

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



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

Monday, May 22, 2023
10:30 a.m.

Laredo Housing Authority
Regular Board of Commissioners Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/84531296241?pwd=cEFEEFVSZkliNDljdE1JaUpOcHc2dz09>

Call in Number: 1-346-248-7799

Webinar ID: 845 3129 6241

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Monday, May 22, 2023

10:30 A.M.

Board of Commissioners

Cynthia Mares, Board Chair
Silvia Madrid, Vice Chair
Joe E. Aranda, Commissioner

Jose L. Ceballos, 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-23-R-3

Agenda

May 22, 2023

1. CALL TO ORDER
2. INVOCATION PRAYER
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL AND DECLARATION OF QUORUM
5. CITIZENS COMMENTS

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

6. PRESENTATION BY RESIDENT ADVISORY BOARD
7. PUBLIC COMMENT PERIOD:

The Laredo Housing Authority will be closing the 45-day comment period on an amendment to the agencies Admissions and Continued Occupancy Policy (ACOP) incorporating the final ruling on the limitation on Public Housing tenancy

for over-income families under the Housing Opportunity through Modernization Act of 2016 (HOTMA).

8. APPROVAL OF MINUTES

A. Approval of Minutes for Board of Commissioners meeting on April 5, 2023.

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

A. Executive Directors Report to include status of grant programs and ongoing construction projects.

B. Unaudited Financials for the month of March 2023.

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 certification of the HCV Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2023, as recommended by staff, and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 23-R-06.

B. Consideration to approve the purchase of a 2023 Ford F150 Regular Cab in the amount of \$32,565.00 from the 2022 Capital Fund Grant.

C. Consideration to approve the purchase of a 2023 Toyota Highlander in the amount of \$37,325.00 from the Emergency Housing Voucher Service Fee Allocation.

11. ACTION ITEM

A. Discussion and possible action approving the Memorandum of Understanding between the Laredo Housing Opportunity Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing an affordable housing development. This item may be discussed in Executive Session pursuant to Section 551.07 I, consultation with attorney.

B. Discussion and possible action to approve the Continued Occupancy Policy For Public Housing Over-Income Families effective June 1, 2023 and adopt Resolution No. 23-R-07.

C. Discussion and possible action to approve the 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standard Amounts effective July 1, 2023 using Fair Market Rents and adopt Resolution No. 23-R-08.

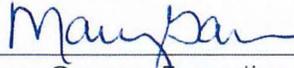
- D. Discussion and possible action on the proposed Jovita Idar mural at the Ana Maria Lozano BiblioTech.
- E. Discussion and possible action on the appointment of a Building Committee.
- F. Discussion and possible action on the appointment of a Finance Committee.
- G. Discussion and possible action on the appointment of a Program & Policy Committee.
- H. Discussion and possible action to award RFP No. 2023-0403-1 HQS Housing Inspection Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).
- I. Discussion and possible action to authorize the Executive Director to extend the contract with Bronze Builders LLC for an additional year, as allowable by Contract No. 2022-0131-2, effective June 28, 2023 through June 27, 2024. This would represent the second year of the contract maximum of five years.
- J. Discussion and possible action to authorize the Executive Director to extend the contract with Trinity MEP Engineering LLC for an additional year, as allowable by Contract No. 2022-0613-1, effective June 13, 2023 through June 12, 2024. This represents the second year of the contract maximum of five years.
- K. Discussion and possible action to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2023 through June 26, 2024.
- L. Discussion and possible action related to the filling of management positions and any other matters incident thereto. This item may be discussed in Executive Session, pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).
- M. Discussion on a date for our next Board of Commissioners meeting.

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

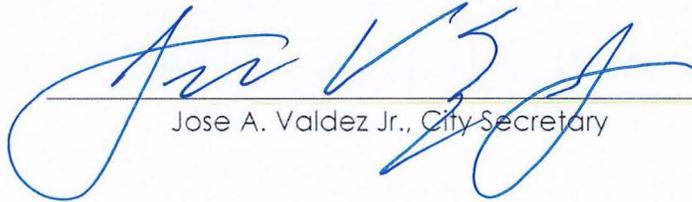


Mary Gaona, Executive Director

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 Thursday, May 18, 2023 at 4:30 p.m.



Jose A. Valdez Jr., City Secretary

Laredo Housing Authority
Regular Board of Commissioners Meeting
Zoom Video Link:

<https://us02web.zoom.us/j/89716725429?pwd=TORQRVJlMldtUUJzWCtrcnJwMkZrQT09>

Call in Number: 1-346-248-7799

Webinar ID: [897 1672 5429](#)

LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Wednesday, April 5, 2023
11:30 A.M.

Board of Commissioners

Cynthia Mares, Board Chair
Silvia Madrid, Vice Chair
Joe E. Aranda, Commissioner

Jose L. Ceballos, 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-23-R-2

Minutes

April 5, 2023

1. CALL TO ORDER

Cynthia Mares, Board Chair, called the meeting to order at 11:30 a.m.

2. INVOCATION PRAYER

Cynthia Mares, Board Chair, led us in prayer.

3. PLEDGE OF ALLEGIANCE

Jose L. Ceballos, Commissioner, led us in the recital of the Pledge of Allegiance.

4. ROLL CALL AND DECLARATION OF QUORUM

Mrs. Gaona proceeded with roll call and a declaration of quorum was made by Cynthia Mares, Board Chair.

Commissioners Present

Cynthia Mares, Board Chair
Silvia Madrid, Vice Chair
Joe E. Aranda, Commissioner
Jose L. Ceballos, Commissioner
Gloria Ann Freeman, Resident Commissioner

Staff Present

Mary Gaona, Executive Director
Jennifer Barrientos, Director of Finance
Bulmaro Cruz, Director of Construction
Melissa Ortiz, Director of HCV
Robert Pena, Director of IT
Raquel Aguilar, Interim Director of Housing Management
Melissa Hernandez, Interim Director of Planning and Community Services
Alejandro Jimenez, Assistant Director of IT
Christy Ramos, Administrative Assistant
Sonia Flores, Senior Accountant (zoom)
Sara Vicharelli, Leasing Specialist (zoom)
Maria Hernandez, Property Manager (zoom)
Veronica Alcala, Assistant Property Manager
Melinda Gavilanes, Property Manager
Elsa Rodriguez, Clerk
Maria Serrano, Assistant Property Manger
San Juana Valero, Assistant Property Manager
Kayla Moreno, Property Manager
Denise Guzman, Property Manager
Doug A. Poneck, Attorney
Ricardo De Anda, Attorney

Others Present

Heriberto Avalos, Off Duty Police Officer
Doak Brown, Brownstone Group
Jed Brown, Brownstone Group

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)

Cynthia Mares, Board Chair, stated that there were no citizens comments.

6. PRESENTATION BY RESIDENT ADVISORY BOARD

Mary Gaona, Executive Director, informed the Board of Commissioners that Ms. Rios, Resident Advisory Board President, was unable to attend the meeting today.

7. PUBLIC COMMENT PERIOD:

The Laredo Housing Authority will be opening the 45-day comment period on an amendment to the agencies Admissions and Continued Occupancy Policy (ACOP) incorporating the final ruling on the limitation on Public Housing tenancy

for over-income families under the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

Mary Gaona, Executive Director, presented information on PIH Notice 2023-03 Supplemental Guidance for Implementation of Section 103; Limitation on Public Housing Tenancy for Over-Income Families under the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and advised the Board of Commissioners that this policy would need to be implemented by June 14, 2023. Discussion took place. Jose L. Ceballos, Commissioner, stated that he would like to study this new policy.

8. APPROVAL OF MINUTES

- A. Approval of Minutes for Regular Board of Commissioners meeting on February 10, 2023.**
- B. Approval of Minutes for Special Board of Commissioners meeting on February 22, 2023.**

Joe E. Aranda, Commissioner, moved to approve the minutes for the Board of Commissioners meeting on February 10, 2023 and February 22, 2023 as presented. Jose L. Ceballos, Commissioner, seconded the motion; motion carried.

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

- A. Executive Directors Report to include status of grant programs and ongoing construction projects.**

Mary Gaona, Executive Director, presented the Executive Directors Report. Discussion took place.

- B. Unaudited Financials for the month of February 2023.**

Jennifer Barrientos, Director of Finance, presented the February 2023 unaudited financials.

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.

Jose L. Ceballos, Commissioner, moved to approve all the following items under Consent Agenda.

- A. Consideration to authorize out of town travel of staff for the Housing Agency Procurement Assistance Procurement and Contract Management Seminar in San Antonio, Texas on May 16-18, 2023.
- B. Consideration to authorize out of town travel of staff for the Texas NAHRO Annual Conference in Corpus Christi, Texas on April 11-13, 2023.

Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

11. ACTION ITEM

- A. Presentation and possible action related to an agreement with Brownstone on the proposed development of Hillside Crossing Apartments. This item may be discussed in Executive Session pursuant to Section 551.071, consultation with attorney.

Mr. Jed Brown and Mr. Doak Brown, Brownstone Affordable Housing, Ltd., made a presentation on the proposed development of Hillside Crossing. Discussion took place. Jose L. Ceballos, Commissioner, moved to move forward favorably with this project subject to a due diligence stage where a draft of the MOU is reviewed by our legal counsel including Mr. Mark Foster and in that process our Director and Board Chair get an architect and engineer to review the construction standards to assure that the asset is all that we want it to be. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

- B. Discussion and possible action to evaluate the existing telephone communications system with a recommendation by the Information Technology Department to enhance on the existing network in place. (Sponsored by Commissioner Joe E. Aranda and Co-sponsored by Vice Chair Silvia E. Madrid)

Mr. Robert Pena, IT Director, advised the Board of Commissioners that in 2019 the LHA switched from AT&T to Verizon. Discussion took place. No action was taken.

- C. Presentation by Management on the status of all the existing vacancies with possible action to proceed and fill all necessary positions as allotted in the approved operating budgets for purposes of facilitating the operations of the Laredo Housing Authority in the best interest of the public's needs and requests and the needs of existing tenants. (Sponsored by Commissioner Joe E. Aranda and Co-sponsored by Vice Chair Silvia E. Madrid)

Mary Gaona, Executive Director, provided an overview on the status of all the existing vacancies. Discussion took place.

Joe E. Aranda, Commissioner, moved to have the Executive Director work with our Board Chair and Vice Chair to identify and fill key management vacancies. Silvia Madrid, Vice Chair, seconded the motion; motion carried.

- D. Discussion and possible action to approve the writing-off of non-collectable amounts for vacated Public Housing, Russell Terrace, Meadow Elderly and Farm Labor units from October 1, 2022 through March 31, 2023, as recommended by staff.

Jennifer Barrientos, Director of Finance, presented to the Board of Commissioners for approval the write-offs for vacant units from October 1, 2022 through March 31, 2023 in the amount of \$18,507.51. Joe E. Aranda, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

- E. Discussion and possible action to renew the Blue Cross Blue Shield Health Insurance, effective June 1, 2023 through May 31, 2024 as recommended by staff.

Jennifer Barrientos, Director of Finance, presented to the Board of Commissioners for approval a renewal of the Blue Cross BlueShield Health Insurance for the period of June 1, 2023 to May 31, 2024 at a monthly rate of \$685.19 per employee. The 2023-2024 premium showed a zero increase from the 2022-2023 year. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as presented. Resident Commissioner, Gloria Ann Freeman, seconded the motion; motion carried.

- F. Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for calendar year 2023 and adopt Resolution No. 23-R-05.

Mary Gaona, Executive Director, presented to the Board of Commissioners for approval an amendment to the 2023 Capital Fund Grant in the amount of \$494,983. This amendment is due to an increase in funding from \$1,900,000. To \$2,394,983. Joe E. Aranda, Commissioner, moved to approve as presented. Jose L. Ceballos, Commissioner, seconded the motion; motion carried.

- G. Discussion and possible action to award RFP No. 2023-0130-2 Integrated Pest Management & On-Call Services to JD's Pest Control in the amount of \$25,430.00 and authorize the Executive Director to finalize negotiations and contract with selected firm.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval an RFP for Integrated Pest Management & On-Call Services from JD's Pest Control in the amount of \$25,430. annually. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve

as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.

- H. Discussion and possible action to award RFP No. 2023-0130-1 Landscaping & Ground Maintenance to Airstream Professional Misting Systems in the amount of \$258,840.00 and authorize the Executive Director to finalize negotiations and contract with selected firm.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval an RFP for Landscaping & Ground Maintenance to Airstream Professional Misting Systems in the amount of \$258,840. annually. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as recommended with a request to have the attorney add to the contract a without cause termination clause and for staff to request a listing of exactly who will be on our site and that a background check be conducted on everyone. Joe E. Aranda, Commissioner, seconded the motion; motion carried.

- I. Discussion and possible action to authorize the Executive Director to extend the contract with Slay Architecture for an additional year, as allowable by Contract No. 2022-0516-1 effective May 16, 2023 through May 15, 2024. This would represent the second year of the contract maximum of five years.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval a one-year extension to the Slay Architecture contract effective May 16, 2023 through May 15, 2024. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

- J. Discussion and possible action to authorize the Executive Director to extend the contract with Redline Architecture for an additional year, as allowable by Contract No. 2022-0516-4, effective May 16, 2023 through May 15, 2024. This would represent the second year of the contract maximum of five years.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval a one-year extension to the Redline Architecture contract effective May 16, 2023 through May 15, 2024. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

- K. Discussion and possible action to authorize the Executive Director to extend the contract with Architects Plus, Inc. for an additional year, as allowable by Contract No. 2022-0516-2, effective May 16, 2023 through May 15, 2024. This would represent the second year of the contract maximum of five years.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval a one-year extension to the Architect Plus, Inc. contract effective May 16, 2023 through May 15, 2024. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

- L. Discussion and possible action to authorize the Executive Director to extend the contract with Able City for an additional year, as allowable by Contract No. 2022-0516-3, effective May 16, 2023 through May 15, 2024. This would represent the second year of the contract maximum of five years.

Valeria Cabello, Procurement Officer, presented to the Board of Commissioners for approval a one-year extension to the Able City contract effective May 16, 2023 through May 15, 2024. Discussion took place. Jose L. Ceballos, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.

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

Jose L. Ceballos, Commissioner, moved to adjourn and then convene as a different organization. Joe E. Aranda, Commissioner, seconded the motion; motion carried.

Meeting adjourned at 1:14 p.m.

Cynthia Mares, Board Chair

Mary Gaona, Executive Director

EXECUTIVE DIRECTOR'S REPORT



Grants

Webb County American Rescue Plan

- \$200,000 Supportive Service Grant for Los Balcones Apartments
- Term: March 23, 2022 – December 31, 2025

As of April, 2023

- Families: 6
- Individuals: 1
- Student: 1

FY2021 Rapid Rehousing Grant

- Award received June 24, 2022 in the amount of \$236,632.00 for Grant FY 2021
- Term: February 1, 2023 – January 31, 2024

As of April, 2023

- Families: 6
- Individuals: 2
- Elderly: 1

PIH Notice 2022-24 Stability Voucher Program

HUD is awarding up to \$43,439,000 to support approximately 4,000 new incremental vouchers. This funding opportunity is designed to encourage a community-wide commitment to the goal of ending homelessness. HUD seeks to prioritize PHAs to receive SVs who are partnering with CoCs on this effort.

- On October 10, 2022, we received a Letter of Commitment from the Texas Balance of State Continuum of Care to partner with us on this effort.
- On October 18, 2022, we sent HUD a registration of interest email along with the letter of commitment from our partnering CoC demonstrating our interest in being allocated Stability Vouchers.
- On April 17, 2023, we were allocated **14** Stability Vouchers with a budget authority of \$94,142.

Emergency Housing Voucher (EHV)

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

- Award letter received on July 1, 2021
- Awarded 85 Vouchers
- Bethany House of Laredo has been conducting the Coordinated Assessments

As of April, 2023

- 73 vouchers are utilized
- 15 vouchers are out searching



Housing Tax Credit Properties

Casa Verde Apartments

Casa Verde Apartments as of: 04/01/2023				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	40	0	0
2	80	78	2	0
3	32	29	3	0
TOTAL	152	147	5	0

River Bank Village Apartments

River Bank Village Apartments as of: 04/01/2023				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	40	0	0
2	80	78	2	0
3	32	30	1	1
TOTAL	152	148	3	1

Public Housing

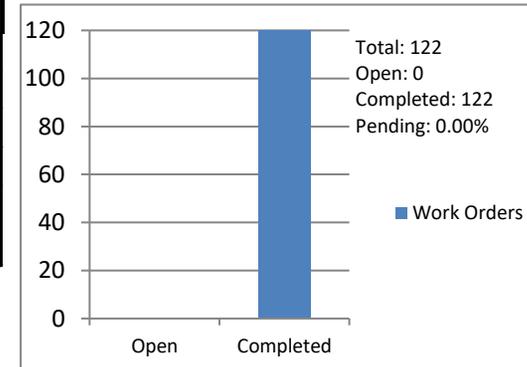
Indicator	Target	Feb	Mar	Apr
PIC Score	100%	98.26%	99.46%	99.33%
Waiting List - Public Housing	500	487	453	414
Waiting List - Elderly	300	116	126	144
Waiting List - Farm Labor	10	12	11	11
Waiting List - Asherton	10	13	13	20

Legend	
Good	
Fair	
Poor	

AMP 1 - Colonia Guadalupe (272 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased*	271	267	268	267
Units Vacant**	≤5	4	3	4
Occupancy Rate	98%	99%	99%	99%
Tenant Visits	20	28	30	30
Facility Conditions		Good	Good	Good
Landscaping Conditions		Good	Good	Good

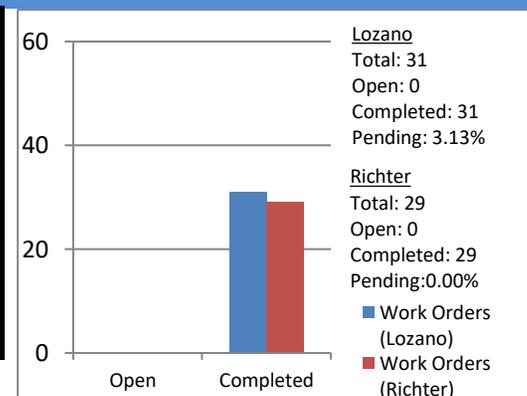
*One unit is offline for the Laredo Police Department



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

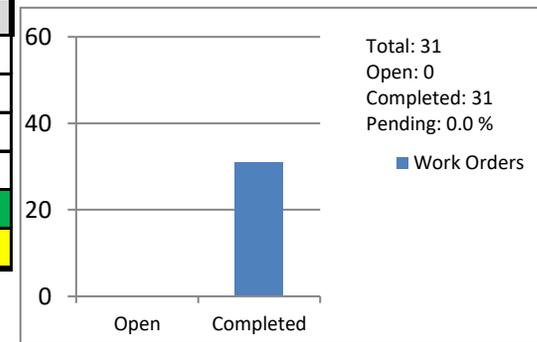
Indicator	Target	Feb	Mar	Apr
Units Leased	224	222	223	223
Units Vacant*	≤5	2	1	1
Occupancy Rate	98%	99%	100%	100%
Tenant Visits	20	18	18	18
Facility Conditions (Lozano)		Fair	Fair	Good
Landscaping Conditions (Lozano)		Fair	Fair	Fair
Facility Conditions (Richter)		Fair	Fair	Good
Landscaping Conditions (Richter)		Fair	Fair	Fair

* Two CR units are off-line due to modernization



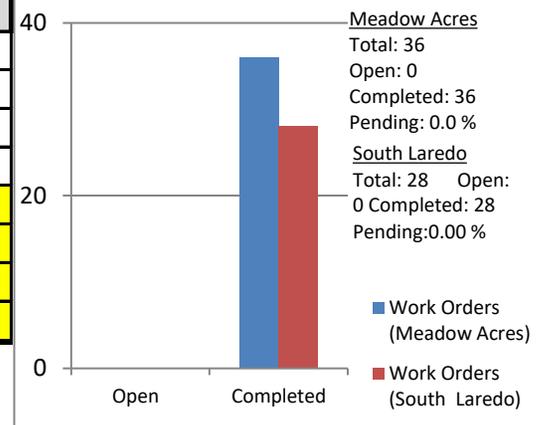
AMP 4 - Senior Home (100 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	100	100	99	99
Units Vacant	≤2	0	1	1
Occupancy Rate	98%	100%	99%	100%
Tenant Visits	10	11	15	20
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair



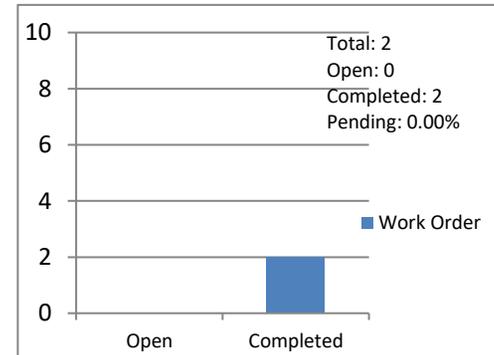
AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	134	133	134	134
Units Vacant	≤3	1	0	0
Occupancy Rate	98%	99%	100%	100%
Tenant Visits	20	23	24	22
Facility Conditions (Meadow Acres)		Good	Good	Fair
Landscaping Conditions (Meadow Acres)		Fair	Fair	Fair
Facility Conditions (South Laredo)		Fair	Fair	Fair
Landscaping Conditions (South Laredo)		Fair	Fair	Fair



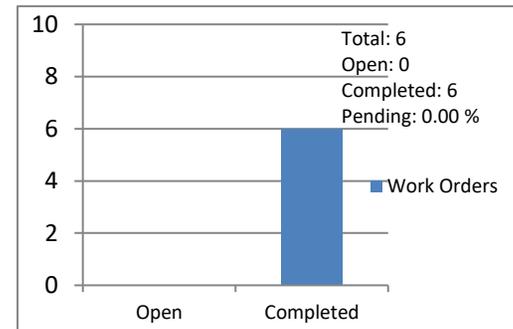
AMP 6 Asherton (32 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	32	25	24	22
Units Vacant	≤1	7	8	10
Occupancy Rate	97%	78%	75%	69%
Tenant Visits	10	32	15	6
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair



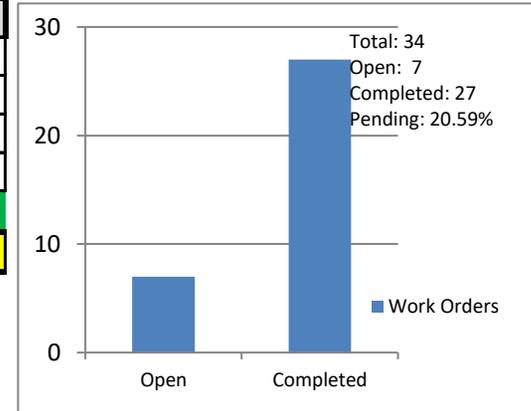
Farm Labor (48 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	48	39	39	39
Units Vacant	≤1	9	9	9
Occupancy Rate	98%	81%	81%	81%
Tenant Visits	10	12	15	13
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair



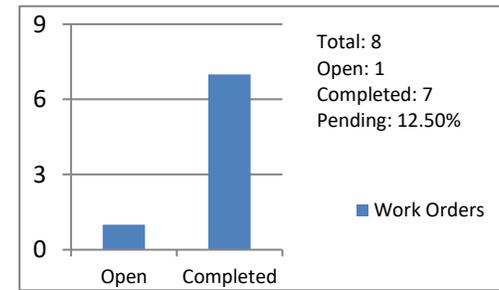
Russell Terrace (200 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	200	197	197	196
Units Vacant	≤4	3	3	4
Occupancy Rate *	98%	100%	99%	98%
Tenant Visits	10	15	12	30
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair



Meadow Elderly (30 Units)

Indicator	Target	Feb	Mar	Apr
Units Leased	30	30	30	30
Units Vacant	≤1	0	0	0
Occupancy Rate	97%	100%	100%	100%
Tenant Visits	10	15	12	23
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair

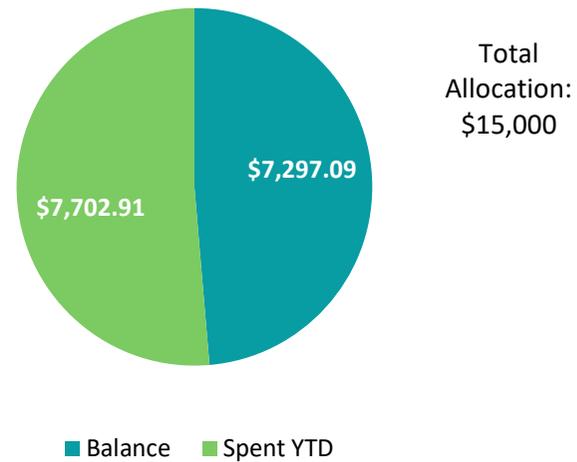


Housing Choice Voucher (HCV) Program CY 2023

Indicator	Target	January	February	March	April	May	June	July	August	September	October	November	December
PIC Score	100%	105.13%	105.30%	104.89%	105.30%								
Lease Up	98%	98.80%	99.10%	99.20%	99.60%								
HAP Utilization	100%	94.50%	95.50%	95.70%	96.80%								
Unit Months Leased	100%	1,621	1,625	1,627	1,633								
Waiting List - Section 8 HCV	500	725	624	523	423								
Waiting List - Zapata	10	3	13	14	15								
Waiting List - Asherton	10	1	7	8	9								
Waiting List - PBV Non-RAD Russell Terrace	200	271	308	300	298								
Waiting List - RAD Russell Terrace	200	465	460	459	457								
Waiting List - RAD Meadow Elderly	30	242	270	285	292								
Waiting List Casa Verde*	N/A	419	415	410	405								
Waiting List Mod Rehab**	N/A	192	192	192	192								
Waiting List Adalberto Nava NW**	N/A	22	22	22	22								
Waiting List - Emergency Housing Vouchers	N/A	7	10	20	23								
Total New Admissions	N/A	22	15	23	25								
Zapata Vouchers	118	55	54	55	54								
Asherton Vouchers	32	12	12	12	13								

Year to Date Unit Utilization **99.18%**
Year to Date HAP Utilization **95.63%**

**Homeless Referral Preference Assistance
from
October 2022 - October 2023**



Laredo Housing Authority
FSS Participants & Escrow Balance
As of 4/30/2023

	FSS Participant	Escrow Balance
1	Alvarardo, B	\$ 8,986
2	Arreguin, A	\$ 11,786
3	Arreola, S	\$ 1,170
4	Arriaga, P	\$ 564
5	Barrientos, V	\$ 7,918
6	Barrios, A	\$ 150
7	Bernal, L	\$ -
8	Briseno, R	\$ 184
9	Cavazos, S	\$ -
10	Contreras, S	\$ -
11	Cuellar, L	\$ 17,069
12	De La Fuente, M	\$ -
13	Escobedo, P	\$ 4,352
14	Garcia, E	\$ 8,304
15	Guerrero, O	\$ 6,124
16	Hernandez, M	\$ -
17	Martinez, MJ	\$ -
18	Martinez, M	\$ 14,748
19	Mata, A	\$ 8,242
20	Melendez, E	\$ 2,448
21	Ruiz, A	\$ 1,500
22	Solis, D	\$ 2,475
23	Stakely, A	\$ 7,507
		\$ 103,527

Enrolled FSS	
FSS Mandatory Slots	29
FSS Slots Filled	22
Percentage of Filled Slots	75.86%

Escrow Balance	
Participants with Escrow Balance	17
FSS Mandatory Slots	29
Percentage of Filled Slots	58.62%

SEMAP Indicator 14 FSS Points
8
As of 3/31/2023

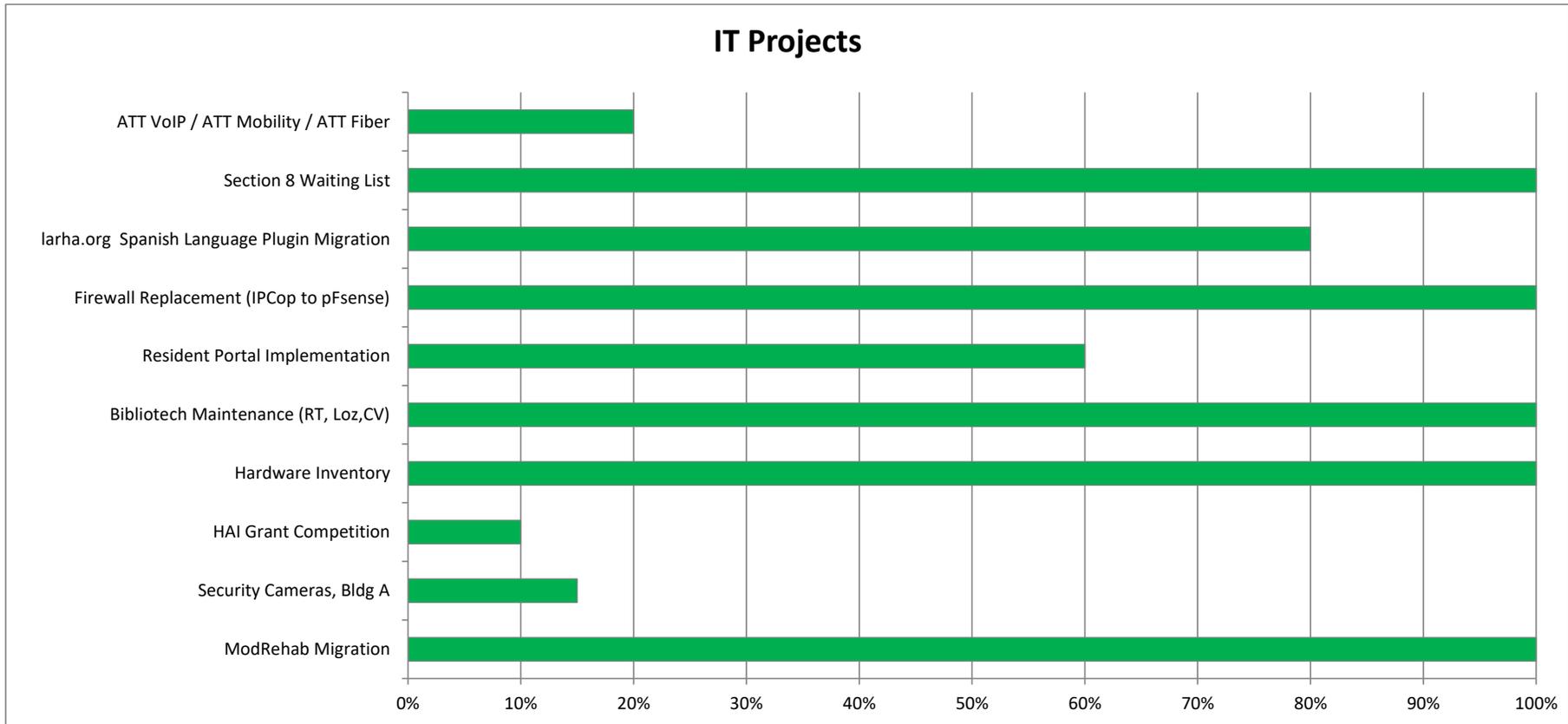
IT Projects

Project	Start Date	Est. End Date	Progress
ModRehab Migration	2/1/2023	3/15/2023	100%
Security Cameras, Bldg A	4/25/2023	6/1/2023	15%
HAI Grant Competition	4/25/2023	5/31/2023	10%
Hardware Inventory	2/14/2023	3/15/2023	100%
Bibliotech Maintenance (RT, Loz,CV)	2/6/2023	3/15/2023	100%
Resident Portal Implementation	2/14/2023	5/31/2023	60%
Firewall Replacement (IPCop to pFsense)	8/1/2022	3/1/2023	100%
larha.org Spanish Language Plugin Migration	9/20/2022	4/1/2023	80%
Section 8 Waiting List	4/17/2023	4/21/2023	100%
ATT VoIP / ATT Mobility / ATT Fiber	4/20/2023	6/21/2023	20%

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

Last 15 Completed Projects:
Relocate Public Housing to Bldg A
Relocate HCV to Bldg A
Relocate Finance / Procure, Bldg A
Document Disposition
Cameras for Senior Home
Upstairs Conference Room
Community Hall Computers
Maintenance Shop Networking
Mainstream Migration
NAS Upgrade (Drobo)
Yearly Backups
Purchase of Hardware (PC, Prn)
Mainstream Migration
HAP Estimations for Contract Rent Update
Updating Payment Standards, Util Allowances

on-time	green
yellow	late





Colonia Guadalupe Building B

Project		Progress
Abatement	Awarded to River City Environmental, LLC - Completed	100%
Selected Demolition	Awarded to Royal E. Construction	100%
Concrete Cutting	Not awarded yet	0%
Plumbing Rough-In	Not awarded yet	0%
Concrete Patching	Not awarded yet	0%
Framing	Not awarded yet	0%
Electrical Rough-In	Not awarded yet	0%
Plumbing Top-Out	Not awarded yet	0%
HVAC Rough-In	Not awarded yet	0%
Roofing	Not awarded yet	0%
Insulation	Not awarded yet	0%
Sheetrock	Not awarded yet	0%
Tape & Floating	Not awarded yet	0%
Flooring & Wall tile	Not awarded yet	0%
Suspended Ceiling	Not awarded yet	0%
Painting	Not awarded yet	0%
Finish Carpentry	Not awarded yet	0%
Plumbing Finish	Not awarded yet	0%
Brick	Not awarded yet	0%
HVAC Finish	Not awarded yet	0%
Electrical Finish	Not awarded yet	0%
Painting Touch-Ups	Not awarded yet	0%
Clean-Up	Not awarded yet	0%
	Estimated Progress To-Date	8.47%

* As of 4/28/2023



Colonia Guadalupe Building B





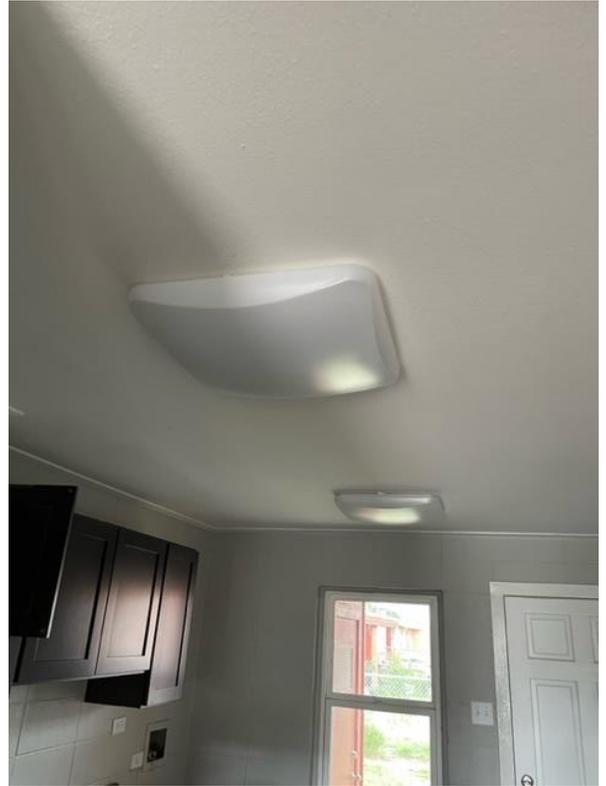
Santa Maria Ave. 2908/2910

Project	6 unit apartment complex (Front Building)	Progress
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete patching	Completed	100%
Selected Demolition	Completed	100%
Framing	Completed	100%
Electrical Rough-In	Completed	100%
Plumbing Top-Out	Completed	100%
Sheetrock	Completed	100%
Tape & Float	Completed	100%
Painting	Completed	100%
Flooring	Ongoing	100%
Ceramic tile	Ongoing	100%
Finish Carpentry	Non yet started	100%
Plumbing Finish	Not yet started	100%
Electrical Finish	Ongoing	100%
Painting touch-ups	Not yet started	100%
Cleaning	Not yet started	100%
	Estimated Progress To-Date	100%

*Report as of 04/28/2023.



Santa Maria Ave. 2908/2910





Santa Maria Ave. 2908/2910



**Housing Authority of the City of Laredo
Revenue & Expenditures Report
FY 2022-2023
As of March 31, 2023**

	COCC CENTRAL OFFICE COST CENTER	AMP 1 COLONIA GUADALUPE	AMP 3 CARLOS RICHTER/ ANA MARIA LOZANO	AMP 4 SENIOR HOME	AMP 5 MEADOW ACRES/ SOUTH LAREDO	AMP 6 ASHERTON	TOTAL AMPS
Opening Balance	1,566,869	5,700,961	597,939	927,043	2,651,322	604,202	10,481,467
Revenues							
April 2022 to February 2023	1,404,122.38	1,659,128.91	1,431,114.05	590,326.67	818,386.94	129,977.91	4,628,934.48
March 31, 2023	117,484.73	104,116.22	106,884.65	33,910.40	60,139.15	7,327.23	312,377.65
Total Revenues	1,521,607.11	1,763,245.13	1,537,998.70	624,237.07	878,526.09	137,305.14	4,941,312.13
Expenses							
April 2022 to February 2023	887,297.04	1,644,295.20	1,219,972.82	516,298.16	755,174.42	105,821.28	4,241,561.88
March 31, 2023	89,794.98	103,251.29	146,885.83	69,351.87	78,405.37	12,339.05	410,233.41
Total Expenses	977,092.02	1,747,546.49	1,366,858.65	585,650.03	833,579.79	118,160.33	4,651,795.29
YTD Net Profit / Loss	\$544,515.09	\$15,698.64	\$171,140.05	\$38,587.04	\$44,946.30	\$19,144.81	\$289,516.84
Ending Balance	2,111,384.09	5,716,659.64	769,079.05	965,630.04	2,696,268.30	623,346.81	10,770,983.84

**Housing Authority of the City of Laredo
Revenue & Expenditures Report
FY 2022-2023
As of March 31, 2023**

	Section 8 Voucher	Farm Labor
Opening Balance	1,484,933.00	928,719.00
Revenues		
April 2022 to February 2023	11,955,129.87	121,230.71
March 31, 2023	1,103,049.19	12,169.18
Total Revenues	13,058,179.06	133,399.89
Expenses		
April 2022 to February 2023	11,720,437.82	71,296.93
March 31, 2023	1,150,758.07	8,922.26
Total Expenses	12,871,195.89	80,219.19
COVID Revenue		
COVID Expenses		
Net Profit / Loss	186,983.17	53,180.70
Ending Balance	1,671,916.17	981,899.70

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
COCC—Central Office Cost Center
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE						1,566,869				
REVENUES										
Management Fees	102,875	66,068	36,807	64%	1,234,501	1,077,180	157,321	87%	1,234,501	87%
Bookkeeping Fees	16,892	18,222	(1,330)	108%	202,703	228,568	(25,865)	113%	202,703	113%
Asset Management Fees	8,110	7,640	470	94%	97,320	91,680	5,640	94%	97,320	94%
Interest	465	331	133	71%	5,574	28,939	(23,364)	519%	5,574	519%
Other Income	1,917	25,224	(23,308)	1316%	23,000	95,241	(72,241)	414%	23,000	414%
TOTAL REVENUES AVAILABLE	130,258	117,485	12,774	90%	1,563,099	1,521,607	41,492	97%	1,563,099	97%
EXPENDITURES										
Administrative:										
Administrative Salaries	77,766	54,332	23,434	70%	933,191	594,263	338,929	64%	933,191	64%
Administrative Benefits	24,308	12,468	11,841	51%	291,700	211,452	80,249	72%	291,700	72%
Legal	1,500	3,842	(2,342)	256%	18,000	13,048	4,952	72%	18,000	72%
Staff Training / Travel	1,250	398	852	32%	15,000	948	14,052	6%	15,000	6%
Audit Costs	833	2,510	(1,676)	301%	10,000	5,198	4,802	52%	10,000	52%
Advertising and Marketing	250	497	(247)	199%	3,000	1,985	1,016	66%	3,000	66%
Administrative Other – Computer Operations	1,333	109	1,224	8%	16,000	6,666	9,334	42%	16,000	42%
Administrative Other – Office Expenses	4,167	11,150	(6,983)	268%	50,000	91,708	(41,708)	183%	50,000	183%
Total Administrative	111,408	85,305	26,103	77%	1,336,892	925,266	411,626	69%	1,336,892	69%
Utilities:										
Water	44	287	(243)	656%	525	638	(113)	122%	525	122%
Electricity	1,000	973	27	97%	12,000	7,030	4,970	59%	12,000	59%
Gas	33	-	33	0%	400	-	400	0%	400	0%
Fuel	125	224	(99)	179%	1,500	1,465	35	98%	1,500	98%
Sewer	33	226	(193)	679%	400	448	(48)	112%	400	112%
Other Expenses (Mandates)	38	73	(36)	196%	450	391	59	87%	450	87%
Total Utilities	1,273	1,783	(510)	140%	15,275	9,973	5,302	65%	15,275	65%
Maintenance and Operations:										
Materials	208	678	(470)	325%	2,500	1,954	546	78%	2,500	78%
Contracts	2,083	1,259	824	60%	25,000	30,682	(5,682)	123%	25,000	123%
Total Maintenance and Operations	2,292	1,937	354	85%	27,500	32,636	(5,136)	119%	27,500	119%
General Expenses										
Insurance	542	769	(227)	142%	6,500	9,217	(2,717)	142%	6,500	142%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
COCC—Central Office Cost Center
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Total General Expenses	542	769	(227)	142%	6,500	9,217	(2,717)	142%	6,500	142%
TOTAL EXPENDITURES	115,514	89,795	25,719	78%	1,386,167	977,092	409,075	70%	1,386,167	70%
NET INCOME (LOSS)	27,690				544,515				176,932	
Fund Balance					<u>2,111,384</u>					

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 1 – COLONIA GUADALUPE
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE										
REVENUES						5,700,961				
Dwelling Rent	50,333	41,147	9,186	82%	604,000	541,073	62,927	90%	604,000	90%
HUD Contributions	85,979	45,335	40,645	53%	1,031,751	1,055,040	(23,289)	102%	1,031,751	102%
Interest	4,450	15,483	(11,033)	348%	53,400	134,238	(80,838)	251%	53,400	251%
Other Income	8,347	1,867	6,480	0%	100,166	16,705	83,462	0%	100,166	17%
Other Income-Tenants	792	284	508	36%	9,500	16,189	(6,689)	170%	9,500	170%
TOTAL REVENUES AVAILABLE	130,118	104,116	(8,764)	110%	1,798,817	1,763,245	35,572	98%	1,798,817	98%
EXPENDITURES										
Administrative:										
Administrative Salaries	16,649	24,794	(8,144)	149%	199,790	208,768	(8,978)	104%	199,790	104%
Administrative Benefits	6,272	4,942	1,329	79%	75,259	68,648	6,611	91%	75,259	91%
Management Fees	15,450	15,279	171	99%	185,397	183,458	92,102	99%	185,397	99%
Bookkeeping Fees	2,033	2,018	15	99%	24,390	24,225	13,935	99%	24,390	99%
Asset Management Fees	2,710	2,720	(10)	100%	32,520	32,640	19,040	100%	32,520	100%
Legal	667	6,979	(6,312)	1047%	8,000	27,112	(19,112)	339%	8,000	339%
Staff Training / Travel	167	-	167	0%	2,000	1,364	636	68%	2,000	68%
Audit Costs	979	-	979	0%	11,750	9,249	2,501	79%	11,750	79%
Advertising and Marketing	156	568	(412)	364%	1,875	1,444	431	77%	1,875	77%
Administrative Other – Computer Operations	833	1,079	(246)	130%	10,000	11,028	(1,028)	110%	10,000	110%
Administrative Other – Office Expenses	6,667	2,998	3,669	45%	80,000	29,651	50,349	37%	80,000	37%
Total Administrative	52,582	61,376	(8,794)	117%	630,981	597,589	156,486	95%	630,981	95%
Tenant Services:										
Tenant Services Salaries	2,949	6,353	(3,404)	215%	35,386	24,580	10,806	69%	35,386	69%
Tenant Services Benefits	591	1,451	(860)	246%	7,090	5,729	1,362	81%	7,090	81%
Tenant Services Contracts	167	44	123	26%	2,000	1,029	971	51%	2,000	51%
Total Tenant Services	3,706	7,848	(4,141)	212%	44,476	31,337	13,139	70%	44,476	70%
Utilities:										
Water	500	566	(66)	113%	6,000	6,977	(977)	116%	6,000	116%
Electricity	3,750	8,877	(5,127)	237%	45,000	39,890	5,110	89%	45,000	89%
Gas	63	114	(52)	182%	750	565	185	75%	750	75%
Fuel	458	431	27	94%	5,500	4,684	816	85%	5,500	85%
Sewer	42	33	9	79%	500	448	52	90%	500	90%
Other Expenses (Mandates)	67	653	(587)	980%	800	2,204	(1,404)	276%	800	276%
Total Utilities	4,879	10,674	(5,795)	219%	58,550	54,768	3,782	94%	58,550	94%
Maintenance and Operations:										
Maintenance Salaries	19,923	7,067	12,857	35%	239,080	180,889	58,191	76%	239,080	76%
Maintenance Benefits	8,503	-	8,503	0%	102,033	65,570	36,464	64%	102,033	64%
Materials	15,833		15,833	0%	190,000	407,644	(217,644)	215%	190,000	215%
Contracts	25,343	3,255	22,088	13%	304,116	209,795	94,321	69%	304,116	69%
Total Maintenance and Operations	69,602	10,321	59,281	15%	835,230	863,897	(28,668)	103%	835,230	103%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 1 – COLONIA GUADALUPE
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Protective Services:										
Contracts	5,000	5,400	(400)	108%	60,000	50,896	9,104	85%	60,000	85%
Total Protective Services	5,000	5,400	(400)	108%	60,000	50,896	9,104	85%	60,000	85%
General Expenses					-					
Insurance	5,583	7,632	(2,049)	137%	67,000	80,895	(13,895)	121%	67,000	121%
Payment in Lieu of Taxes	5,000	-	5,000	0%	60,000	68,163	(8,163)	114%	60,000	114%
Collection Losses	250	-	250	0%	3,000		3,000	0%	3,000	0%
Total General Expenses	10,833	7,632	3,201	70%	130,000	149,058	(19,058)	115%	130,000	115%
TOTAL EXPENDITURES	146,603	103,251	43,352	70%	1,759,237	1,747,546	134,784	99%	1,759,237	99%
NET INCOME (LOSS)		865				15,699			39,581	

Fund Balance

5,716,660

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 3 – CARLOS RICHTER & ANA MARIA LOZANO
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE										
REVENUES					597,939					
Dwelling Rent	60,583	60,935	(352)	101%	727,000	682,386	44,614	94%	727,000	94%
HUD Contributions	57,484	30,087	27,397	52%	689,806	685,725	4,081	99%	689,806	99%
Interest	4,583	15,446	(10,863)	337%	55,000	134,083	(79,083)	244%	55,000	244%
Other Income	608	20	588	3%	7,300	21,786	(14,486)	298%	7,300	298%
Other Income-Tenants	346	397	(51)	115%	4,150	14,019	(9,869)	338%	4,150	338%
TOTAL REVENUES AVAILABLE	123,605	106,885	16,720	86%	1,483,256	1,537,999	(54,743)	104%	1,483,256	104%
EXPENDITURES										
Administrative:										
Administrative Salaries	15,284	24,531	(9,247)	161%	183,405	164,643	18,761	90%	183,405	90%
Administrative Benefits	5,190	5,732	(543)	110%	62,276	63,778	(1,502)	102%	62,276	102%
Management Fees	12,884	12,713	171	99%	154,611	153,471	80,784	99%	154,611	99%
Bookkeeping Fees	1,695	1,673	23	99%	20,340	20,190	11,475	99%	20,340	99%
Asset Management Fees	2,260	2,260	-	100%	27,120	27,120	15,820	100%	27,120	100%
Legal	833	2,874	(2,040)	345%	10,000	28,163	17,777	282%	10,000	282%
Staff Training / Travel	333	-	333	0%	4,000	1,621	1,543	41%	4,000	41%
Audit Costs	542	-	542	0%	6,500	6,910	2,430	106%	6,500	106%
Advertising and Marketing	208	414	(205)	199%	2,500	2,481	914	99%	2,500	99%
Administrative Other – Computer Operations	542	947	(405)	175%	6,500	9,425	(2,925)	145%	6,500	145%
Administrative Other – Office Expenses	5,083	4,032	1,051	79%	61,000	61,111	5,330	100%	61,000	100%
Total Administrative	44,854	55,175	(10,321)	123%	538,252	538,912	150,406	100%	538,252	100%
Tenant Services:										
Tenant Services Salaries	7,064	924	6,140	13%	84,767	33,556	30,986	40%	84,767	40%
Tenant Services Benefits	1,310	271	1,040	21%	15,725	9,155	4,676	58%	15,725	58%
Tenant Services Contracts	83	33	50	39%	1,000	1,326	(326)	133%	1,000	133%
Total Tenant Services	8,458	1,227	7,230	15%	101,491	44,037	35,336	43%	101,491	43%
Utilities:										
Water	500	603	(103)	121%	6,000	4,046	1,954	67%	6,000	67%
Electricity	2,083	2,613	(529)	125%	25,000	17,316	7,684	69%	25,000	69%
Fuel	417	330	87	79%	5,000	5,571	(571)	111%	5,000	111%
Sewer	167	100	67	60%	2,000	745	1,255	37%	2,000	37%
Other Expenses (Mandates)	417	543	(126)	130%	5,000	3,562	1,438	71%	5,000	71%
Total Utilities	3,583	4,188	(605)	117%	43,000	31,239	11,761	73%	43,000	73%
Description	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Annual Budget	%

Maintenance Salaries	16,260	17,310	(1,050)	106%	195,120	167,480	27,640	86%	195,120	86%
Maintenance Benefits	6,765	3,921	2,844	58%	81,182	64,993	16,189	80%	81,182	80%
Materials	8,333	18,448	(10,114)	221%	100,000	100,000	-	100%	100,000	100%
Contracts	16,667	31,810	(15,144)	191%	200,000	200,000	-	100%	200,000	100%
Total Maintenance and Operations	48,025	71,488	(23,463)	149%	576,302	532,473	43,829	92%	576,302	92%
Protective Services:										
Contracts	4,167	5,440	(1,273)	131%	50,000	47,223	2,777	94%	50,000	94%
Total Protective Services	4,167	5,440	(1,273)	131%	50,000	47,223	2,777	94%	50,000	94%
General Expenses										
Insurance	6,500	7,700	(1,200)	118%	78,000	99,790	(21,790)	128%	78,000	128%
Payment in Lieu of Taxes	4,167	-	4,167	0%	50,000	58,590	(8,590)	117%	50,000	117%
Collection Losses	271	-	271	0%	3,250		3,250	0%	3,250	0%
Total General Expenses	10,938	7,700	3,237	70%	131,250	158,380	(27,130)	121%	131,250	121%
Extraordinary Expenses	1,667	1,667	(0)	100%	20,000	14,595	5,405	73%	20,000	73%
Total Extraordinary Expenses	1,667	1,667	(0)	100%	20,000	14,595	5,405	73%	20,000	73%
TOTAL EXPENDITURES	121,691	146,886	(25,195)	121%	1,460,295	1,366,859	222,386	94%	1,460,295	94%
NET INCOME (LOSS)		(40,001)				171,140			22,961	
Fund Balance						769,079				

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 4 – SENIOR CITIZENS HOME
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE					927,043					
REVENUES										
Dwelling Rent	24,750	14,673	10,077	59%	297,000	290,916	6,084	98%	297,000	98%
HUD Contributions	25,469	11,970	13,499	47%	305,629	300,160	5,470	98%	305,629	98%
Interest	625	2,274	(1,649)	364%	7,500	19,753	(12,253)	263%	7,500	263%
Other Income	633	3,698	(3,064)	584%	7,600	9,055	3,247	57%	7,600	57%
Other Income-Tenants	46	1,296	(1,250)	0%	550	4,353	(3,803)	0%	550	0%
TOTAL REVENUES AVAILABLE	51,523	33,910	17,613	66%	618,279	624,237	(1,256)	101%	618,279	101%
EXPENDITURES										
Administrative:										
Administrative Salaries	3,120	-	3,120	0%	37,440	20,225	17,215	54%	37,440	54%
Administrative Benefits	1,162	-	1,162	0%	13,946	9,409	(4,536)	67%	13,946	67%
Management Fees	5,701	5,530	171	97%	68,412	68,070	342	100%	68,412	100%
Bookkeeping Fees	750	728	23	97%	9,000	8,955	45	100%	9,000	100%
Asset Management Fees	1,000	1,000	-	100%	12,000	12,000	-	100%	12,000	100%
Legal	183	54	129	30%	2,200	974	1,226	44%	2,200	44%
Staff Training / Travel	83	-	83	0%	1,000	-	1,000	0%	1,000	0%
Audit Costs	333	-	333	0%	4,000	3,585	415	90%	4,000	90%
Advertising and Marketing	125	10	115	8%	1,500	213	1,287	14%	1,500	14%
Administrative Other – Computer Operat	317	577	(260)	182%	3,800	5,246	(1,446)	138%	3,800	138%
Administrative Other – Office Expenses	1,667	1,457	209	87%	20,000	23,773	(3,773)	119%	20,000	119%
Total Administrative	14,441	9,357	5,085	65%	173,298	152,450	11,775	88%	173,298	88%
Tenant Services:										
Tenant Services Salaries	1,300	1,682	(382)	129%	15,600	15,153	447	97%	15,600	97%
Tenant Services Benefits	533	541	(9)	102%	6,392	7,198	(805)	113%	6,392	113%
Tenant Services Contracts	83	489	(406)	587%	1,000	2,657	(1,657)	266%	1,000	266%
Total Tenant Services	1,916	2,713	(797)	142%	22,992	25,007	(2,015)	109%	22,992	109%
Utilities:										
Water	1,250	-	1,250	0%	15,000	13,595	1,405	91%	15,000	91%
Electricity	3,750	6,903	(3,153)	184%	45,000	43,787	1,213	97%	45,000	97%
Gas	438	2,590	(2,153)	592%	5,250	11,925	(6,675)	227%	5,250	227%
Fuel	92	93	(1)	101%	1,100	1,798	(698)	163%	1,100	163%
Sewer	1,000	-	1,000	0%	12,000	10,645	1,355	89%	12,000	89%
Other Expenses (Mandates)	1,458	440	1,018	30%	17,500	14,186	3,314	81%	17,500	81%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 4 – SENIOR CITIZENS HOME
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Total Utilities	7,988	10,026	(2,038)	126%	95,850	95,937	(87)	100%	95,850	100%
Maintenance and Operations:										
Maintenance Salaries	9,847	11,622	(1,775)	118%	118,160	103,884	14,276	88%	118,160	88%
Maintenance Benefits	3,941	2,755	1,186	70%	47,291	41,215	6,076	87%	47,291	87%
Materials	2,917	5,515	(2,599)	189%	35,000	34,113	887	97%	35,000	97%
Contracts	4,167	23,131	(18,964)	555%	50,000	61,755	(11,755)	124%	50,000	124%
Total Maintenance and Operations	20,871	43,023	(22,152)	206%	250,451	240,967	9,483	96%	250,451	96%
Protective Services:										
Contracts	833	-	833	0%	10,000	7,500	2,500	75%	10,000	75%
Total Protective Services	833	-	833	0%	10,000	7,500	2,500	75%	10,000	75%
General Expenses										
Insurance	2,667	4,233	(1,567)	159%	32,000	38,729	(6,729)	121%	32,000	121%
Payment in Lieu of Taxes	1,842	-	1,842	0%	22,100	25,060	(2,960)	113%	22,100	113%
Total General Expenses	4,508	4,233	275	94%	54,100	63,789	(9,689)	118%	54,100	118%
TOTAL EXPENDITURES	50,558	69,352	(18,794)	137%	606,691	585,650	11,968	97%	606,691	97%
NET INCOME (LOSS)		(35,441)				38,587			11,588	
Fund Balance						965,630				

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 5 – MEADOW ACRES & SOUTH LAREDO
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE						2,651,322				
REVENUES										
Dwelling Rent	39,000	35,397	3,603	91%	468,000	428,931	39,069	92%	468,000	92%
HUD Contributions	32,253	17,105	15,148	53%	387,038	381,913	5,125	99%	387,038	99%
Interest	2,167	6,905	(4,739)	319%	26,000	60,655	(34,655)	233%	26,000	233%
Other Income	375	167	208	0%	4,500	258	4,242	6%	4,500	6%
Other Income-Tenants	333	565	(232)	170%	4,000	6,769	(2,769)	169%	4,000	169%
TOTAL REVENUES AVAILABLE	74,128	60,139	13,989	81%	889,538	878,526	11,012	99%	889,538	99%
EXPENDITURES										
Administrative:										
Administrative Salaries	9,034	10,359	(1,326)	115%	108,405	97,104	11,301	90%	108,405	90%
Administrative Benefits	3,138	1,886	1,252	60%	37,658	34,525	3,133	92%	37,658	92%
Management Fees	7,639	7,639	(0)	100%	91,672	90,988	684	99%	91,672	99%
Bookkeeping Fees	1,005	1,005	-	100%	12,060	11,970	90	99%	12,060	99%
Asset Management Fees	1,340	1,340	-	100%	16,080	16,080	-	100%	16,080	100%
Legal	396	57	339	14%	4,750	2,318	2,432	49%	4,750	49%
Staff Training / Travel	83	-	83	0%	1,000	1,362	(362)	136%	1,000	136%
Audit Costs	417	-	417	0%	5,000	5,724	(724)	114%	5,000	114%
Advertising and Marketing	83	414	(330)	496%	1,000	1,349	(349)	135%	1,000	135%
Administrative Other – Computer Operations	500	674	(174)	135%	6,000	6,517	(517)	109%	6,000	109%
Administrative Other – Office Expenses	2,917	3,400	(484)	117%	35,000	27,531	7,469	79%	35,000	79%
Total Administrative	26,552	26,775	(223)	101%	318,625	295,468	23,157	93%	318,625	93%
Tenant Services:										
Tenant Services Salaries	3,810	-	3,810	0%	45,726	28,088	17,637	61%	45,726	61%
Tenant Services Benefits	571	-	571	0%	6,853	4,393	2,460	64%	6,853	64%
Tenant Services Contracts	83	388	(305)	466%	1,000	1,387	(387)	139%	1,000	139%
Total Tenant Services	4,465	388	4,077	9%	53,579	33,868	19,711	63%	53,579	63%
Utilities:										
Water	146	108	38	74%	1,750	1,224	526	70%	1,750	70%
Electricity	604	804	(200)	133%	7,250	6,187	1,063	85%	7,250	85%
Gas	46	251	(205)	547%	550	2,903	(2,353)	528%	550	528%
Fuel	229	88	141	38%	2,750	515	2,235	19%	2,750	19%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 5 – MEADOW ACRES & SOUTH LAREDO
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Sewer	104	75	30	72%	1,250	734	516	59%	1,250	59%
Other Expenses (Mandates)	333	228	105	69%	4,000	2,315	1,685	58%	4,000	58%
Total Utilities	1,463	1,554	(91)	106%	17,550	13,879	3,671	79%	17,550	79%
Maintenance and Operations:					-					
Maintenance Salaries	11,230	24,129	(12,899)	215%	134,760	147,076	(12,316)	109%	134,760	109%
Maintenance Benefits	5,481	4,347	1,134	79%	65,767	49,645	16,123	75%	65,767	75%
Materials	5,417	9,358	(3,941)	173%	65,000	86,766	(21,766)	133%	65,000	133%
Contracts	5,417	-	5,417	0%	65,000	59,040	5,960	91%	65,000	91%
Total Maintenance and Operations	27,544	37,833	(10,289)	137%	330,527	342,527	(12,000)	104%	330,527	104%
Protective Services:										
Contracts	2,917	8,183	(5,266)	281%	35,000	54,512	(19,512)	156%	35,000	156%
Total Protective Services	2,917	8,183	(5,266)	281%	35,000	54,512	(19,512)	156%	35,000	156%
General Expenses										
Insurance	3,167	3,672	(506)	116%	38,000	47,746	(9,746)	126%	38,000	126%
Payment in Lieu of Taxes	2,500	-	2,500	0%	30,000	33,580	(3,580)	112%	30,000	112%
Collection Losses	217		217	0%	2,600	-	2,600	0%	2,600	0%
Total General Expenses	5,883	3,672	2,211	62%	70,600	81,326	(10,726)	115%	70,600	115%
Extraordinary Expenses	1,000	-	1,000	0%	12,000	12,000	-	100%	12,000	0%
Total Extraordinary Expenses	1,000	-	1,000	0%	12,000	12,000	-	100%	12,000	100%
TOTAL EXPENDITURES	69,823	78,405	(8,582)	112%	837,881	833,580	4,301	99%	837,881	99%
NET INCOME (LOSS)		(18,266)				44,946			51,657	
Fund Balance						<u>2,696,268</u>				

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 6 – ASHERTON
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE					604,202					
REVENUES										
Dwelling Rent	3,750	-	3,750	0%	45,000	7,243	37,757	16%	45,000	16%
HUD Contributions	9,444	4,439	5,005	47%	113,326	115,550	(2,224)	102%	113,326	102%
Interest	400	1,217	(817)	304%	4,800	10,510	(5,710)	219%	4,800	219%
Other Income	77	304	(227)	100%	925	9	916	100%	925	1%
Other Income-Tenants	133	1,367	(1,234)	1025%	1,600	3,993	(2,393)	250%	1,600	250%
TOTAL REVENUES AVAILABLE	13,804	7,327	6,477	53%	165,651	137,305	28,346	83%	165,651	83%
EXPENDITURES										
Administrative:										
Administrative Salaries	2,080	2,823	(743)	136%	24,960	25,548	(588)	102%	24,960	102%
Administrative Benefits	824	853	(29)	104%	9,886	11,007	(1,121)	111%	9,886	111%
Management Fee	1,824	1,368	456	75%	21,892	17,388	4,504	79%	21,892	79%
Bookkeeping Fee	240	180	60	75%	2,880	2,288	593	79%	2,880	79%
Asset Management Fee	320	320	-	100%	3,840	3,840	-	100%	3,840	100%
Legal	42	57	(15)	136%	500	661	(161)	132%	500	132%
Staff Training / Travel	42	115	(74)	276%	500	526	(26)	0%	500	105%
Audit Costs	188	-	188	0%	2,250	1,359	891	0%	2,250	60%
Advertising and Marketing	31	10	21	33%	375	151	224	40%	375	40%
Administrative Other – Computer Operations	158	384	(226)	243%	1,900	3,204	(1,304)	169%	1,900	169%
Administrative Other – Office Expenses	417	1,184	(768)	284%	5,000	5,454	(454)	109%	5,000	109%
Total Administrative	6,165	7,294	(1,129)	118%	73,983	71,426	2,557	97%	73,983	97%
Utilities:										
Water	35	72	(36)	202%	425	429	(4)	101%	425	101%
Electricity	229	486	(256)	212%	2,750	2,910	(160)	106%	2,750	106%
Fuel	125	120	5	96%	1,500	1,011	489	67%	1,500	67%
Sewer	40	79	(39)	200%	475	474	1	100%	475	100%
Other Expenses (Mandates)	48	113	(65)	236%	575	597	(22)	104%	575	104%
Total Utilities	477	870	(392)	182%	5,725	5,421	304	95%	5,725	95%
Maintenance and Operations:										
Maintenance Salaries	1,958	-	1,958	0%	23,494	1,515	21,979	6%	23,494	6%
Maintenance Benefits	559	12	547	2%	6,712	376	6,336	6%	6,712	6%
Materials	833	587	247	70%	10,000	6,742	3,258	67%	10,000	67%
Contracts	2,083	2,550	(467)	122%	25,000	19,574	5,427	78%	25,000	78%
Total Maintenance and Operations	5,434	3,148	2,285	58%	65,205	28,206	36,999	43%	65,205	43%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 6 – ASHERTON
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
General Expenses										
Insurance	875	1,027	(152)	117%	10,500	13,107	(2,607)	125%	10,500	125%
Collection Losses	125	-	125	0%	1,500	-	1,500	0%	1,500	0%
Total General Expenses	1,000	1,027	(27)	103%	12,000	13,107	(1,107)	109%	12,000	109%
TOTAL EXPENDITURES	13,076	12,339	737	94%	156,913	118,160	38,753	75%	156,913	75%
NET INCOME (LOSS)		(5,012)				19,145			8,738	

Fund Balance

623,347

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
FARM LABOR
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE					928,719					
REVENUES										
FMHA Contributions	9,417	-	9,417	0%	113,000	-	113,000	0%	113,000	0%
Rental Income	7,750	10,175	(2,425)	131%	93,000	114,496	(21,496)	123%	93,000	123%
Interest Income	500	1,669	(1,169)	334%	6,000	14,202	(8,202)	237%	6,000	237%
Other Income	225	-	225	0%	2,705	13	2,692	0%	2,705	139%
Other Income-Tenants	50	325	(275)	650%	600	4,689	(4,089)	782%	600	782%
TOTAL REVENUES AVAILABLE	17,942	12,169	5,773	68%	215,305	133,400	81,905	62%	215,305	62%
EXPENDITURES										
Administrative:										
Administrative Salaries	2,080	-	2,080	0%	24,960	-	24,960	0%	24,960	0%
Administrative Benefits	824	-	824	0%	9,886	649	9,237	7%	9,886	7%
Management Fee	480	480	-	100%	5,760	5,760	-	100%	5,760	100%
Bookkeeping Fees	417	417	(0)	100%	5,000	5,000	(0)	100%	5,000	100%
Legal	83	18	65	22%	1,000	200	800	20%	1,000	20%
Staff Training / Travel	83	-	83	0%	1,000	-	1,000	0%	1,000	0%
Audit Costs	188	-	188	0%	2,250	1,070	1,180	48%	2,250	48%
Advertsing and Marketing	31	10	21	33%	375	84	291	22%	375	22%
Administrative Other – Computer Operations	54	460	(406)	849%	650	3,876	(3,226)	596%	650	596%
Administrative Other – Office Expenses	583	1,086	(503)	186%	7,000	6,003	997	86%	7,000	86%
Total Administrative	4,823	2,471	2,352	51%	57,881	22,641	35,239	39%	57,881	39%
Utilities:										
Water	229	268	(39)	117%	2,750	3,101	(351)	113%	2,750	113%
Electricity	125	109	16	87%	1,500	1,348	152	90%	1,500	90%
Gas	42	101	(59)	241%	500	631	(131)	126%	500	126%
Fuel	75	46	29	62%	900	848	52	94%	900	94%
Sewer	50	67	(17)	133%	600	914	(314)	152%	600	152%
Other Expenses (Mandates)	71	157	(87)	0%	850	1,729	(879)	0%	850	203%
Total Utilities	592	748	(156)	126%	7,100	8,571	(1,471)	121%	7,100	121%
Maintenance and Operations:										
Maintenance Salaries	2,600	-	2,600	0%	31,200	5,257	25,943	17%	31,200	17%
Maintenance Benefits	1,207	178	1,028	15%	14,482	1,828	12,655	13%	14,482	13%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
FARM LABOR
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Materials	2,500	3,630	(1,130)	145%	30,000	18,218	11,782	61%	30,000	61%
Contracts	1,667	509	1,158	31%	20,000	6,007	13,993	30%	20,000	30%
Total Maintenance and Operations	7,974	4,317	3,657	54%	95,682	31,309	64,373	33%	95,682	33%
Insurance										
Collection Losses	133	-	133	0%	1,600	-	1,600	0%	1,600	0%
Insurance	1,167	1,387	(220)	119%	14,000	17,698	(3,698)	126%	14,000	126%
Total Insurance	1,300	1,387	(220)	107%	15,600	17,698	(2,098)	113%	15,600	113%
Other:										
FmHa Debt Payment	506		506	0%	6,072		6,072	0%	6,072	0%
Total Other Account	506	-	506	0%	6,072	-	6,072	0%	6,072	0%
TOTAL EXPENDITURES	15,195	8,922	6,139	59%	182,335	80,219	102,116	44%	182,335	44%
NET INCOME (LOSS)		3,247				53,181			26,898	

Fund Balance

981,900

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
HOUSING CHOICE VOUCHER PROGRAM
As of March 31, 2023

Description	Mar-23				April 2022- March 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Opening Balance							1,484,933			
REVENUES										
HUD Contributions - Administrative Fees	103,546	105,457	(1,911)	102%	1,242,552	1,318,782	(76,230)	106%	1,242,552	106%
HUD Contributions - HAP	911,941	915,664	(3,723)	100%	10,943,292	10,842,593	100,699	99%	10,943,292	99%
HUD Contributions - HAP Mainstream	11,444	30,685	(19,241)	268%	137,328	330,780	(193,452)	241%	137,328	241%
HUD Contributions - EHV Administrative Fees	2,154	5,723	(3,569)	266%	25,853	57,289	(31,436)	222%	25,853	222%
HUD Contributions - EHV HAP/Service Fees	22,473	41,080	(18,608)	183%	269,670	472,005	(202,335)	175%	269,670	175%
Interest Earnings	1,954	4,009	(2,055)	205%	23,450	32,864	(9,414)	140%	23,450	140%
Other Income	125	431	(306)	345%	1,500	3,867	(2,367)	258%	1,500	258%
TOTAL REVENUES AVAILABLE	1,053,637	1,103,049	(49,412)	105%	12,643,645	13,058,179	(414,534)	103%	12,643,645	103%
EXPENDITURES:										
Administrative:										
Administrative Salaries	34,667	59,883	(25,217)	173%	416,000	419,466	(3,466)	101%	416,000	101%
Administrative Benefits	13,301	13,981	(680)	105%	159,608	165,040	(5,431)	103%	159,608	103%
Management Fee	19,116	31,406	(12,290)	164%	229,392	248,959	(19,567)	109%	229,392	109%
Bookkeeping Fee	10,753	24,408	(13,655)	227%	129,033	155,618	(26,585)	121%	129,033	121%
Legal	1,375	3,320	(1,945)	241%	16,500	7,205	9,295	44%	16,500	44%
Staff Training / Travel	1,250	2,650	(1,400)	212%	15,000	4,958	10,042	33%	15,000	33%
Audit Costs	4,667	-	4,667	0%	56,000	62,457	(6,457)	112%	56,000	112%
Advertising and Marketing	321	156	165	49%	3,850	1,771	2,079	46%	3,850	46%
Administrative Other – Computer Operations	4,342	5,293	(951)	122%	52,100	56,196	(4,096)	108%	52,100	108%
Administrative Other – Office Expenses	6,250	6,896	(646)	110%	75,000	111,969	(36,969)	149%	75,000	149%
Total Administrative	96,040	147,994	(51,954)	154%	1,152,483	1,233,640	(81,156)	107%	1,152,483	107%
Utilities:										
Water	42	49	(7)	117%	500	637	(137)	127%	500	127%
Electricity	521	888	(367)	170%	6,250	6,079	171	97%	6,250	97%
Fuel	146	24	122	16%	1,750	1,891	(141)	108%	1,750	108%
Sewer	21	33	(12)	158%	250	447	(197)	179%	250	179%
Other Expenses (Mandates)	40	46	(7)	117%	475	390	85	82%	475	82%
Total Utilities	769	1,040	(271)	135%	9,225	9,445	(220)	102%	9,225	102%
Maintenance and Operations:										
Maintenance & Operations – Materials	208	-	208	0%	2,500	3,505	(1,005)	140%	2,500	140%
Maintenance & Operations – Contracts	6,250	4,125	2,125	66%	75,000	41,467	33,533	55%	75,000	55%
Total Maintenance and Operations	6,458	4,125	2,333	64%	77,500	44,972	32,528	58%	77,500	58%
Insurance										
Insurance	1,000	1,000	0	100%	12,000	12,201	(201)	102%	12,000	102%
Total Insurance	1,000	1,000	0	100%	12,000	12,201	(201)	102%	12,000	102%

Other:										
HAP Payments	945,858	996,599	(50,742)	105%	11,350,290	11,570,939	(220,649)	102%	11,350,290	102%
Total Other Account	945,858	996,599	(50,742)		11,350,290	11,570,939			11,350,290	102%
TOTAL EXPENDITURES	1,050,125	1,150,758	(100,633)	110%	1,251,208	12,871,196	(49,048)	1029%	1,251,208	104%
NET INCOME (LOSS)		(47,709)				186,983			42,147	

FUND BALANCE

1,671,916

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
HOUSING DEVELOPMENT SERVICES
As of March 31, 2023

Description	April 1, 2022 through March 31, 2023	FYE 2023
OPENING BALANCE		1,335,488
REVENUES		
Other Revenue	13,333	13,333
Cummulative Interest Funds	27,502	27,502
TOTAL REVENUES	40,835	1,376,323
EXPENDITURES		
Administration Expenses	87,087	87,087
TOTAL OPERATING EXPENDITURES	87,087	87,087
FUND BALANCE		1,289,237

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
LAREDO HOUSING FACILITIES CORPORATION
As of March 31, 2023

Description	April 1, 2022 through March 31, 2023	FYE 2023
OPENING BALANCE		\$6,749,702
REVENUES		
Other Revenue- HAP Contract/Tenant Revenue	1,658,692	1,658,692
Cumulative Interest Funds	44,744	44,744
TOTAL REVENUES	1,703,436	8,453,138
EXPENDITURES		
Administration Expenses	577,115	577,115
Loan Fees	411,947	411,947
Utilities	49,720	49,720
Maintenance Expenses	298,440	298,440
Insurance	99,588	99,588
Tenant Services Expenses	23,308	23,308
TOTAL OPERATING EXPENDITURES	1,460,117	1,460,117
FUND BALANCE		6,993,021

**HOUSING AUTHORITY OF THE CITY OF LAREDO
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
 LAREDO HOUSING OPPORTUNITIES CORPORATION
 As of March 31, 2023**

Description	April 1, 2022 through March 31, 2023	FYE 2023
OPENING BALANCE		3,993,211
REVENUES		
Cummulative Interest Funds	66,322	66,322
Other Income	219,553	219,553
TOTAL REVENUES	285,875	4,279,086
EXPENDITURES		
Administrative Expenses	51,649	51,649
TOTAL EXPENDITURES	51,649	51,649
FUND BALANCE		4,227,437

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
LAREDO HOUSING DEVELOPMENT CORPORATION
As of March 31, 2023

Description	April 1, 2022 through March 31, 2023	FYE 2023
OPENING BALANCE		3,311,476
REVENUES		
Tenant Rent	18,062	18,062
Cumulative Interest Funds	41,835	41,835
Misc. Income- Webb County ARP Grant	282,223	282,223
TOTAL REVENUES	342,120	3,653,596
EXPENDITURES		
Administration Expenses	247,311	247,311
Maintenance Expenses	183,346	183,346
Other General Expenses	1,757	1,757
Homeless Referral Assitance	11,551	11,551
TOTAL EXPENDITURES	443,965	443,965
FUND BALANCE		3,209,631

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50118
As of March 31, 2023

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,691,481	1,212,415	(479,066)	
TOTAL REVENUES	1,691,481	1,212,415	(479,066)	72%
EXPENDITURES				
Management Improvements	162,987	162,987	-	100%
Administration	169,148	169,148	-	100%
General Capital Activity	1,225,649	746,583	479,066	61%
RAD Investment Activity	133,697	133,697	-	100%
TOTAL OPERATING EXPENDITURES	1,691,481	1,212,415	479,066	72%
FUND BALANCE	-	-	479,066	72%

**HOUSING AUTHORITY OF THE CITY OF LAREDO
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
 CAPITAL FUND PROGRAM 50119
 As of March 31, 2023**

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,696,733	878,078	(818,655)	
TOTAL REVENUES	1,696,733	878,078	(818,655)	52%
EXPENDITURES				
Management Improvements	168,743	48,159	120,584	29%
Administration	169,672	169,672	-	100%
General Capital Activity	1,358,318	660,247	698,071	49%
TOTAL OPERATING EXPENDITURES	1,696,733	878,078	818,655	52%
FUND BALANCE	-	-	818,655	52%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50120
As of March 31, 2023

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,798,213	402,436	(1,395,777)	
TOTAL REVENUES	1,798,213	402,436	(1,395,777)	22%
EXPENDITURES				
Management Improvements	168,743	11,421	157,322	7%
Administration	179,821	179,821	-	100%
General Capital Activity	1,449,649	211,195	1,238,454	15%
TOTAL OPERATING EXPENDITURES	1,798,213	402,436	1,395,777	22%
FUND BALANCE	-	-	1,395,777	22%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50121
As of March 31, 2023

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,900,414	724,479	(1,175,935)	
TOTAL REVENUES	1,900,414	724,479	(1,175,935)	38%
EXPENDITURES				
Management Improvements	170,000	27,247	142,753	16%
Administration	190,041	190,041	-	100%
General Capital Activity	1,540,373	507,192	1,033,181	33%
TOTAL OPERATING EXPENDITURES	1,900,414	724,479	1,175,935	38%
FUND BALANCE	-	-	1,175,935	38%

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Consideration to approve the certification of the Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2023, as recommended by staff, and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 23-R-06.
Item #: 10A	
INITIATED BY: Mrs. Mary Gaona Executive Director	STAFF SOURCE: Melissa Ortiz HCV Director
PREVIOUS BOARD ACTION: On May 20, 2022, the Board of Commissioners approved item 10C and certified the Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2022, as recommended by staff, and authorized the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 22-R-04.	
ACTION PROPOSED: To approve the certification of the Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2023 and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 23-R-06.	
BACKGROUND: WHEREAS , once a year, the Housing Authority of the City of Laredo is required by Section 8 Housing Choice Voucher Program regulatory guidelines to certify its performance under the Section 8 Management Assessment Program (SEMAP). WHEREAS , the Housing Authority certifies its performance under the SEMAP for indicators including but not limited to the waiting list management, rent reasonableness, determination of adjusted income, utility allowance, HQS quality control inspections and enforcement, approval of payment standards and family self-sufficiency. WHEREAS , the Housing Authority of the City of Laredo is currently designated a high performer under SEMAP.	
FINANCIAL: None	
RECOMMENDATION: To approve the certification of the Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2023, as recommended by staff, and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 23-R-06.	

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Housing Authority of the City of Laredo	For PHA FY Ending (mm/dd/yyyy) 03/31/2023	Submission Date (mm/dd/yyyy) 05/24/2023
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u> \$791 </u>	1-BR FMR <u> \$796 </u>	2-BR FMR <u> \$995 </u>	3-BR FMR <u> \$1,276 </u>	4-BR FMR <u> \$1,380 </u>
PS <u> \$791 </u>	PS <u> \$875 </u>	PS <u> \$995 </u>	PS <u> \$1,276 </u>	PS <u> \$1,380 </u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

29

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

22

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

Percent of FSS slots filled (b + c divided by a)

75.80%

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

16

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Consideration to approve the purchase of a 2023 Ford F150 Regular Cab in the amount of \$32,565.00 from the 2022 Capital Fund Grant.
<u>Item #:</u> 10B	
<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>The Housing Authority of the City of Laredo seeks to purchase a vehicle from the 2022 Capital Fund Grant. This vehicle will be assigned to the Capital Fund Construction Department.</p> <p>The vehicle specifications are as follows: 2023 Ford F150 regular cab, 8 ft bed, power locks/windows, cruise control, 2.7L V6 ECO Boost, trailer tow, brake controller, rear camera, and 40/20/40 vinyl seats.</p>	
<u>FINANCIAL:</u> This vehicle will be purchased with funding approved in the 2022 Capital Fund Grant.	
<u>RECOMMENDATION:</u> To approve and authorize the purchase of a 2023 Ford F150 Regular Cab in the amount of \$32,565.00 from the 2022 Capital Fund Grant.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Consideration to approve the purchase of a 2023 Toyota Highlander in the amount of \$37,325.00 from the Emergency Housing Voucher Service Fee Allocation.
<u>Item #:</u> 10C	
<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>The Housing Authority of the City of Laredo seeks to purchase a vehicle to support the Emergency Housing Voucher (EHV) Program. This vehicle will facilitate the transportation of staff during the housing search assistance process. Our EHV Program Specialist assists EHV voucher holder's search for units and complete rental applications as sometimes reliable transportation is not always available to them.</p> <p>Vehicle specifications are as follows: 2023 Toyota Highlander, power locks/windows, cruise control, rear camera, 8 passenger, aluminum wheels.</p>	
<u>FINANCIAL:</u> <p>This vehicle will be purchased with funding available from the Emergency Housing Voucher Service Fee Allocation.</p> <p>When the EHV program ends, this vehicle becomes the property of the HCV program.</p>	
<u>RECOMMENDATION:</u> Approve the purchase of a 2023 Toyota Highlander in the amount of \$37,325.00 from the Emergency Housing Voucher Service Fee Allocation.	

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Discussion and possible action approving the Memorandum of Understanding between the Laredo Housing Opportunities Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing an affordable housing development. This item may be discussed in Executive Session pursuant to Section 551.071, consultation with attorney.
Item #: 11A	
INITIATED BY: Mary Gaona Executive Director	STAFF SOURCE Jennifer Barrientos Director of Finance
PREVIOUS BOARD ACTION: On April 5, 2023, the Board of Commissioners heard a presentation from Mr. Jed Brown and Mr. Doak Brown with Brownstone Affordable Housing, Ltd. After the presentation and some discussion, the Board of Commissioners agreed to move forward favorably with this project subject to a due diligence stage where a draft of the MOU is reviewed by our legal counsel including Mr. Mark Foster and in that process our Director and Board Chair get an architect and engineer to review the construction standards to assure that the assets is all that we want it to be.	
BACKGROUND: The Texas Department of Housing and Community Affairs (TDHCA) is wanting to assure that a public notification of tax-exempt status along with another approval from the governmental entity that originally supported the project is acquired. Brownstone Affordable Housing, Ltd. will be requesting to have an item placed on the agenda for the City Council meeting scheduled for June 5 th .	
FINANCIAL:	
RECOMMENDATION: To approve the execution of the Memorandum of Understanding between the Laredo Housing Opportunities Corporation and Brownstone Affordable Housing, Ltd.	

LHA COMMISSIONERS' COMMUNICATION

<p><u>DATE:</u> 05/22/2023</p>	<p><u>SUBJECT:</u> Discussion and possible action to approve the Continued Occupancy Policy for Public Housing Over-Income Families effective June 01, 2023 and adopt Resolution No. 23-R-07.</p>																														
<p><u>Item #:</u> 11B</p>																															
<p><u>INITIATED BY:</u> Mary Gaona Executive Director</p>				<p><u>STAFF SOURCE:</u> Raquel Aguilar Interim Director of Housing Management</p>																											
<p><u>PREVIOUS BOARD ACTION:</u> On April 5, 2023, the Board of Commissioners opened the 45-day comment period on this item.</p>																															
<p><u>BACKGROUND:</u> Section 103 of the Housing Opportunity Through Modernization Act (HOTMA) created new limitations on tenancy and program participation for formerly income-eligible families residing in public housing with incomes over the newly created over-income limit. PHAs must implement the new requirements through their written policies and, if implementation of these provisions requires a significant amendment, PHAs are required to complete all relevant PHA Plan changes.</p> <p>Determination of the Over-Income Limit</p> <p>The over-income limit is now defined at 24 CFR 960.102. The over-income limit is determined by multiplying the applicable income limit for a very low-income family, as defined in 24 CFR 5.603(b), by a factor of 2.4. The very low-income varies by jurisdiction and by family size so each PHA will have to calculate the over income limit for each family size in their public housing program.</p> <p>For example, in 2023 the very low-income limits in Webb County are as follows:</p> <table border="0" data-bbox="90 1360 1546 1465"> <thead> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr> <td>25,250</td> <td>28,850</td> <td>32,450</td> <td>36,050</td> <td>38,950</td> <td>41,850</td> <td>44,750</td> <td>47,600</td> </tr> </tbody> </table> <p>Over-Income limits for the family size are as follows:</p> <table border="0" data-bbox="90 1549 1546 1591"> <tbody> <tr> <td>60,600</td> <td>69,240</td> <td>77,880</td> <td>86,520</td> <td>93,480</td> <td>100,440</td> <td>107,400</td> <td>114,240</td> </tr> </tbody> </table>								1	2	3	4	5	6	7	8	25,250	28,850	32,450	36,050	38,950	41,850	44,750	47,600	60,600	69,240	77,880	86,520	93,480	100,440	107,400	114,240
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60,600	69,240	77,880	86,520	93,480	100,440	107,400	114,240																								
<p><u>FINANCIAL:</u></p>																															
<p><u>RECOMMENDATION:</u> To approve the Continued Occupancy Policy for Public Housing Over-Income Families effective June 01, 2023 and adopt Resolution No. 23-R-07.</p>																															

HOUSING AUTHORITY OF THE CITY OF LAREDO
Laredo, Texas

**CONTINUED OCCUPANCY POLICY FOR
PUBLIC HOUSING OVER-INCOME FAMILIES**

Adopted by PHA Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

Effective Date of Implementation: _____

ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR PUBLIC HOUSING OVER-INCOME FAMILIES

Implementation Schedule

Staff Training Date, if needed: _____

Distribution to Functional Areas

This policy has been distributed to staff in the following departments:

- Public Housing Managers**
- Admissions/Occupancy Staff**
- Financial Staff**
- Maintenance Staff**
- Other Specify:** _____

Date Policy Prepared: April 4, 2023

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CONTINUED OCCUPANCY POLICY OF PUBLIC HOUSING OVER-INCOME (OI) FAMILIES

HUD establishes income limits by family size for the area in which each PHA is located. These income limits will be published by HUD annually and are used to determine the family's initial eligibility and level of assistance for the public housing program. Section 103 of the Housing Opportunity Through Modernization Act (HOTMA) of 2016 amended the U.S. Housing Act of 1937 and placed an income limitation on families for continued occupancy in public housing units.

A. Applicability

Section 103 of HOTMA applies to all PHAs operating a public housing program, including Moving to Work (MTW) Agencies, with one exception, a PHA which owns or operates fewer than 250 public housing units. This PHA may lease a public housing unit to a non-assisted OI family, in accordance with its PHA Annual Plan (or supporting documents), if all of the following conditions are satisfied:

1. There are no eligible low-income applicants on the waiting list;
2. There are no eligible low-income families applying for public housing assistance when the unit is leased to an OI family;
3. The PHA advertises the availability of public housing units to eligible low-income families including publication of a notice for at least 30 days in at least one newspaper of general circulation before offering the unit to an OI family;
4. The OI family rents the unit on a month-to-month basis at a rental amount which is not less than the cost to operate the unit;
5. The lease to the OI family provides that the OI family agrees to vacate the unit when it is needed by an eligible family; and
6. The PHA gives the OI family at least 30 days' notice to vacate the unit when it is needed for rental by an eligible family.

B. Determination of Over-Income Limit

The PHA will determine the over-income limit by multiplying the applicable income limit for a very low-income public housing family by a factor of 2.4.

1. The very low-income limit varies by family size.
2. The PHA will calculate the over-income limit for each family size in its public housing program.
3. When determining the public housing family's over-income status, the PHA will not include income that is excluded from such as amounts based on participation in the Family Self-Sufficiency (FSS) program and all families receiving the earned income disallowance (EID).
4. The PHA will compare the over-income limit to the family's annual income during an annual or interim income reexamination.

If the family's annual income is greater than the over-income limit, then the family exceeds the over-income limit for the public housing program, and will be notified.

5. Once the PHA has adopted its continued occupancy policy for public housing OI families, the PHA will update the over-income limits for the public housing program in its ACOP no later than 60 days after HUD publishes new income limits each year.

C. PHA Continued Occupancy Policy for Public Housing Over-Income (OI) Families

The continued occupancy policy for public housing OI families (hereinafter referred to as continued occupancy policy) adopted and implemented by the PHA is in compliance with the Fair Housing Act, Civil Rights, Section 504 of the Rehabilitation Act (Section 504), Title II of the Americans with Disabilities Act (ADA), and will grant reasonable accommodations that may be necessary for persons with disabilities.

1. When the PHA becomes aware, either through an annual or interim reexamination that a public housing program family's income, including families participating in the FSS program and all families receiving EID, exceeds the established income limit for the family size, the PHA will implement its continued occupancy policy to terminate the tenancy of the over-income public housing family **or** allow the over-income public housing family to remain in the public housing unit and charge the over-income public housing family the alternative non-public housing rent.
2. The PHA's continued occupancy policy is to terminate the tenancy of the OI family.

Note: The PHA may not evict or terminate the tenancy of OI families in the public housing program based on income until the family has been over 120% area median income for 24 consecutive months and the PHA has implemented the continued occupancy policy in the PHA's written policies.

D. 24 Consecutive Months Grace Period

The period of time an over-income public housing family has to reside in their public housing unit is 24 consecutive months before the PHA enforces its continued occupancy policy.

1. Once the PHA has determined a public housing family to be over-income through an annual or interim reexamination, the effective date of the action will be the point in time for which the 24 consecutive month grace period begins.
2. If the PHA becomes aware, through a subsequent annual or interim reexamination, during the consecutive 24-month grace period that the family's income has decreased to an amount that is below the over-income limit, the family will be entitled to a new 24 consecutive month grace period if the PHA later determines that the family's income once again exceeds the over-income limit.
3. At all times prior to the end of 24 consecutive months, the family will continue to be public housing program participants.
4. There are no exceptions to the limitation on public housing tenancy for HUD assisted families who are determined to be over-income for 24 consecutive months.

5. During the 24 consecutive month grace period, the family will continue to pay their current rent choice amount (*i.e.*, income-based rent, flat rent, or if applicable, the prorated rent for mixed families).
6. Because there is a 24-month process to declare an over-income public housing family ineligible for public housing assistance, large increases to the over-income limit for higher rental markets may result in public housing families who are over-income in the initial 12-months not being considered over-income in the second 12 months as the over-income limit is adjusted upward in subsequent years.
7. If the family has exceeded the over-income limit for 24 consecutive months, the PHA will enforce its continued occupancy policy to terminate the family's tenancy.
8. Annual and Interim Reexaminations

For OI families who are in their grace period:

- a. Annual and interim reexaminations will be conducted in accordance with the PHA's Admissions and Continued Occupancy Policy (ACOP).
- b. An income reexamination must be conducted 12 months after the initial over-income determination, unless it has been determined the family's income fell below the over-income limit since the initial over-income determination.
- c. An income reexamination must be conducted 24 months after the initial over-income determination, unless it has been determined the family's income fell below the over-income limit since the second over-income determination.

E. Families Determined to be Over-Income Prior to the Final Rule

On July 26, 2018 (2018 Notice), HUD announced the official applicable effective date of the provisions of Section 103 of HOTMA as September 24, 2018, and instructed PHAs to complete the process for amending their OI policy within six (6) months after the applicable date published.

1. Effective March 24, 2019, the PHA was required to update its ACOP to implement a continued occupancy policy of over-income public families based on the 2018 Notice. All over-income policies were to include the imposition of the over-income limit in the public housing program, when the 24 consecutive month grace period would begin, and the notification requirements to the over-income families.
2. HUD did not enforce the PHA's continued occupancy policy based on the 2018 Notice that required the PHA to either terminate families who have been over income for two (2) consecutive years or charge over-income public housing families an alternative rent as HUD had not provided guidance on how to determine such rent.
 - a. If the PHA's continued occupancy policy opted to terminate, HUD determined that the PHA could elect to follow the policy but were not required to do so until the issuance of the Final Rule.

With the issuance of the Final Rule, the PHA must begin the termination procedure within the time frame specified in this policy.

- b. If the PHA elected not to terminate over-income families who exceed the grace period, the PHA was required to offer the families the option of paying an income-based rent or a flat rent at their next annual reexamination.

If the PHA's continued occupancy policy opted to charge an alternative rent, with the issuance of the Final Rule, the PHA must require the family to execute a new lease for Non-Public Housing Over-Income (NPHOI) families and charge the family the non-public housing rent no later than 60 days after the effective date of the Final Rule or at the next lease renewal, whichever is sooner.

3. Over-income public housing families who have already exceeded the 24 consecutive month grace period or two (2) consecutive reexamination cycles under the existing notification requirement are not entitled to another 24 consecutive month grace period.
4. If the PHA followed the previous existing notification which instructed the PHA to compare the over-income limit to the family's adjusted income, the PHA does not need to redetermine the family's over-income status based on the Final Rule guidance for annual or interim reexamination effective prior to the date of the Final Rule.
5. New notice requirements do not apply retroactively, so any family that has properly received notice under the previous existing notification requirement will not be required to receive new notices.

F. Notification of OI Families

If the PHA determines the public housing family has exceeded the over-income limit pursuant to an income reexamination, the PHA will provide written notification to the family of the over-income determination.

1. Initial Over-Income Limit Notification
 - a. The PHA will provide written notification to the over-income public housing family no later than 30 days after the PHA's initial determination.
 - b. The notice must state that the family has exceeded the over-income limit and continuing to exceed the over-income limit for a total of 24 consecutive months will result in the PHA following its continued occupancy policy to terminate the tenancy of the OI family.
 - c. The notice will contain information on the OI family's right to request a hearing and instructions on how to request such hearing if the family disputes the PHA's determination.
 - d. The PHA will make note to the family's file to calculate the family's income 12 months after the initial determination to determine if the family remains over-income.

2. Second Over-Income Limit Notification

- a. The PHA will conduct an income reexamination 12 months after the initial over-income determination, unless the PHA determined the family's income fell below the over-income limit since the initial over-income determination.
- b. If the PHA determines the family has exceeded the over-income limit for 12 consecutive months, the PHA will provide written notification of this 12-month over-income limit determination no later than 30 days after the income reexamination that led to the 12-month over-income determination.
- c. The notice will state that the family has exceeded the over-income limit for 12 consecutive months and continuing to exceed the over-income limit for a total of 24 consecutive months will result in the PHA following its continued occupancy policy to terminate the tenancy of the OI family.
- d. The notice will contain information on the OI family's right to request a hearing and instructions on how to request such hearing if the family disputes the PHA's determination.
- e. The PHA will make note to the family's file to calculate the family's income 24 months after the initial determination to determine if the family remains over-income.

3. Third and Final Over-Income Limit Notification

- a. The PHA will conduct an income examination 24 months after the initial over-income determination, unless the PHA determined the family's income fell below the over-income limit since the second over-income limit determination.
- b. If the PHA determines the family has exceeded the over-income limit for 24 consecutive months, the PHA will provide written notification of this 24-month over-income limit determination no later than 30 days after the income reexamination that led to the 24-month over-income limit determination.
- c. The notice will state that the family has exceeded the over-income limit for 24 consecutive months and in accordance with the PHA's continued occupancy policy for OI families, the PHA will terminate the family's tenancy.
- d. The notice will contain information on the OI family's right to request a hearing and instructions on how to request such hearing if the family disputes the PHA's determination.

4. Reexaminations Flat Rent Options

- a. The PHA will no longer apply the three (3) year reexamination provision to families once the PHA determines that the family is over-income.
- b. Once a PHA determines the family is over-income, the PHA will follow the documentation and notification requirements of this section.

5. Effective Communication

The PHA will ensure that all notices and communications are provided in a manner that is effective for persons with hearing, visual, and other disabilities.

- a. For persons with vision impairments, upon request and free of charge, this may include brailled materials, large print, or materials on tape.
- b. For persons with hearing impairments, upon request and free of charge, this may include sign language or other types of interpretation, appropriate auxiliary aids, and services, such as interpreters, transcription services, and accessible electronic communications. Section 504 and ADA requirements (24 CFR 8.6 and 24 CFR 8.28; 28 CFR part 35, Subpart E).

G. Termination of Tenancy of an Over-Income (OI) Family

It is the PHA's continued occupancy policy to terminate the tenancy of over-income public housing families.

1. The PHA must terminate the tenancy of the OI family no more than six (6) months after the third and final written over-income limit notice has been issued to the over-income public housing family.
2. The PHA's notification to terminate the OI family's tenancy will state the period of time before tenancy termination.
 - a. It is the PHA's continued occupancy policy to terminate the tenancy of an over-income public housing family 30 days after the third and final written over-income limit notice has been issued to the over-income public housing family.
 - b. The PHA will provide the appropriate notice of termination of tenancy (notice to vacate) in accordance with state and local laws.
3. The family's public housing lease will convert to month-to-month lease term to account for the period before termination of tenancy.
4. Families that are in the period before termination of tenancy continue to be public housing program participants and must abide by all the PHA's public housing requirements, including but not limited to:
 - a. Choice of Rent
 - 1) The PHA will continue to charge the over-income public housing family the family's choice of income-based, flat rent, or if applicable prorated rent for mixed families during the period before termination.
 - 2) The family must continue to pay the tenant rent by its due date.
 - b. Annual and Interim Reexamination
 - 1) For OI families in the period before their tenancy termination, the PHA must conduct an interim reexamination of family income as required per the PHA's

interim policies because the over-income public housing family is still a public housing program participant prior to termination.

- 2) However, decreases resulting from the income determination will not:
 - a) Reset the period before termination; or
 - b) Make the over-income public housing family eligible to remain in the public housing program beyond the period before termination as per the PHA's continued occupancy policy.
- c. Compliance with the Community Service and Self-Sufficiency Requirements.

Over-income non-exempt adult family members in the period before their tenancy termination must continue to comply with CSSR.

5. Waiting List: Preference

The PHA whose policy is to terminate OI families after the 24 consecutive month grace period may not use this preference and this preference may not be applied to current public housing families (*e.g.*, OI families facing termination of tenancy pursuant to PHA policies) or families who have vacated the public housing project.

H. Annual Reporting

The PHA will submit annually to HUD, and make publicly available, a report that specifies, as of the end of the year (end of the calendar year or December 31st), the number of families residing in public housing with incomes exceeding the over-income limit and the number of families on the waiting lists for admission to public housing projects and provide any other information regarding over-income families requested by HUD.

1. Data on the Number of OI Families Residing in Public Housing

This report will require no additional action on the part of the PHA. HUD will pull a report of this data as of December 31st each year and make in publicly available. The report will include:

- a. The number of families residing in public housing with incomes exceeding the over-income limitation, including:
 - 1) The number of families in the 24 consecutive month grace period,
 - 2) Those that are in the period before termination, and
 - 3) Those that are NPHOI families paying the alternative non-public housing rent.
- b. The PHA will report on the number of OI families residing in the PHA's public housing through income data already provided by form HUD-50058, under OMB approval number 2577-0083 and through unit data in the Inventory Management System/PIH Information Center (IMS/PIC) and/or its successor system: the Housing Information Portal (HIP).

2. Data on the Number of Families on Waiting Lists for Admission to Public Housing Projects
 - a. The waiting list data will be submitted via the *Public Housing Waiting List Data Collection Tool* in the Operating Fund Web portal.
 - 1) HUD will make the new reporting module available beginning January 1, 2024.
 - 2) All information provided, such as the number of households and the status of the waiting list (open or closed), should be current as of December 31st of the previous calendar year.
 - 3) All submissions will be due by March 31st of each year.
 - 4) HUD will combine this data with the data provided in IMS/PIC and/or HIP and the form HUD-50058 form and publish the Public Housing Over-Income Families and Waiting-Lists Report annually on the HUD website by April 30th of each calendar year.
 - b. The data may be provided by any authorized PHA official but will require the electronic signature of the Executive Director.
 - c. A PHA that maintains both an agency-wide and site-based wait lists, should be mindful not to duplicate households when reporting on the total number of families on the waiting list.

DEFINITIONS

HOTMA amended the 1937 Fair Housing Act with new and expanded provisions related to families who are residing in public housing units while being over the income limit for the public housing program. The use of such definitions are reflected throughout this policy.

Alterative Non-Public Housing Rent

This is the monthly amount the PHA must charge non-public housing over-income (NPHOI) families, allowed by the PHA's continued occupancy policy to remain in a public housing unit and who have completed the 24 consecutive month grace period.

It is a monthly rent equal to the greater of:

- The applicable Fair Market Rent (FMR) for the unit; or
- The amount of the monthly subsidy provided for the unit, which will be determined by adding the per unit assistance provided to a public housing property as calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund.
 - For the Public Housing Capital Fund, the amount of Capital Funds provided to the unit will be calculated as the per unit Capital Fund assistance provided to a PHA for the development in which the family resides for the most recent funding year for which Capital Funds have been allocated;
 - For the Public Housing Operating Fund, the amount of Operating Funds provided to the unit will be calculated as the per unit amount provided to the public housing project where the unit is located for the most recent funding year for which a final funding obligation determination has been made;
- HUD will publish such funding amounts no later than December 31 each year.

HOTMA (Housing Opportunity Through Modernization Act of 2016

- On July 29, 2016, HOTMA was signed into law (Pub. L. 114–201, 130 Stat. 782).
- HOTMA makes numerous changes to statutes governing HUD programs, including sections 3, 8, and 16 of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (1937 Act).
- In addition to amending regulations for HUD's public housing and Section 8 programs, the HOTMA Final Rule revises the program regulations for several other HUD programs. HUD did this in the interest of aligning its requirements across its programs or because the underlying program statute required HUD to make the revisions. These include the regulations for:
 - HUD's Community Development Block Grants,
 - HOME Investment Partnerships,
 - Housing Trust Fund,
 - Housing Opportunities for Persons With AIDS,
 - Supportive Housing for the Elderly (Section 202), and
 - Supportive Housing for Persons with Disabilities (Section 811) programs.

- Since HUD and other federal agencies may use the regulations revised as part of this rulemaking in the calculation of income for other programs or activities, the public should be aware that the effects of this rulemaking are not limited to the programs listed in this rule and preamble.

Non-Public Housing Over-Income Family (NPHOI)

- A family that has exceeded the over-income limit for 24 consecutive months who remains in a public housing unit.
- The NPHOI family is paying the alternative non-public housing rent.
- A NPHOI family are no longer public housing program (PHP) participants and are unassisted tenants.

Over-Income (OI) Family

- A family whose income exceeds the over-income limit.
- This term includes families during the grace period or that are in the period before termination and are still public housing program participants.

Note: In the public housing program, this term previously referred to a family that is not a low-income family (i.e., a family with an income exceeding 80% of the Area Median Income (AMI)).

Over-Income (OI) Limit

- The over-income limit is determined by multiplying the applicable income limit for a very low-income family, as defined in 24 CFR 5.603(b), by a factor of 2.4 (i.e., 120% of the AMI).
- HUD has codified this definition.

EZ-STEPS GUIDE: HOW TO PROCESS PUBLIC HOUSING OVER-INCOME FAMILIES

(See Attachment)

NOTICE

The Nelrod Company has made its best efforts to comply with regulations, laws, and Federal/local policies. The Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than The Nelrod Company.

LHA COMMISSIONERS' COMMUNICATION

DATE: 5/22/2023	SUBJECT: Discussion and possible action to approve the 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standard Amounts effective July 1, 2023 using Fair Market Rents and adopt Resolution No. 23-R-08.
Item #: 11C	

INITIATED BY: Mary Gaona Executive Director	STAFF SOURCE: Melissa Ortiz HCV Programs Director
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PREVIOUS BOARD ACTION:
On February 22, 2023, the Board of Commissioners approved item 9(E) approving the 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standard amounts effective April 1, 2023 using the published Fair Market Rents and adopted Resolution No. 23-R-04.

Existing Payment Standard effective April 1, 2023

	0 BDRM	2022 FMR	% FMR	1 BDRM	2022 FMR	% FMR	2 BDRM	2022 FMR	% FMR	3 BDRM	2022 FMR	% FMR	4 BDRM	2022 FMR	% FMR
Laredo	\$830	\$791	105%	\$875	\$796	110%	\$1,044	\$995	105%	\$1,339	\$1,276	105%	\$1,449	\$1,380	105%
Zapata	\$654	\$623	105%	\$733	\$667	110%	\$867	\$826	105%	\$1,082	\$1,031	105%	\$1,275	\$1,215	105%
Asherton	\$654	\$623	105%	\$716	\$651	110%	\$867	\$826	105%	\$1,232	\$1,174	105%	\$1,275	\$1,215	105%

BACKGROUND:

Pursuant to HUD's Housing Choice Voucher Program requirements, before the Housing Authority of the City of Laredo may approve any rent increase, the PHA must determine and document whether the proposed rent is reasonable compared to similar units in the housing market.

Proposed Payment Standards effective July 1, 2023

	0 BDRM	2023 FMR	% FMR	1 BDRM	2023 FMR	% FMR	2 BDRM	2023 FMR	% FMR	3 BDRM	2023 FMR	% FMR	4 BDRM	2023 FMR	% FMR
Laredo	\$870	\$791	110%	\$875	\$796	110%	\$1,094	\$995	110%	\$1,403	\$1,276	110%	\$1,518	\$1,380	110%
Zapata	\$685	\$623	110%	\$733	\$667	110%	\$908	\$826	110%	\$1,134	\$1,031	110%	\$1,336	\$1,215	110%
Asherton	\$685	\$623	110%	\$716	\$651	110%	\$908	\$826	110%	\$1,291	\$1,174	110%	\$1,336	\$1,215	110%

FINANCIAL:

To be presented at Board meeting.

RECOMMENDATION:

To approve the 2023 Section 8 Housing Choice Voucher (HCV) Program Payments Standards effective July 1, 2023 using the 2023 Fair Market Rents and adopt Resolution No. 23-R-08, as recommended by staff.



FY 2023 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2023 Laredo, TX MSA FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2023 FMR	\$791	\$796	\$995	\$1,276	\$1,380
FY 2022 FMR	\$756	\$760	\$942	\$1,222	\$1,349

The FY 2023 Zapata County, TX FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2023 FMR	\$623	\$667	\$826	\$1,031	\$1,215
FY 2022 FMR	\$560	\$629	\$757	\$1,002	\$1,105

The FY 2023 Dimmit County, TX FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2023 FMR	\$623	\$651	\$826	\$1,174	\$1,215
FY 2022 FMR	\$580	\$596	\$784	\$1,034	\$1,145

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Discussion and possible action on the proposed Jovita Idar mural at the Ana Maria Lozano BiblioTech.
Item #: 11D	
INITIATED BY: Cynthia Mares Board Chair	STAFF SOURCE Mary Gaona Executive Director
PREVIOUS BOARD ACTION:	
BACKGROUND:	
FINANCIAL:	
RECOMMENDATION: To allow Board Chair and Executive Director to finalize project.	

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Discussion and possible action on the appointment of a Building Committee.
Item #: 11E	
INITIATED BY: Cynthia Mares Board Chair	STAFF SOURCE Mary Gaona Executive Director
PREVIOUS BOARD ACTION:	
BACKGROUND:	
FINANCIAL:	
RECOMMENDATION: To approve the appointment of Board Members to a Building Committee.	

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Discussion and possible action on the appointment of a Finance Committee.
Item #: 11F	
INITIATED BY: Cynthia Mares Board Chair	STAFF SOURCE Mary Gaona Executive Director
PREVIOUS BOARD ACTION:	
BACKGROUND:	
FINANCIAL:	
RECOMMENDATION: To approve the appointment of Board Members to a Finance Committee.	

LHA COMMISSIONERS' COMMUNICATION

<p><u>DATE:</u> 05/22/2023</p>	<p><u>SUBJECT:</u> Discussion and possible action on the appointment of a Program & Policy Committee.</p>
<p><u>Item #:</u> 11G</p>	
<p><u>INITIATED BY:</u> Cynthia Mares Board Chair</p>	<p><u>STAFF SOURCE</u> Mary Gaona Executive Director</p>
<p><u>PREVIOUS BOARD ACTION:</u></p>	
<p><u>BACKGROUND:</u></p>	
<p><u>FINANCIAL:</u></p>	
<p><u>RECOMMENDATION:</u> To approve the appointment of Board Members to a Program & Policy Committee.</p>	

LHA COMMISSIONERS' COMMUNICATION

DATE: 05/22/2023	SUBJECT: Discussion and possible action to award RFP No. 2023-0403-1 HQS Housing Inspection Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).																														
Item #: 11H																															
INITIATED BY: Mary Gaona Executive Director	STAFF SOURCE Valeria Cabello Procurement Officer																														
PREVIOUS BOARD ACTION: None																															
<p>BACKGROUND:</p> <p>Current HQS Housing Inspection Services contract with Antonio Murillo will expire on July 29, 2023.</p> <p>On April 3, 2023, the Housing Authority of the City of Laredo issued a Request for Proposals (RFP) for HQS Housing Inspection Services. The established deadline to submit was April 28, 2023.</p> <p>The Agency invited the following contractors to submit a proposal: The Nelrod Company, McCright & Associates, Nan McKay & Associates, KPH Inspections, and Antonio Murillo.</p> <p>As a result, the Agency received the following submissions in response to the RFP:</p> <ul style="list-style-type: none"> • Antonio Murillo • Inspection Experts, Inc. (IEI) 																															
FINANCIAL:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Service</th> <th style="text-align: center;">Antonio Murillo</th> <th style="text-align: center;">IEI</th> </tr> </thead> <tbody> <tr> <td>Initial Inspection with Rent Reasonableness Determination</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$78.82 EA</td> </tr> <tr> <td>Annual Inspection with Rent Reasonableness Determination</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$78.82 EA</td> </tr> <tr> <td>Complaint/Special Inspection</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$63.82 EA</td> </tr> <tr> <td>Emergency Inspection</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$63.82 EA</td> </tr> <tr> <td>Emergency Re-Inspection</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$63.82 EA</td> </tr> <tr> <td>Re-Inspection</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$63.82EA</td> </tr> <tr> <td>HQS Quality Control Inspection</td> <td style="text-align: center;">\$65.00 EA</td> <td style="text-align: center;">\$63.82 EA</td> </tr> <tr> <td>After Hours Call-Out</td> <td style="text-align: center;">\$75.00 EA</td> <td style="text-align: center;">\$85.60 EA</td> </tr> <tr> <td>No Show</td> <td style="text-align: center;">\$75.00 EA</td> <td style="text-align: center;">\$58.82 EA</td> </tr> </tbody> </table>	Service	Antonio Murillo	IEI	Initial Inspection with Rent Reasonableness Determination	\$65.00 EA	\$78.82 EA	Annual Inspection with Rent Reasonableness Determination	\$65.00 EA	\$78.82 EA	Complaint/Special Inspection	\$65.00 EA	\$63.82 EA	Emergency Inspection	\$65.00 EA	\$63.82 EA	Emergency Re-Inspection	\$65.00 EA	\$63.82 EA	Re-Inspection	\$65.00 EA	\$63.82EA	HQS Quality Control Inspection	\$65.00 EA	\$63.82 EA	After Hours Call-Out	\$75.00 EA	\$85.60 EA	No Show	\$75.00 EA	\$58.82 EA	
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RECOMMENDATION: Approval to award RFP No. 2023-0403-1 HQS Housing Inspection Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).																															

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Discussion and possible action to authorize the Executive Director to extend the contract with Bronze Builders LLC for an additional year, as allowable by Contract No. 2022-0131-2, effective June 28, 2023 through June 27, 2024. This would represent the second year of the contract maximum of five years.						
<u>Item #:</u> 111							
<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 January 31, 2022, the Housing Authority of the City of Laredo issued a Request for Proposals for Project Management Services, RFP No. 2022-0131-1.</p> <p>Bronze Builders LLC submitted a proposal in response to the RFP; and the Housing Authority of the City of Laredo selected Bronze Builders LLC to serve as the provider of the services in connection with the RFP.</p> <p>The terms of the contract began on June 28, 2022 (effective date) for a period of 12 months, with an option to extend for a maximum of five years.</p> <p>Work Authorization #1 for Construction Cost Analysis for Colonia Guadalupe (Building B) was executed on June 28, 2022 in an estimated amount not to exceed \$1,375.00.</p> <p>Work Authorization #2 for Project Management Services for Colonia Guadalupe Administrative/Community Modernization Project (Building B) was executed on December 8, 2022 in an estimated amount not to exceed \$16,250.00.</p>							
<u>FINANCIAL:</u>							
<table border="1" style="margin: auto; border-collapse: collapse;"><thead><tr><th style="padding: 5px;">Daily Rate</th><th style="padding: 5px;">Weekly Rate</th><th style="padding: 5px;">Use of Personal Resources</th></tr></thead><tbody><tr><td style="text-align: center; padding: 5px;">\$210.00</td><td style="text-align: center; padding: 5px;">\$1,250.00</td><td style="text-align: center; padding: 5px;">\$40.00/day</td></tr></tbody></table>		Daily Rate	Weekly Rate	Use of Personal Resources	\$210.00	\$1,250.00	\$40.00/day
Daily Rate	Weekly Rate	Use of Personal Resources					
\$210.00	\$1,250.00	\$40.00/day					
<u>RECOMMENDATION:</u> To authorize the Executive Director to extend the contract with Bronze Builders LLC for an additional year, as allowable by Contract No. 2022-0131-2, effective June 28, 2023 through June 27, 2024. This would represent the second year of the contract maximum of five years.							

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Discussion and possible action to authorize the Executive Director to extend the contract with Trinity MEP Engineering LLC for an additional year, as allowable by Contract No. 2022-0613-1, effective June 13, 2023 through June 12, 2024. This represents the second year of the contract maximum of five years.
<u>Item #:</u> 11J	
<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 May 23, 2022, the Housing Authority of the City of Laredo issued a Quotations for Small Purchase for Engineering Consultant Services, QSP No. 2022-0523-1.</p> <p>Trinity MEP Engineering LLC submitted a quotation in response to the QSP; and the Housing Authority of the City of Laredo selected Trinity MEP Engineering LLC to serve as a provider of the services in connection with the QSP.</p> <p>The terms of the contract began on June 13, 2022 (effective date) for a period of one year, with an option to extend the contract for four additional one-year periods.</p> <p>Work Authorization #1 for Basement Air Conditioning System at Colonia Guadalupe was executed on June 28, 2022 in an amount not to exceed \$2,500.00.</p> <p>Work Authorization #2 for MEP Engineering Design Services for Colonia Guadalupe (Building B) was executed on February 2, 2023 in an estimated amount not to exceed \$15,000.00.</p>	
<u>FINANCIAL:</u> The fee schedule will be determined on a as-needed basis and will be completed through the use of a work authorization.	
<u>RECOMMENDATION:</u> To authorize the Executive Director to extend the contract with Trinity MEP Engineering LLC for an additional year, as allowable by Contract No. 2022-0613-1 effective June 13, 2023 through June 12, 2024. This represents the second year of the contract maximum of five years.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Discussion and possible action to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2023 through June 26, 2024.
<u>Item #:</u> 11K	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> On May 20, 2022, the Board of Commissioners approved consent agenda item 10A to authorize the Executive Director to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation in the amount of \$61,237.00. The renewal effective dates were from June 27, 2022 to June 26, 2023.	
<u>BACKGROUND:</u> The Laredo Housing Facilities Corporation recommends to renew the Commercial Property Insurance for the Russell Terrace, Meadow Elderly and Bernal Sunrise Court properties in the amount of \$75,378.00. The renewal effective dates are from June 27, 2023 through June 26, 2024. HAI Group is on HUD's approved State Insurance Risk Pools (SIRPs).	
<u>FINANCIAL:</u> HAI Group 2023-2024 Renewal Quote: Commercial Property (Russell Terrace, Meadow Elderly and Bernal Sunrise Courts) Renewal Amount- \$75,378.00 (2023-2024 had an increase of \$14,141.00) 2022-2023 Premium- \$61,237.00 2021-2022 Premium- \$60,678.00	
<u>RECOMMENDATION:</u> Discussion and possible action to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2023 through June 26, 2024.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Discussion and possible action related to the filling of management positions and any other matters incident thereto. This item may be discussed in Executive Session, pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).
<u>Item #:</u> 11L	
<u>INITIATED BY:</u>	<u>STAFF SOURCE</u> Mary Gaona Executive Director
<u>PREVIOUS BOARD ACTION:</u>	
<u>BACKGROUND:</u> To be presented at Board of Commissioners meeting.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> To approve as recommended by staff.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 05/22/2023	<u>SUBJECT:</u> Discussion on a date for our next Board of Commissioners meeting.
<u>Item #:</u> 11M	
<u>INITIATED BY:</u> Cynthia Mares Board Chair	<u>STAFF SOURCE</u> Mary Gaona Executive Director
<u>PREVIOUS BOARD ACTION:</u>	
<u>BACKGROUND:</u> To be discussed at Board of Commissioners meeting.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> To schedule the next Board of Commissioners meeting.	