

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



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

Friday, April 22, 2022
12:00 p.m.

8. APPROVAL OF MINUTES

- A. Approval of Minutes for Board of Commissioners meeting on March 18, 2022.
- B. Approval of Minutes for Board of Commissioners meeting on March 21, 2022.

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, Balcones Apartments, and various Campus Renovations Projects. Firm timelines for completion of all ongoing projects to be presented.

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 approve the writing-off of non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by staff.
- B. Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Pillar for supportive services for LHA clients.

11. ACTION ITEM

- A. Discussion and possible action to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.
- B. Discussion and possible action to approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.
- C. Discussion and possible action to consider agency-related out-of-town travel requests, as presented.
- D. Discussion and possible action to ratify the hiring of a management position. 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

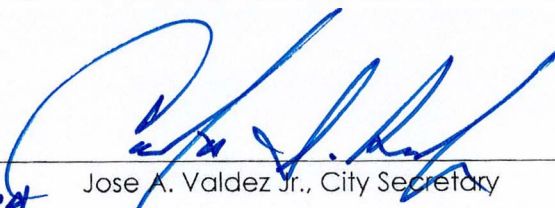


Mary Gaona, Executive Director

Laredo Housing Authority 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, April 19, 2022 at 12:00 p.m.



(FOIA) Jose A. Valdez Jr., City Secretary

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
and Budget Workshop

Zoom Video Link:

<https://us02web.zoom.us/j/89959949709?pwd=ZE42NDM2LzB3aEVNZoybXZka3liZ09>

Call in Number: 1-346-248-7799

Webinar ID: 899 59340 3709

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, March 18, 2022

12:15 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

The Board of Commissioners will convene for a Board meeting for discussion on the following matters (NOTE: A quorum of the Board will be physically present at this location, but up to two other Commissioners may attend by videoconferencing, as permitted by Tex. Gov't Code Section 551.127)

A-22-R-2

Minutes

March 18, 2022

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 12:18 p.m. and thanked Commissioners and staff for being present.

2. INVOCATION PRAYER

Commissioner Ms. Freeman led them in prayer: "Dear Heavenly Father, today, as we gather for this meeting, we pray in your name that you protect all people throughout the globe of the atrocities of war; we pray that you protect our elected officials as they are confronted with heavy decisions; we pray for the safety of everyone driving our highways as they return from the Spring Break; we pray for our children that return to their classrooms next week and lastly, we pray for the health of those present and their families and as always, we thank you for the blessings that you bestow on us. In your name we pray, Amen."

Chairman Ceballos thanked Commissioner Ms. Freeman for the prayer.

3. PLEDGE OF ALLEGIANCE

Chairman Jose L. Ceballos led them in the recital of the pledge.

4. ROLL CALL AND DECLARATION OF QUORUM

Mrs. Gaona proceeded with roll call. Chairman Ceballos mentioned that Commissioner Ms. Guerra asked to be excused and that Commissioner Dr. Marisela Rodriguez Tijerina is present via zoom. Chairman Ceballos stated that they have a quorum present.

Commissioners Present

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

Commissioners Absent

Anita L. Guerra, Commissioner

Staff Present

Mary Gaona, Executive Director
Jennifer Barrientos, Finance Director
Roberto Peña, IT Director
Alejandro Jimenez, Assistant to IT Director
Melissa Ortiz, Director of Section 8
Valeria Cabello, Procurement Officer
Jessica Martinez, Interim Public Housing Director
Sonia Flores, Senior Accountant
Bulmaro Cruz, Director of Construction Projects
Christy Ramos, Administrative Assistant
Maria Hernandez, Property Manager (zoom)
Evangalina Serrano, Assistant Property Manager (zoom)
Sara Vicharelli, Admissions Coordinator (zoom)
Melinda Gavilanes, Property Manager (zoom)
Kayla Moreno, Property Manager (zoom)
Laura Villalobos, Property Manager (zoom)
Veronica Alcala, Assistant Property Manager (zoom)
Ricardo De Anda, Attorney

Others Present

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 were no citizens comments.

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

Chairman Ceballos stated that there were no disclosures.

7. BUDGET WORKSHOP

Review and discussion of the Laredo Housing Authority's annual operating budgets for fiscal year ending March 31, 2023. The workshop will provide an overview of the proposed budget for the upcoming fiscal year.

Chairman Ceballos stated that, obviously, the purpose of today's meeting is to focus and review the proposed budget that has been prepared by the Director and team and mentioned that they have about two hours which he thinks should be sufficient and stated that they have one other item on the agenda and asked if they would want to bring that up first and then just go through the budget.

Chairman Ceballos stated that on item 7, they would go through the review and discussion of all the Housing Authority operating budget for the fiscal year and they will go through that presentation and then, they will get to the action item.

Chairman Ceballos moved to amend the order of the agenda to take up item 9B which is the one other action item.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Item 9B which is Discussion and possible action related to ratification of the award for RFP #2022-0215-1 Glass & Glazing Work for Building A (the two-story building) – COVID-19 Public Health & Safety Project to Midas Contractors LLC.

Mrs. Gaona presented to the Board and stated that on February 15th, they issued out an RFP for the glass and glazing work for the two-story building; they had one firm that submitted their bid; they were qualified, scored and they came in a little bit over budget, so being that it is time sensitive due to the changes in prices of materials, they asked to meet right away on the price so that they could guarantee it; therefore, Mrs. Gaona asked for authorization from the Board Chairman to go ahead and meet with the firm which is why they are bringing it for ratification. Chairman Ceballos asked Mrs. Gaona if work has started. Mrs. Gaona stated that the subcontractor has come in to take measurements and has asked for certain changes that the framers are doing so that they are able to order the material. Chairman Ceballos mentioned that it is all the glass that they are doing in that building which is a lot of glass, as they are opening the spaces instead of having as they walk in, everything be walls, so they will be able to see both from the public side, but also in between staff members they will have a better experience, so this is the glass part of the renovation.

Chairman Ceballos asked if there were any questions from the Board. Vice-Chairman Dr. Garza asked if it would be regular glass or flexi glass. Chairman Ceballos stated that it is regular glass and mentioned that they are going to have exterior doors and asked if they are in this contract.

Mrs. Gaona confirmed. Chairman Ceballos stated that they do have some automated doors that will be put in place and again, these are additional COVID resources that are being used, so there will be a separate entrance for the public and a separate entrance for the staff which will be automated glass doors and 90% of the job is just regular glass and asked if there would be some tempered glass or just all regular glass. Mrs. Gaona stated that tempered glass would be the bottom of the office. Chairman Ceballos stated that it would be bottom parts where they can get hit. Mrs. Gaona stated that so they can do the desks for when they open to the public. Chairman Ceballos stated that there would be some tempered glass where the public has inner activity.

Chairman Ceballos asked if there were any other questions or comments and mentioned that this is kind of administrative, just to make sure the Board has given the approval and stated that since Mrs. Gaona consulted with him, he will make the motion.

Chairman Ceballos moved to ratify this action and stated that work has not really started, but it will start soon.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

The Board went back to the regular order of the agenda to item 8A, approval of minutes.

Chairman Ceballos moved to take item 7 and item 9A together; one part will be the presentation and at some point, they will get to the action which reads as follows: Discussion and possible action to approve the Operating Budget for Fiscal Year Ending March 31, 2023. For the Housing Authority and adopt the Resolution No. 22-R-03.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Jennifer Barrientos presented to the Board and stated that they have the upcoming operating budget starting April 1, 2022 to March 31, 2023 representing all the programs of the Housing Authority and said that the first one she would like to review is the COCC program and stated that they have revenue of \$1,563,098.83 with expenses of \$1,386,166.59 and a net profit of \$176,932.23 and mentioned that the revenues coming in for this program are from management fees, bookkeeping fees and asset management fees and informed that the management fees this year went up to \$57.01, the bookkeeping fees stayed at \$7.50 and the asset management fee is at \$10.

Ms. Barrientos informed that for Colonia Guadalupe they have revenue of \$1,699,076, expenses of \$1,658,645.45 and a profit of \$40,430.55. Chairman Ceballos asked what they are budgeting from Public Housing, percentage wise, at what rate they are operating. Ms. Barrientos stated that the dwelling rent, they are doing 98% and for the HUD subsidy they are doing 90% Chairman Ceballos asked if that is actual from prior years. Ms. Barrientos confirmed. Mrs. Gaona stated that this year, from the notice they got, they would not know until 60 days from yesterday exactly and they are looking to get funded at 98%. Chairman Ceballos stated to the Board that in the past that has been significantly less, so this year it is great and if he remembers correctly, they were in the high 70's at one point, for the Board to know, that the pledging that

is actually out for them to budget, it will be pretty much covered or at least 90%. Vice-Chairman Dr. Garza asked if it was 90% or 98%. Ms. Barrientos replied that it is 90% and that 98% is the dwelling rent which is the tenant rent, so once they get the finalized numbers, they would like to come back with the budget revision because Section 8 is tied to it as well and it will show them their pending for the year.

Ms. Barrientos mentioned that for Colonia Guadalupe they have a profit of \$40,430.55; at Russell Terrace they have revenue of \$1,386,000 with operating expenses of \$1,224,556.17 and a net profit of \$161,433.83 and mentioned that it may seem a little high in the net profit, but with the loan the corporation needs to have a debt service which is showing a 1.95% and it would be covering the 1.25% required; for Meadow Elderly which is a RAD property as well, they have \$207,900 of revenue and expenses of \$179,323.27 and net profit of \$28,576.73. Chairman Ceballos mentioned that the net income on Guadalupe seems very low and asked what they are plugging in that is different this year or if they are changing the mechanics. Ms. Barrientos mentioned that the little difference is the contracts with the bank as well on the interest rate which went down a percentage from when they took it to the Board last time; as well as the increase in salaries from last year to this year, stated Mrs. Gaona.

Chairman Ceballos mentioned that he remembers the net cashflow from Colonia Guadalupe was \$200K plus in prior years and stated that he knows they changed where they are booking things and asked if they would explain that. Mrs. Gaona stated that they started to book some material expenses and salary expenses for the reserve levels to be at a lower level for this coming year; therefore, if the funding goes up, they will probably come back and expend some more. Chairman Ceballos mentioned that he thinks the Board understands why they expend so that they utilize it in the needs of the agency as opposed to having to go to reserves where it is very restricted on any use. Mrs. Gaona mentioned that they are also looking at the defederalized, but there has already been talks out there about the possibility of them coming back and saying that they can access those funds.

Chairman Ceballos asked if they are booking any construction expenses for renovations that are pending. Mrs. Gaona stated that some of the material they are utilizing in the property, materials and equipment. Chairman Ceballos asked about anything for the upcoming building renovation, the demo and the retrofitting. Mrs. Gaona mentioned that for building B, not big amounts, but some of the minor equipment and stuff. Chairman Ceballos asked if they already booked what they approved before for electrical and lighting. Mrs. Gaona confirmed.

Ms. Barrientos stated that the next project they have is Rapid Rehousing and they have \$234,136 in revenue and they have to utilize all the expenses, if not, it gets returned back to HUD, so they will have the same expense, so net profit is zero. Chairman Ceballos asked if they are showing the grant equity, what they are putting in, if it is listed there. Ms. Barrientos stated that it is not; it is part of the benefits. Chairman Ceballos asked where he would see the amount they are contributing to that grant. Ms. Barrientos replied that it would be on the administrative salaries and benefits. Chairman Ceballos asked if the amount is \$10K, how much is their equity and how much they are providing for that grant. Ms. Barrientos stated that it is \$3,000, the security deposit. Chairman Ceballos thanked Ms. Barrientos.

Ms. Barrientos mentioned that at Los Balcones, the new apartment complex, they projected 9% of the square footage for each of the apartments and stated that for the student units they are doing \$75 per month negotiable and if they cannot pay, they will talk to the Executive Director for a waiver and also mentioned that they have an estimated revenue of \$138,788 and expenses \$100,355.08, leaving a net profit of \$38,432.92.

Vice-Chairman Dr. Garza mentioned that he does not know how Commissioner Dr. Rodriguez Tijerina feels, but he thinks that both of them had said that they wanted the Balcones Apartments for a student at LC or TAMIU that was literally just homeless; therefore, if they are homeless, they just cannot afford to pay rent. Chairman Ceballos mentioned that it was right and that they probably can do it today maybe if they have time, to bring up those rents because they have some operating cost, but they are also showing cashflow, so the cashflow is \$38K which is significant and mentioned that what Vice-Chairman Dr. Garza is getting at is that he thinks they had said zero, that they will not pay any rent. Ms. Barrientos stated that they went back to the Board minutes and found that it is \$75 per student.

Chairman Ceballos mentioned that this is an item he wanted to come back for two reasons: one, because he thinks that the city had the expectation that there was going to be diminished rents and they did and set them at the same rent as they did Tiny Homes or on a very similar scale and asked if they had those so that they could go through them if they are prepared for that; they were not. Chairman Ceballos asked Vice-Chairman Dr. Garza if he wanted them to have less of a contribution from the student or zero. Vice-Chairman Dr. Garza stated that he thought they had agreed to zero because of the fact that they are homeless and referred to what happened this past year and said that thank God they were able to save the student out on the street literally and they were able to be there for him. Vice-Chairman Dr. Garza asked Commissioner Dr. Rodriguez Tijerina if she recalls about the conversation. Commissioner Dr. Rodriguez Tijerina mentioned that they had that conversation, but does not have her notes with her, so she does not recall. Chairman Ceballos mentioned that they had an extended conversation and a lot of notes on it and asked when they would start housing there. Mrs. Gaona stated that they would like to start looking by the end of April to start May 1st.

Chairman Ceballos mentioned that they can bring the rents back to the Board and recommended to Mrs. Gaona and Ms. Barrientos to check with the city to see if they are also in agreement with the rental schedule because he thinks it is officially a transitional housing project and they have at least one person in Community Development that thinks it is very low rent and stated that it is not very low rent; it is .75 cents a square foot, if he remembers correctly. Mrs. Gaona stated that it is .90 cents. Chairman Ceballos stated that it is not all the way extremely low income; it is low income, but not all the way, so Chairman Ceballos suggested they double check that before they come to the Board so that they can finalize those rents and stated that it is a good thing that they are showing cashflow, but if they drop the rents which was his concern, but he had not seen this analysis, so he knows that he mentioned to all of them that they need to charge everybody something, but they are showing a lot of cashflow which is good because then, they can back into that. Mrs. Gaona mentioned that only because they do not know the cost of the utilities, they are estimating and she had mentioned to Vice-Chairman Dr. Garza that they are estimating since this is a new property and they do not know what those costs are going to come in and for the students, it covers the utilities.

Chairman Ceballos asked if they are done with that project and asked if they can keep those units on with air conditioning. Mrs. Gaona mentioned that they are connecting the meters. Mr. Cruz stated that he thinks it is going to be completed by next Tuesday and then they would need to complete the mechanical final inspection and the electrical final inspection. Chairman Ceballos asked if AEP is going to bill them for each individual apartment and if they can turn them on as soon as possible. Mrs. Gaona confirmed and stated that they already contacted their provider and they are going through us, so they will not take that long. Chairman Ceballos asked if they will provide internet to the students and possibly Wi-Fi the whole development. Mrs. Gaona confirmed.

Chairman Ceballos asked Vice-Chairman Dr. Garza if he would agree for them to come back with a fuller presentation. Chairman Ceballos asked Commissioner Dr. Rodriguez Tijerina if she is in agreement that it should be zero or close to zero or if students have some money that they should contribute and what were her thoughts. Commissioner Dr. Rodriguez Tijerina mentioned that she agrees with Vice-Chairman Dr. Garza, that when you are in need, you are in need, so they do not have the \$75 to spare, but they can look at it or they can provide incentives. Chairman Ceballos mentioned that if they get a job while they are there, it is a different story, but if they come in homeless and they are entirely homeless with nothing, just their back pack on their back, it makes sense, but if they are actually getting some income, it would be fair for them to contribute something which is how every other homeless program is; they pay a percentage. Commissioner Dr. Rodriguez Tijerina mentioned that she agrees. Chairman Ceballos mentioned that the case managers that work with these groups or clients, they can make these exceptions where maybe they are working, but they have expenses because they are paying for their vehicle or something and he thinks that this program allows for that flexibility, for them to do that. Commissioner Dr. Rodriguez Tijerina mentioned that at least at the beginning when they have no contribution and maybe no jobs and like Chairman Ceballos mentioned, once they get them started; then, they can start contributing, but when you are homeless, you are homeless and have absolutely nothing and she understands what Vice-Chairman Dr. Garza concern is. Chairman Ceballos mentioned that Bethany House has a \$50 minimum and sometimes it gets waived, or most of the time it gets waived, but it is kind of a standing commitment from them so that they work towards contributing to their own success, so to speak and mentioned that the item will come back.

Commissioner Ms. Freeman stated that she agrees with Vice-Chairman Dr. Garza and Commissioner Dr. Rodriguez Tijerina that they do have to pay something, but they cannot bill them as they would bill somebody that is not spending 70% of their day in classes versus an eight-hour workday because she did not graduate until 2015 from LCC and she had 100% financial aid and her social security check and at the end of the month, she was scraping for her meals at the college and her bus fare to and from college, so they need to find a happy medial for all of this and it is going to take a group or committee to sit down and decide what they would allow them to keep or build the rapport because it is tough and once you are at the study time, there really is no time to go to work and mentioned that it is serious because it took her one hour and a half to get to college and one hour and a half to get back from college plus her sitting time at the college because she did not have wi-fi, well, she had, but it was sketchy, so if she would have to go to work, when would she be able to go to work and mentioned that she

had night shifts somewhere and would be playing catch up the entire week because there was no sleep time. Vice-Chairman Dr. Garza mentioned that she was homeless and had no money and he knows that she is graceful, but at the same time, all of that is subconsciously in the back of her mind trying to study and learn all the stuff. Commissioner Ms. Freeman confirmed and mentioned that it affects her. Chairman Ceballos mentioned that this gives them an opportunity for them to walk the site and get a sense of what the unit looks like, in between now and when they bring this back and mentioned that he is in agreement and thinks that at some point, they should contribute something and thinks that it would be good, even if it is something nominal.

Vice-Chairman Dr. Garza mentioned that he would like some rules too. Chairman Ceballos stated that there have been drafts on those policies and they can cover that when they bring the finance part of it. Mrs. Gaona mentioned that in regards to this line item, they applied for the Webb County American Rescue Plan and they will see the \$65K for the counselor in there. Chairman Ceballos asked which column. Mrs. Gaona replied that it is on Balcones. Chairman Ceballos asked on which column and if it is one time. Mrs. Gaona stated that it is for three years and that the total grant is \$200K. Chairman Ceballos stated that it is great and mentioned that when they first started with this project, they talked about having onsite counseling and suggested that they may want to discuss that instead of housing the one bedroom; taking it back to serving this place for somebody that goes and has private space to counsel people that live there, so they take that off housing service, but they put it into supporting services and mentioned that they may want to discuss that and mentioned that he knows there was a committee set up to help with Balcones and if they actually are going to have a counselor, maybe the counselor would say no and mentioned that he does not think serving them there is the best thing, but they found out it is the best place, but there is only a one bedroom apartment in all of them, so they thought that instead of housing someone there, they would actually use it for services, so they can have a private space.

Mr. De Anda mentioned that in Los Balcones they have a \$30K revenue gain and the expenses which now shows 27% if they are considering a profit, so it seems to be working out as the number is concerned. Ms. Barrientos mentioned that those are estimations and that they will have actuals next year. Chairman Ceballos stated that they are adding \$60K in cash, but taking it out in admin and they may not which he does not know, so they need to make sure that it is correct and mentioned that they are going to be housing people in May and should be ready with service within two weeks, so Chairman Ceballos suggested to the Board that if they can, to make a trip there to take a look and asked if they are outfitted already. Mrs. Gaona confirmed and mentioned that they are waiting for the electricity and everything to be able to secure it so they can start moving in the furniture. Chairman Ceballos stated that they are going to brand it with both campuses, both entities.

In regards to Bernal Sunrise Courts Tiny Homes, Ms. Barrientos mentioned that they have projected revenue of \$14,400 and expenses of \$13,171.08 with a profit of \$1,228.92. Chairman Ceballos asked if they are going to rent them after all or if they are going to keep them for emergency. Mrs. Gaona mentioned that they want to try to start renting them and maybe leave one for emergency. Chairman Ceballos mentioned that they did not design them to be for emergency, but they are doing a lot for the community as an emergency housing and he thinks,

frankly, that it is a great use and knows that they are not making any money, but it is solving a lot, so he suggested that they discuss it internally and if they want to bring it back and change the policy from rental to emergency or mixed and mentioned that they approve them to rent them, but all of them make those calls asking if they can house someone because they have crisis around town and if they rent them, they are not going to have a go to and asked if Vice-Chairman Dr. Garza's inclination is to be emergency. The Commissioners agreed.

Ms. Barrientos mentioned that for AMP 3 which are Carlos Richter and Ana Maria Lozano projects, they have a revenue of \$1,483,256 with expenses of \$1,460,295.11 with a profit of \$22,960.89; for Senior Home they have a revenue of \$618,279 and expenses of \$606,690.58 with a profit of \$11,588.42; for AMP 5, Meadow Acres and South Laredo projects, they have a revenue of \$889,538 with expenses of \$837,881.11 and a profit of \$51,656.89; for Asherton, the revenue is \$165,651 with expenses of \$156,913.32 with a profit of \$8,737.68 and for Farm Labor they have \$215,305 as revenue and expenses of \$176,263.19 and a profit of \$32,969.81. In regards to Section 8, Ms. Barrientos mentioned that they are estimating \$12,643,645 with expenses of about \$12M, so whatever HAP they would be getting which is the housing assistance payment, they are expending the same amount and they have a profit of about \$42,146.57 and mentioned that the total HAP they are looking to get is \$11,350,290 and they are projecting 95% of listing and the rates for that is Column A which have been awarded, the administrative fees went up to \$67.59 and for Column B is \$63.08.

Chairman Ceballos stated that it is a great layout Ms. Barrientos did which is super easy to follow. Vice-Chairman Dr. Garza also mentioned that he likes it and congratulated Ms. Barrientos and mentioned that he had a question on one of the items to which Ms. Barrientos stated that they have a profit of \$617,095.45 and she mentioned that she met with him yesterday and said she did not remove the \$146K and that it is why they see the difference and mentioned that from the \$617K, the \$406,604.63 is defederalized.

Ms. Barrientos presented a summary of the proposed salaries and benefits and mentioned that in property management they have a difference, increasing it to \$78,582.40 for the salaries and the retirement is at 9%, so \$60K of that is retirement; the health insurance stayed the same rate this year, the \$623.19 and our TWC rate went down from a 2.8% to .10%; workers comp stayed at the same rate at \$.60 for clerical and \$5.77 for maintenance. Chairman Ceballos asked if she could repeat which one went up. Ms. Barrientos stated that it was the salaries and that from their actual proposed annual salary, it went up in the property management to \$78,582.40.

Ms. Barrientos mentioned that for the tenant services, they are increasing the salary by \$95,992; in property maintenance, they are increasing the salaries by \$180,739.20; leasing and occupancy \$59,420 and management \$63,024 so, the difference between last year and this year proposed is \$477,757.60. Chairman Ceballos asked if there is a difference column somewhere. Ms. Barrientos stated that there is not, but she could add it and send it again. Chairman Ceballos stated it is fine. Ms. Barrientos mentioned that the expenses are already incorporated within the packet. Chairman Ceballos mentioned that they are not looking at capital outlay and that they already did that in January. Mrs. Gaona mentioned that they will be coming back to the Board with the 2022 CFP and mentioned that they also are saying they are going to have an increase in the capital fund so, maybe they will be able to do so more projects with that.

Chairman Ceballos asked if there were any comments or questions, if anything needs to be added. Vice-Chairman Dr. Garza stated that he would like to know how Garza/Gonzalez & Associates were doing and if there were any issues. Ms. Barrientos mentioned that they did not have issues and stated that they did bring up some questions and they had to get clarification from HUD which was the only time they had any questions from them, but they had been cooperating with them. Chairman Ceballos asked if there were not done yet. Ms. Barrientos responded that they were not. Chairman Ceballos asked if it is because of COVID. Mrs. Gaona mentioned that it was due to COVID and also, they found some errors in the inner funding through the system, so Sonia Flores is going to work on finalizing those issues and getting them back to them, but also because of COVID they had turn around in the staff. Ms. Barrientos mentioned that also due to illnesses.

Chairman Ceballos asked Ms. Flores if her experience is a positive one with the auditing team. Ms. Flores responded that they have been very helpful and that she has not had any trouble. Chairman Ceballos stated that it is good to know. Vice-Chairman Dr. Garza asked about the issues last time. Mrs. Gaona mentioned that it was just that one issue they had with the utility allowance in Section 8 and the Asherton property, so unfortunately, they had to go to HUD to clarify it because they did not want to take their word for it, but they sent it to Mr. Pohler in HUD and he clarified it and then, they just sent it back to them. Vice-Chairman Dr. Garza asked if this is a recent issue or if it was an issue that happened in the past. Mrs. Gaona stated that it was a tenant file that they sampled and that she was not sure and would have to go back and check the prior records; she is not sure if they had pulled a Section 8 Asherton tenant before when they were sampling. Chairman Ceballos stated that he did not remember. Mrs. Gaona mentioned that maybe they sampled that tenant file this past year. Chairman Ceballos asked if it got resolved favorably. Mrs. Gaona and Ms. Barrientos confirmed.

Chairman Ceballos asked if the auditors are getting close to their fifth year. Ms. Barrientos confirmed and stated that they renewed the RFP again, so it is about the third or fourth year. Chairman Ceballos stated that they have already done the attorneys which has been renewed and that they are going to do the architects because they are reaching their fifth year too. Mrs. Gaona mentioned that it was the architects and the engineers. Ms. Barrientos mentioned that they have done more, but with the RFP, they issued another RFP and they did it again and was awarded to them.

Chairman Ceballos asked if there was anything they would like to add and asked if they had any money anywhere for processing a RAD application in their operations and mentioned that they obviously have net income. Ms. Barrientos mentioned that they have in reserves because they started talking about maybe doing that in Colonia Guadalupe and there are several options that they can have and they have a reserve \$5.57M. Chairman Ceballos mentioned that maybe, in visiting with HUD about letting them access those monies for planning, repositioning of Colonia Guadalupe or a RAD application. Ms. Barrientos mentioned that if he would like, she could give them the reserve amounts for each of the properties. Chairman Ceballos mentioned that he does not need them now, but wondered if the Board would like to hear them. Commissioners mentioned they did not. Chairman Ceballos mentioned that he was getting at RAD Colonia Guadalupe and also finishing up what they started here, particularly that building so they can

get their Board room finalized before this administration or this Board exits and stated that this has been a great Board room and mentioned that they had done a great job setting them up, but as they move BiblioTech, they are going to need space, so if they can finish at least part of it and get the staff that is planning to move into that building done and asked Mrs. Gaona where it would come from, if she could create a budget to tell them where. Mrs. Gaona mentioned that she can and that she knows they put about \$300K - \$400K in the Capital Fund for 2021 which is the one going through the environmental process right now, so as soon as that is released, they can access that funding to begin that section which will probably cost them a little bit more now than what they had projected when they first started. Chairman Ceballos mentioned that maybe Mrs. Gaona can bring that back with Balcones.

Chairman Ceballos stated for the Board Commissioners that are pending their appointment renewal, they would need to consider doing that if they are interested and mentioned that he knows they have talked about getting the airport supportive housing project done and starting the Colonia Guadalupe repositioning or RAD application and then finishing out the campus here and the BiblioTechs and added that it is a lot; it is construction and especially, as Bulmaro has learned way too well now, the renovation is just another issue; it is very different than new construction, so those are the things he would like them to plan for and execute and stated that they will not get Colonia Guadalupe done, but they can at least get the policy side of it done and the coordination with HUD started and mentioned that there will be some public input for sure which is going to be required, but he thinks that with Russell Terrace, people have appreciated the change and hopes the residents as well and mentioned that it has been an improvement; kids doing their homework in an airconditioned house is very different than in a non-air conditioned house and Commissioner Ms. Freeman also mentioned that instead of sitting in front of a fan and holding the paper down.

Chairman Ceballos asked Commissioner Dr. Rodriguez Tijerina from any comments and if they are ready to vote. Commissioner Dr. Rodriguez Tijerina stated that she did not have any comments and that she thinks they are good.

Vice-Chairman Dr. Garza moved to approve the Operating Budget as presented.

Chairman Ceballos seconded the motion.

Motion passed unanimously.

Chairman Ceballos thanked everybody that was part of preparing the budget and providing the information that was needed and mentioned that in terms of the presentation, he thinks that it was very easy to follow and that all the information was pretty transparent for anybody to follow, so he appreciates that and thanked everybody. Vice-Chairman Dr. Garza mentioned that BiblioTech at Ana Maria Lozano is very beautiful, nice and well done. Mrs. Gaona mentioned that they already received the plaque. Chairman Ceballos asked if they have it with them. Chairman Ceballos asked if it was too heavy to bring it. Mrs. Martinez mentioned that she can have somebody help bring it. Chairman Ceballos mentioned that it would be good so that the Board that is present could see it.

8. APPROVAL OF MINUTES

A. Approval of Minutes for Board of Commissioners meeting on January 28, 2022.

Chairman Ceballos stated that they have the minutes in the packet, as lengthy as they always are, and asked if there were any changes or edits. Chairman Ceballos asked who is typing the minutes and he was informed it is Mrs. Sosa. Chairman Ceballos mentioned that he appreciates the formality of her typing which has been very consistent through their Board term. Commissioner Ms. Freeman stated that she has some verbatim. Chairman Ceballos mentioned that they are probably one of the few organizations that is still doing it.

Vice-Chairman Dr. Garza moved to accept the minutes for Board of Commissioners meeting on January 28, 2022.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

Chairman Ceballos stated that they will now go to item 7.

9. ACTION ITEM

A. Discussion and possible action to approve the Operating Budget for Fiscal Year Ending March 31, 2023, for the Housing Authority of the City of Laredo and adopt Resolution No. 22-R-03.

B. Discussion and possible action related to the ratification of the award for RFP #2022-0215-1 Glass and Glazing Work for Building A-COVID-19 Public Health & Safety Project to Midas Contractors LLC.

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. ADJOURNMENT

Chairman Jose L. Ceballos moved to adjourn the meeting.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Meeting adjourned at 1:06 p.m.

Jose L. Ceballos, Chairman

Mary Gaona, Executive Director

DRAFT

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

Zoom Video Link:

<https://us02web.zoom.us/j/85864351580?pwd=UXZzTUt0YkQ2VTVsSXIZQWJsak5wUT09>

Call in Number: 1-346-248-7799

Webinar ID: 858 6435 1 580

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Monday, March 21, 2022

6:15 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

“The Board of Commissioners will convene for a Board meeting for discussion on the following matters (NOTE: A quorum of the Board will be physically present at this location, but up to two other Commissioners may attend by videoconferencing, as permitted by Tex. Gov’t Code Section 551.127)”

A-22-S-1

Minutes

March 21, 2022

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 6:16 p.m.

Chairman Ceballos stated that he appreciates the Board and the staff and the Director for being present after Friday’s meeting and asked Commissioner Ms. Freeman to lead them in the invocation prayer as she has been doing it for quite a bit.

2. INVOCATION PRAYER

Commissioner Ms. Freeman led them in prayer: “Heavenly Father, today as we meet to do our work, we pray that you protect everyone’s natural disasters; we pray that you protect everyone from political aggression and conflicts throughout the world; we pray that you protect us from COVID-19 as number of cases rise again; we pray for the homeless, the sick and the elderly, that they find relief; we pray for the 132 souls we lost today; we pray for our active duty men and women and our veterans; we pray for all those present here today and their families; we thank you for all the blessings that you bestow on us, in your name we pray, Amen.”

Chairman Ceballos thanked Commissioner Ms. Freeman for the prayer.

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

4. ROLL CALL AND DECLARATION OF QUORUM

Chairman Ceballos stated that

Commissioners Present

Jose L. Ceballos, Chairman
Anita L. Guerra, Commissioner
Dr. Marisela Rodríguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

Commissioners Absent

Dr. Sergio D. Garza, Vice-Chairman

Staff Present

Mary Gaona, Executive Director
Jennifer Barrientos, Director of Finance
Robert Peña, Director of IT
Jessica Martinez, Interim Public Housing Director
Melissa Ortiz, Director of Section 8
Bulmaro Cruz, Director of Construction Projects
Ricardo De Anda (zoom)

Others Present

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 were no citizens comments.

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

There were no disclosures.

7. ACTION ITEM

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

**Commissioner Dr. Rodriguez Tijerina moved to go into executive session.
Chairman Ceballos seconded the motion.
Motion passed unanimously.**

Chairman Ceballos mentioned that the Board, the Executive Director and Mr. De Anda will be in executive session.

8. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

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

The Board went into executive session at 6:20 p.m.

The Board reconvened from executive session at 7:12 p.m.

9. ACTION ON ANY EXECUTIVE SESSION ITEM

No action was taken in executive session.

Chairman Ceballos stated that on item 7A. Discussion and possible action to conduct the Executive Director scheduled evaluation, for the record that they took in executive session, there is no action at this time and that any discussion between the Board and the Executive Director related to this has occurred without any further action.

10. ADJOURNMENT

**Chairman Jose L. Ceballos moved to adjourn the meeting.
Commissioner Ms. Freeman seconded the motion.
Motion passed unanimously.**

Meeting adjourned at 7:12 p.m.

Jose L. Ceballos, Chairman

Mary Gaona, Executive Director

EXECUTIVE DIRECTOR'S REPORT



Vacant Positions

- Director of Housing Management
- Human Resource Manager
- Accountant
- Bookkeeper
- Assistant Property Manager
- Leasing & Occupancy Tech.
- Clerk
- Bibliotech Lab Technician
- Maintenance Mechanic "A"
- Maintenance Aide



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 on the planning and development of a Permanent Supportive Housing Project.

The committee has proposed to build 100 units located at 1500 East Calton.

- 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: 04/01/2022				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	39	0	1
2	80	77	2	1
3	32	32	0	0
TOTAL	152	148	2	2

River Bank Village Apartments

River Bank Village Apartments as of: 04/01/2022				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	40	0	0
2	80	77	3	0
3	32	32	0	0
TOTAL	152	149	3	0

Public Housing

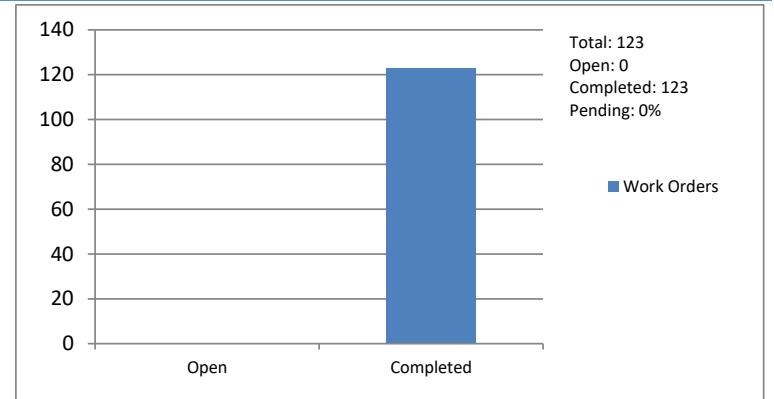
Indicator	Target	February	March	April
PIC Score	100%	98.87%	99.05%	98.87%
Waiting List - Public Housing	500	388	345	329
Waiting List - Elderly	300	56	59	55
Waiting List - Farm Labor	10	7	8	8
Waiting List - Asherton	10	12	13	12

Legend	
Good	
Fair	
Poor	

AMP 1 - Colonia Guadalupe (272 Units)

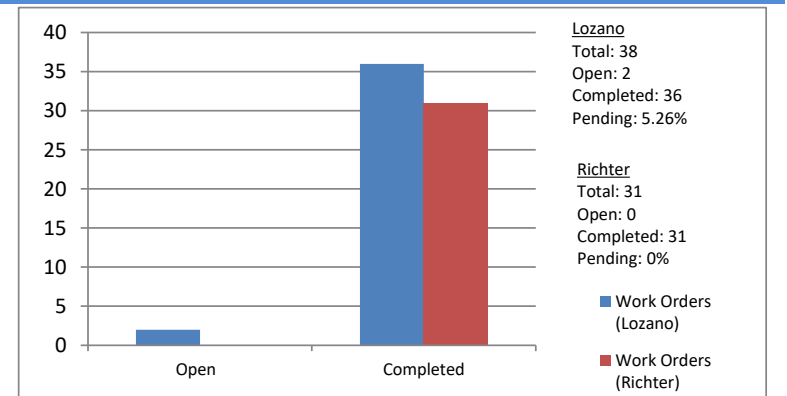
Indicator	Target	February	March	April
Units Leased*	271	271	269	271
Units Vacant**	≤5	0	2	0
Occupancy Rate	98%	100%	99%	100%
Tenant Visits	20	20	17	17
Facility Conditions		Good	Good	Good
Landcaping Conditions		Fair	Fair	Fair

*One unit is offline for the Laredo Police Department



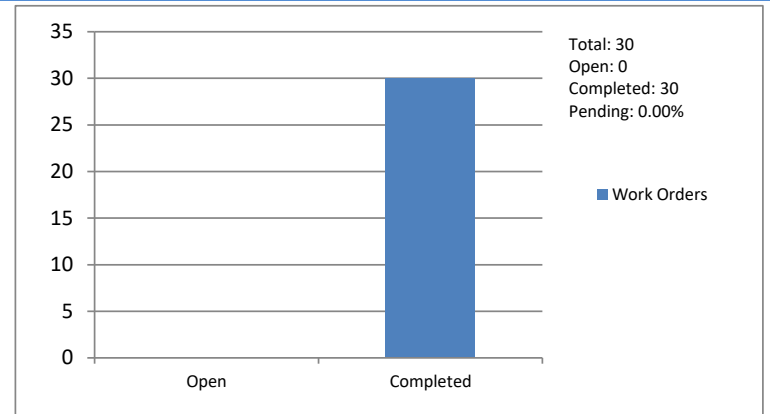
AMP 3 - Ana Maria Lozano and Carlos Richter (226 Units)

Indicator	Target	February	March	April
Units Leased	226	226	226	225
Units Vacant*	≤5	0	0	1
Occupancy Rate	98%	100%	100%	100%
Tenant Visits	20	8	20	9
Facility Conditions (Lozano)		Good	Good	Good
Landcaping Conditions (Lozano)		Fair	Fair	Fair
Facility Conditions (Richter)		Good	Good	Good
Landcaping Conditions (Richter)		Fair	Fair	Fair



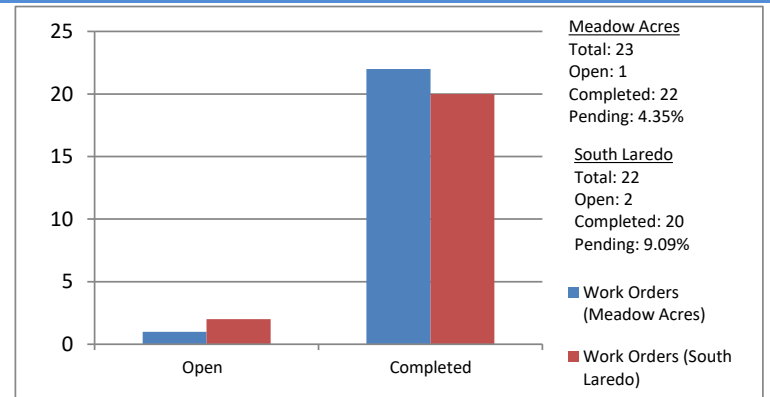
AMP 4 - Senior Home (100 Units)

Indicator	Target	February	March	April
Units Leased	100	100	100	100
Units Vacant*	≤2	0	0	0
Occupancy Rate	98%	100%	100%	100%
Tenant Visits	10	8	12	3
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair



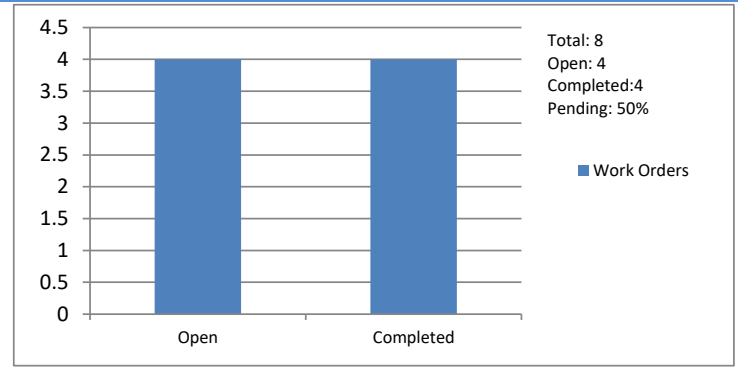
AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	February	March	April
Units Leased	134	133	132	133
Units Vacant	≤3	1	2	1
Occupancy Rate	98%	99%	99%	99%
Tenant Visits	20	3	5	0
Facility Conditions (Meadow Acres)		Good	Good	Good
Landscaping Conditions (Meadow Acres)		Fair	Fair	Fair
Facility Conditions (South Laredo)		Good	Good	Good
Landscaping Conditions (South Laredo)		Fair	Fair	Fair



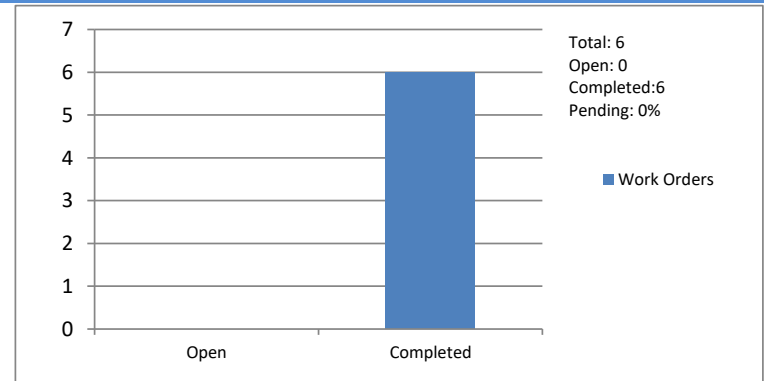
AMP 6 Asherton (32 Units)

Indicator	Target	February	March	April
Units Leased	32	26	27	27
Units Vacant	≤1	6	5	5
Occupancy Rate	97%	81%	84%	84%
Tenant Visits	10	26	4	2
Facility Conditions		Good	Good	Good
Landcaping Conditions		Fair	Fair	Fair



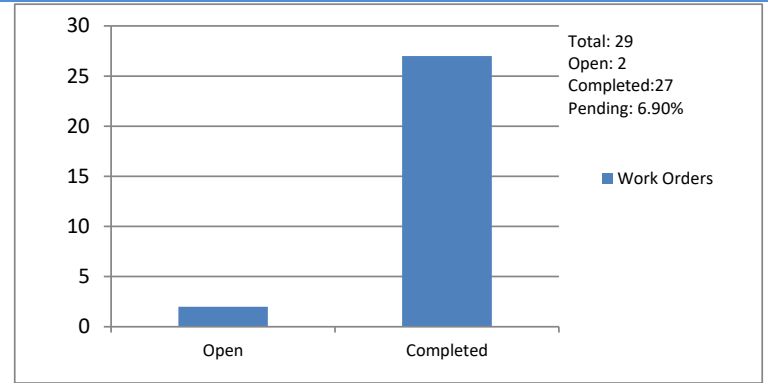
Farm Labor (48 Units)

Indicator	Target	February	March	April
Units Leased	48	39	42	41
Units Vacant	≤1	9	6	7
Occupancy Rate	98%	81%	88%	85%
Tenant Visits	10	3	2	3
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair



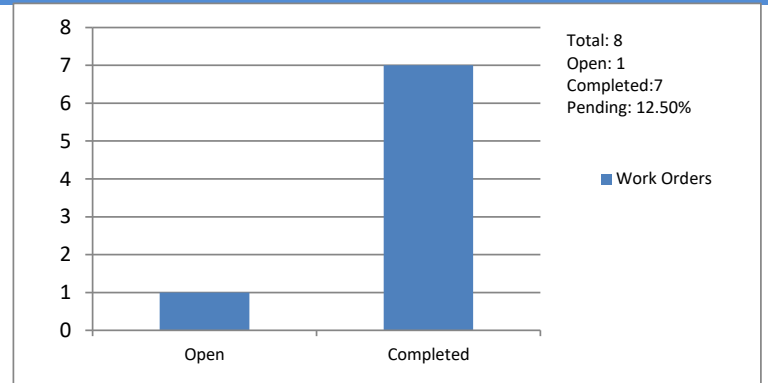
Russell Terrace (200 Units)

Indicator	Target	February	March	April
Units Leased	200	195	196	196
Units Vacant	≤4	5	4	4
Occupancy Rate *	98%	98%	98%	98%
Tenant Visits	10	12	4	4
Facility Conditions		Good	Good	Good
Landcaping Conditions		Good	Good	Good



Meadow Elderly (30 Units)

Indicator	Target	February	March	April
Units Leased	30	30	29	29
Units Vacant	≤1	0	1	1
Occupancy Rate	97%	100%	97%	97%
Tenant Visits	10	3	20	20
Facility Conditions		Good	Good	Good
Landcaping Conditions		Good	Good	Good

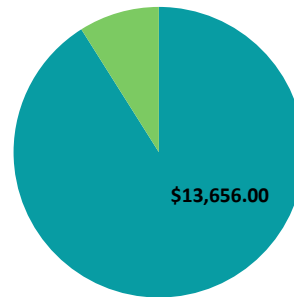


Section 8

CY 2022

Indicator	Target	January	February	March	April	May	June	July	August	September	October	November	December
PIC Score	100%	102.98%	104.11%	104.34%									
Lease Up	98%	99.10%	98.40%	99.40%									
HAP Utilization	100%	101.60%	100.40%	101.30%									
Unit Months Leased	100%	1,606	1,594	1,610									
Waiting List - Section 8 HCV	500	576	476	425									
Waiting List - Zapata	10	21	6	20									
Waiting List - Asherton	10	5	4	11									
Waiting List - PBV Non-RAD Russell Terrace	200	452	407	397									
Waiting List - RAD Russell Terrace	200	581	533	521									
Waiting List - RAD Meadow Elderly	30	35	55	85									
Waiting List Casa Verde*	N/A	482	465	465									
Waiting List Mod Rehab**	N/A	144	115	232									
Waiting List Adalberto Nava NW**	N/A	53	53	53									
Waiting List - Emergency Housing Vouchers	N/A	20	33	35									
Total New Admissions	N/A	9	22	24									
Zapata Vouchers	118	55	55	60									
Asherton Vouchers	32	14	14	14									

Homeless Referral Preference Assistance
from
October 2021 - September 2022



Total
Allocation:
\$15,000

■ Balance ■ Spent YTD

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 tract's 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	Leasing as of 7/31/2021	Leasing as of 8/31/2021	Leasing as of 9/30/2021	Leasing as of 10/31/2021	Leasing as of 11/30/2021	Leasing as of 12/31/2021	Leasing as of 1/31/2022	Leasing as of 2/28/2022	Leasing as of 3/31/2022
Housing Choice Voucher (HCV)													
Housing Choice Voucher (HCV)	1,178	1,244	1,264	1,256	1,253	1,264	1,267	1,273	1,268	1,258	1,252	1,242	1,254
Veterans Affairs Supportive Housing (VASH)	22	17	16	14	13	14	15	16	15	16	18	18	20
Zapata	118	44	44	44	45	46	46	48	51	54	55	55	60
Asherton	32	13	13	13	12	12	12	13	14	14	14	14	14
Russell Terrace PBV	38	34	34	33	33	37	37	38	37	37	37	38	37
Adalberto Nava PBV	2	2	2	2	1	1	1	1	1	1	1	1	1
Russell Terrace RAD	138	137	138	136	132	132	132	133	136	137	138	137	136
Russell Terrace RAD (Renovation)	24	22	21	21	22	23	24	24	24	24	24	23	22
Casa Verde RAD	38	37	37	37	37	37	38	38	38	37	37	36	36
Meadow Elderly RAD	30	29	29	29	29	30	30	29	29	29	30	30	30
HCV Total Units	1,620	1,579	1,598	1,585	1,577	1,596	1,602	1,613	1,613	1,607	1,606	1,594	1,610
Total Vouchers Available	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620
Total Vouchers Leased		1,579	1,598	1,585	1,577	1,596	1,602	1,613	1,613	1,607	1,606	1,594	1,610
Difference		41	22	35	43	24	18	7	7	13	14	26	10
HAP Monthly Subsidy		\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343
HAP Expenditures		\$ 818,142	\$ 824,585	\$ 820,030	\$ 821,653	\$ 825,047	\$ 867,060	\$ 873,403	\$ 870,003	\$ 864,013	\$ 867,802	\$ 857,714	\$ 864,746
Monthly Expended Difference		\$ 10,201	\$ 3,758	\$ 8,313	\$ 6,690	\$ 3,296	\$ (38,717)	\$ (45,060)	\$ (41,660)	\$ (35,670)	\$ (39,459)	\$ (29,371)	\$ (36,403)
Monthly Expended %		98.50%	99.20%	98.70%	98.90%	99.30%	104.40%	105.10%	104.90%	104.10%	104.10%	104.10%	104.10%
Mainstream													
Total Vouchers Available	65	65	65	65	65	65	65	65	65	65	65	65	65
Total Vouchers Leased		24	26	26	26	25	29	34	36	40	43	45	45
Difference		41	39	39	39	40	36	31	29	25	22	20	20
HAP Monthly Subsidy		\$ 7,486	\$ 7,486	\$ 7,486	\$ 4,420	\$ 4,420	\$ 4,420	\$ 3,315	\$ 3,315	\$ 3,315	\$ 11,626	\$ 11,626	\$ 11,626
HAP Expenditures		\$ 11,070	\$ 12,492	\$ 12,122	\$ 12,171	\$ 11,738	\$ 13,192	\$ 15,848	\$ 17,983	\$ 20,205	\$ 21,883	\$ 22,610	\$ 23,156
Monthly Expended Difference		\$ (3,584)	\$ (5,006)	\$ (4,636)	\$ (7,751)	\$ (7,318)	\$ (8,772)	\$ (12,533)	\$ (14,668)	\$ (16,890)	\$ (10,257)	\$ (10,984)	\$ (11,530)
Monthly Expended %		147.88%	166.87%	161.93%	275.36%	265.57%	298.46%	478.07%	542.47%	609.50%	188.22%	194.48%	199.17%
Emergency Housing Voucher (EHV)													
Total Vouchers Available	85				85	85	85	85	85	85	85	85	85
Total Vouchers Leased					0	0	12	31	40	46	54	53	57
Difference					85	85	73	54	45	39	31	32	28
HAP Monthly Subsidy					\$ 10,508	\$ 10,508	\$ 12,742	\$ 12,742	\$ 12,742	\$ 12,742	\$ 12,742	\$ 12,742	\$ 12,742
HAP Expenditures						\$ -	\$ 8,365	\$ 13,113	\$ 22,922	\$ 30,543	\$ 31,631	\$ 30,160	\$ 32,422
Monthly Expended Difference					\$ 10,508	\$ 10,508	\$ 4,377	\$ (371)	\$ (10,180)	\$ (17,801)	\$ (18,889)	\$ (17,418)	\$ (19,680)
Monthly Expended %					0.00%	0.00%	65.65%	102.91%	179.89%	239.70%	248.24%	236.70%	254.45%

Laredo Housing Authority
FSS Participants & Escrow Balance
As of 3/31/2022

	FSS Participant	Escrow Balance
1	Alvarado, B	\$ 5,578
2	Arreguin, A	\$ 5,296
3	Arreola, Sandra	\$ -
4	Arriaga, P	\$ 81
5	Barrientos, V	\$ 6,478
6	Barrios, A	\$ -
7	Bernal, Lorena	\$ -
8	Briseno, Roxanne	\$ -
9	Cavazos, Silvia	\$ -
10	Contreras, S	\$ -
11	Cuellar, L	\$ 8,639
12	De La Fuente, Marisol	\$ -
13	Garcia, E	\$ 2,324
14	Guerrero, O	\$ 3,134
15	Hernandez, M	\$ -
16	Martinez, MJ	\$ -
17	Martinez, M	\$ 7,746
18	Mata, A	\$ 4,744
19	Melendez, E	\$ 670
20	Morales, Beatriz	\$ -
21	Rodriguez, J	\$ 1,948
22	Ruiz, A	\$ 257
23	Solis, D	\$ -
24	Stakely, A	\$ 3,670
		\$ 50,565

Enrolled FSS	
FSS Mandatory Slots	29
FSS Slots Filled	24
Percentage of Filled Slots	82.76%

Escrow Balance	
Participants with Escrow Balance	13
FSS Mandatory Slots	29
Percentage of Filled Slots	44.83%

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

IT Projects

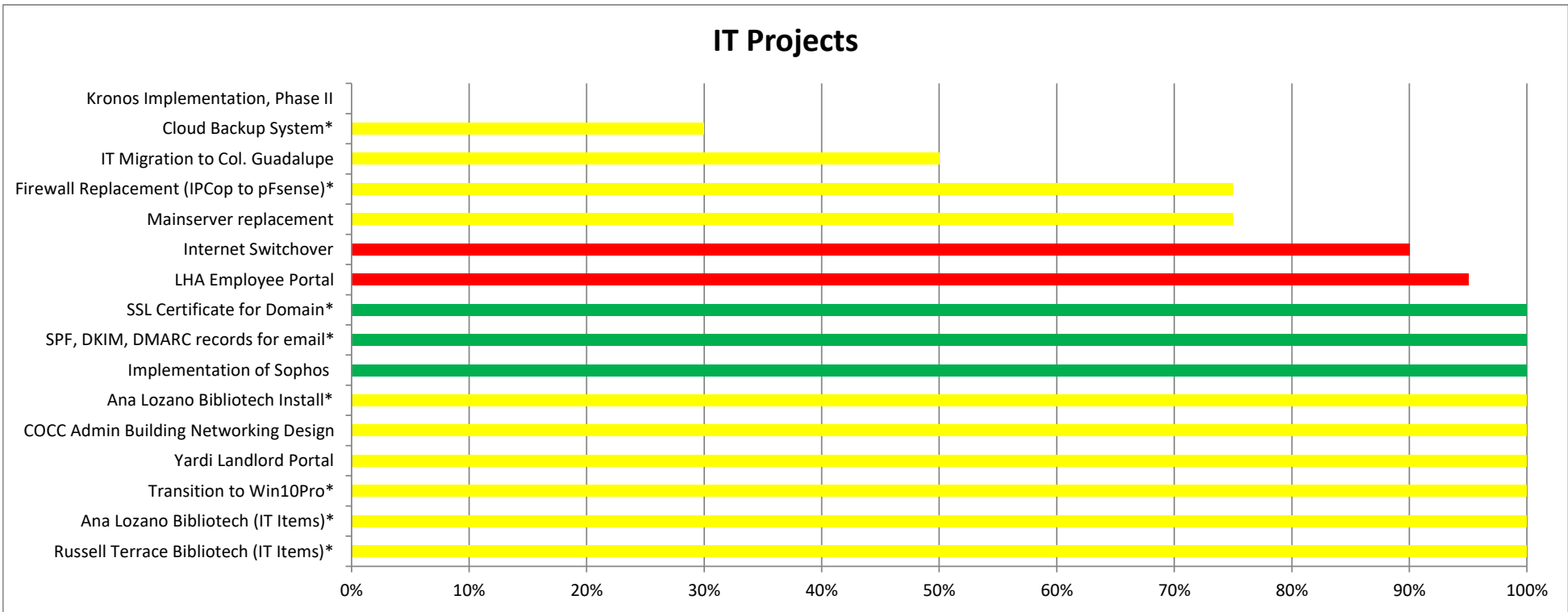
Project	Start Date	Est. End Date	Progress
Russell Terrace Bibliotech (IT Items)*	11/1/2019	5/1/2020	100%
Ana Lozano Bibliotech (IT Items)*	11/1/2019	11/1/2020	100%
Transition to Win10Pro*	9/2/2020	11/25/2020	100%
Yardi Landlord Portal	6/17/2021	8/15/2021	100%
COCC Admin Building Networking Design	4/1/2021	July 2021 (tentative)	100%
Ana Lozano Bibliotech Install*	11/17/2021	12/1/2021	100%
Implementation of Sophos	10/1/2021	10/31/2021	100%
SPF, DKIM, DMARC records for email*	10/1/2021	10/31/2021	100%
SSL Certificate for Domain*	11/18/2021	12/10/2021	100%
LHA Employee Portal	1/26/2019	1/31/2020	95%
Internet Switchover	5/27/2019	9/30/2019	90%
Mainserver replacement	6/1/2021	8/31/2021	75%
Firewall Replacement (IPCop to pFsense)*	8/1/2021	1/1/2022	75%
IT Migration to Col. Guadalupe	11/16/2020	July 2021 (tentative)	50%
Cloud Backup System*	8/23/2021	10/31/2021	30%
Kronos Implementation, Phase II	TBD		0%

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 Elevate
Yardi RentCAFE
Yardi Letters

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

on-time	green
yellow	late
red	paused



Rapid Rehousing FY2020 Grant

- Award letter received Nov 24, 2021 in the amount of \$234,136.00
- Expenditure Date: January 31, 2023

UPDATE:

- Currently at capacity for RRH Families/Individuals
 - Families: 11
 - Individuals: 3
 - Elderly: 3
 - 2 families and 1 individual have received an Emergency Voucher (expected to exit the program May 31, 2022)

Emergency Housing Voucher (EHV)

- Award letter received July 1, 2021
- 85 Vouchers were awarded to the Laredo Housing Authority

UPDATE:

The Emergency Housing Voucher requires a direct referral from the Continuum of Care through its local Coordinated Entry Entity.

- Bethany House of Laredo has been conducting the Coordinated Assessments
- Emergency Housing Voucher notice was posted on LHA Website
 - 85 Vouchers have been issued
 - 57 Housed
 - 28 Are currently searching for a unit
 - 33 On waiting list



Los Balcones Apartments

Project	6 unit apartment complex (Front Building)	Progress
Abatement	Completed	100%
Demolition	Completed	100%
Sitework	Completed	100%
Framing	Completed	100%
Glass & Glazing	Completed	100%
Roofing	Ongoing	95%
Sheetrock	Completed	100%
Painting	Completed	95%
Flooring	Completed	100%
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete patching	Completed	100%
Plumbing Top-Out	Completed	100%
Plumbing Finish	Completed	100%
Brick	Completed	100%
HVAC	Ongoing	100%
Electrical Rough-In	Completed	100%
Electrical Finish	Ongoing	100%
Color Selections	Completed	100%
	Estimated Progress To-Date	99.47%

* as of 4/18/2022.



Los Balcones Apartments

Project	4 unit apartment complex (Rear Building)	Progress
Abatement	Completed	100%
Demolition	Completed	100%
Sitework	Completed	100%
Framing	Completed	100%
Glass & Glazing	Completed	100%
Roofing	Completed	95%
Sheetrock	Completed	100%
Painting	Completed	100%
Flooring	Completed	100%
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete patching	Completed	100%
Plumbing Top-Out	Completed	100%
Plumbing Finish	Completed	100%
Brick	Completed	100%
HVAC	Ongoing	100%
Electrical Rough-In	Completed	100%
Electrical Finish	Ongoing	100%
Color Selections	Completed	100%
	Estimated Progress To-Date	99.72%

* as of 4/08/2022.



Los Balcones Apartments



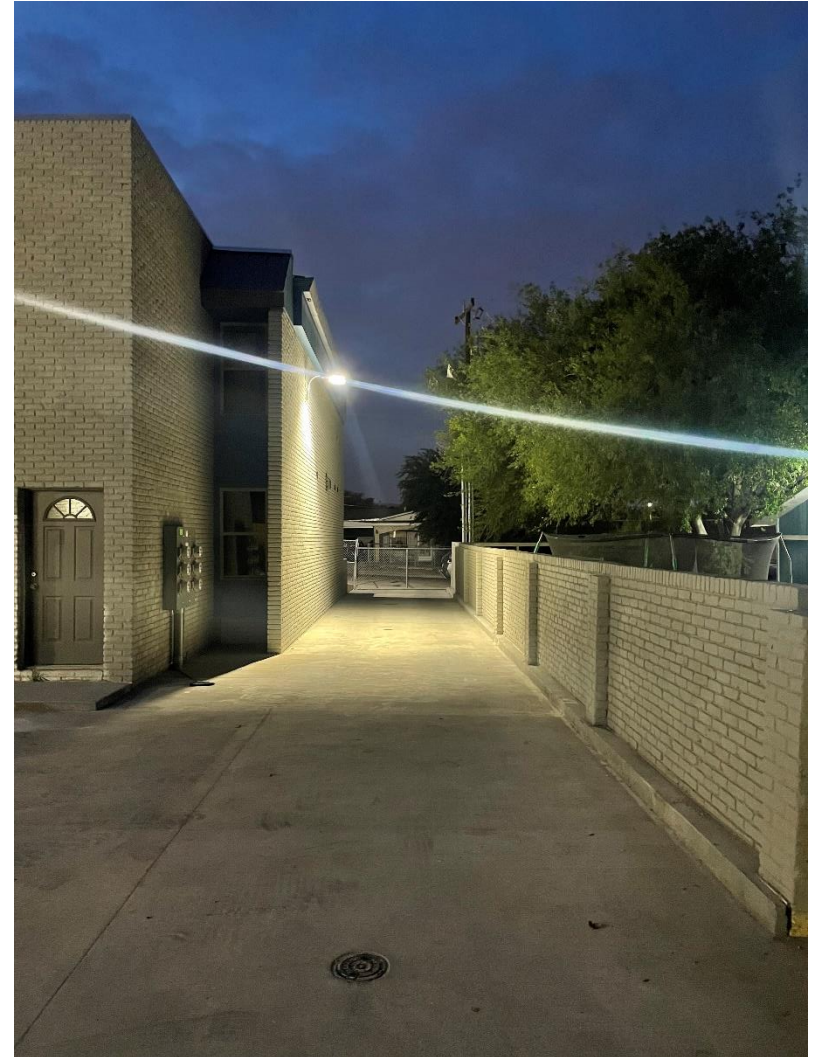
Los Balcones Apartments



Los Balcones Apartments



Los Balcones Apartments



Los Balcones Apartments





Colonia Guadalupe Former Executive Office

Project	Former Executive Office	Progress
Abatement	Completed	100%
Selective Demolition	Completed	100%
Framing	Completed	100%
Concrete Cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Plumbing Top-Out	Completed	100%
Electrical Rough-In	Completed	100%
Network	Completed	100%
HVAC Rough-In	Completed	100%
Drywall & Insulation	Completed	100%
Painting	Completed	100%
Flooring	Completed	100%
Glass & Glazing	Completed	100%
Millwork	Completed	100%
Finish Carpentry	Completed	100%
Plumbing Finish	Completed	100%
HVAC Finish	Completed	100%
Electrical Finish	Completed.	100%
Masonry	Ongoing	90%
	Estimate Progress To Date	99.47

COMMENTS:

- Progress shown is as of 4/15/2022



Former Executive Office



LHA COMMISSIONERS' COMMUNICATION

DATE: 04/22/2022	SUBJECT: Consideration to approve of writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by the Finance Director and the Executive Director.
Item #: 10A	

INITIATED BY: Mary Gaona Executive Director	STAFF SOURCE: Jennifer Barrientos Director of Finance
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PREVIOUS BOARD ACTION:
On October 22, 2021, the LHA Board of Commissioners approved action item 10A to write-off of non-collectible amounts for vacated units April 1, 2021 to September 30, 2021 as recommended by staff.

BACKGROUND:
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 \$4,771.00 represents uncollectable amounts for vacated units within Public Housing, Russell Terrace, Farm Labor and Meadow Elderly.

FINANCIAL:

Development	Amount
AMP 1 Colonia Guadalupe	\$ 189.00
AMP 3 Ana Maria Lozano	\$ 1,818.00
AMP 3 Carlos Richter	\$ 277.00
AMP 4 Senior Home	\$ 0.00
AMP 5 Meadow Acres	\$ 0.00
AMP 5 South Laredo	\$ 1,350.00
AMP 6 Asherton	\$ 199.00
Russell Terrace	\$ 775.00
Meadow Elderly	\$ 163.00
USDA Farm Labor	\$ 0.00
Total	\$ 4,771.00

RECOMMENDATION:
To approve the writing-off non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2021 through March 31, 2022, as recommended by the Finance Director and the Executive Director.

LHA COMMISSIONERS' COMMUNICATION

DATE: 4/22/2022	SUBJECT: Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Pillar for supportive services for LHA clients.
Item #: 10B	
INITIATED BY: Mary Gaona Executive Director	STAFF SOURCE: Jessica Martinez Director of Planning & Community Services
PREVIOUS BOARD ACTION: None	
BACKGROUND: The LHA would refer clients to PILLAR Project's Consolidated Treatment Services component if there is someone identified as potentially benefitting from behavior health, substance use, psychiatric and/or primary medical care. In addition, parties agree to work cooperatively to: <ol style="list-style-type: none">1. Emphasize treatment rather than incarceration of people with mental illness.2. Decrease the proportion of people with mental illness not having access to stable housing.3. Decrease the number of people that do not have access to stable housing.4. Participate in evaluation of the Project CTS goals and outcome measures.	
FINANCIAL: None	
RECOMMENDATION: Approve authorizing the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Pillar for supportive services for LHA clients.	

Memorandum of Understanding Between Laredo Housing Authority and PILLAR

This Letter of Commitment is a non-binding agreement between Laredo Housing Authority **and PILLAR, as the Consolidated Treatment Services (CTS) provider with its Crisis Intervention Team (CIT)**, in the spirit of coordination and collaboration, for the purpose of identifying, screening, and linking people to needed inpatient behavioral health, substance use treatment and pharmacology services, particularly individuals with serious mental illness (MS) and/or serious emotional disturbance (SED).

PILLAR will deliver a comprehensive spectrum of treatment interventions and integrate primary/prevention care to monitor key health indicators such as diabetes, hypertension, hepatitis, obesity, and other chronic health conditions. Other services include 1) screening, assessment, and diagnoses; 2) treatment and crisis planning; 3) outpatient mental health and substance use services; 4) outpatient primary care; 5) targeted case management; 6) psychiatric services; 7) peer recovery support services; 8) intensive, community-based, mental health treatment for active military/veterans. Each referred client will be assigned a patient navigator that will assist with identification of needs and care coordination. PILLAR will also enhance its services by establishing a Mobile Crisis Intervention Team that would be available 24-hours a day, 7-days a week. PILLAR will strengthen its current partnership with Laredo Housing Authority to successfully implement the CIT services and link persons to needed inpatient care. PILLAR will assemble a professional team to include, a psychiatrist (medical director), psychiatric family nurse practitioner, pediatric nurse practitioner, a registered nurse, an LVN, four patient navigators/case managers, a dietician, medical assistant, three LPC's and three LCDCs to render all care under this project. The overarching goal of the program is to decrease mental health symptomology and increase overall physical health that will lead to less preventable emergency room visits, hospitalizations, and jail booking.

PILLAR –Project CTS with its CIT, agrees to provide the following services:

- Community Outreach
- To establish a referral mechanism to assist Laredo Housing Authority in linking any of their clients that require services beyond what they are able to provide for the referred person.
- To utilize effectively proven behavioral health and substance use treatment modalities (CBT, ACT, Motivational Interviewing, Matrix Model, Integrated Dual Disorder Treatment, Trauma-focused Seeking Safety, and CRA) to help people dealing with issues in these areas.
- To provide patient navigation services to help identified individuals in need secure needed services to stabilize as many of their issues as possible.
- To render primary medical care to people in need identified via this partnership.

Laredo Housing Authority (LHA), agrees to partner with PILLAR Project CTS for the following services:

- To refer people to PILLAR Project's CTS component if someone is identified as potentially benefitting from our behavioral health, substance use, psychiatric and/or primary medical care as well as some of our other specialized services.
- To prioritize any PILLAR CTS Project referrals especially via the CIT component requiring any support services offered by LHA.

In addition, the Parties agree to work cooperatively to:

- 1.) Emphasize treatment rather than incarceration of people with mental illness.
- 2.) Decrease the proportion of people with mental illness not having access to stable housing.
- 3.) Decrease the number of people that do not have access to stable housing.
- 4.) Participate in evaluation of the Project CTS goals and outcome measures.

This Agreement shall continue in effect from the date entered into for a period of one (1) year. Upon the expiration of said period, this Agreement shall be automatically renewed for additional one (1) year term(s) unless notice of termination is received by any party within thirty (30) days prior to the expiration of any term.

Manuel G. Sanchez Jr., LPC, Chief Executive Officer
PILLAR

Date

Mary Gaona, Executive Director
Laredo Housing Authority

Date

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 04/22/2022	<u>SUBJECT:</u> Discussion and possible action to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.
<u>Item #:</u> 11A	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Valeria Cabello Procurement Officer
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> <p>On March 17, 2022, the Housing Authority of the City of Laredo issued a Request for Qualifications (RFQ) for Architectural & Engineering Services. The established deadline to submit was March 31, 2022.</p> <p>The Agency received four submissions for the Architectural & Engineering Services.</p> <ul style="list-style-type: none">• Architects Plus, Inc.• Slay Architecture• Able City, LLC.• Redline Architecture	
<u>FINANCIAL:</u> To be presented at board meeting.	
<u>RECOMMENDATION:</u> Approval to award RFQ #2022-0317-1 Architectural & Engineering Services, authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s), designate any specific priority projects to awarded firm(s), and specify any particular terms.	

**RFQ No. 2022-0317-1
Architectural & Engineering Services**

RFP Newspaper Publication Dates: March 17, 2022 March 20, 2022

Scoring Committee:

Jose L. Ceballos	Chairman of the Board
Dr. Sergio Garza	Vice Chairman of the Board
Dr. Marisela Rodriguez Tijerina	Commissioner
Anita Guerra	Commissioner
Gloria A. Freeman	Resident Commissioner

Scoring Criteria/Evaluation Factors

NO.	MAX POINT VALUE	DESCRIPTION
1	20 points	Level of Quality and Professional Responsiveness
2	30 points	Overall Statement of Qualifications and Knowledge of Subject Matter
3	30 points	Quality of Key Personnel Assigned. Available and Response to Client
4	20 points	Cost Effectiveness and Technical Value
5	15 points	Section 3 Business Preference
	115 points	Total Points (other than preference points) 115 points

Scoring Criteria/Preference Evaluation Factors (Section 3)

NO.	MAX POINT VALUE	FACTOR DESCRIPTION
7		SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for Section 3 status as detailed within Attachment D (NOTE: A max of 5 points awarded).
7a	15 points	Priority I: As detailed on page 5 of Attachment D.
7b	12 points	Priority II: As detailed on page 5 of Attachment D.
7c	9 points	Priority III: As detailed on page 5 of Attachment D.
7d	6 points	Priority IV: As detailed on page 5 of Attachment D.
7e	3 points	Priority V/VI: As detailed on page 5 of Attachment D.
	15 points	Maximum Preference Points (Additional)

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 04/22/2022	<u>SUBJECT:</u> Discussion and possible action to approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.
<u>Item #:</u> 11B	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jessica Martinez Director of Planning and Community Services
<u>PREVIOUS BOARD ACTION:</u> <p>On August 23, 2019, the board approved Item 9A: Discussion and possible action to amend and/or approved Laredo Housing Authority policies and adopt Resolutions accordingly. Specific policies finalized for adoption will be identified during the board action.</p> <p>To initiate the admissions component of the policy by assembling a nine-member Admissions Committee including Casa de Misericordia with a three-member quorum requirement. That four units at Bernal Sunrise Courts be at .75 cents per square foot and .90 cents for Los Balcones which are rent standards. Security deposit to be set at \$100.00. Dedicate four units for students and create a waiting list to be handled by the Admissions Committee. Create separation between the administrative component and the counseling component and use forms to document it.</p>	
<u>BACKGROUND:</u> <p>On April 13, 2022, the LHA staff held a workshop to review operational policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.</p>	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> <p>To approve the operating policies, budgets, and rent schedules for Los Balcones Apartments and Bernal Sunrise Courts.</p>	

LAREDO HOUSING AUTHORITY
Permanent Supportive/Transitional Housing
Policies and Procedures

1. Purpose of this Document

This document is intended to provide a foundation for the operation and management of Laredo Housing Authority's Permanent Supportive Housing and Transitional Housing programs. These Policies and Procedures will:

- a. Provide guidance for LHA staff involved in the performance of program activities,
- b. Promote consistency and fairness in treatment of program applicants and residents; and
- c. Provide a foundation for sound management and supervision.

2. Definitions

- a. Elderly Household is defined as a household including a person or persons over the age of 62.
- b. Homeless Household is defined as an individual or family which is presently unsheltered, residing in a location not meant for human habitation, or currently residing at an emergency shelter, including Casa de Misericordia, Bethany House, Salvation Army, or other shelters as may be approved by the Coordinated Client and Staffing Committee.
- c. Individual Action Plan is a document jointly developed by the program participant and LHA support staff which outlines the participant's strategies for achieving and/or maintaining housing stability, as well as supports to be provided by LHA or other community providers.
- d. LHA is defined as that organization operating as Housing Authority of the City of Laredo, Laredo Housing Authority, or any of its instrumentalities or affiliates.
- e. Permanent Supportive Housing is defined as an LHA-designated housing unit or units set aside for special populations as may be established by LHA from time to time, where tenants may remain indefinitely so long as they are in compliance with the terms of their lease and any applicable lease addenda. Tenants in Permanent Supportive Housing Units shall be offered direct assistance (from LHA staff or third parties approved and/or coordinated by the LHA) with goals defined in their Individual Action Plan.
- f. **Qualified Student is defined as a student enrolled for a minimum of 12 credit hours or the equivalent at an accredited college or university or are enrolled in a declared career/technical program validated by the college or university and who is referred to the program by an entity designated by the referring college or university (not applicable to dual enrollment and/or early college programs).**

- g. Reasonable Accommodation means reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling, as established by the federal Fair Housing Act.
- h. Reasonable Modification means reasonable structural modifications to units and public/common areas in a dwelling when those modifications may be necessary for a person with a disability to have full enjoyment of a dwelling, as established by the federal Fair Housing Act.
- i. Special Needs Population is defined as any group that LHA may identify from time to time as eligible to receive housing services under this program. These groups may be determined by demographic characteristics, special support needs, and current or past life experiences. Eligible populations will be identified in Section 3 of these policies, and a definition of each Special Population will be included in Section 2, Definitions.
- j. Transitional Housing Unit is defined as an LHA-designated unit set aside for Special Populations as may be established by LHA from time to time, where supportive services are offered, and tenancy is limited to no more than 24 months consecutively, or up to 52 months consecutively for students.
- k. Veteran Household is defined as a household including one or more person(s) that have received an honorable discharge from any branch of the United States armed services.
- l. Working Family Household is defined as a family where the head of household, his or her spouse, or sole member is employed no less than 20 hours weekly.
- m. HUD definition of Homeless:
 - i. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution;
 - ii. Individuals and families who will imminently lose their primary nighttime residence;
 - iii. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes, who do not otherwise qualify as homeless under this definition; or
 - iv. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

- 3. Special Populations to be Served
 - a. Homeless Households
 - b. Working Family Households
 - c. Qualified Students
 - d. Veteran Households
 - e. Elderly Households

4. Program Units and Set-Asides
 - a. Bernal Sunrise Courts, 820 E. Price St. Laredo Texas 78040
 - i. Bernal Sunrise Courts will have a total of 3 units designated for use as **Emergency Housing**.
 - ii. Population to be housed shall be determined by Executive Director or Designee
 - b. The Balcones Apartments, 1505 O'Kane St. Laredo Texas 78040
 - i. The Balcones Apartments will have a total of 10 units designated for use as Transitional Housing.
 - ii. All designated units are set aside for Homeless Households, or, in the case of Qualified Students only, students who are At-risk of Homelessness.
 - iii. Of the 10 designated units, units will be set-aside for Special Needs Populations as follows:
 - At least two units for Veteran Households
 - At least two units for Qualified Students
 - c. Exceptions to Unit Designation and/or Set-Asides
 - i. At Balcones Apartments, a designated unit may be occupied by a household not meeting established Special Population set-asides if, and only if, after two weeks, LHA is not able to identify and/or approve an applicant from any of its waiting or pre-application lists.
5. Supportive Services
 - a. LHA shall offer supportive services to program tenants, through dedicated staff members who are not involved in property management or enforcement of terms of the lease, or through partner agencies.
 - b. An Individual Action Plan shall be developed as an integral part of the application process.
 - c. A quarterly review and, where appropriate, revision of tenant Individual Action Plans will be conducted by LHA service staff.
 - d. LHA and partnering service agencies will actively assist with the Individual Action Plan matters and in seeking permanent housing, if household is in Transitional Housing Program.
 - e. Service delivery and housing administration and management activities shall be delivered by separate staff members. Except where tenants have specifically given consent for information sharing, staff engaged in service delivery will maintain client confidentiality.
 - f. From time to time, the LHA may provide other assistance, when funds are available, such as to assist with nominal fees to obtain required identification documents, or with a one-time utility deposit assistance. The applicant shall request this in writing, and the Executive Director may approve such request, when funds are available and consistent with Board policies for such assistance.

6. Notification to Public of Program Unit Availability

The Coordinated Client and Staffing Committee shall review all LHA program waiting lists for applicants with a homeless preference, as well as any applicants on any pre-application list. Should an eligible tenant not be identified through these avenues, LHA will give public notice of unit availability, opening of the waitlist, or opening of the pre-application list. The notice shall be posted on the LHA website and in the local newspaper, to run twice in a 15-day period.

7. Application for Admission/Denial

During open application periods, the LHA will accept applications at the main administrative office at 2000 San Francisco Avenue, Laredo, TX 78040. Each person or family seeking admission to a unit must submit a written application. When applications are being accepted, LHA will accept them between the hours of 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm on Monday through Friday each week. Families may contact the LHA on Monday through Friday between the hours of 8:00 am to 5:00 pm to check on the status of their application.

- a. Unless the LHA is not accepting applications due to no vacancies, it will accept an application from any person or family who wants to apply, even if an informal discussion indicates that the applicant may not be eligible.
- b. The application must be signed by both the applicant and the LHA, date-stamped and time-stamped and referred to a central resident selection and assignment office for processing.
- c. Each application will be processed only to the extent necessary to determine initial eligibility based on information provided on the application or placement on the waiting list.
- d. The application may be fully completed by the applicant or by the LHA and signed by the applicant.
- e. The LHA may request documentation from the applicant needed to verify the information provided at the time of application is taken. All information necessary to determine appropriate placement on the waiting list including documentation of need for a reasonable accommodation or family composition, will be requested.
- f. In addition to obtaining information from the applicant, the LHA will respond to questions from the applicant, and will provide whatever LHA-related information the applicant may desire, including information about the housing program, the dwelling lease, and the number of bedrooms in units at various developments or sites.
- g. The LHA will also inform applicants of any other housing assistance programs the LHA administers. If the applicant is interested, the LHA will advise the applicant how and where to apply for those programs. The LHA will also advise applicants about housing assistance programs in other localities, where available.
- h. The LHA may take applications at more than one location, so long as the applications are processed at a central location. The LHA may also take applications in outlying areas on specific days. The LHA will make special arrangements to take the applications of persons who are unable to

come to the office, such as elderly or disabled persons. It may also utilize other locations as will afford applicants the greatest opportunity to exercise their rights under the resident selection and admissions policies and procedures. The staff may make accommodations for non-elderly/disabled families including, but not limited to making a home visit, mailing an application to the family; accepting application electronically or by telephone, etc.

- i. The LHA will inform all applicants of the availability of any local preferences, and will give all applicants an opportunity to claim for a preference.
- j. The LHA will use up-front or third-party verification of all information whenever possible and the return envelope will be retained in the resident's file. If such up-front or third-party documentation is not available; the reason must be documented in the file.
- k. The family will also submit, directly to the LHA, all documentation required for purposes of determining or auditing a family's eligibility to receive housing assistance, for calculating the family's adjusted income for Tenant Rent, for verifying related information, or for monitoring compliance with equal opportunity requirements. Failure to provide requested documentation may result in the denial or termination of assistance.

Required Eligibility Documentation

At the time of application, each applicant household must provide adequate documentation of basic eligibility criteria, as follows:

- a. Provide a valid government issued ID, indicating that the applicant is at least 18 years of age
- b. Provide a valid social security card or proof thereof
- c. Provide a United States birth certificate or resident alien ID card (if applicable)
- d. Provide documentation of gross income sufficient to pay rent
- e. Authorize a complete background check which includes social security verification, credit, eviction history, criminal activity, and terrorist watchlist.
- f. Provide verifiable referral documentation from authorized social service agency, executed by the referring agency's Executive Director
- g. For applicants seeking approval as a Qualified Student, provide verification of enrollment at a local college or university.
- h. An income certification form shall be in file and signed by the Program Liaison and Executive Director.
- i. Applicants who are unable to initially provided any required eligibility documentation may get a 3 (three) month waiver to gather necessary documents. If the applicant is still unable to provide necessary documentation after the 3 (three) months, the committee may provide an extension.
- j. A family that consists of two or more household members and at least one household member that has eligible U.S. citizenship or

eligible immigration status. LHA may not deny assistance to mixed families due to nondisclosure of a SSN by an individual who does not contend to have eligible immigration status.

8. Program Waiting List

- a. A waiting list shall be established and maintained based on date and time of application.
- b. At the time of the creation of the program waiting list, any applicants with a homeless preference on any LHA waiting list shall also be added to the program waiting list. The addition of an applicant to the program waiting list will not cause that applicant to be removed from other LHA waiting lists.
- c. The program waiting list shall consist of no less than 30 applicants and no more than 50 applicants at any given time. The waiting list may be closed when the number of applicants is within this range, at the discretion of LHA.
- d. During periods in which the program waiting list is closed, LHA will maintain a recorded message providing current information on when the applications will or might be accepted.
- e. LHA may implement a pre-application process for interested prospective tenants; however, pre-applications do not constitute a waiting list.
- f. During periods in which the program waiting list is closed, a pre-application list may be maintained by LHA. Should such a list be established, interested households will be contacted by LHA staff in writing and by telephone before or upon the opening of the waiting list.

9. Grounds for Denial

LHA staff will review applications, and may deny an application on the following bases:

- a. Submitting an incomplete application.
- b. Any deliberate falsification in the application or an invalid social security number will result in the automatic rejection of the applicant.
- c. Non-qualifying income. All tenant household income shall not exceed 50% of HUD area family median income.
- d. Applicants with misdemeanor assault records within the past seven years
- e. Crimes against persons committed by the applicant regardless of the date committed, such as: capital murder, murder/manslaughter, kidnapping, child molestation, rape, and crimes of a sexual nature, or arson.
- f. Any individual who is subject to a registration pursuant to Chapter 62 of the Texas Code of Criminal Procedure or any other state's sex offender registration program.
- g. A conviction for manufacturing or producing methamphetamine (speed). These individuals will be permanently barred, and no exceptions may be made by the Coordinated Client and Staffing Committee.
- h. A history of criminal activity involving felonies and/or misdemeanors including but not limited to: drug-related activity, a pattern of alcohol abuse, crimes of physical violence to persons or property, or other criminal

acts which would adversely affect the health, safety or well-being of other residents;

- i. A pattern (3 or more instances) of continuing conduct/acts, regardless of type of severity which may interfere with the health, safety, or right to peaceful enjoyment of the premises by others.
- j. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other residents;
- k. Information from previous owners/landlords concerning housekeeping that would create health or sanitation problems; or
- l. Failure to provide adequate evidence of enrollment in the relevant Special Population Program.
- m. Failure to substantially adhere to any existing Individual Action Plan, if applicable.

1) Coordinated Client and Staffing Committee and Selection Process

A) Committee Role

- i. Review application submissions and make recommendations to Executive Director for approval or denial.
- i. Review and make recommendations regarding requests for exceptions to application criteria, including but not limited to Requests for Reasonable Accommodation and/or exceptions to program policy.
- i. Review and make recommendations on applicants' Individual Action Plans. LHA Executive Director will consider Committee recommendations before making a final determination to approve or deny an application, ensuring consistency with any agency rules or policies.
- i. All Committee members agree to adhere to a Non-Disclosure Agreement:
 - a. Non-Disclosure Agreement. You agree that your relationship with us does not vest in you any interest in the Confidential Information, other than the right to use it in the development and operation of the Permanent and Supportive Housing Committee, and that the use or duplication of the Confidential Information in any other way would constitute a breach of information. You acknowledge and agree that the Confidential Information belongs to us, may contain personal information of our participants, and is disclosed to you or authorized for your use solely on the condition that you agree, and you therefore do agree, that you (1) will not use the Confidential Information in any other business or capacity; (2) will maintain the absolute confidentiality of the Personal Confidential Information during and after the term of this Agreement; (3) will not make unauthorized copies of any portion of the Confidential Information disclosed in written form or another form that may be copied or duplicated; and (4) will adopt and implement all reasonable procedures we may prescribe from time to time to prevent unauthorized use or disclosure of the Confidential Information, including without limitation restrictions on disclosure to your employees, and the use of non-disclosure and non-competition agreements we may prescribe or approve for your

shareholders, partners, members, officers, directors, employees, independent contractors, or agents who may have access to the Confidential Information.

B) **Coordinated Client and Staffing Committee** Composition. To assist in the selection of individuals and families entering this program, the LHA Board of Commissioners will appoint an 11-member committee composed of individuals representing agencies engaged in the following service categories: primary health, mental health, shelter, food, housing, education, and Veteran services Representatives shall be qualified to serve, and approved by the Executive Director, within their respective categories. The agencies to be represented initially are: LHA, Casa de Misericordia, Bethany House of Laredo, SCAN of Laredo, Border Region Behavioral Health Center, Gateway Community Health Center, a representative from LISD, UISD, Laredo College, Texas A&M International University, and a representative of an organization serving Veterans, to be determined.

- 1) A majority of representatives constitutes a quorum of the committee, and business and action shall be taken place democratically, using Roberts Rules of Order.
- 2) Agency Liaison. The Executive Director shall serve, or designate a qualified individual to serve, as the agency liaison to the Coordinated Client and Staffing Committee. This person shall call meetings and prepare agendas, applicant backgrounds, and assist the Coordinated Client and Staffing Committee in general.

10. Selection Screening

The Committee shall convene and review applications in numbers sufficient to fill existing vacancies. Steps for processing the applications are outlined below. Accessibility is available or will be provided as a reasonable accommodation for the disabled.

- a. The selection criteria, and the screening information to be considered, will be reasonably related to the individual attributes and behavior of an applicant, and will not be related to those which may be imputed to a particular group or category of persons of which an applicant may be a member.
- b. LHA and Committee may exercise discretion in making exceptions to grounds for denial, including but not limited to exceptions based on Requests for Reasonable Accommodation. A 'second chance' philosophy for admission may be implemented at the discretion of the Committee, particularly for otherwise disqualifying items that relate to the applicant's experience as a Veteran Household or Homeless Household. Such exceptions or Reasonable Accommodations may include, but are not limited to:
 - i. Applicants with misdemeanor assault records within the past seven years may in some limited circumstances be admitted,

- provided that the applicant successfully attends anger management classes required by LHA.
- ii. Current engagement with a service provider or service providers, or development of an Individual Action Plan, that may be reasonably expected to correct otherwise disqualifying behavior.
- iii. Applicants who have had an eviction from federally assisted housing because of drug-related criminal activity may be admitted if, upon recommendation by the Coordinated Client and Staffing Committee and Executive Director approval:
 - (a) The person demonstrates successful completion of a rehabilitation; or,
 - (b) The circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.
- a. Suitability screening attempts to determine if the applicant is likely to interfere with other residents by adversely affecting their health, safety or welfare, or affect adversely the physical environment or financial stability of the development if the applicant were admitted. Relevant information concerning the habits or practices to be considered may include, but is not limited to:
 - iv. Past performance in meeting financial obligations, especially rent and prior rental history with the LHA, if applicable;
 - v. Rental history from previous owners/landlords or another LHA;
 - vi. Information from personal references;

11. Program Rents and Deposits

- a. The initial rents for the Transitional Housing at Los Balcones Apartments are:
 - a. 1 Bedroom: \$571.00
 - b. 2 Bedroom: \$686.00
 A possible rent waiver available upon approval by the Executive Director.
- b. Rent for enrolled students shall be \$75 per month per student. A full or partial rent waiver may be approved by the Executive Director.
- c. Rents for Emergency Housing will be at \$0.
- d. Tenant rent shall not exceed the lesser of 30% of household net (take-home) income, or 50% of the HUD Home rent limits.
- e. At Los Balcones Apartments, the rent includes water, sewer, and trash.
- f. Rents shall be set annually by January 1st, with any rent increase notices to tenants, effective at the next lease renewal.
- g. Rent deposits shall be \$100 and are refundable, when unit is returned without any damages.

12. Lease and Terms

- a. A lease shall be prepared and executed by each adult member of the tenant household and LHA, consistent with these policies.
- b. The initial term of the lease shall be 6 months for Transitional Housing at Los Balcones Apartments and Emergency Housing with up to 2 or 3 renewals.

- c. A separate co-habitation lease shall be prepared and executed for each Qualified Student tenant and the LHA.
- d. Qualified Students may be eligible to reside in the units for no more than 52 months.
 - i. Qualified Student must show proof that they have enrolled in the next semester following winter and summer breaks. Failure to do so may result in an infraction, probation and up to termination of the program.
 - ii. Qualified Student who drops or fail a class will be placed on probation and must adhere to the Individualized Action Plan that will be academically driven.
- e. Program Requirements and an Individual Action Plan shall be an Addendum to the lease.
- f. Annual Tenant Income and Program Compliance Review and Certification will occur on or before each lease term renewal.

13. Occupancy Standards and Unit Assignment

Applicants must conform to the occupancy standards on family size, family composition and extenuating circumstances as stated below, unless otherwise indicated in this document.

- a. The PHA's occupancy standards specify the minimum and maximum number of household members who will be permitted to occupy dwelling units of various sizes, depending on family size, composition and extenuating circumstances, such as the ages, sexes, and disabilities of household members. The standards take into consideration the need to assign a unit with the smallest number of bedrooms that will avoid overcrowding the unit or project and minimize vacancies. The occupancy standards are as follows.
- b. The Standards described below take into consideration the minimum number of occupants for admission and the maximum number of persons for continued occupancy based on an occupancy standard of two persons per bedroom.

Number of Bedrooms	Minimum No. Of Persons	Maximum No. Of Persons
1	1	3
2	2	4
3	3	6
4	4	8

- c. Units will be assigned so that persons of the opposite sex, other than husband and wife, will not be required to occupy the same bedroom, except for minors under the age of three (3) years.
- d. Every family member, regardless of age, will be counted as a person. For the purpose of establishing the unit size for a family, an unborn child will not be counted as a member of the family household.

- e. No more than two persons will be required to share a bedroom.
- f. Persons of opposite sex, five (5) years of age or older will not be required to occupy the same bedroom, except where no unit of a suitable size is available for transfer of the family.
- g. Living room space may be used for sleeping purposes, at the request of the family.
- h. A live-in aide who is not a family member normally will be provided a separate bedroom.
- i. For reasons of health (old age, physical disability, etc.), a separate bedroom may be provided for individual family members, as verified by a medical professional.
- j. When the PHA determines that a family is over-housed or under-housed according to the above standards, the PHA will require the family to transfer to a unit of the appropriate size. Transfers of this nature will be effective prior to voluntary or family requested transfers.
- k. Foster children will be counted as family members in determining the bedrooms to be assigned.
- l. If the PHA is unable to fill units with families of appropriate sizes and types, it will house eligible families of the most nearly appropriate sizes on a temporary basis. Each such family will be informed, before moving in, of the dwelling lease agreement "to transfer to an appropriate size dwelling unit, based on family composition, upon appropriate notice by PHA that such a dwelling unit is available."
 - a. Exceptions to the minimum standards will be made if they are necessary to provide reasonable accommodation for a person with disabilities.
 - b. A single head of household shall not be required (but may choose) to share a bedroom with his/her children.
 - c. Written permission must be obtained from the PHA for any deviation from the occupancy standards included in this policy which may result from the presence of the temporary care giver in the unit.
 - d. IMPORTANT: The maximum and minimum number of persons per unit shall be discussed with each applicant family. Families will also be informed about the status and movement of the various waiting lists and sub-lists maintained by the PHA.
 - e. If a family opts for a smaller unit than would normally be assigned under the standard (because, for example, the list is moving faster), the family will be required to sign a statement agreeing to occupy the unit assigned at their request until their family size or circumstances change.
 - f. Qualified Students must agree to cohabitate with other Qualified Students, and may be required to share a bedroom, as determined by the terms of their lease.

14. Management Policies

- a. Home Visits. The LHA may conduct a home visit to consider if the conditions they observe are the result of the resident's treatment of the unit or are caused by the unit's overall substandard condition. The LHA will give at least two (2) days' written notice to all applicants or residents.

However, the LHA reserves the right to conduct special inspections without prior notice if it deems necessary for health, safety, and verification purposes.

b. Visitors

- i. Resident(s) may have guest as visitors in their household without the need of prior approval. All visitors must follow and adhere to all policies and rules set by Landlord. Visitors are not allowed to stay overnight without prior approval.
 - ii. Qualifying Students are not allowed to have their significant others and/or family members live with them under the special population definition of "Qualifying Students". Students who wish to add a significant other and/or family member to their status must re-start the application process.
- c. Each Qualifying Student agrees to allow a representative of LHA to go clean the Dwelling Unit during operational hours that include Monday – Friday from 8:00 am to 5:00 pm without prior notice. The cleaning will be conducted once a week.

15. Reporting

The Executive Director shall prepare and distribute a monthly program status report to the Board of Commissioners.

LOS BALCONES TRANSITIONAL APARTMENTS

1505 O'Kane Laredo, TX 78040
Phone: (956)722-4521 ● Fax: (956)722-6561

PET POLICY

1. Rules and Regulations

All pet owners must abide to the following guidelines:

2. Pet Deposit and Yearly Pet Fee

A non-refundable nominal pet fee will be charged and is intended to cover the reasonable operating costs that the LANDLORD directly attributes to a pet or pets in the unit (i.e., fumigation of a unit). A refundable pet deposit will be assessed and is intended to cover additional costs not otherwise covered which are directly attributable to the pet's presence.

1. Each pet owner shall pay a yearly non-refundable **pet deposit of \$ 30.00**. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The LANDLORD shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The non-refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.
2. The refundable pet deposit will be placed in an escrow account and the LANDLORD will refund the unused portion to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. Should State or local law require that the pet deposit be placed in an interest bearing account, the LANDLORD will provide for such deposit and will account for all interest individually by pet owner family. Should the State or local law not specifically address the issue of pet deposit interest, the LANDLORD shall determine payment or non-payment of interest based on State or local law with respect to rental security deposit requirements.

3. Service Animals

Animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. in accordance with State or local law are observed. Residents needing a service animal must provide verification for this need and verification that the animal is considered to be a service animal. Section 31 of the Housing Reform Act of 1998 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C. Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit LANDLORD developments. For more information on assistance and/or service animal regulations please view the Animal Addendum located in this Tenant Lease Addendum packet.

PET OWNERSHIP RULES

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or lizards in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird of prey, dangerous fish, snakes, spiders or other insects, or any farm animals.
2. Each household shall have only **ONE pet.**
3. The pet owner shall have only a small cat or a dog. The animal's weight shall **not exceed thirty (30) pounds** at full growth. The animal's height shall not exceed fifteen (15) inches at full growth. Such limitations do not apply to a service animal used to assist a disabled resident.
4. **Pet owners must register their dogs and cats with LANDLORD and provide proof of compliance with City of Laredo ordinance(s)** which requires that all dogs and cats be registered annually with the City of Laredo Health Department. In order to comply with this ordinance, **your pet must be microchipped** and have a current unexpired U. S. rabies vaccination certificate and distemper booster inoculations and licensing annually.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The Tenant must not breed or maintain any of their pet's offspring at any of the dwelling units.
7. The pet owner **shall house the pet inside the pet owner's dwelling unit.** The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
8. No pet shall be permitted in any common area except as necessary to directly enter and exit the building. **This restriction is not applicable to service animals.**
9. No pet shall be permitted to remain in an apartment overnight while the resident is away.
10. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
11. The tenant is liable for the animal's actions at all time, this includes property damage, cleaning, deodorization, defleaing, replacements, and personal injuries.
12. The Tenant is prohibited from allowing the pet to defecate or urinate anywhere on the LANDLORD property, unless a particular area is designated in your dwelling unit or on the property grounds.
13. The Tenant must keep the animal on a leash and under supervision when outside the dwelling unit or in any housing property.
14. The Tenant must make sure that the animal is fed and given water at least once per day. Failure to care for your pet will result in removal of the animal from the LANDLORD.
15. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives. **A twenty-five (\$25.00) dollar fee will be assessed for the removal of any pet waste by LANDLORD staff from the tenant's unit, yard, porch or other area, which is for the exclusive use of the tenant or from the common areas.**

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16. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the LANDLORD.
17. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
18. Resident agrees that the LANDLORD shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole.
19. If the LANDLORD requests that the resident remove the pet from the premises and resident refuses to do so, or if the LANDLORD is unable to contact the resident to make the request, the LANDLORD may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. LANDLORD staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The LANDLORD shall accept no responsibility for the pet under such circumstances.
20. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the LANDLORD.
21. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill; absent from the dwelling unit, unable to care for his or her pet, or in the event of a death of the pet owner, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from LANDLORD premises.
22. The resident shall control the pet while maintenance personnel are in the unit performing requested maintenance.
23. Non-emergency work orders will only be completed if the resident is home with the pet, the pet has been caged or the pet has been removed from the unit.
24. The LANDLORD will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet, or have the pet caged.
25. The LANDLORD will not be responsible if the pet runs out of the unit, if left alone, when the maintenance staff enters the unit due to an emergency work order request.
26. If a resident, including a pet owner, breaches any of the rules set forth above, the LANDLORD may revoke the pet permit and evict the resident or pet owner.

Initial: _____

PET VIOLATION PROCEDURES

The Tenant agrees to comply with the following:

1. **Notice of Pet Rule Violation:** If the LANDLORD determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the LANDLORD will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:
 - Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.
 - State that the pet owner has five (5) days from the effective date of service of the notice to correct the violation (including inappropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.
 - State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.
 - State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.
2. **Pet Rule Violation Meeting:** If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the LANDLORD will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and LANDLORD shall discuss any alleged pet rule violation and attempt to correct it. The LANDLORD, may as a result of the meeting, give the pet owner additional time to correct the violation.
3. **Notice for Pet Removal:** If the LANDLORD determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b of this section (including any additional time permitted by the LANDLORD), or if the parties are unable to resolve the problem, the LANDLORD may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:
 - Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated.
 - State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).
 - State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.
4. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner.



Initial: _____

LOS BALCONES TRANSITIONAL APARTMENTS

1505 O'Kane Laredo, TX 78040
Phone: (956)722-4521 ● Fax: (956)722-6561

Housekeeping Standards Policy

In an effort to improve the livability and condition of the apartments owned and managed by the Laredo Housing Authority, uniform standards for resident housekeeping have been developed for all resident families.

A. Authority Responsibility

The standards that follow will be applied fairly and uniformly to all Residents. Management will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection the Development will notify the Resident in writing if he/she fails to comply with the standard. The Development will advise the Resident of the correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, the Development will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease terms.

B. Resident Responsibility

The Resident is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards is a violation of the Lease and can result in eviction.

C. Interior Standards

1. General:

- a) **Walls:** Should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- b) **Floors:** Should be clean, clear, and free of hazards.
- c) **Ceilings:** Should be clean and free of cobwebs.
- d) **Light Fixtures:** Should be free of any dust build-up; light covers in place and not broken.
- e) **Windows:** Should be clean and not nailed shut. Blinds or curtain rods that require nails or screws are not permitted.
- f) **Woodwork:** Should be clean, free of dust, gouges, or scratches.
- g) **Doors:** Should be clean, free of grease and fingerprints. Locks should work.
- h) **Heating units & Water Heater Closet:** Should be accessible (no locks, no clutter) dusted and not used for storage.
- i) **Infestation:** No evidence of rodents or insects' infestation; bait stations and traps clean.
- j) **Electric Hazards:** No electrical cords running loosely across floors; no overloads, no hazards.
- k) **Trash:** Shall be disposed of properly and not left in the unit.
- l) **Evidence of Pet:** Litter box, cage, and/or fish tank clean and odor free; no evidence of urine or damage caused by pet.
- m) **AC Unit:** Management will be responsible to change the filter for the AC Unit every month.

*No modifications to the internal/inside of the building of any kind is allowed.

**No candles are permitted inside dwelling unit.

Initial: _____

2. Kitchen:

- a) **Stove:** Should be clean and free of food and grease.
- b) **Refrigerator:** Should be clean. Freezer door should close properly and freezer have no more than one inch of ice. No stickers (decals) on refrigerators.
- c) **Cabinets:** Should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Do not store heavy pots and pans under the sink.
- d) **Exhaust Fan:** Should be free of grease and dust.
- e) **Sink:** Should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- f) **Food storage area:** Should be neat and clean without spilled food.
- g) **Trash/garbage:** Should be stored in a covered container until removed to the disposal area.

3. Bathroom(s):

- a) **Toilets and tank:** Should be clean and odor free. Wipes (flushable or non-flushable) are **not** to dispose in toilets. Any clog caused by wipes will result in costly repairs to tenant.
- b) **Tub and shower:** Should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- c) **Lavatory/Countertop:** Should be clean.
- d) **Exhaust fans:** Should be free of dust.
- e) **Shower Curtain:** Use only Tension Rods. Shower curtain rods that require nails or screws are not permitted.

4. Storage Areas:

- a) **Linen closet:** Should be neat and clean
- b) **Other closets:** Should be neat and clean. No flammable materials should be stored in the unit.
- c) **Other storage areas:** Should be clean, neat, and free of hazards.

***All exit/entry doors, windows, and hallways shall be free of clutter and accessible.

D. Exterior Standards

Residents are required to keep their dwelling units, other areas as assigned for exclusive use in clean and safe condition. This includes the front and rear entrances, and walkway, street curb, and parking lot of the exclusive use of Tenant, free from hazards and trash and keeping the yard free of debris and litter.

Permitted Items:

Potted Plants (must be in good conditions)

Bicycles must be organized properly

Items NOT Allowed:

- Disposing of Furniture
- Empty or broken glass bottles or aluminum cans
- Crates or boxes
- Tires
- Vehicle Parts
- Shopping carts
- Propane/ Butane gas grills
- Deep fryers
- Empty Plant pots or an excess of plant pots
- Washer/Dryer
- Window Unit or Fans
- Unused/Damaged Toys
- Wood Pallets or Wood pieces
- Weight Equipment/Punching Bags
- Construction Equipment
- Recreational equipment (e.g., playground, basketball hoop, goal nets)
- Pools
- Trampolines

*No modifications to the external/outside building of any kind is allowed.

The following standards apply to family and scattered site developments, some standards apply only when the area noted is for the exclusive use of the Resident:

1. **Yards/Grassy Area:** Should be free of debris, trash, indoor furniture, and abandoned cars.
2. **Exterior walls:** Should be free of graffiti.
3. **Porches (front and rear):** Should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
4. **Fence:** Tenants shall not install fences, unless approved by management.
5. **Steps (front and rear):** Should be clean and free of hazards.
6. **Sidewalks:** Should be clean and free of hazards.
7. **Storm/Screen Doors:** Should be clean; glass intact; no damage.
8. **Parking Area:** Should be free of abandoned cars. There should be no car repairs in the lots.
9. **Hallways/Stairwell:** Should be swept clean and free of debris; free of any tripping hazards.
10. **Laundry Area:** Should be swept clean; no soiled laundry piled up; lint removed from dryer; dryer vented to outside.
11. **Utility/Storage Area:** Should be free of trash; no vehicle parts stored, no flammable materials.
12. **Discarded Food/Grease:** No evidence of grease or food disposed of outside of unit, no feeding dishes for animals outside of unit.
13. **Other:** Laundry and yard tools should not be left out overnight.

Irrigation and lawn care is to be provided by the Laredo Housing Authority for any concerns or request about your lawn care please refer them to your Management Team.

E. Parking

1. Tenants will abide by all applicable laws concerning the ownership and operation of motor vehicles including: Texas registration and license plates only, current motor vehicle inspection certificate, and be in proper running condition.
2. Vehicles must be parked in designated parking spaces.
3. Vehicles must not leak fluids such as oil or gasoline on the pavement. If vehicle does leak fluids, Tenant will be responsible for the clean-up of the fluids and any cost incurred by Laredo Housing Authority to clean up the fluids, including pavement repairs.
4. Only EMERGENCY REPAIRS, such as changing a tire or replacing a battery may be conducted in the parking lot.
5. No long-term vehicle mechanical repairs are allowed on the property, unless approved by management.
6. Washing of vehicles, to include motorcycles, is not allowed on property.

Initial: _____

7. Commercial vehicles, trailers, motor homes and buses owned or used by Tenant may not be parked in community parking lots.
8. Unauthorized and/or improperly parked vehicles are subject to removal at the owner's expense. This includes blocking an access, yellow curbing, fire lanes, handicap accessible walkways, etc. The towing company and phone number where vehicles were taken will be posted in the property management office.
9. Any vehicle may be removed by the Laredo Housing Authority without prior notice to the Tenant in emergency situations, including but not limited to situation requiring access or egress by police, fire, and other emergency vehicles or leaking a fluid that presents a hazard or threat to persons or property.
10. Vehicles that are immobile for more than thirty (30) days will be towed at owner's expense, unless authorized by management.
11. No parking is permitted above the curb, sidewalk, and lawn. Any damages to the sprinkler heads, sprinkler system, lawn, trees, and sidewalk will result in a charge to the tenant.

F. Pest Control

1. Pest Control services are provided by management 1-2 times a year.
2. Any unit needing more than the provided fumigation service will do so at tenants' expense and tenants' fumigation company of choice.
3. If evidence shows that due to the uncleanliness of the home there is an infestation the tenant will be held accountable for pest removal and therefore charged a penalization fee, such violation could result in eviction.

G. Disruptive, Offensive, Lewd, and Destructive Conduct

1. Tenants or their guests will not engage in any conduct that disrupts the peacefulness of the community, offends the sense of decency of the community or damages the real or personal property of a tenant or Laredo Housing Authority Property.
2. Tenant or their guests will not engage in lewd conduct, including but not limited to public display of nudity and sexual activity. Verbal or physical act of aggression directed at another tenant or Laredo Housing Authority Employee or which cause another Tenant or employee to fear for the safety, including but not limited to threatening, cursing, pushing, and/or hitting, are serious violations of the Lease and shall result in the immediate termination of the lease.

H. Use or Display of Weapons.

1. Tenants shall not use or display, except in self-defense, a weapon or object, including but not limited to a firearm, knife, BB or pellet gun, club, chain, blackjack, night stick, etc., in the dwelling unit or on the Community's premises in a manner calculated to cause alarm, fear or damage to other persons. In addition, a Tenant shall not intentionally, knowingly, or recklessly carry on or about his person a handgun, illegal knife, or club as defined by the Chapter 46 of the Texas Penal Code. A Tenant shall not intentionally or knowingly possess, manufacture, transport, repair, or sell an explosive weapon, a machine gun, a short barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor piercing ammunition, a chemical dispensing device, or a zip gun as defined by Chapter 46 of the Texas Penal Code.
2. Possessing or Carrying Weapons outside the Dwelling Unit. Tenants shall not possess or carry outside the dwelling unit any handgun, loaded rifle or shotgun, illegal knife, or club on the community's premises, unless authorized by applicable laws and regulations.

I. Stolen Property.

1. Tenants shall not possess, store, sell or convey stolen property in a dwelling unit or on the community's premises.

J. Interference with Law Enforcement.

1. Tenants shall not interfere with any law enforcement personnel or activity or hinder the arrest of any person on the community's premises.

K. Business at Home

1. The tenant shall not run, conduct, or sale for the purpose of generating self-income from the unit. Including but not limited to the sale of merchandise, services, plate sales, etc.
2. Garage sales and/or yard sales are permitted with proper management approval and city permits.

L. Quiet Time

Tenants will adhere in a manner which will not disturb neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the managed community in a decent, safe and sanitary conditions, including loitering, drinking, unusual amounts of traffic (foot or vehicle), loud music, threats or harassment of any kind. Any kind of illegal activity and failure to supervise children. Quiet time is Sunday thru Thursday from 10pm to 7am.

M. Submitting a Work Order or Claim

Tenants shall submit a work order to Property Management. The following criteria will be utilized when a work order is submitted and the priorities are as follows: all modifications considered high priority will be resolved within 24 hours from the date the work order is submitted. Subsequently, all modifications considered medium priority will be resolved within 72 hours from the date the work order is submitted; and all modifications considered low priority will be resolved within 30 days from the date the work order is submitted. Priority Items include but not limited to: Plumbing, HVAC, Electrical, and any other issues that prove to be hazardous to tenant and family

If the Property Management Team fails to complete a work order the tenant reserves the right to submit a form of complaint at the Laredo Housing Authority main office located at 2000 San Francisco Ave. or file a complaint online at: <http://larha.org/index.php/file-a-complaint/>

If the issue continues to be unresolved or unattended, tenant can request a meeting with our administrative team at the main office located at 2000 San Francisco Ave. second floor.



**Los Balcones Apartments
Estimated Rent Schedule Comparison**

	Bedrooms	Unit Number	Sq. Feet	0.9 per Sq. Ft	Low Home Rent	High Home Rent	Market Rent
Supportive Service Office	2	1	1,046.00				
	1	2	669.00	\$602.10	\$571.00	\$723.00	\$735.00
Student Apartment	2	3	1,039.00				
	2	4	1,155.00	\$1,039.50	\$686.00	\$869.00	\$915.00
	2	5	1,364.00	\$1,227.60	\$686.00	\$869.00	\$915.00
Student Apartment	2	6	1,039.00				
	2	7	721.52	\$649.37	\$686.00	\$869.00	\$915.00
	2	8	721.52	\$649.37	\$686.00	\$869.00	\$915.00
	2	9	721.52	\$649.37	\$686.00	\$869.00	\$915.00
	2	10	721.52	\$649.37	\$686.00	\$869.00	\$915.00
			9,198.08	\$5,466.67	\$4,687.00	\$5,937.00	\$6,225.00

Tenant Rent			\$60,133.41	\$51,557.00	\$65,307.00	\$68,475.00
Student Rent			\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00
Total Revenue			\$63,433.41	\$54,857.00	\$68,607.00	\$71,775.00

Estimated Operating Expenses	\$40,500.00
Estimated Administrative Expenses	\$65,000.00

Revenue minus Operating	\$22,933.41	\$14,357.00	\$28,107.00	\$31,275.00
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HOUSING AUTHORITY OF THE CITY OF LAREDO
1505 O'Kane-Los Balcones Apartments
APRIL 1, 2022 - MARCH 31, 2023

1505 O'Kane
Los Balcones Apartments

REVENUE	
Dwelling Rentals	\$54,857.00
HAP Payments	\$.00
FMHA Subsidy	\$.00
Webb County American Rescue Plan Act Grant	\$65,000.00
HUD Contributions – HAP	\$.00
HUD Contributions – Administrative Fees	\$.00
Public Housing Management Fees	\$.00
Public Housing Bookkeeping Fees	\$.00
Public Housing Asset Management Fees	\$.00
Section 8 Bookkeeping Fees	\$.00
Capital Fund Management Fee	\$.00
Excess Utilities	\$.00
Interest	\$.00
Other Income	\$.00
Other Income – Late Fees	\$.00
Other Income – Maintenance Charges	\$.00
Transfer from Reserve for Capital Improvements	\$.00
Vacancy Allowance	\$.00

Total Revenue **\$119,857.00**

EXPENSES	
Administrative Salaries	\$59,904.00
Administrative Benefits	\$4,951.08
Management Fee (COCC)	\$.00
Bookkeeping Fee (COCC)	\$.00
Asset Management Fee	\$.00
Legal	\$.00
Staff Training/Travel	\$.00
Audit Costs	\$.00
Advertising and Marketing	\$.00
Administrative Other – Computer Operations	\$.00
Administrative Other - Office Expenses	\$.00

Total Administrative **\$64,855.08**

Tenant Services Salaries	\$.00
Tenant Services Benefits	\$.00
Tenant Services Materials	\$.00
Tenant Services Contracts	\$.00

Total Tenant Services **\$.00**

EXPENSES	
Water	\$9,000.00
Electricity	\$8,000.00
Gas	\$.00
Fuel	\$.00
Sewer	\$2,500.00
Other Expenses (Mandates)	\$2,000.00

Total Utilities **\$21,500.00**

Maintenance Salaries	\$.00
Maintenance Benefits	\$.00
Materials	\$10,000.00
Contracts	\$10,000.00

Total Maintenance **\$20,000.00**

Security Salaries	\$.00
Security Benefits	\$.00
Materials	\$.00
Contracts	\$.00

Total Protective Services **\$.00**

Insurance	\$.00
PILOT	\$.00
Collection Losses	\$.00

Total General Expenses **\$.00**

Total Routine Expenses	\$106,355.08
Non-Routine Expenses	\$.00
Replacement of Non-Capitalized Equipment	\$.00

Total Operating Expenses **\$106,355.08**

Housing Assistance Payments	\$.00
FMHA Debt Payment	\$.00
Transfer To Reserve	\$.00

Net Cash Flow **\$13,501.92**

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 04/22/2022	<u>SUBJECT:</u> Discussion and possible action to consider agency-related out-of-town travel requests, as presented.
<u>Item #:</u> 11C	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u>
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> The 2022 Main Street Now Conference Richmond, Virginia May 14 – May 18, 2022 Texas Housing Association Income and Rent Calculation (PH & HCV) San Antonio, Texas May 19 – May 20, 2022 Center for Community Progress Reclaiming Vacant Properties Chicago, Illinois September 7 – September 9, 2022	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> To approve agency-related out-of-town travel requests, as presented.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 04/22/2022	<u>SUBJECT:</u> Discussion and possible action to ratify the hiring of a management position. This item may be discussed in closed session pursuant to Texas Government Code, Section 551.074 (personnel matters).
<u>Item #:</u> 11D	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u>
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u>	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> To approve the ratification of the hiring of a management position.	