132,401.79	\$10,972.10	\$1,341,581.76	\$599,579.16	\$839,816.09	\$154,364.95	\$186,504.41	\$1,145,574.03	\$8,402,290.58
Non-Routine Expenses	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$99,000.00
Replacement of Non-Capitalized Equipment	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Betterments/Additions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$1,352,316.14	\$1,503,911.97	\$1,215,268.18	\$132,401.79	\$10,972.10	\$1,371,581.76	\$599,579.16	\$863,816.09	\$154,364.95	\$186,504.41	\$1,145,574.03	\$8,536,290.58
Housing Assistance Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,530,621.00	\$10,530,621.00
FMHA Debt Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,025.00	\$0.00	\$2,025.00
												\$19,068,936.58
Net Cash Flow	\$190,522.61	\$239,139.03	\$109,032.83	\$82,513.57	\$946.82	\$142,123.24	\$90,532.84	\$105,969.91	\$205.05	\$26,475.59	\$347,765.97	\$1,335,227.46
Defederalized												\$383,015.83

HOUSING AUTHORITY OF THE CITY OF LAREDO
OPERATING BUDGET
APRIL 1, 2021 - MARCH 31, 2022

Approved Budget

	Bernal Sunrise Courts										Section 8	
	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Voucher	TOTAL
REVENUE												
Dwelling Rentals	\$.00	\$548,000.00	\$387,990.30	\$63,454.61	\$11,518.92	\$641,000.00	\$298,000.00	\$455,000.00	\$30,650.00	\$113,000.00	\$.00	\$2,548,613.83
HUD – Operating Subsidy	\$.00	\$988,820.00	\$.00	\$.00	\$.00	\$730,100.00	\$304,780.00	\$452,760.00	\$121,520.00	\$.00	\$.00	\$2,597,980.00
FMHA Subsidy	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$93,000.00	\$.00	\$93,000.00
HUD Contributions – HAP	\$.00	\$.00	\$905,310.70	\$148,060.75	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$9,270,622.00	\$10,323,993.45
HUD Contributions – Administrative Fees	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$1,116,520.00	\$1,116,520.00
HUD Contributions – Mainstream	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$186,000.00	\$186,000.00
Public Housing Management Fees	\$623,727.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$623,727.00
Public Housing Bookkeeping Fees	\$68,670.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$68,670.00
Public Housing Asset Management Fees	\$91,560.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$91,560.00
Section 8 Management Fees	\$213,840.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$213,840.00
Section 8 Bookkeeping Fees	\$133,650.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$133,650.00
Farm Labor Management Fees	\$5,760.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$5,760.00
Farm Labor Bookkeeping Fees	\$5,000.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$5,000.00
CFP Management Fee	\$349,493.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$349,493.00
Interest	\$6,200.00	\$55,000.00	\$25,000.00	\$3,000.00	\$100.00	\$49,000.00	\$8,300.00	\$23,100.00	\$4,800.00	\$5,700.00	\$17,000.00	\$197,200.00
Other Income	\$23,500.00	\$500.00	\$.00	\$.00	\$.00	\$.00	\$9,400.00	\$1,825.00	\$375.00	\$30.00	\$22,700.00	\$58,330.00
Other Income – Late Fees	\$.00	\$5,500.00	\$5,000.00	\$250.00	\$150.00	\$6,800.00	\$100.00	\$4,575.00	\$545.00	\$2,675.00	\$.00	\$25,595.00
Other Income – Maintenance Charges	\$.00	\$4,000.00	\$1,000.00	\$150.00	\$150.00	\$4,000.00	\$600.00	\$4,000.00	\$1,475.00	\$600.00	\$.00	\$15,975.00
Other Income Management Company	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Transfer From Reserves	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Total Revenue	\$1,521,400.00	\$1,601,820.00	\$1,324,301.00	\$214,915.36	\$11,918.92	\$1,430,900.00	\$621,180.00	\$941,260.00	\$159,365.00	\$215,005.00	\$10,612,842.00	\$18,654,907.28

	Bernal Sunrise Courts										Section 8	
EXPENSES	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Voucher	TOTAL
Administrative Salaries	\$851,425.57	\$258,271.75	\$57,510.96	\$5,506.80	\$734.24	\$157,766.34	\$32,240.00	\$127,251.61	\$19,546.80	\$25,537.20	\$334,027.20	\$1,869,818.48
Administrative Benefits	\$266,842.97	\$93,582.00	\$21,129.00	\$1,134.41	\$134.79	\$55,667.00	\$12,175.00	\$43,294.08	\$7,488.50	\$8,263.51	\$124,569.78	\$634,281.04
Management Fee (COCC)	\$.00	\$179,445.00	\$118,500.00	\$.00	\$.00	\$149,648.00	\$66,216.00	\$88,729.00	\$21,189.00	\$5,760.00	\$213,840.00	\$843,327.00
Bookkeeping Fee (COCC)	\$.00	\$24,390.00	\$.00	\$.00	\$.00	\$20,340.00	\$9,000.00	\$12,060.00	\$2,880.00	\$5,000.00	\$133,650.00	\$207,320.00
Asset Management Fee	\$.00	\$32,520.00	\$.00	\$.00	\$.00	\$27,120.00	\$12,000.00	\$16,080.00	\$3,840.00	\$.00	\$.00	\$91,560.00
Legal	\$75,000.00	\$15,000.00	\$5,000.00	\$.00	\$.00	\$25,000.00	\$1,350.00	\$6,000.00	\$850.00	\$1,000.00	\$30,000.00	\$159,200.00
Staff Training/Travel	\$15,000.00	\$2,500.00	\$5,000.00	\$.00	\$.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$2,100.00	\$20,000.00	\$54,600.00
Audit Costs	\$12,500.00	\$8,000.00	\$7,000.00	\$.00	\$.00	\$7,500.00	\$5,200.00	\$6,125.00	\$2,700.00	\$2,700.00	\$50,000.00	\$101,725.00
Advertising and Marketing	\$2,000.00	\$3,000.00	\$1,000.00	\$.00	\$.00	\$1,800.00	\$1,000.00	\$1,750.00	\$375.00	\$1,000.00	\$3,850.00	\$15,775.00
Administrative Other – Computer Operations	\$16,000.00	\$15,000.00	\$17,100.00	\$11,375.00	\$.00	\$21,800.00	\$8,400.00	\$17,300.00	\$1,900.00	\$650.00	\$52,100.00	\$161,625.00
Administrative Other - Office Expenses	\$50,000.00	\$50,000.00	\$25,000.00	\$5,000.00	\$.00	\$50,000.00	\$20,000.00	\$35,175.00	\$5,000.00	\$8,000.00	\$80,000.00	\$328,175.00
BBVA Loan	\$.00	\$.00	\$405,000.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$405,000.00
Replacement Reserves	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
Total Administrative	\$1,288,768.54	\$681,708.75	\$662,239.96	\$23,016.21	\$869.03	\$521,641.34	\$169,581.00	\$355,764.69	\$66,769.30	\$60,010.71	\$1,042,036.98	\$4,872,406.52
Tenant Services Salaries	\$.00	\$38,218.22	\$33,133.67	\$.00	\$.00	\$75,575.81	\$15,080.00	\$37,918.99	\$.00	\$.00	\$.00	\$199,926.69
Tenant Services Benefits	\$.00	\$4,671.00	\$3,177.04	\$.00	\$.00	\$7,752.00	\$4,608.00	\$10,206.00	\$.00	\$.00	\$.00	\$30,414.04
Tenant Services Contracts	\$.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$.00	\$.00	\$.00	\$8,000.00
Total Tenant Services	\$.00	\$44,889.22	\$37,310.71	\$1,000.00	\$1,000.00	\$84,327.81	\$20,688.00	\$49,124.99	\$.00	\$.00	\$.00	\$238,340.73

**HOUSING AUTHORITY OF THE CITY OF LAREDO
OPERATING BUDGET
APRIL 1, 2021 - MARCH 31, 2022**

Approved Budget

Bernal Sunrise												
Courts											Section 8	
EXPENSES	COCC	AMP 1	Russell Terrace	Meadow Elderly	Tiny Homes	AMP 3	AMP 4	AMP 5	AMP 6	Farm Labor	Voucher	TOTAL
Water	\$400.00	\$7,000.00	\$27,500.00	\$700.00	\$500.00	\$2,750.00	\$25,500.00	\$2,000.00	\$750.00	\$3,150.00	\$500.00	\$70,750.00
Electricity	\$10,500.00	\$37,000.00	\$25,000.00	\$4,550.00	\$0.00	\$18,000.00	\$52,000.00	\$9,750.00	\$4,500.00	\$3,000.00	\$6,250.00	\$170,550.00
Gas	\$550.00	\$1,250.00	\$2,500.00	\$500.00	\$0.00	\$1,750.00	\$8,500.00	\$900.00	\$0.00	\$450.00	\$0.00	\$16,400.00
Fuel	\$2,500.00	\$3,000.00	\$8,000.00	\$0.00	\$0.00	\$1,500.00	\$825.00	\$2,300.00	\$1,200.00	\$700.00	\$1,750.00	\$21,775.00
Sewer	\$250.00	\$300.00	\$1,500.00	\$525.00	\$350.00	\$1,500.00	\$22,500.00	\$1,250.00	\$1,250.00	\$1,150.00	\$250.00	\$30,825.00
Other Expenses (Mandates)	\$450.00	\$600.00	\$11,250.00	\$525.00	\$575.00	\$3,000.00	\$14,000.00	\$3,750.00	\$500.00	\$1,000.00	\$475.00	\$36,125.00
Total Utilities	\$14,650.00	\$49,150.00	\$75,750.00	\$6,800.00	\$1,425.00	\$28,500.00	\$123,325.00	\$19,950.00	\$8,200.00	\$9,450.00	\$9,225.00	\$346,425.00
Maintenance Salaries	\$0.00	\$200,624.00	\$109,479.86	\$3,744.00	\$514.18	\$138,728.61	\$90,945.60	\$116,469.07	\$25,708.80	\$25,708.80	\$0.00	\$711,922.91
Maintenance Benefits	\$0.00	\$90,982.00	\$48,771.00	\$1,121.61	\$134.56	\$63,879.00	\$39,940.02	\$51,442.73	\$12,376.75	\$12,377.00	\$0.00	\$321,024.68
Materials	\$2,000.00	\$130,000.00	\$40,000.00	\$50,000.00	\$1,500.00	\$170,000.00	\$40,000.00	\$85,000.00	\$16,000.00	\$40,000.00	\$1,000.00	\$575,500.00
Contracts	\$28,500.00	\$80,000.00	\$40,000.00	\$40,000.00	\$1,500.00	\$162,000.00	\$50,000.00	\$40,000.00	\$14,000.00	\$20,000.00	\$50,000.00	\$526,000.00
Total Maintenance	\$30,500.00	\$501,606.00	\$238,250.86	\$94,865.61	\$3,648.74	\$534,607.61	\$220,885.62	\$292,911.80	\$68,085.55	\$98,085.80	\$51,000.00	\$2,134,447.59
Contracts	\$1,200.00	\$50,000.00	\$30,000.00	\$0.00	\$0.00	\$32,500.00	\$9,000.00	\$45,000.00	\$0.00	\$3,575.00	\$0.00	\$171,275.00
Total Protective Services	\$1,200.00	\$50,000.00	\$30,000.00	\$0.00	\$0.00	\$32,500.00	\$9,000.00	\$45,000.00	\$0.00	\$3,575.00	\$0.00	\$171,275.00
Insurance	\$4,000.00	\$67,000.00	\$40,000.00	\$6,000.00	\$3,000.00	\$68,500.00	\$33,000.00	\$33,000.00	\$9,500.00	\$12,500.00	\$15,000.00	\$291,500.00
PILOT	\$0.00	\$49,915.00	\$0.00	\$0.00	\$0.00	\$61,400.00	\$19,717.50	\$43,630.00	\$0.00	\$0.00	\$0.00	\$174,662.50
Collection Losses	\$0.00	\$3,000.00	\$5,000.00	\$500.00	\$1,000.00	\$3,250.00	\$0.00	\$2,600.00	\$1,500.00	\$1,600.00	\$0.00	\$18,450.00
Total General Expenses	\$4,000.00	\$119,915.00	\$45,000.00	\$6,500.00	\$4,000.00	\$133,150.00	\$52,717.50	\$79,230.00	\$11,000.00	\$14,100.00	\$15,000.00	\$484,612.50
Total Routine Expenses	\$1,339,118.54	\$1,447,268.97	\$1,088,551.53	\$132,181.83	\$10,942.77	\$1,334,726.76	\$596,196.36	\$841,981.48	\$154,054.85	\$185,221.51	\$1,117,261.98	\$8,247,506.57
Non-Routine Expenses	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$99,000.00
Replacement of Non-Capitalized Equipment	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Betterments/Additions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$1,339,118.54	\$1,492,268.97	\$1,123,551.53	\$132,181.83	\$10,942.77	\$1,364,726.76	\$596,196.36	\$865,981.48	\$154,054.85	\$185,221.51	\$1,117,261.98	\$8,381,506.57
Housing Assistance Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,456,622.00	\$9,456,622.00
FMHA Debt Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,025.00	\$0.00	\$2,025.00
\$17,840,153.57												
Net Cash Flow	\$182,281.46	\$109,551.03	\$200,749.48	\$82,733.53	\$976.15	\$66,173.24	\$24,983.64	\$75,278.52	\$5,310.15	\$27,758.49	\$38,958.02	\$814,753.73
Defederalized												\$466,740.62

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Discussion and possible action authorizing the Executive Director to proceed with a loan application with Rural Development for the rehabilitation of the Farm Labor units. The existing loan repayment for this property is nearing completion.
<u>Item #:</u> 11C	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u>	
<u>BACKGROUND:</u> In order to avert the loss of the affordable housing in rural communities through loan payoffs due to maturation of the Rural Development mortgage. On April 30, 2021, a Reamortization Request was submitted of the outstanding balance (\$1,009) remaining in our original loan and grant resolution of July 12, 1988. Since outstanding loan balance is minimal, Rural Development advised us if we were interested in applying for a capital improvements loan to continue participating in the program.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Board authorizing the Executive Director to proceed with a loan application with Rural Development for the rehabilitation of the Farm Labor units.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Discussion and possible action to approve an update to the LHA Personnel Policies, as it relates to Section 7B Holidays, Section 12B (a) Retirement Plan (Retirement Incentive), Section 12J Continuing (Reimbursement Incentive).
<u>Item #:</u> 11D	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Diana Cruz – HR Manager Jennifer Barrientos - Director of Finance
<u>PREVIOUS BOARD ACTION:</u> On March 26, 2021, the Board of Commissioners discussed item 9I. Discussion and possible action to approve and update the LHA Personnel Policy as it relates to Section 7B Holiday and Section 12 J Continuing Education. No action was taken at this time.	
<u>BACKGROUND:</u>	
<u>FINANCIAL:</u> Subject to availability, a proposed budget allocation of non-federal funds in the amount \$50,000 for both incentive programs.	
<u>RECOMMENDATION:</u> Board approve an update to the LHA Personnel Policies, as it relates to Section 7B Holidays, Section 12B (a) Retirement Plan (Retirement Incentive), Section 12J Continuing Education (Reimbursement Incentive).	

HOLIDAY SCHEDULE COMPARISON

Observed In 2021	Holiday	Laredo HA (13)	City of Laredo (19)	Webb County (19)	State Holidays (17)	HUD Federal Holidays (11)	Brownsville HA (12)	San Antonio HA (10)	Corpus Christi HA (12)
January 1st	New Year's Day	X	X	X	X	X	X	X	X
January 18th	Martin Luther King, Jr. Day	X	X	X	X	X		X	X
January 19th	Confederate Memorial Day				X				
February 15th	President's Day	X	X	X	X	X	X	X	X
March 2nd	Texas Independence Day				X				
March 31st	Cesar Chavez Day				X				
April 2nd	Good Friday	X	X	X	X		X		X
April 5th	Easter Monday		X	X					
April 21st	San Jacinto Day				X				
April 23rd	Battle of Flowers							X	
May 31st	Memorial Day	X	X	X	X	X	X	X	X
June 19th	Juneteenth				X	X			
July 5th	Independence Day	X	X	X	X	X	X	X	X
September 6th	Labor Day	X	X	X	X	X	X	X	X
October 11th	Columbus Day		X	X		X			
November 11th	Veterans Day	X	X	X	X	X	X	X	X
November 25th	Thanksgiving Day	X	X	X	X	X	X	X	X
November 26th	Friday after Thanksgiving Day	X	X	X			X	X	X
December 24th	Christmas Eve	X	X	X	X		X	X	X
December 25th	Christmas Day	X	X	X	X	X	X	X	X
December 26th	Christmas Day After						X		
December 26th	Boxing Day				X				
December 31st	New Year's Eve		X	X			X		
	Personal Holiday	X	After 1yr	1 every					
	Personal Holiday		After 1yr	quarter					
	Wellness Day		After 1yr & covered by Medical Plan						
	Wellness Day		After 1yr & covered by Medical Plan						

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Discussion and possible action on COVID Operational Policies and Vaccination and Mask Requirements and to adopt draft Resolution No. 21-R-07.
<u>Item #:</u> 11E	
<u>INITIATED BY:</u> Mary Gaona Executive Director	
<u>STAFF SOURCE</u>	
<u>PREVIOUS BOARD ACTION:</u>	
<u>BACKGROUND:</u>	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Board of Commissioners consider adopting proposed Resolution No. 21-R- 07.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 06/25/2021	<u>SUBJECT:</u> Discussion and possible action to consider the hiring recommendations that may be the Executive Director, for any management positions requiring Board consultation.
<u>Item #:</u> 11F	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u>
<u>PREVIOUS BOARD ACTION:</u>	
<u>ACTION PROPOSED:</u>	
<u>BACKGROUND:</u>	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> The Board of Communication consider approving the hiring recommendations made by the Executive Director.	