

BOARD OF COMMISSIONERS



Operations and Choice Neighborhood
Committee Meeting
November 16, 2017



Creating Dynamic Communities Where People Thrive

BOARD OF COMMISSIONERS

Chairman Morris A. Stribling, DPM	Vice-Chairman Charles R. Muñoz	Commissioner Thomas F. Adkisson	Commissioner Francesca Caballero	Commissioner Charles Clack	Commissioner Marie R. McClure	Commissioner Jessica Weaver
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Operations and Choice Neighborhood Committee

Morris A. Stribling, DPM, Chair; Francesca Caballero, Member; Jessica Weaver, Member

President and CEO

David Nisivoccia

**San Antonio Housing Authority
Operations and Choice Neighborhood Committee or
**Special Board Meeting
2:00 p.m., Thursday, November 16, 2017**

The Board will convene for a Committee, or Special Board Meeting, at the Central Office of the San Antonio Housing Authority, 818 S. Flores St., San Antonio, TX, 78204, for discussion on the following matters:

1. Meeting called to order

The Board of Commissioners or its committee may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or committee reserves the right to enter into closed meeting at any time during the course of the meeting.

CHOICE NEIGHBORHOOD

2. Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood (Timothy E. Alcott, Real Estate and Legal Services Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization; Lori Hall, Assistant Director of Real Estate and Homeownership; Arrie Porter, Assistant Director of Choice Neighborhood; Adrian Lopez, Director of Community Development Initiatives)
3. Update and discussion regarding Westside Choice (Timothy E. Alcott, Real Estate and Legal Services Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization; Arrie Porter, Assistant Director of Choice Neighborhood; Adrian Lopez, Director of Community Development Initiatives)

OPERATIONS

4. Consideration and appropriate action regarding Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract (Ed Hinojosa, Chief Financial Officer)
5. Consideration and appropriate action regarding Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the

lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution (Ed Hinojosa, Chief Financial Officer)

6. Consideration and appropriate action regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy (Steven Morando, Director of Procurement and General Services)
7. Consideration and appropriate action regarding Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
8. Consideration and appropriate action regarding Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
9. Consideration and appropriate action regarding Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
10. Consideration and appropriate action regarding Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program (Brandee Perez, Director of Federal Housing Programs)
11. Consideration and appropriate action regarding Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions (Timothy E. Alcott, Real Estate and Legal Services Officer)
12. Update and discussion regarding the Home Buyer Readiness Program (Timothy E. Alcott, Real Estate and Legal Services Officer; Lori L. Hall, Assistant Director of Real Estate and Homeownership; Deborah Bell, Real Estate and Homeownership Manager)
13. *Closed Session:
Personnel/Consultation with Attorney
Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).
 - Discussion of the claim of Madlyn Lane

14. Adjournment

* Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated.

However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need and a closed meeting is permitted.


** Note: If a quorum of the Board of Commissioners attends the Committee Meeting, this meeting becomes a Special Meeting of the Board, but no Board action will be taken other than recommendations to the full Board, unless the full Board is present.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

MEMORANDUM

To: Operations and Choice Neighborhood Committee

From: David Nisivoccia, President and CEO 

Presented by: Timothy E. Alcott, Real Estate and Legal Services Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization; Arrie Porter, Assistant Director of Choice Neighborhood; Lori Hall, Assistant Director of Real Estate and Homeownership; Adrian Lopez, Director of Community Development Initiatives

RE: Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood

SUMMARY

The following describes activities related to the three core components of the Choice Neighborhood Initiative: People, Housing and Neighborhood. The activities are associated with metrics submitted to the U.S. Department of Housing and Urban Development (HUD) on both a quarterly and annual basis.

CHOICE NEIGHBORHOOD GRANT ADMINISTRATION
<p>The Choice HUD Budget Revision No. 8 (now Budget Revision 9) was submitted to HUD on April 19, 2017, to reallocate dollars within sub-budget line items in 1405 and spread additional dollars. After multiple questions from HUD and a final revision, SAHA resubmitted Budget Revision 8 on August 28, 2017, for final approval. Final HUD approval was given on September 15, 2017.</p> <p>Staff submitted Choice HUD Budget Revision No. 9, for the funds related to the senior building housing construction on July 21, 2017, and received HUD approval on August 10, 2017. HUD has requested that SAHA label this budget revision as Number 8 since it was approved before the original Budget Revision 8 for CSS funds.</p>
SAFETY-BYRNE GRANT
General
<p>Accomplishments</p> <p>The Byrne Criminal Justice Innovation (BCJI) Grant expired on October 1, 2017. All Grant activities have concluded; however, SAHA staff is continuing to build upon strategies initiated by the grant for long-term crime reduction.</p>
PEOPLE
CHOICE CASE MANAGEMENT
<p>Wheatley Households + Objectives/Metrics</p> <ul style="list-style-type: none"> 147 Wheatley households remain on housing assistance.

- 146 households are no longer receiving housing assistance. Exit reasons include: evictions, abandonment, leaving after giving a 30-day notice to SAHA and death of head of household.

Accomplishments

- 122 households are receiving housing assistance and *case management.
- 25 households are receiving housing assistance but have not been responsive to case management.
- 5 households are not receiving housing assistance but are being case managed.

	Before Relocation (CY12Q2-CY13Q3) 6 Quarters	During Relocation (CY13Q4-CY14Q1) 2 Quarters		After Relocation (CY14Q2-CY17Q1) 12 Quarters		Grand Total
	Not case-managed	Case- managed	Not case- managed	Case- managed	Not case- managed	
Abandon/Skip out	20	3	8	4	1	36
Evicted	2		9	12	9	32
Termination	1			4	2	7
Received NTV (Elite notes Indicate NTV was issued)	16	1	2	1	1	21
Noncompliance - program Administrative requirements (not Completing recertifications, non Compliance of debt repayment Agreements, etc.)				5	5	10
Voucher and Lease Expired		2		3	1	6
Moved Elsewhere (with family, Nursing home, assisted living, etc.)	5	6		1	2	14
Port out		1		1		2
Deceased	4			6	3	13
Administrative Error: Not former WC household					1	1
Grand Total	48	13	19	37	25	142
Grand total (% of 142)	33.80%	22.54%		43.66%		

CHOICE EMPLOYMENT

Objectives/Metrics

Baseline In September 2013

55

FY 2018 Target

58 percent of the able-bodied population will be employed

***Able-bodied Residents: 118**

Objectives/Metrics

* Individuals between the ages of 19-65 years of age and not disabled.

Accomplishments

- **72** (37 full-time and 35 part-time) - Urban Strategies case management services is a direct cause of the employment retention and attainment for all 72 employed residents.
- **16 of the 72 employed residents are also in training**
- **1** new training enrollment this quarter
- **0** placed in jobs within three months of completing training
- **20** able-bodied former Wheatley residents are unengaged

Urban has referred **three** Wheatley Choice residents to the Housing Authority’s Jobs Plus staff.

Jobs Plus East (JPE)

Objectives/Metrics

Increase the number of residents employed.

Accomplishments

Job’s Plus East had one resident graduate from South Texas Leadership High School Diploma Program.

Recruitment

Outreach is continued to residents in the footprint generating program information and notification of available resources. On October 27, 2017, a Halloween Resource Fair was held at Springview. Outreach is ongoing to support and to engage residents in the training hosted by ConnectHome.

National Night Out

On October 3, 2017, staff participated in National Night Out activities hosted by Springview. Staff set up a table for recruitment and assisted Family Self Sufficiency (FSS) with the food serving. The National Night Out event was canceled for Sutton Park on October 3, 2017, but was rescheduled and held on Saturday, October 14, 2017. Staff assisted with outreach, served food and provided games for the children.

Wheatley Relocated Status

Efforts are ongoing and Staff will continue to outreach to the Wheatley Relocated residents by mail and by home visits. Three residents came by to receive services for JPE and one attended an information session for medical training at the Eastside Education Training Center. All three were Wheatley relocated residents and contacted JPE, because of the outreach letter they received from JPE. One Wheatley relocated youth

(aged 19) enrolled in the High School Diploma Program for this month. All efforts have been made to outreach to the Wheatley relocated residents by mail and home visits.

Proposed Program Upgrade Pending

Staff (JPE) are designing a Job’s Plus Members Card with the assistance of SAHA’s Communications Department. The proposed card will be issued to JPE clients indicating on the card their career track, alumni or regular member. The benefits will be 10%- 15% discount. Some of the discounted items will be groceries, clothing, household, and cleaning items. Proposed partners that have been contacted are HEB and local thrift stores.

CDI Support- Yearly Events

Upcoming Training

ConnectHome is hosting a bi-weekly class offering online resume building bi-weekly beginning October 19, 2017, and through the month of December. The classes are scheduled to be held at Springview Apartments..

The JPE Job Developer is in the process of developing an employment tool kit for potential job seekers and will continue to administer to the employment seekers online Reality Career Assessment and the O’Net Interest Profiler Test.

Training

Learning to Work it Out Curriculum will continue to be implemented at Springview. Curriculum entails Conflict Resolution and Job Readiness.

Community Coaches Training

The Community Coaches completed the Community Leadership class with the City of San Antonio on October 17, 2017, and the graduation date is pending in November. Three Community Coaches completed the course; one is a Wheatley relocated and resides at East Meadows.

One of the Community Coaches resides at East Meadows and is in enrolled in a Phlebotomy class. The resident is scheduled to complete the Phlebotomy certification class by the end of October and has two interviews scheduled. The Job Developer is supporting the resident with the transition to employment, by providing assistance in customizing a resume.

FY 2018 Target

- 138 enrolled, and 42 placed in employment

CHOICE RESIDENT TRAINING METRICS (URBAN STRATEGIES)

Objectives/Metrics

- 18 New enrollments in job training

Accomplishments

- 6 Adult High School Diploma Program
- 2 Bachelor’s Degree

- 1 Associate's Degree
- 1 ESL
- 12 Workforce training
- 36 Residents have completed training or education to date

CHOICE RESIDENT HEALTH (URBAN STRATEGIES)

Objectives/Metrics

Baseline of the number of residents without health insurance in September 2013

- 99 residents fall within the Medicaid gap and therefore did not have health insurance, a medical home and were unable to see a doctor every twelve months.

Year-to-date Metrics

- 57 adults reported having no health insurance
- 109 adults have a medical home
- 117 (76%) adults have seen a doctor in the last twelve months
- The Adult Assessment Survey showed that 76% of the respondents self-identified as having depression or other mental health issues, were screened and referred to counseling or reported very high to severe levels of stress. Please see below for the latest on Urban Strategies mental health initiatives.

Accomplishments

A total of fifty families have been referred and obtained services by the University of the Incarnate Word (UIW) nurses and nurse practitioners either in their homes or at the UIW Bowden Clinic. Adults and children have been referred to appropriate providers as needed. Referrals were made to the Texas Healthy Woman Program for counseling services at the UIW Nursing School and Communicare. University Health Systems (UHS) will serve as the medical home for uninsured families, who will receive guidance and assistance in applying for CareLink (a healthcare savings account service that provides medical care on a sliding scale fee basis).

On September 28, UIW, NAMI (National Alliance on Mental Illness) and Urban Strategies staff coordinated and began facilitating a weekly support group for residents. The support groups are being held to begin conversation regarding issues that may be preventing residents from reaching their potential. Topic of discussion is based on resident ideas. The weekly sessions were held at the Wheatley Community School and facilitated by Licensed Counselors. The attendance in the classes have increased regularly: week one had seven residents, week two had eight residents attend and week three had ten residents present. Attendees received information on mental health and wellness. The facilitators discuss and provide information on triggers to high stress, depression, anxiety and other mental health conditions that they (or a family member) may be experiencing. The group is showing great promise and cohesion. The goal is to begin the conversation around mental wellness and provide participants the ability to problem-solve as a group or become comfortable with a referral to a mental health professional.

UIW is working with the Choice families who are in need of a health program for women over the age of forty-five, who are no longer eligible to receive services from the Texas Healthy Women's program. UIW applied for and received a grant that will allow the UIW staff to offer the services to qualified individuals.

Fifty-eight families, comprised of 136 individuals have been assessed and received the following services:

- Twenty-five residents who previously had no access to healthcare have received complete physical exams and referrals
- Five residents have received received mental health assessments and counseling
- Twenty-nine residents received assistance and submission of their application to the Texas Healthy Women Program
- Twelve residents have attended an initial comprehensive physical exam appointment with a Texas Healthy Women Provider
- Fourteen patients have received Total Chronic Disease (Diabetes, Liver Disease, Asthma, Heart Disease) services, including health coach interventions and referrals to resources and health care providers
- Thirty-six children received immunizations
- Fifteen adults received immunizations

Urban has also developed processes for Significant Case Interventions such as:

- Coordination of chronic disease patients to a specialty system of care (including HIV)
- Coordination of abnormal screening mammogram for definitive diagnosis
- Coordination of access to care through Texas Healthy Women Program leading to diagnosis of chronic conditions including diabetes and heart disease
- Coordination of eye care through UIW Bowden Clinic
- Coordination with Wheatley Community School for weekly health events on Thursday morning and afternoon
- Mental health interventions through behavioral health counseling
- A group therapy support group headed by two (2) retired mental health professionals has been established by Urban and UIW at the Wheatley Community School. The groups have been a success with seven to nine individuals attending on a weekly basis. Three sessions have been held so far.

On Wednesday, October 18, 2017, Urban hosted a Mental Health informational session with mental health professionals practicing within the Choice footprint. The gathering was a result of a meeting held to identify disparity or needed services in the community. Trauma and mental health issues have been identified as one of the five barriers to employment. Urban proposes to use the mental health partners to secure services for residents that are on a path to employment and training. Partners attending the session completed action commitments to address the mental wellness gap for the Wheatley Choice population.

FY 2018 Target

85 percent of all uninsured residents will have seen a doctor within the last twelve (12) months.

CHOICE EDUCATION

The Urban Strategies Education Liaison continues to develop a network of service partners to support youth educational development, family engagement opportunities and assist with the building of career pathways. The network will be a resource to the East Meadows families and families located within the community. The next partner collaborative meeting is scheduled for November 8, 2017, with a topic of Employment.

Accomplishments

Strengthening Partnerships – Urban Strategies is working closely with agency representatives who attended the Partner Collaborative meeting on August 23, to develop action plans related to school readiness and positive youth development. United Way of San Antonio and Bexar County's Dual Generation

program will facilitate the process of getting our youth population, ages 0-4, enrolled in high quality childcare while connecting the adults to job training. Ella Austin Community Center’s Youth Development program will open slots for after school programming during the Thanksgiving holiday break for our youth population, ages 6-14. San Antonio for Growth on the Eastside will have discussions with local funders and nonprofit organizations to ensure internships can be provided to our teenage and young adult population.

Resident Engagement – East Meadows residents were excited to learn management revised the rules and allowed them to decorate for the holidays. Due to their excitement, Urban Strategies hosted a make and take activity on October 17, 2017. Twelve adults and six children attended and created Fall Wreaths to hang on their door.



Promoting Literacy – During Read for the Record Day on October 19, 2017, Urban Strategies partnered with Ride for Reading to provide books to all Pre-K – 6th grade students at Booker T. Washington Elementary. Ride for Reading is a non-profit organization that works to promote literacy and healthy living among children in low income communities by donating age-appropriate books via bicycle. Read for the Record Day is a shared reading



experience across the nation that highlights the importance of building early literacy and language skills for every child.

Community Engagement - Urban Strategies has partnered with SAGE, San Antonio for Growth on the Eastside, to promote the annual HalloEast Block Party on October 29, 2017, from 4:00 p.m. to 7:00 p.m. on the N. New Braunfels Street corridor from Burnet to Dawson Street. This event promotes unity, fun and a safe environment for the Eastside community children. Urban Strategies will encourage all case managed residents to attend the event including the East Meadows residents. Families will have the opportunity to enjoy an afternoon of free food, pumpkin painting, dancing, and a costume contest.

HOUSING

Demolition - Phase II - 2 ½ Blocks

Accomplishments

Demo Project is 100 percent complete as of October 2016.

Replacement Housing

Objective

Replace all 246 units demolished at Wheatley Courts.

Accomplishments

The Park at Sutton Oaks - CNI Phase I (49 replacement units)

The development as a whole is 94 percent occupied and 96 percent pre-leased.

East Meadows I-CNI Phase II (79 replacement units)

Public Housing = 68 units available (3 still in construction)
68 occupied

PBV = 8 units available
8 occupied

FY 2018 Target

Complete 128 replacement units before end of FY 2017.

To date 125 replacement units have been completed. The last three units are scheduled to be completed by October 30, 2017.

Phase II - East Meadows Multi-Family Housing (215 Unit)

Objective

Complete 215 multi-family units by the end of October 2017.

Accomplishments

As of September 30, 2017, the latest data available, the project is estimated to be at 98.11 percent complete. The project should have been completed by March 1, 2017, which currently puts the project approximately seven months behind schedule.

All Block A, B, C Buildings have received a Certificate of Occupancy (CoO) with the exception of Block D Buildings #37 and #38 which have received a Temporary Certificate of Occupancy (TCO). Thirty-six out of thirty-eight buildings have been turned over to MBM Property Management. 180 of 186 completed units have been leased and are occupied. All building exteriors and parking lots, with the exception of the area at Buildings #37 and #38, are under exterior, landscaping and site amenities punchout.

Block D Building #37 has been substantially completed, a request for Certificate of Occupancy inspection has been requested. We are currently waiting to install leasing office flooring and furniture. At Building #38, the Contractor is performing appliance, tile and carpet work. Contractors have begun installing corridor flooring. Building #38 has been cordoned off from the rest of Block D as leasing units in Buildings #31 through #36 continues. Preparations have begun for the process of leasing units at #37. The parking lots will be cleaned and striped. The swimming pool has been excavated, the shell has been constructed and the maintenance room and dividing wall are being constructed. The elevators have been installed and are operable.

Occupancy by Unit Type

TYPE	UNITS AVAILABLE	OCCUPIED END OF AUGUST	OCCUPIED END OF SEPTEMBER
MARKET	47	43	43
PUBLIC HOUSING	68	68	68
LIHTC	63	51	57
PBV	08	06	07

TOTAL	186	168	175
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SAHA and MBM property management staff continue to conduct weekly conference calls to ensure timely lease-up of all units. Meetings have improved project occupancy.

The Development Services and Neighborhood Revitalization department received formal approval from TDHCA on March 16, 2017, to move forward with retrofitting the townhome units at East Meadows with a half bath on the first floor. DHR is the independent architect for the project and provided design development drawings on September 6, 2017. The development team has reviewed and approved them to move forward and complete the construction set drawings for bidding.

BiblioTech East

MBS, SAHA, SLS and Bexar County will meet October 25, 2017, to turnover the BiblioTech white box to Tejas Premier, the County’s contractor, to begin construction of the interior of BiblioTech East. The County estimated it would take three months to complete the construction finish-out; therefore, the grand opening has been moved to January or February of 2018.

FY 2017 Target

East Meadows I complete construction by March 1, 2017. Target was not met.

FY 2018 Target

East Meadows I complete project by November 2017, and have full occupancy by December 2017.

Phase III - Wheatley Park Senior Living - Senior Building (80 Units)

Objective

Develop 80 affordable units for seniors 62 years of age and older.

Accomplishments

Siding and stucco work is ongoing and is about 99% complete. The installing drywall and gypcrete on the 2nd and 3rd floors has been completed. The overall project is at 68.0 percent complete as of the end of September 2017. The project is currently three weeks behind the baseline schedule due to the August 7, 2017, storm and the HVAC subcontractor performance. The HVAC subcontractor has increased manpower and a meeting with all subcontractors was held to expedite their work and eliminate the project delay. The project has set-up a standing weekly conference call to keep updated to any critical path deadlines, should they arise. CMC has committed to substantially complete the project as per contract date of December 20, 2017.

MBM has brought on a new manager that has more experience and will be overseeing the lease-up of Wheatley Park Senior Living. Pre-leasing of the senior units began September 18, 2017. A workshop is scheduled for mid-October to include SAHA, MBS and MBM staff in order to better coordinate the lease-up of PBV units.

FY 2017 Target

50 percent construction complete by June 30, 2017. Target met as scheduled.

FY 2018 Target

Complete project by late December 2017 and begin occupying units February 2018.

Phase IV - East Meadows II Multi-Family Housing (119 Units)**Objective**

Obtain an allocation of 9% tax credits on July 31, 2017.

Accomplishments

Final Determination Letter from TDHCA is pending the final underwriting report. Staff has received the underwriting report, and documents will be routed and executed as part of the carryover package. The financial closing is set for March 2018, with a construction start of April 2018.

As of September 2017, MBS, RPGA Architects, Cadence McShane (CMC) and SAHA have completed the value engineering. One hundred percent of the drawings and specifications have been submitted and are being reviewed. In order to lower the cost of the project, structural and BSAG levels were reviewed and options were presented and are being considered. MBS, CMC and SAHA continue to discuss all options available to value engineer the project and obtain a final construction budget number.

FY 2018 Target

Close on financing by March 2018.

Public Improvements Phase I and II Construction**Objective**

Completion of Public Improvements for East Meadows and Wheatley Park Senior Living by end of October or early November 2017.

Accomplishments

All sidewalks, curbs and ramps as well as asphalt and landscaping work are completed, except the area surrounding Wheatley Park Senior Living Project. The Public Improvement (PI) contract was suspended to allow the senior building contractor to complete the building exteriors. The contractor was scheduled to restart the balance of the work on September 11, 2017. Due to some delays by the senior building contractor, the PI contractor was not able to start until October 2017, and is scheduled to complete all remaining works by November 2017.

- The project is at 99.90 percent complete.
- The construction team has coordinated the public improvement construction with CoSA, SAWS and utility company representatives.
- The TDHCA deadline for buildings to be placed in service has been met.

FY 2017 Target

Substantial completion of Public Improvements by March 15, 2017 - Target not met.

FY 2018 Target

Completion of Phase I and II Public Improvements by November 2017.

Public Improvements Phase III

Objective

Complete the final phase of Public Improvements in conjunction with the final housing phase.

Accomplishments

Commencement of Phase III Public Improvements by April 2018. SAHA and MBS are currently coordinating the design by RPGA Architect and of the Public Improvements and at what cost.

FY 2018 Target

Commencement of Public Improvement work for final phase by April 2018.

Non-Replacement Housing - Phase I

Objective

Development and lease-up of 376 non-replacement units.

Accomplishments

Phase I - The Park at Sutton Oaks – 159 non-replacement units were completed as of June 17, 2014.

Phase II - East Meadows - 136 non-replacement units, of which 110, were completed as of May 31, 2017. The remaining 26 units are scheduled for construction completion by November 2017.

Phase III - Wheatley Park Senior Living - 4 non-replacement units are under construction as of May 31, 2017, with a completion date of December 2017.

Phase IV - East Meadows II - 77 non-replacement units to begin construction April 2018.

FY 2017 Target

Completion of 295 non-replacement units by June 30, 2017. - Target not met.

FY 2018 Target

Completion of 299 non-replacement units by June 30, 2018.

Phillis Wheatley Park

Objective

Create a public park on site complete with a playground, art and covered sitting area.

Accomplishments

DSNR staff has been negotiating price with highest rated Landscaping Architectural firms; however, pricing is still too high. SAHA may need to go to the second highest rated firm for pricing or re-issue solicitation. Internal discussions of the next steps to take are pending.

NEIGHBORHOOD

CRITICAL COMMUNITY IMPROVEMENTS (CCI)
Administrative–CCI Plan
<p>Accomplishments Implementation of all six CCI Strategies.</p> <p>The Choice Neighborhood Coffee was held on September 27, 2017, at Greater Corinth Baptist Church, 500 S. New Braunfels Ave. with a presentation from Bexar County. On October 25, 2017, the Coffee included a presentation from Bexar County Appraisal District, on the Homestead Exemption and How to Protest Tax Evaluation. Staff also participated in Harvard Place/Eastlawn and Denver Heights National Night Out celebrations, on October 3, 2017.</p> <p>FY 2017 Target Implementation of all six CCI Strategies by June 30, 2017 - Target was met for Facade Restoration, and completion of the Good Samaritan Veterans Outreach and Transition Center.</p> <p>FY 2018 Target Completion all twelve Business Facade Improvement projects by June 30, 2018. Completion of installation of 226 trees in the neighborhood by June 30, 2018. Completion of the VOTC by December 2017. Completion of five Owner Occupied Rehab homes by June 30, 2018. Completion of two NSP houses for Infill project by June 30, 2018. Completion of art in the park pieces by June 30, 2019.</p>
Infill - Vacant Lots
<p>Accomplishments Staff has secured nine properties in Target Area (TA) I. Staff is exploring potential properties in both TA I and II via contracted Realtor. Staff is performing due diligence on ten SAHA owned properties for Phase II. Staff is researching the potential to replat one large lot into two buildable lots.</p> <p>FY 2018 Target Select Builder to construct nine homes according to Design Guidelines by January 31, 2018. New construction of nine homes by June 2018. Sale of nine new homes by July 2018. Purchase of ten additional lots/dilapidated properties by May 31, 2018. New construction of ten homes by December 31, 2018.</p>
Owner Occupied Rehab
<p>Accomplishments Merced Housing Texas reports one completion and seventeen applications in various stages of the rehabilitation process.</p> <p>In Target Area I, four homes in lead hazards testing phase; and one home in scope of work phase.</p>

In Target Area II, there are three homeowners in the application phase; four homes in the scope of work Phase; and five homes in the lead hazards testing phase.

FY 2018 Target

Rehabilitate fifteen homes in the Choice footprint by December 31, 2018.

Business Facade Restoration

Accomplishments

An award was made to the twelfth and final business. The environmental assessment has been completed for Walter’s Food Mart.

FY 2018 Target

Award up to twelve grants for qualifying businesses

Urban Farm

Accomplishments

Platting process is complete. Plat is being recorded with Bexar County. Staff is working towards a November ribbon-cutting.

FY 2017 Target

Develop Urban Farm in the Choice Footprint - in progress

FY 2018 Target

Initiate farm build-out.

Neighborhood Beautification

Accomplishments

A Request for Quote (RFQ) was issued to engage an Artist(s) for the development of projects on-site of the park. The deadline for receipt of proposals was October 18, 2017, at 2:00 p.m; however, no proposals were received. Two calls were received to request extensions. The deadline was extended to October 25, 2017.

Overall, trees that have been planted are thriving. One tree was stolen and one tree was vandalized. Staff will ask CoSA if replacements are possible.

FY 2017 Target

Initiation of Community Meetings.

FY 2018 Target

Completion of design and initiation of projects.

ENHANCE PUBLIC INFRASTRUCTURE

Public Improvements (Streets/Sidewalks/ Curbs, Lighting)

Improvements in Target Area II are ongoing and improvements for Target Area III have been initiated.

Accomplishments

Lighting installation has been completed for phase one.

FY 2018 Target

Completion of curbs, streets, sidewalks, driveways and lighting in Target Area II.

REQUESTED ACTION:

None at this time.

FINANCIAL IMPACT:

None

STRATEGIC GOAL:


Empower and equip families to improve their quality of life and achieve economic stability.

ATTACHMENTS:

None

MEMORANDUM

To: Operations and Choice Neighborhood Committee

From: David Nisivoccia, President and CEO 

Presented by: Timothy Alcott, Real Estate and Legal Services Officer;
Lorraine Robles, Director-Development Services & Neighborhood Revitalization;
Arrie Porter, Assistant Director of Choice Neighborhood; and
Adrian Lopez, Director-Community Development Initiatives

RE: Westside Choice Update

SUMMARY:

SAHA is proceeding with the submission of a HUD FY 2017 Choice Neighborhood Implementation grant application for approximately \$30,000,000 for the redevelopment of the Alazan Courts and surrounding neighborhood. The agency has procured NRP as its development partner, whose team also consists of Looney Ricks Kiss, Choice Neighborhood Planner and TAG, grant writer.

To date, two resident meetings and two community meetings have been held in preparation for the Choice Neighborhood grant planning effort. Resident and Committee meetings were held in the Alazan Apache Community center with half of the attendees being Alazan residents. A third community meeting was held October 10, 2017, at Progresso Hall, from 5:30 p.m. - 8:00 p.m. to kick-off the planning process. Attendees were asked to participate in one of five work groups covering neighborhood, housing, people, education, safety and security.

Stakeholder meetings were held with Mayor Ron Nirenberg's office, Councilwoman Shirley Gonzales, SAISD, United Way, Westside Development Corporation, Avenida Guadalupe Association, Esperanza Peace and Justice Center, S.A.P.D., SARA, University Health Systems, the City of San Antonio Planning Department and their Neighborhood and Housing Services Department.

All stakeholders were generally in agreement and committed to work with SAHA toward a successful application, to include leverage letters and available data. The single exception was the Esperanza Peace and Justice Center whose members are opposed to the demolition of Alazan buildings and the relocation of residents.

The timeline as prescribed by HUD provides for a deadline of November 22, 2017, for submission of the grant application; however, staff's internal goal is to complete submission by Friday, November 17, 2017. HUD will then select finalists in the Spring of 2018, and announce grant awards July 2018. HUD anticipates granting awards to five projects.

Staff has conducted a survey of 251 resident households to date as a means to solicit support and to develop the People Plan. Some of the highlights of the survey include:

Health:

- 43% of respondents do not have health insurance (head of households)
- 49% of respondents (head of households) are worried about their health
- 53% of respondents rate their overall health as fair or poor
- 27% of respondents have not attended a routine doctor visit in the last twelve months
- 32% of respondents have a long term illness (6 months or more)
- 34% of respondents reported their physical health preventing them from doing usual activities (care for self, work, shopping)
- 40% of respondents reported that a nurse or doctor informed them that they have diabetes
- 49% of respondents reported that they have high blood pressure
- 23% of respondents are interested in setting up an appointment for counseling

Education “Children” (based on data from SAISD):

- 11% (40) are considered “Limited English Proficiency”
- 7% (23) are considered “Bilingual Education”
- 3% (12) are considered “English Second Language”
- 74% (256) are considered “At Risk” defined by 13 criteria developed by the State of Texas compared to 68.8% for SAISD and 50% for Texas
- 100% (348) are considered “Economically Disadvantaged”
- 9% (33) are considered “Special Education”
- 4% (15) are considered “Gifted and Talented”
- 1% (2) are “Teen Parents”
- 50% are males and 50% are females
- 5% (18) are African American
- 93% (323) are Hispanic
- 2% (6) are Caucasian
- 46% of children tested through the STAAR passed English Language Arts
- 52% of children tested through the STAAR passed Mathematics
- 46% of children tested through the STAAR passed Science
- 50% of children tested through the STAAR passed Social Studies
- 32% of children tested through the STAAR passed Writing
- 40% of all SAHA kids are chronically absent

Education “Adults” (based on the survey results):

- 53% of respondents stated that they had secured a high school diploma
- 25% of respondents stated they completed GED
- 17% of respondents stated they had completed some college
- 15% of respondents stated they had completed a certification
- 6% of respondents stated they had completed a high school program

Employment:

Of the 469 occupied households in Alazan, 205 (44%) households were earning wages with the vast majority of households classified as non-elderly/non-disabled head of households (41%). These working households had a median income of \$10,427.

Even though 41% of non-elderly/non-disabled households were earning wages, the median income for non-elderly/non-disabled households was \$2,199 less than the median for elderly/disabled households (\$9,048 vs. \$6,849). There were 335 non-elderly/non-disabled households (71%) who made less than 30% of the Area Median Income; 18 of the non-elderly/non-disabled households (4%) made 30-50% of the Area Median Income; 6 of the non-elderly/non-disabled households (1%) 50-80% of the Area Median Income.

There are 166 non-elderly/non-disabled adults without a high school diploma or GED.

SAHA conducted a survey of over 51% of households:

Training

- 43% of respondents are interested in training in the medical field
- 22% of respondents are interested in training in office administration
- 17% of respondents are interested in training on computers
- 16% of respondents are interested in training on owning a business
- 15% of respondents are interested in education on homeownership
- 10% of respondents are interested in training in culinary arts
- 8% of respondents are interested in training in technology
- 6% of respondents are interested in training in warehouse
- 4% of respondents are interested in training in apartment maintenance

Career or working in

- 35% of respondents are interested in working in the medical field
- 28% of respondents are interested in working in healthcare
- 18% of respondents are interested in working in customer service
- 15% of respondents are interested in working in office administration
- 13% of respondents are interested in working in cosmetology
- 11% of respondents are interested in working in childcare
- 10% of respondents are interested in working in telemarketing

Those who are not employed identified the following issues that make it difficult to get or stay in a job:

- 30% of respondents identified childcare
- 25% of respondents identified disability
- 18% of respondents identified health problems
- 16% of respondents identified transportation
- 13% of respondents identified lack of education

- 10% of respondents identified lack of job skills

Safety:

Crime major or not?

- 70% of respondents believe that crime is a moderate to major problem (43% major; 27% moderate)

Type of crime

- 67% of respondents identified drug activity as the type of crime that they worry most about
- 46% of respondents identified theft
- 42% of respondents identified domestic violence
- 33% of respondents identified vandalism
- 33% of respondents identified assault
- 10% of respondents identified nothing

Safe in community?

- 48% of respondents said yes
- 52% of respondents said no

Safe in Alazan?

- 58% of respondents said yes
- 42% of respondents said no

Why move?

- 60% identified neighborhood problems as reason to leave

Safe in your home?

- 75% say yes
- 25% say no

Safe in neighborhood?

- 48% say yes
- 52% say no

Children safe in school?

- 77% say yes
- 23% say no

Let kids play outside?

- 40% say yes
- 60% say no

Feel comfortable interacting with neighbors?

- 56% say yes
- 44% say no

Based on input from all meetings, data from the Neighborhood Assessments and from the State Demographer's office, strategies have been developed for all components of Choice. These strategies will be shared with the community on Wednesday, November 8, 2017. Two meetings are scheduled for that date. A stakeholders meeting will be held at the Progreso Gallery at

10:00 a.m. and the Community meeting will be held that evening at 6:00 p.m., at the Guadalupe Theater.

Angelou Economics, the entity that prepared the Market Analysis for the Eastside Choice application has been procured to complete the same for Westside Choice.

PROPOSED ACTION:

None at this time.

FINANCIAL IMPACT:

None

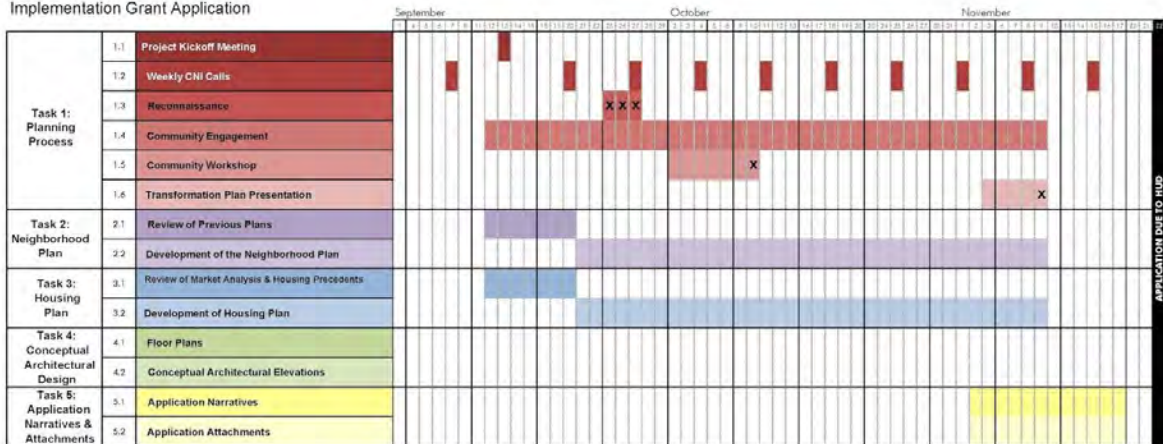
STRATEGIC GOAL:

Empower and equip families to improve their quality of life and achieve economic stability.

ATTACHMENTS:

None at this time.

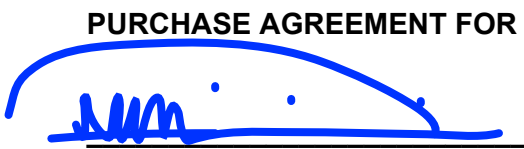
LRK DRAFT WORK PLAN (09/11/17)
Alazan- Apache Courts CNI
Implementation Grant Application




X Meetings in San Antonio

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

RESOLUTION 5767, AUTHORIZING THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO ISSUE A DECLARATION OF OFFICIAL INTENT (DESIGNATION OF QUALIFIED TAX EXEMPT OBLIGATION) FOR ALL PROGRAM EXPENDITURES RELATED TO PROJECT DESIGN AND DEVELOPMENT OF A SELF-MANAGED ENERGY PERFORMANCE CONTRACT, SUCH THAT ALL EXPENDITURES ARE ANTICIPATED TO BE REIMBURSED THROUGH THE PROCEEDS OF A POTENTIAL TAX EXEMPT MUNICIPAL LEASE PURCHASE AGREEMENT FOR A SELF-MANAGED ENERGY PERFORMANCE CONTRACT



David Nisivoccia
President and CEO



Ed Hinojosa
Chief Financial Officer

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract.

FINANCIAL IMPACT:

This resolution allows expenditures for program design and development for an energy performance contract (EPC) to be reimbursed from proceeds of a future tax exempt municipal lease purchase agreement not to exceed an aggregate amount of \$5,700,000.

SUMMARY:

To further the San Antonio Housing Authority's (SAHA's) commitment towards sustainability, finance capital improvements, reduce utility costs, and increase resident comfort, SAHA implemented an Energy Performance Contract in 2015, which included five properties containing 2,180 units. An EPC is a U.S. Department of Housing and Urban Development (HUD) approved financing mechanism to install energy and water conservation measures (ECMs), where the ECMs are financed through future energy savings.

SAHA previously made board approved expenditures for consulting services provided by Denver Housing Authority (DHA) and anticipates making additional expenditures for the project development of an EPC Phase I (B). Additional expenditures will fund activities including legal fees, and other related consulting and transaction costs.

SAHA intends to get reimbursed for such expenditures through the proceeds of a future/anticipated tax exempt municipal lease purchase agreement. Treasury Regulations Section 1.150-2 (Reimbursement Regulation) sets forth the rules for determining when

proceeds of tax-exempt obligations are used to reimburse expenditures made prior to the date of issue of the tax-exempt obligations.

Reimbursement Regulation requires that a declaration of official intent to reimburse the expenditures (Declaration of Official Intent) be made not later than sixty days after payment of the original expenditure and that an allocation in writing, evidencing use of proceeds of a reimbursement bond to reimburse an original expenditure, be made within eighteen months after the later of the date the original expenditure is paid or the date the equipment is placed in service or abandoned but in no event later than three years after the original expenditure is paid.

Resolution 5767, serves as SAHA's Declaration of Official Intent to get reimbursed for an EPC project design and for development related expenses from the proceeds of an anticipated tax exempt municipal lease purchase agreement.

STRATEGIC GOAL:

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENT:

Resolution 5767

**SAN ANTONIO HOUSING AUTHORITY
RESOLUTION 5767**

RESOLUTION 5767, AUTHORIZING THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO ISSUE A DECLARATION OF OFFICIAL INTENT (DESIGNATION OF QUALIFIED TAX EXEMPT OBLIGATION) FOR ALL PROGRAM EXPENDITURES RELATED TO PROJECT DESIGN AND DEVELOPMENT OF A SELF-MANAGED ENERGY PERFORMANCE CONTRACT, SUCH THAT ALL EXPENDITURES ARE ANTICIPATED TO BE REIMBURSED THROUGH THE PROCEEDS OF A POTENTIAL TAX EXEMPT MUNICIPAL LEASE PURCHASE AGREEMENT FOR A SELF-MANAGED ENERGY PERFORMANCE CONTRACT

WHEREAS, the San Antonio Housing Authority (SAHA), has and is expected to expend additional funds for energy studies, technical assistance, legal services, engineering, architectural, pre-construction pricing, and other services related to program design for a self-managed energy performance contract (EPC); and

WHEREAS, SAHA intends and reasonably expects that expenditures made for such efforts will be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for an EPC; and

WHEREAS, this resolution acts as a Declaration of Official Intent; Designation of Qualified Tax Exempt Obligation. This is a Declaration of Official Intent within the meaning of Treasury Regulations Section 1.150-2 for such related expenditures.

NOW, THEREFORE, BE IT RESOLVED that the SAHA Board of Commissioners hereby:

- 1) Approves Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract; and
- 2) Authorizes the President and Chief Executive Officer, or designee, to execute all necessary documents associated with this transaction.

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

RESOLUTION 5768, AUTHORIZING THE SAN ANTONIO HOUSING AUTHORITY TO EXECUTE OR AMEND AND DELIVER AN EQUIPMENT LEASE/PURCHASE AGREEMENT NOT TO EXCEED \$5,700,000 WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED BY THE LENDER AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN CONNECTION THEREWITH; AND, AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION



David Nisivoccia
President and CEO

for



Ed Hinojosa
Chief Financial Officer

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution.

FINANCIAL IMPACT:

The payments on the additional lease purchase financing will be funded from the projected cost savings generated by the Energy Conservation Measures (ECM) that have already been installed during Phase I of the Public Housing Energy Performance Contract (EPC), by extending the original five years of the projected energy savings to fifteen years of energy savings on select properties. This will require a new/amended lease purchase financing agreement in an amount not to exceed \$5,700,000, which is the sum of the current balance of the Phase I EPC loan (original balance \$3,637,964, which closed on October 14, 2015) and the new loan advance of \$2,000,000.

SUMMARY:

In 2015, the San Antonio Housing Authority (SAHA) implemented an EPC. The HUD Public Housing EPC program is an innovative financing technique that uses future cost savings generated from reduced energy consumption to repay the cost of installing water and energy ECMs and other capital improvements. SAHA included the following properties in the EPC Program, including upgrades to 2,180 homes. Further Details can be found in attachment A.

- Alazan/Apache
- Alazan (Guadalupe subdivision)
- Lincoln Heights
- Cassiano Homes
- Victoria Plaza
- Villa Tranchese
- Fair Avenue

During the design phase of the EPC in 2015, SAHA was exploring possible redevelopment plans for Alazan/Apache, Alazan Guadalupe, Lincoln Heights, and Cassiano Homes using a HUD Choice Neighborhood Grant. To allow flexibility with these properties in the future, SAHA's approved EPC plan captured only energy savings on these properties for five years instead of the fifteen years utilized for the rest of the properties in the EPC program. By reducing the savings of these properties to five years, in lieu of fifteen years, the overall EPC project savings decreased, which in turn supported less debt service payments, ultimately decreasing the amount of the overall funding available to implement ECMs.

In addition, during the design phase of the Phase I EPC, SAHA elected to undertake a comprehensive modernization at Victoria Plaza and postponed the installation/construction of EPC ECMS on Victoria Plaza with plans of incorporating the EPC ECMs into the scope of the the larger modernization project.

SAHA staff has decided to apply for a Choice Neighborhood Implementation Grant for the Alazan/Apache multifamily development. With no plans for redevelopment of Alazan Guadalupe, Lincoln Heights, and Cassiano, SAHA staff is electing to extend the terms of these properties within the EPC from five years to fifteen years allowing SAHA to capture additional utility savings equating to approximately two million dollars. SAHA will use this two million dollars of additional funds to help finance the modernization of Victoria Plaza as outlined in attachment A. SAHA will finance these excess savings through an amendment to their existing Tax Exempt Municipal Lease Purchase Agreement with Bank of America.

STRATEGIC GOAL:

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Summary of allocation of proposed financing proceeds (Exhibit A)
Resolution 5768

Attachment A

EPC Financing Summary				
	Original EPC Details 2015	Updated EPC Details <i>Forecasted</i> 2/9/2018	Proposed EPC Details <i>Forecast</i> 2/9/2018	Additional Principal for Victoria Plaza
Term	15 years	13 years	13 years	
Remaining Principal Amount	\$3,637,000	\$ 3,227,000	\$ 5,227,000	\$ 2,000,000
Rate		3.26%	3.26%	

Victoria Plaza EPC - Budget/Scope Details				
Energy Conservation Measures	Original EPC Budget	Proposed EPC Funds	Additional Funds	
Low-Flow Fixture Installation	\$ 36,595	\$ 200,000	\$ 163,405	
Lighting Retro - Common Area & Ext	\$ 43,362	\$ 252,764	\$ 209,402	
Lighting Retro - In Unit	\$ 28,650	\$ 252,764	\$ 224,114	
Space Heating Plant Optimization	\$ 5,000	\$ 555,000	\$ 550,000	
CWP Demo & Air Handling Unit Repl	\$ 60,000	\$ 1,218,043	\$ 1,158,043	
Thermo Controls Mech Rm Exh Fans	\$ 1,000	\$ 30,000	\$ 29,000	
Window Replacement	\$ 700,000	\$ 487,131	\$ (212,869)	
	\$ 874,607	\$ 2,995,702	\$ 2,121,095	
EPC Phase IB Development Costs			\$ (115,000)	
Excess EPC Construction Budget Savings			\$ 236,095	
Additional Principal From Bank of America			\$ 2,000,000	

**SAN ANTONIO HOUSING AUTHORITY
RESOLUTION 5768**

RESOLUTION 5768, AUTHORIZING THE SAN ANTONIO HOUSING AUTHORITY TO EXECUTE OR AMEND AND DELIVER AN EQUIPMENT LEASE/PURCHASE AGREEMENT NOT TO EXCEED \$5,700,000 WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED BY THE LENDER AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN CONNECTION THEREWITH; AND, AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION

WHEREAS, the San Antonio Housing Authority (SAHA), (Lessee), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of Texas, is authorized by the laws of the State of Texas to purchase, acquire and lease personal property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Lessee desires to purchase, acquire and lease certain equipment with a cost not to exceed \$5,700,000 with an interest rate not to exceed 3.5% constituting personal property necessary for the Lessee to perform essential governmental functions (Equipment); and

WHEREAS, in order to acquire such equipment, the Lessee proposes to enter into and or amend that certain Equipment Lease/Purchase Agreement (Agreement) with Bank of America or one of its affiliates (Lessor); and

WHEREAS, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Agreement and the documentation related to the financing of the Equipment for the purchase, acquisition and leasing of the equipment to be therein described on the terms and conditions therein provided.

NOW, THEREFORE, BE IT RESOLVED, by the SAHA Board of Commissioners, the governing body of the SAHA, as follows:

The terms, authorizations and transactions set forth in and contemplated by this resolution are subject to the receipt by the Lessee of an approval letter from the U.S. Department of Housing and Urban Development (HUD) with respect to the EPC project contemplated herein.

Section 1. Acquisition and Installation of the Equipment. SAHA Board of Commissioners hereby authorizes and directs the acquisition and installation of the Equipment and provision of all security interests or encumbrances on the Equipment associated with this financing transaction, as provided in the Agreement.

Section 2. Approval of Documents. The form, terms and provisions of the Agreement and the Escrow Agreement are hereby approved as presented at this meeting, with such insertions, omissions and changes as shall be approved by the President and CEO of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such

documents being conclusive evidence of such approval; and the President and CEO of the Lessee is hereby authorized and directed to execute, and the President and CEO of the Lessee is hereby authorized and directed to attest and countersign the Agreement and any related Exhibits attached thereto and the Escrow Agreement and to deliver the Agreement (including such Exhibits) and the Escrow Agreement to the respective parties thereto, and the President and CEO of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

Section 3. *Other Actions Authorized.* The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Agreement and the Escrow Agreement to carry out, give effect to, and consummate the transactions contemplated thereby (including the execution and delivery of Acceptance Certificates and any tax certificate and agreement, as contemplated in the Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement and the Escrow Agreement.

Section 4. *No General Liability.* Nothing contained in this Resolution, the Agreement and the Escrow Agreement nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement and the Escrow Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreement are special limited obligations of the Lessee, as provided in the Agreement.

Section 5. *Appointment of Authorized Lessee Representatives.* The President and CEO, Chief Financial Officer, and Director of Finance and Accounting of the Lessee are hereby designated to act as authorized representatives of the Lessee for purposes of the Agreement and the Escrow Agreement, until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Agreement and the Escrow Agreement.

Section 6. *Designation for Purposes of Section 265(b)(3) of the Internal Revenue Code of 1986.* The governing body of the Lessee hereby designates the Agreement as a “qualified tax-exempt obligation” for purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 7. *Severability.* If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. *Repealer.* All bylaws, orders and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance or part thereof.

Section 9. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

1. Approves Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution.
2. Authorizes the President and CEO, or designee, to execute all necessary documents associated with this transaction.

Passed and approved the 7th day of December.

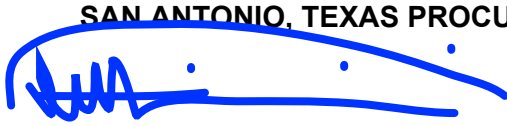
Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

**RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF
SAN ANTONIO, TEXAS PROCUREMENT POLICY**



David Nisivoccia
President and CEO



Steven Morando
**Director of Procurement
and General Services**

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

FINANCIAL IMPACT:

None.

SUMMARY:

The Housing Authority of the City of San Antonio, Texas (SAHA's) current Procurement Policy was approved by the Board of Commissioners on August 6, 2009. Previously, Public Housing Authorities (PHA) were under the requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. The U.S. Department of Housing and Urban Development (HUD) revised those requirements to Title 2 CFR part 200.317 through 200.326. This required PHAs to revise and update their Procurement Policies to conform to the revised regulations. We are also recommending additional revisions to the agency's procurement policy and procedures, all of which require approval, by SAHA's Board of Commissioners.

SAHA's revised comprehensive procurement policy complies with Federal, State and local laws and regulations; provides consistency, transparency, fairness, accountability and oversight; and optimizes competition and fostering economic opportunities for small, minority and women-owned businesses, as well as, Section 3 eligible residents.

HUD's adoption of 2 CFR 200 was intended to standardize rules and regulations for different Federal Agencies, which includes Procurement processes. Most of the changes are minimal and will not have any impact on SAHA's Procurement operations. The changes that do affect SAHA are identified below:

1. The Micro Purchase threshold amount has been changed to \$3,000, which represents an increase from our current \$2,000 amount (in 24 CFR 85.36 and in the HUD Procurement Handbook currently in effect).

2. The new Small Purchase threshold (aka, Informal Solicitations) amount was increased from \$100,000 to \$150,000. Because we are subject to following the more stringent rules of either HUD, State or local laws and regulations, our threshold will remain at \$50,000, as required by the State of Texas.

PHAs are also subject to the HUD Handbook 7480.2, Revision 2, which has not yet been updated by HUD. As such, there may be minor differences in the content of the current 24 CFR 85.36 and the new 2 CFR 200. Our agency will adopt the new regulations, while utilizing the content of the current HUD Handbook.

We have reviewed and are also recommending enhancements to our definitions section and changes in language, related to Change Orders, to include authority levels. The policy defines the authority of personnel involved in the Procurement process including the Contracting Officer and the Board of Commissioners, P-Cards, delegation of authority and appeals, as well as, a strong commitment to adhere to Board of Commissioners policy decisions.

Attached is the recommended policy with the replaced and requested changes shown in red.

STRATEGIC GOAL

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5766

Procurement Policy and Procedures (with changes from the previous policy shown in red)

**San Antonio Housing Authority
Resolution 5766**

RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of San Antonio, Texas (SAHA) was established as a Texas Housing Authority in 1937 in order to operate Public Housing in the City of San Antonio, Texas; and

WHEREAS, the Commissioners of SAHA are responsible for the adoption of its policies under its Rules of Governance; and

WHEREAS, SAHA acknowledges that the public trust demands consistency, accountability, transparency and fairness in all procurements and as such requires the establishment of policies governing the purchase of goods, supplies and services; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires PHAs to establish a written procurement policy; and

WHEREAS, Public Housing Authorities (PHAs) were under the procurement requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. HUD revised those requirements to Title 24 CFR part 200.317 through 200.326; and

WHEREAS, this required PHAs to revise and update their procurement policies to conform to the revised regulations. Additional revisions to the agency's procurement policy and procedures are also recommended, all of which require approval by SAHA's Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

**SAN ANTONIO HOUSING AUTHORITY
PROCUREMENT POLICY AND PROCEDURES**

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PROCUREMENT POLICY

INTRODUCTION:

This Procurement Policy (Policy) is established for the Housing Authority of the City of San Antonio, Texas, hereafter referred to as SAHA, for the acquisition of goods, supplies, commodities, materials, professional services, management and maintenance and repair services, construction services, equipment, and insurance in accordance with and subject to all federal, state and local laws, rules, codes and regulations including but not limited to the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), HUD Handbook 7460.8, Rev. 2, "Procurement Handbook for Public Housing Agencies", **HUD Handbook 7401.5 "Public and Indian Housing Property/Casualty Insurance Requirements,"** HUD Handbook 1530.1, "Litigation Handbook", HUD Guidebook 7485. 3G, "Comprehensive Grant Program Guidebooks," the procurement standards of **Title 2 Code of Federal Regulations, Part 200 (200.118 through 200.226), referred to as "2 CFR 200". Title 24 Code of Federal Regulations Part 85.36,** American Recovery and Reinvestment Act, **HUD Notice PIH 2009-12,** SAHA's Fraud Prevention Policy, Code of Ethics, Conflict of Interest Policies as well as various HUD Notifications of Funding Availability (NOFA), and State of Texas Government and Local Government Codes.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by SAHA;
2. Assure that all goods, supplies, commodities, services, equipment, and insurance are procured legally, efficiently, effectively, and at the most favorable terms available to SAHA and consistent with good business practices;
3. Promote competition in contracting;
4. Provide safeguards and internal controls for maintaining a procurement system of the highest quality and integrity;
5. Provide consistency and transparency in all procurement activities;
6. Foster growth of small, minority and women-owned businesses;
- 7. Foster growth of Section 3 Business Enterprises;**
8. Provide economic opportunities for extremely low, very-low and low income persons especially those residing in public housing, and
9. Ensure comprehensive planning for all procurements to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues.

B. APPLICATION

This Policy applies to all activities to the extent required by law for the procurement of goods, supplies, commodities, services, construction, insurance, and equipment by SAHA, its instrumentalities and affiliates. It shall apply to all expenditures of funds by SAHA for public purchasing regardless of the source of funds **(to include grants)**, including contracts which do not involve an obligation of funds, such as concession **type contracts and Purchasing and Travel cards**; however, nothing in this policy shall prevent SAHA from complying with the terms and conditions of any grant, contract, gift, required reimbursement or bequest that is otherwise consistent with law. The term "procurement," as used in this Policy, includes contracts, modifications, amendments and change orders, as well as the purchase, lease or rental of supplies, goods, commodities, materials, equipment, construction, maintenance, and other services, **including those covered under properly established interlocal agreements. This Policy shall also govern procurements made by P-card or other purchasing cards.** This Policy shall not govern the following items: purchases or sale of real property, loan transactions and documents, employment contracts, limited partnership agreements, award of housing or other vouchers to non-profit agencies, and housing assistance payment contracts.

C. DELEGATED AUTHORITY

In adopting this Policy, the Board of Commissioners authorizes the President and CEO, who shall be referred to as the Contracting Officer for SAHA, to approve and implement appropriate procurement procedures that are consistent with this Policy. The President and CEO will ensure that procedures are implemented consistent with this Policy and all federal, state and local laws and ensure employees are held accountable for all violations of this Policy, laws, rules, regulations and the implemented procedures. **The President and CEO may delegate the Contracting Officer's responsibilities and authority; however, this must be documented in writing. The delegated authority will stay in effect until canceled or superceded in writing by the President and CEO.** While the Board of Commissioners retains the authority to approve all contracts and all expenditures in excess of the Contracting Officer's delegated authority, the Contracting Officer or his/her designee is hereby authorized to enter into contracts or commit funds up to \$50,000 per contract. The Contracting Officer or his/her designee is hereby authorized to approve change orders to contracts and authorize the expenditure of additional funds up to **\$25,000 per change order with a cap of \$50,000 per contract or 25% of the original contract value whichever is less.** In no event shall changes to contracts exceed 25% as limited by state law. The Contracting Officer or his/her designee will maintain a log of all executed change orders **of Board approved awards contract** indicating the amount and purpose of the change and report the information to the Board of Commissioners on a quarterly basis.

In addition, the Contracting Officer or his/her designee shall have the authority to approve all contract modifications and contract amendments to include contract extensions **of time** and change orders not involving the expenditure of additional funds above and beyond **the** approved contract amount. In addition, the Contracting Officer or his/her designee shall have the authority to exercise options to renew contracts that he/she deems to be in the best interest of SAHA **and/or was included in the original contract approval**. During an emergency as defined below, the Contracting Officer or his/her designee may approve any procurement of goods, supplies, materials, services or equipment needed to mitigate the emergency regardless of the dollar amount provided that the nature and value of said purchases, if such purchases exceed delegated authority, shall be reported to the Board of Commissioners consistent with this Policy. The Contracting Officer shall have the authority to enter into intergovernmental/**interlocal** agreements not to exceed the delegated authority to purchase supplies and services deemed beneficial to SAHA as allowed by law. The Contracting Officer may delegate in writing any and all authority granted by the Board of Commissioners for procurement as he/she determines such delegation to be in SAHA's best interest. Such delegated authority shall not be reassigned without the written approval of the President/CEO.

D. AMENDMENTS TO POLICY AND PROCEDURES

While the Procurement Policy will be only amended through resolution and approval of the Board of Commissioners, the operational procurement procedures to execute the Procurement Policy shall be established by the President/CEO and do not require approval by the Board of Commissioners to establish and/or amend. In addition, a system of sanctions for violations of ethical standards and operational procurement procedures and all applicable laws, rules and regulations governing procurement shall be established and enforced. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy. Such changes shall be communicated to the Board of Commissioners and the SAHA staff in a timely manner to ensure compliance.

E. EMERGENCY PROCUREMENTS

An emergency for the purposes of this Policy is defined as an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.

In case of an "emergency", as defined above, the Contracting Officer or his/her designee shall have the ability to conditionally override this Policy only to the extent necessary to ensure the continued operation of SAHA and mitigate the

emergency. If expenditures to mitigate the emergency exceed the delegated authority of the Contracting Officer, the Contracting Officer shall seek ratification of such expenditures at the next regularly scheduled meeting of the Board of Commissioners. All such emergency procurements to the extent practical under the then existing circumstances shall be conducted in accordance with all laws, rules, regulations and codes.

F. ETHICS IN PUBLIC CONTRACTING

1. This Policy shall incorporate SAHA's adopted Fraud Prevention Policy, Code of Ethics and Conflict of Interest Policy with the following exception: in order to eliminate the potential appearance of impropriety in procurement activities, all employees assigned to the Procurement Department shall not receive anything of value from a Contractor or potential Contractor. The term value for purposes of this exception shall be liberally construed against the acceptance of any good or service. **In the event there are any questions regarding this restriction, the Contracting Officer will provide direction to staff (e.g., gifts and food products provided during holidays, vendor sponsored events, etc.).**
2. Prohibition against Contingent Fees: Contractors shall not retain a person to solicit or secure a SAHA contract for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.
3. Former employees:
 - a. A former SAHA employee, officer, Commissioner or agent shall not knowingly act as a principal or agent for anyone other than SAHA in connection with any contract or claim in which said person participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a SAHA employee, officer or agent, where SAHA is a party or has a direct and substantial interest for a period of one year after employment ceases.
 - b. A former SAHA employee, Commissioner or officer shall not engage in selling or attempting to sell goods, supplies, materials, services or equipment to SAHA for a period of one year after such employment ceases. The term "sell" means signing a bid or proposal; negotiating a contract; contacting any SAHA employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling contract disputes; or

any other liaison activity with a view toward the ultimate consummation of a sale, even if the actual contract is negotiated by another person.

c. The Contracting Officer, in consultation with legal counsel, shall be responsible for reviewing and ruling on questions that arise from this section of the policy.

G. OPEN RECORDS/RIGHT TO INSPECTION

All information collected, acquired, submitted or prepared relating to a procurement after contract award shall be a matter of public record and open for inspection unless such information is **reviewed and** deemed proprietary, a trade secret, confidential by law, or exempted from disclosure by law.

H. SANCTIONS AND PENALTIES

This Policy and all procedures for its implementation establish standards of conduct for employees, Commissioners and Contractors that will assure the highest level of public service and promote transparency, accountability and fairness in the procurement process. Any violation of this Policy or procedure implementing this Policy will be subject to disciplinary actions up to and including the termination of employment consistent with SAHA's Personnel Policy and Procedures and termination of any contracts held by the Contractor. When negotiating and drafting contracts, SAHA shall take all reasonable precautions to mitigate loss to the agency and ensure a contractor's accountability. Such actions, as deemed appropriate under the circumstances then existing at the time of contract execution, may include but are not limited to the inclusion of liquidated damage clauses, and default provisions; however, at a minimum such actions must include clear performance standards for contractors. SAHA shall pursue all legal remedies to include but not limited to bond forfeiture, withholding of funds, termination for cause, liquidated damages, arbitration, debarment, suspension and litigation to ensure Contractors remain accountable to the public trust.

I. CAPITAL FUND STIMULUS GRANT POLICY

In order to expedite and facilitate the use of capital funds under the American Recovery and Reinvestment Act, the following policy for the use only of those funds is established and is hereby labeled as the Capital Fund Stimulus Grant Procurement Policy. All procurements executed by SAHA using these funds shall follow all laws, rules and regulations referenced within this Policy with the following exceptions: Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants; The procurement policy and procedures relating to change orders and use of contingency funds shall apply to the expenditure of these funds, and The small purchase limit above which SAHA shall formally solicit competitive bids or proposals shall be \$100,000. (formal bid/proposal). The

“Buy American requirements of Section 1605 of the Recovery Act” of 2009 shall be included as a part of any solicitation and award pertaining to procurements using Capital Fund Stimulus Grants.

J. SELF-CERTIFICATION

SAHA self-certifies that this Policy and its procurement system comply with all applicable Federal regulations; therefore, SAHA is exempt from prior HUD review and approval of individual procurement actions.

PROCUREMENT PROCEDURES

PROCUREMENT PROCEDURES

II. OPERATIONAL PROCUREMENT PROCEDURES

- A. PURPOSE:** In an effort to guide all procurement activity of SAHA and insure that such activity follows the Procurement Policy and all laws, rules and regulations, the President and CEO establishes these operational procurement procedures and shall from time to time amend such procedures.
- B. DEFINITIONS:** The following definitions shall be used as guidance when procuring goods and services for SAHA:
1. “Aggregate” - whole expenditure for goods and services purchased within a certain time frame out of a particular National Institute of Government Purchasers (NIGP) category.
 2. “Change Order” - A modification made to the contract by the Contracting Officer under the authority of the contract’s Changes or modification clause. Only the specific changes permitted by the particular Changes or modification clause may be made under a change order (e.g. modify the drawings, design, specifications, method of shipping or packaging, place of inspection, delivery, acceptance, or other such contractual requirement; **see form HUD-5370**). All change orders must be within the scope of the contract. Change Orders shall be issued for only unforeseeable events not anticipated by the original contract but arise as a result of work performed under the contract.
 3. “Component purchases” - (**a form of “bid splitting”**) purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
 4. “Contingency” - monetary reserve created in anticipation of foreseeable work within the scope of a project based upon experience and current conditions of the project but due to uncertainty, the total value of the work can not be accurately predicted at the time of drafting project specifications but unit prices for such work are included in contractor’s response to a solicitation. **The anticipated amount should be included when seeking approval from the Contracting Officer or the Board of Commissioners.**
 5. “Contract” – a mutually binding legal relationship obligating the seller to furnish the goods or services (including construction) and SAHA to pay for

them. It includes all types of commitments that obligate an agency to an expenditure of funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include: contract awards and notice of awards, job orders or task letters issued under basic ordering agreements, requirement contracts, or definite or indefinite-quantity contracts, letter contracts, orders such as purchase orders, under which the contract becomes effective by written acceptance or performance, bilateral (two-party) contract modifications and various cooperative and interagency agreements. Grants and cooperative agreements covered by 31 U.S.C. 6301, et seq are not contracts.

6. "Contract Modification" or "Amendment" - Any written alteration to a contract executed by the Contracting Officer.
7. "Contracting Officer" - The President/CEO or the person designated in writing by the President/CEO with the authority to **make procurement related decisions as they relate to procurement methods, evaluation panel selections, change orders, other requests for procurement related actions**, enter into and/or administer contracts and make related determinations and findings.
8. "Contractor", **"Vendor" and "Consultant"** - As used herein means the person or entity entering into a contract with SAHA to perform all of the work required under the contract documents.
9. "Competitive Proposal" (RFP/RFQ) – A procurement method using the solicitation, evaluation, and negotiation of proposals instead of sealed bids. It is used for requirements exceeding SAHA's small purchase threshold when conditions are not appropriate for sealed bidding **due to the complexity of the required goods or services, the determination that factors other than price alone should be evaluated, the importance of qualifications or when required by laws.**
10. "Cost Analysis" - cost breakdown where the individual cost elements and profit for a procurement including the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work are analyzed for reasonableness.
11. "Emergency" - an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.

12. “Formal Bid” (IFB) – A bid which must be advertised and forwarded in a sealed envelope and be in conformance with a prescribed format to be opened at a specified time. **The requirement to conduct a formal bid process is currently \$50,000 and includes other advertising requirements that must be followed.**
13. “Independent Cost Estimate” (ICE) - An estimate is **generally** prepared by SAHA prior to obtaining offers. The degree of analysis will depend on the size and complexity of the purchase. This serves as SAHA’s yardstick as to the reasonableness of Contractor’s price and costs.
14. “Instrumentality” – A subsidiary branch of SAHA through which functions or policies are implemented.
15. “Intergovernmental”, **“Interlocal”** or “Interagency Agreement” - An agreement between SAHA and a Federal, State or local government agency (including other PHAs) for the provision of goods, supplies or services. The terms Cooperative Agreement, Intergovernmental Agreement, Consortium Agreement, **Memorandum of Understanding (MOU)** or Memorandum of Agreement are synonymous terms and may be used interchangeably.
16. “Labor surplus area business” – A business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
17. “Minority Business Enterprise” - A business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, African/Black Americans, Hispanic/Latino Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.
18. “Noncompetitive Proposals” – Procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate.

19. "Price Analysis" – An evaluation of price based on comparison to market prices, catalog prices, historical data, or other services.
20. "Procurement" – The acquiring by contract of goods, supplies and services, including construction through purchase, lease or other means. It begins at the point when SAHA establishes a need and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
21. "Separate purchases" - (**a form of "bid splitting"**) purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
22. "Sequential purchases" - (**a form of "bid splitting"**) purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
23. "Small Purchase Procedures" and **"Informal Purchase Procedures"** – A simplified method for acquiring goods, supplies, materials and services that do not exceed SAHA's small purchase threshold established by law. This is currently restricted to \$50,000 by state law, **which is the most restrictive governing SAHA's procurement activity**, except for projects funded by the American Recovery and Reinvestment Act. **Solicitations involving amounts less than the \$50,000 threshold are also referred to as "informal" and the methods chosen for these procurements (as approved by the Contracting Officer) may include email/phone quotes, and short solicitations ("Quick Quotes").**
24. "Small business" – A business, which is independently owned, not dominant in its field of operation and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards set by applicable law shall be used unless SAHA determines that their use is inappropriate.

25. "Services" – Include labor, professional services, management consulting services, or a combination of services and supplies which shall include but are not limited to construction projects.
26. "Section 3 business concern" – **Section 3 business concern means a business concern, as defined in this section— (1) That is 51 percent or more owned by Section 3 residents; or (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (1) or (2) above.**
- ~~(1) a business concern that is 51% or more owned by the residents of a housing development for which Section 3 funds are being expended, or whose full-time permanent work force includes these persons as employees in a proportion of not less than 30%; (2) a business that is 51% or more owned by Section 3 residents of other housing developments managed by SAHA, or whose full-time permanent work force includes these persons as employees in a proportion not less than 30%; (3) HUD youthbuild programs being carried out in the metropolitan area in which Section 3 covered assistance is expended; (4) business concern that is 51% or more owned by Section 3 residents (defined in part as any low or very low income person of the metropolitan area) or whose full-time permanent work force includes no less than 30% Section 3 residents or that subcontract in excess of 25% of the total amount of subcontracts to business concerns.~~
27. "Section 3 Resident" - for the purposes of this policy, those individuals that are eligible for Section 3 status, but may or may not be currently residing in a public housing or Section 8 property.
28. "Women-owned business" – a business that is at least 51% owned by a woman or women who are U.S. citizens and also controls or operates the business.

C. PROCUREMENT AUTHORITY AND RESPONSIBILITY

While the President and CEO serves as the contracting officer, management and all employees are ultimately responsible and accountable for complying with this Policy and related procurement procedures that are adopted administratively by

the President and CEO or his/her designee. Management and all employees shall ensure that all procurement activity of SAHA is conducted consistent with the best interest of SAHA and applicable laws, rules and regulations. Because planning is essential to managing the procurement function properly, all employees are responsible for periodically reviewing records of prior purchases, as well as future needs, to:

1. Identify patterns of procurement actions that could be performed more efficiently or economically;
2. Maximize competition and competitive pricing among contracts and decrease SAHA's procurement costs;
3. Reduce SAHA's administrative costs;
4. Ensure that supplies and services are obtained without any need for reprourement or the resolution of bid protests, and
5. Minimize errors that occur when there is inadequate lead time. In addition, all employees shall also consider storage, security and handling requirements when planning the most appropriate purchasing actions.

1. RESPONSIBILITIES OF DEPARTMENT DIRECTORS

All Department Directors are responsible for managing the procurement related activities of their departments, for ensuring staff compliance with the Policy and all implemented procedures, laws, rules and regulations, and for the following:

- a. Identifying a procurement need, communicating such need to SAHA's Procurement Department for solicitations, contracts, contract amendments, contract extensions, contract modifications and change orders, developing appropriate scopes of work and project specifications that are clear, objective, not restrictive of competition and comply with all adopted procedures and all laws, rules and regulations and reviewing proposed solicitations and contracting actions to ensure that they meet all identified needs;
- b. Developing an Independent Cost Estimate prior to solicitation, evaluating the most economical, equitable, and efficient approach to a procurement based upon this estimate and communicating such estimate to SAHA's Procurement Department;

- c. Establishing a contract administration system within his/her department to identify and document contractors' performance/conformance with the terms, conditions, and specifications of contracts and purchase orders and subsequently communicating with SAHA's Procurement Department about such performance;
- d. Assigning a responsible party to each procurement and ensuring that he/she understands his/her responsibilities and roles in procurement including those related to budget management and regulatory compliance, and are provided with sufficient training and ongoing supervision;
- e. Providing clear policy direction to subordinates responsible for managing projects;
- f. Coordinating with SAHA's Finance and Accounting Department to ensure that sufficient funding is available to accomplish work desired;
- g. Inspecting goods and services provided to ensure compliance with contract terms and specifications;
- h. Ensuring the receipt of all requisitions in the JD Edwards computer system within 3 business days of satisfactory performance of a service or physical receipt of goods or that procurement is notified within 3 business days of disputes;
- i. Conducting a Cost Analysis or Price Analysis in accordance with the selected procurement method;
- j. Inputting requisitions and receiving purchase orders prior to the commencement of work or ordering goods unless such procurement is in response to an emergency. If the procurement is in response to an emergency, the requisition must be inputted into JD Edwards no later than the next business day;
- k. Informing the Director of Procurement or his/her designee about the existence of an emergency;
- l. Establishing quality control mechanisms for all procurement activities within his/her department, **to include auditing 4% of all requisitions monthly by the department director and ensuring**

that property managers and the district managers audit 10% of the requisitions monthly, and

- m. Ensuring accountability in performance evaluations for employees engaged or overseeing procurement activities.

2. RESPONSIBILITIES OF CHIEF ~~FINANCIAL ADMINISTRATIVE~~ OFFICER

The Chief ~~Financial Administrative~~ Officer is responsible for the oversight of all procurement activity and enforcement of policies and procedures within SAHA and to ensure that all anticipated procurements are subject to an annual planning process to assure efficient and economical purchasing and establish expenditure patterns.

3. RESPONSIBILITIES OF THE DIRECTOR OF PROCUREMENT

In cooperation with the various Executive employees, Department Directors and staff, the Director of Procurement or his/her designee shall be responsible for ensuring the following:

- a. Compliance with the Policy, implemented procedures, laws, rules and regulations by reviewing and approving solicitations and contracts for SAHA;
- b. All expenditures are within the approval authority level within SAHA;
- c. Independent Cost Estimates are prepared prior to the solicitation;
- d. A Cost or Price Analysis is performed consistent with the selected procurement method prior to contract award or change order;
- e. Solicitations, contracts and change orders are in writing and clearly specify the desired goods and services;
- f. Development of contracts, contract modifications, contract extensions, and change orders in cooperation with Project Managers, legal counsel and Department Directors. **Any IT related purchases must be reviewed and approved by the Innovative Technology Director prior to submissions to the Procurement Department for solicitation;**
- g. Contracts are supported by sufficient documentation regarding the procurement process, including, at a minimum, the method of

procurement chosen **and approved by the Contracting Officer**; the solicitation documents, bids or proposals received, the rationale for selecting or rejecting bids or proposals and the basis for contract price;

- h. The dollar amount of a contract is not exceeded without authority;
- i. Coordinating, hearing and recommending decisions to the Contracting Officer on all bidding and selection-related protests and appeals relating to procurement;
- j. Maintaining the official and original **solicitation and** contract files for SAHA;
- k. Establishment of an agency-wide vendor performance system, and
- l. Auditing 10% of all purchase orders on a monthly basis to ensure compliance with all laws, rules and regulations, including the procurement policy and implemented procedures and directives.

4. RESPONSIBILITIES OF DIRECTOR OF FINANCE AND ACCOUNTING

The Director of Finance and Accounting or his/her designee in coordination with the various Department Directors is responsible for ensuring the following:

- a. Sufficient funding exists to accomplish the desired work,
- b. Expenditures are within Board-approved budgets and variances are reported to the Board of Commissioners, and
- c. Payment of all approved invoices according to the contract terms.

III. PROCUREMENT METHODS

A. Selection of Method

- 1. In order to directly purchase the required goods or services including construction and insurance, employees shall choose from the following procurement methods based upon the nature and anticipated dollar value of the total requirement. Purchases shall not be artificially divided so as to constitute component, sequential or separate purchases to avoid procurement requirements or requisition authority. The rationale for selection of the procurement unless obvious shall be stated in the procurement file.

2. During the procurement planning process if it is determined that the expenditure of any good, commodity, supply or service in the aggregate will exceed \$50,000 per calendar year, a formal procurement shall be conducted.
3. It shall be understood that credit cards or purchasing cards (P-cards) are not procurement methods but rather payment methods. All authorized users shall follow the procurement requirements stated within this procedure when making purchases with a credit card or purchasing card.
4. Ties in submitted proposals, bids or quotes shall be broken by casting lots as required by state law.

B. Micro Purchases (not exceeding ~~\$2000~~ \$3,000 in the aggregate)

1. Employees are required to obtain a minimum one quote provided the quote is considered **fair and** reasonable. **In most cases, it is encouraged that multiple quotes be obtained, based on the nature of the goods or services being obtained.**
2. To the greatest extent feasible and to promote competition and support small, minority and women-owned businesses as well as Section 3 business concerns, purchases should be distributed among qualified sources. However, component, separate or sequential purchases shall not be allowed to circumvent **any laws or SAHA's** procurement policy or procedures.
3. Award shall be made to the qualified vendor that provides the "best value" to SAHA considering price and other rationally related factors deemed important such as experience and vendor's past performance .
4. The employee with assistance from SAHA's Procurement Department shall make a determination based upon recent research, experience or recent purchases that the price is **fair** and reasonable **and fair** prior to award.
5. Quotes may be obtained orally in person or by phone, by fax, in writing or email but must be documented and presented to the Procurement Department with purchase requisition or forwarded to the Procurement Department if purchased by credit card.

C. Small Purchases (over ~~\$2000~~ \$3,000 but not exceeding \$50,000 in the aggregate)

1. Employees shall obtain a reasonable number of quotes preferably three. Employees shall attempt to solicit at least two quotes from historically underutilized businesses as listed by the Comptroller of the State of Texas.
2. To encourage competition and foster the growth of small and minority-owned businesses and Section 3 business concerns such purchases shall be distributed among qualified sources when feasible. However, component, separate or sequential purchases shall not be allowed to circumvent procurement policy or procedures.
3. Quotes may be obtained orally by telephone, fax, in writing or by email as allowed by law and regulations.
4. Award shall be made to the offeror providing the lowest acceptable quotation unless justified in writing based on price and other specified factors clearly identified in the solicitation.
5. The names, addresses and/or telephone numbers of the offerors and persons contacted, the date and amount of each quotations shall be documented and maintained as a public record unless otherwise provided in law or regulation. Such quotes shall be forwarded to Procurement Department with the purchase requisition.
6. Employees shall ensure that the price is reasonable and fair through a comparison of offers or by other means such as but not limited to prior purchases of the same nature, catalog prices, or personal knowledge.

D. Purchases exceeding the \$50,000 small purchase threshold in the aggregate

1. Sealed Bids: The preferred method for procuring goods, construction, supplies and non-complex service contracts. This method shall not be used when procuring Architectural and Engineering Services (A/E) **or other excluded categories of professional services**. Where deemed appropriate, multi-step bids may be utilized.
 - a. Conditions for use: Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:
 - (1) a complete, adequate and realistic specification or purchase description is available;

- (2) two or more responsible bidders are willing and able to compete effectively for the work;
 - (3) the procurement lends itself to a firm fixed price contract; and
 - (4) the selection of the successful bidder can be made principally on the basis of price; however, the successful bidder must be deemed responsible.
- b. Solicitation and Receipt of Bids: An invitation for bids (IFB) shall be issued to include specifications and all contractual terms and conditions applicable to the procurement and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the IFB. The IFB shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped, secured in a safe place and not opened until the bid opening date and time. A bidder may withdraw his/her bid anytime prior to the bid opening.
- c. Bid Opening and Award: Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the IFB. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
- d. Mistakes in Bids:
1. Correction or withdrawal of inadvertently erroneous bids may be permitted where appropriate anytime prior to the date and time of bid opening by written, faxed, or e-mail notice received in the office designated in the IFB.
 2. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of SAHA or fair competition shall be permitted. **If only one bid is submitted, however, negotiation of price is an acceptable option for SAHA to pursue.**

3. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw his/her bid if the mistake is clearly evident on the face of the bid or the bidder submits convincing evidence that a mistake was made. All decisions to allow withdrawal of bids after opening shall be supported by a written determination signed by the Contracting Officer or his/her designee.
4. If a mistake is made in an extended cost in a bid, the unit price in the bid shall prevail.

e. Bonds:

1. For construction contracts exceeding \$100,000, the contractor must submit the following unless otherwise exempted by law or regulations:
 - (a) a bid guarantee at the time of bid submittal for 5% of the bid price, and
 - (b) an assurance of completion as evidenced by a performance and payment bond in a penal sum of 100% of the contract price, separate performance and payment bonds, each for 50% or more of the contract price, 20% cash escrow, or a 25% irrevocable letter of credit.
 - (c) All bonds must be obtained from guarantee or surety companies acceptable to the U.S. Treasury (listed in U.S. Treasury Circular 570, commonly referred to as the T-list) and authorized to do business in the State of Texas. Individual sureties shall not be considered.
2. For all public work projects as defined by state law over \$25,000, Contractors shall execute a payment bond in the full amount of the contract price. Such bonds must be in compliance with (1)(c) above.
3. The Contracting Officer may establish bonding requirement for other procurement activity if deemed

to be in the best interest of SAHA and not unduly burdensome upon competition.

2. Competitive Proposals (preferred method for procuring professional services which allows for consideration of technical factors other than price, negotiations and withdrawal of proposal anytime prior to contract award)
 - a. Conditions for Use: Competitive Proposals including turnkey proposals for development may be used if there is an adequate method of evaluating technical proposals and if SAHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.
 - b. Solicitation: Competitive proposals shall be solicited through a "Request for Proposals" (RFP) or Request for Qualifications (RFQ) issued by SAHA. The RFP shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor. However, in RFQs price shall not be solicited in the proposal but shall be negotiated prior to award. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors and the content of their proposals until contract award.
 - c. Evaluation: Proposals shall be evaluated only on the criteria stated in the RFP. The price factor may be assigned a specific weight in the evaluation or may be considered in conjunction with technical factors. Proposals shall be evaluated by a panel with expertise on the subject matter. The Contracting Officer shall establish criteria for selecting panel members including standards for ensuring that panelists have no conflicts of interest with past or future work with SAHA or conflicts related to the RFP. The Procurement Department in cooperation with the department requesting the solicitation and Human Resources shall make recommendations for panel members to the Contracting Officer. A written justification must be prepared if a person is disqualified from seating

on a panel. The Procurement Department shall ensure that panel members are insulated in their evaluation activities from interference or input from others.

- d. Negotiation: All competitive proposals shall be subject to negotiations with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors specified in RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to, and advise offerors of, the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing a proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline for receipt of best and final offers shall be established. "Auctioning" which is revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
- e. Award: After evaluation and negotiation, the contract shall be awarded to the responsive, responsible offeror whose qualifications, price and other factors are the most advantageous to SAHA.
- f. Architect/Engineer Services: These services are obtained by qualification based selection procedures (RFQ). Competitors' qualifications are evaluated based upon the criteria in the solicitation and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation. Price is not a factor in evaluation. Qualifications based selection procedures shall not be used to purchase other types of service even though architect/engineer firms are potential sources. **Additional categories that must follow the RFQ process are established by law and may be revised from time-to-time.**

3. NONCOMPETITIVE PROPOSALS

a. Conditions for use: Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids or competitive proposals, and one of the following applies:

- (1) The item is available only from a single source based on a good faith review of available sources;
- (2) An emergency as defined in the Policy exists and competitive procurements can not address the need in the timeframe allowed;
- (3) HUD authorizes the use of non competitive proposals; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

b. Justification: Each procurement based on non competitive proposals shall be supported by a written justification and approval in writing by the Contracting Officer or his/her designee. Such justification at a minimum shall include the following items:

- (1) Description of the requirement;
- (2) History of prior purchases and their nature (competitive vs. noncompetitive);
- (3) The specific exemption identified above that applies to this procurement;
- (4) Statement as to the unique circumstances that require award by non competitive proposals;
- (5) Description of the efforts made to find competitive sources (advertisement in trade journals or local

publications, phone calls to local suppliers, issuance of written solicitation, etc);

- (6) Statement as to efforts that will be taken in the future to promote competition for the requirement; and
- (7) Signature of the Contracting Officer or his/her designee authorizing the procurement.

c. Price Reasonableness: The reasonableness of the price shall be determined by performing a cost analysis.

F. COST AND PRICE ANALYSIS

1. General: A cost or price analysis shall be performed for all procurement actions, including contract modifications or change orders. The degree of analysis shall depend on the complexity of the procurement. The strength of competition will typically be sufficient to determine price reasonableness in sealed bidding and small purchases.
2. Submission of Cost or Price Information: If the procurement is based on noncompetitive proposals or when only one offer is received in sealed bidding, or for other procurements as deemed necessary, each offeror shall submit a cost breakdown showing projected costs and profit; commercial pricing and sales information sufficient to enable SAHA to verify the reasonableness of the proposed price such as catalogs, or documentation that the price is set by law or regulation.
3. Cost Analysis: Cost analysis shall be performed if an offeror is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted, a cost analysis shall be conducted on the individual cost elements and profit shall be analyzed separately by examining the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles. SAHA shall have a right to audit the contractor's books and records pertinent to such costs.

G. CANCELLATION OF SOLICITATIONS

1. Any solicitation may be cancelled before offers are due if SAHA no longer requires the goods, supplies, services, insurance or construction, SAHA can no longer reasonably expect funds to be available, proposed

amendments to solicitation would be of such magnitude that a new solicitation would be desirable or other similar reasons.

2. A solicitation may be cancelled and all bids or proposals rejected if the need for the goods, supplies, services, insurance or construction no longer exists at SAHA, ambiguous or otherwise inadequate specifications were part of the solicitation, the evaluation criteria did not include consideration of all factors significant to SAHA, prices exceed budgetary allocations and quantity can not be SAHA adjusted to come within available funds, bids or proposals were submitted in bad faith or were collusive in nature, or in the best interest of SAHA.
3. The reasons for cancellation shall be documented in the procurement file and all offerors shall be notified of such action and given an opportunity to compete on any resolicitation or future procurement of similar items.
4. If a solicitation is cancelled because all offers were unreasonable or after receipt of only one bid, SAHA may resolicit using other procurement methods

H. COOPERATIVE PURCHASING

SAHA may enter into Federal, State or local intergovernmental agreements to purchase or use common goods, insurance and services based upon economy and efficiency when contracts have been competitively awarded. All intergovernmental agreements shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. SAHA is encouraged to use Federal and State excess and surplus property instead of purchasing new equipment, goods, supplies and property whenever such use is feasible and reduces project costs. The supplies, goods, equipment and services obtained under a cooperative purchasing agreement must have been procured in accordance with all laws, rules and regulations.

I. CONTRACTING WITH RESIDENT ORGANIZATIONS

Notwithstanding the provisions above pertaining to full and open competition in procurements, the Contracting Officer may authorize use of the "alternative procurement process" to limit competition to resident-owned businesses or contract on a non-competitive basis with a resident management corporation, to the extent such procurement is deemed reasonably priced and will assist SAHA in meeting its Section 3 goals.

J. CONTRACTING FOR LEGAL SERVICES

Contracting for legal services shall be conducted in accordance to all applicable laws, rules, regulations and policy guidelines.

IV. CONTRACTOR QUALIFICATIONS AND DUTIES

A. CONTRACTOR RESPONSIBILITY

Procurement shall be conducted only with responsible contractors, for example, those who have the technical and financial competence to perform and who have a satisfactory record of integrity and safety on the job. Before awarding a contract, SAHA shall review the proposed contractor's ability to perform the contract successfully by considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources to perform the work in the timeframe required and according to the stated specifications and scope of work. If a contractor is found to be not responsible, a written justification for such finding must be placed in the procurement file.

B. SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended or ineligible contractors under HUD-imposed limited denial of participation in accordance with federal and state laws, rules and regulations. All contractors shall be checked prior to award for failure to pay franchise tax to the State of Texas, inclusion on the excluded parties list, limited denial list and state of Texas debarment lists.

C. ORGANIZATIONAL CONFLICTS OF INTEREST

1. "Organizational conflict of interest" is a situation in which the nature of the work to be performed under a SAHA contract and a contractor's organizational, financial, contractual or other interest are such that the contractor possesses an unfair competitive advantage in competing for the contract, the award may result in an unfair competitive advantage for future work or the contractor's objectivity in performing the contract work may be impaired.
2. SAHA shall neutralize such conflicts by requiring contractors to disclose any such conflicts when they submit their offers and exclude contractors who provide services relating to studies or specification writing from competing for any subsequent contract which is based on such services.

V. TYPES OF CONTRACTS, CLAUSES AND CONTRACT ADMINISTRATION

A. CONTRACT TYPES

Pursuant to law, any type of contract which is appropriate to the procurement and which will promote the best interests of SAHA may be

used with the exceptions of cost plus a percentage of cost and percentage of construction cost methods. The following are some examples of permissible type of contracts: requirement contracts, indefinite quantity contracts, definite quantity contracts and cost reimbursement contracts if less costly and the contractor's accounting system can allocate costs based upon cost principles, and time and materials contracts that include a ceiling price.

B. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that the option is contained in the solicitation, is a unilateral right of SAHA, the contract states a limit on the additional quantities and the overall term of the contract, the options are evaluated as part of the initial competition, the contract states the period within which the options may be exercised, the option may be exercised only at the price specified in the contract or reasonably determinable from the contract and may only be exercised if determined to be more advantageous to SAHA than conducting a new procurement. The Contracting Officer shall have the authority to execute such options.

C. CONTRACT CLAUSES

In addition to containing a clause identifying the contract type and pricing arrangements and pertinent terms and conditions, all contracts shall include any clauses either by attachment or incorporation required by federal statutes, executive orders, and their implementing regulations and state law.

D. CONTRACT ADMINISTRATION

SAHA shall maintain a contract administration system designed to ensure that contractors perform in accordance with their contracts. Operational procedures shall contain guidelines for inspection of supplies, services or construction, adherence to insurance requirements, as well as monitoring contractor performance, status reporting on construction contracts and similar matters to include compliance with the good faith utilization plan submitted by the contractor outlining subcontracting opportunities for small, minority and women-owned businesses and providing economic opportunities for Section 3 residents.

E. CHANGE ORDERS and USE OF CONTINGENCY FUNDS

Change orders and the use of contingency funds shall be minimized in all projects through adequate planning to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues. Past experience with similar projects shall be one

guiding mechanism as to whether or not a condition is foreseeable. All change orders and contract modifications shall comply with the Changes clause in HUD 5370, HUD 5370-C1 and HUD 5370-EZ if applicable to the procurement. Change orders do not include foreseeable work within the scope of a project. Such foreseeable work shall be funded through contingency reserves.

All use of contingency funds must be pre-approved by the Contracting officer prior to commencement of work by the contractor. Change orders to contracts shall be administered in accordance with the following requirements:

1. All requests for change orders including orders for additional work and orders reducing work (credit change orders) submitted by Contractors or at the request of a Project Manager must be approved by Department Director or his/her designee, the Director of Procurement or his/her designee, **Department Officer or his/her designee**, the Chief Financial Officer **for amounts over \$2,500**, **Chief Operations Officer** and the Contracting Officer or his/her designee.
2. If the amount of the submitted change order **is \$25,000 or less and** does not exceed the \$50,000 cap per contract, the Contracting Officer shall be the final approval.
3. If the amount of a change order increases **or decreases** a contract by more than **\$50,000\$25,000 or more**, the Board of Commissioners shall be the final approval.
4. This change order procedure shall be applicable to all SAHA contracts.
5. The original contract price may not be increased by more than 25%. **If there is a decrease of more than 25%, approval of the contractor must be obtained.**
6. A cost analysis must be performed and submitted to the Procurement Department with the request for a change order.
7. Change orders shall not be divided or split to avoid the dollar threshold for Board approval.

VI. Appeal and Remedies

A. GENERAL

It is SAHA's policy to resolve all contractual issues informally at SAHA's level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at SAHA. When appropriate, SAHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of federal law or regulations or failure of SAHA to review a complaint or protest.

B. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of SAHA's procurement policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered. All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final.

C. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Director of Procurement. The contractor may request a conference on the claim. The Director of Procurement shall after investigation submit a recommendation to the Contracting Officer concerning the claim. The Contracting Officer shall inform the contractor in writing within 30 days of the conclusion of the investigation of his/her decision and inform the Contractor of his/her appeal right to the Board of Commissioners and to HUD. All appeals to the Board of Commissioners shall be received within 30 days of receipt of the written denial of the Contracting Officer or such claim will not be considered and the Contracting Officer's decision becomes final.

VII. ASSISTANCE TO SMALL AND OTHER BUSINESSES INCLUDING SECTION 3 BUSINESS CONCERNS

A. REQUIRED EFFORTS

1. In compliance with all laws, executive orders, rules and regulations, SAHA shall maximize all opportunities to ensure that small, minority-owned and woman-owned business enterprises, and individuals or firms located in or owned in substantial part by persons residing in the area of SAHA's housing developments to participate in SAHA contracting. SAHA's efforts to foster economic growth shall include but are not limited to the following:
 - a. Including such firms when qualified on solicitation mailing lists;
 - b. Encouraging the participation of such firms through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Provide training opportunities and intensive outreach;
 - e. Forming partnerships with community organizations with a commitment to assisting SAHA with this mission;
 - f. Requiring all contractors to submit utilization plans in formal bids and competitive proposals detailing their good faith efforts in creating economic opportunities for these groups; and
 - g. Requiring prime contractors, when subcontracting is anticipated, to also take the same steps outlined above to foster economic opportunities for these groups.

B: GOALS AND TARGETS

All procurement activities shall be periodically reviewed for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in SAHA prime contracts and subcontracting opportunities. In conjunction with the Board of Commissioners, SAHA will annually review its efforts in contracting with small, minority and women owned businesses and providing economic opportunities for Section 3 residents. Annual targets and aspirational goals for these programs shall be set in cooperation with the Board of Commissioners. A Contractor's

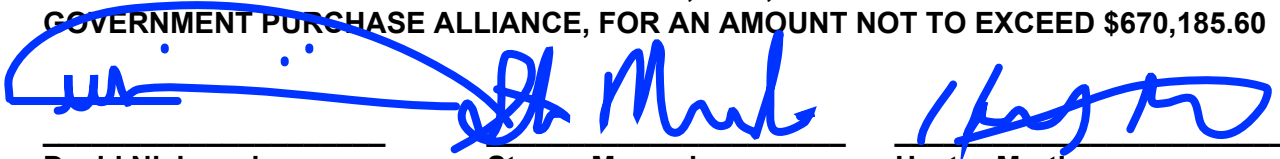
performance to meet such established goals unless a written justification for such failure is acceptable by the Contracting Officer shall be considered poor performance and will be a factor that is considered for future awards.

VIII. DISPOSITION OF SURPLUS PROPERTY

Personal and real property no longer necessary for SAHA's purposes shall be transferred, sold, or disposed of in accordance with applicable Federal, state and local laws and regulations. Contracting Officer shall be granted the authority to utilize online auctions for such services if deemed to be in the best interest of SAHA.

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

CONSIDERATION AND APPROPRIATE ACTION REGARDING RESOLUTION 5763, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPLACEMENT AT FRANK HORNSBY APARTMENTS TO GARLAND/DBS, INC., THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE, FOR AN AMOUNT NOT TO EXCEED \$670,185.60



David Nisivoccia
President and CEO

Steven Morando
Director of Procurement
and General Services

Hector Martinez
Director of Construction
Services and Sustainability

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60.

FINANCIAL IMPACT:

The cost for the Roof Replacement at Frank Hornsby Apartments is not expected to exceed an amount of \$670,185.60 to include a base bid amount of \$558,488.00, plus a 20% contingency of \$111,697.60, that will only be used, if necessary. This project will be funded by MTW funds.

SUMMARY:

The Frank Hornsby Apartments is a Public Housing Senior/Disabled community that was built in 1997. This community is located on the east side of San Antonio, in Council District 2, with fifty-eight, one-bedroom apartments. The buildings are wood framed, with a brick and siding facade, and a mix of one and two-story buildings. Due to the age and condition of the roofs at this apartment community, SAHA requires the services of a roofing contractor to provide comprehensive roof replacement.

HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. Purchasing Co-operatives assign a lead agency for its solicitations to ensure that competitive bid requirements for most state and local government agencies are followed; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies.

Once the lead public agency has awarded a contract with the supplier, participating Public Agencies in need of similar products and services, are able to make purchases through the U.S. Communities contract. This ensures that the same terms and conditions of the lead agency's

awarded contract apply to the participants. SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative.

On September 22, 2014, Cobb County, Georgia (lead agency), entered into a contract through sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services for a period of three years commencing on January 1, 2015, with an option to renew up to two additional one-year periods.

Garland/DBS, Inc. was founded in 1895, and is located in Cleveland, Ohio. They are a jointly-owned subsidiary of The Garland Company, Inc., and Design-Build Solutions, Inc., and are positioned throughout the United States, Canada and the United Kingdom, providing public agencies and nonprofits a comprehensive selection of roofing material solutions and support services.

Design-Build Solutions, Inc. (DBS) is a full-service architectural, design, engineering, and general contracting firm. Their core competency is the construction, maintenance, and retrofit of complex roofing and building envelope projects. They incorporate design and engineering aspects into one contract as a turnkey design builder. DBS performs many types of projects including: roofing, masonry, windows, doors, waterproofing, HVAC, electrical, plumbing, lightning protection, and photovoltaic (energy generating). With the support and local service network of their sister company, The Garland Company, Inc., quality roofing solutions are provided for single and multi-property facilities. The Garland Company, Inc. provides high-performance roofing materials and full-service roof asset management for a wide spectrum of public and private sector roofing applications including, but not limited to, single ply, modified bitumen, built-up roofing (BUR), low-slope standing seam metal, low-slope flat-seam metal, steep-slope standing seam metal, slate, concrete tile, asphalt shingle, and clay tile.

This contractor has received prior awards from SAHA for the following services: roof repair and replacement at Bella Claire Apartments; roof and HVAC replacement at Woodhill Apartments; roof and window replacement at Madonna; roof replacement at Cross Creek; roof replacement at Lincoln Heights Courts; roof repair and replacement at Morris C. Beldon Apartments; and roof repair and replacement at Escondida Apartments. Their government projects include, but are not limited to, the Jeffersonville Federal Center, Jeffersonville, Indiana; Warren Burger Federal Courthouse, St. Paul, Minnesota; Florida Air National Guard, Jacksonville, Florida; Fort Devens Building 667, Devens, Massachusetts; Fort Jackson Army Base, Fort Jackson, South Carolina; Scott Air Force Base, Scott, Illinois; City of Sugarland Police and Courts Buildings, Sugarland, Texas; Delaware County Courthouse, Delaware, Ohio; Montgomery Courthouse, Conroe, Texas; Westlake Recreation Center, Westlake, Ohio; and Fine Art Museum of San Francisco, San Francisco, California.

DBS, the general contractor for this project obtained three bids for the roof repair and replacement at Frank Hornsby Apartments and is recommending contract award to their

subcontractor Bravo Roofing. Bravo Roofing provided the lowest price to complete the project.

Bravo Roofing was established in 1984, and is located in New Braunfels, Texas. They are a full-service roof company providing installation, replacement, and repairs to residential and commercial roof systems to include: metal roofs, composition/shingle, build-up roofs, modify bitumen, all types of rubber single ply system, and all historical restorations. Their staff is composed of estimators, consultants, licensed sheet metal fabricators, and factory approved trained roof installers. Bravo Roofing was a subcontractor for Garland/DBS, Inc. for the following SAHA projects: roof and HVAC replacement at Woodhill Apartments; and, roof repair and replacement at Bella Claire Apartments.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5763

Company Profile

Map of Frank Hornsby Apartments

Picture of Frank Hornsby Apartments

**San Antonio Housing Authority
Resolution 5763**

RESOLUTION 5763, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPLACEMENT AT FRANK HORNSBY APARTMENTS TO GARLAND/DBS, INC., THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE, FOR AN AMOUNT NOT TO EXCEED \$670,185.60

WHEREAS, HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

WHEREAS, SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies; and

WHEREAS, on September 22, 2014, Cobb County, Georgia (lead agency), entered into a contract for sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services; and

WHEREAS, Garland/DBS, Inc. is recommended for contract award; and

WHEREAS, the cost for the Roof Replacement at Frank Hornsby Apartments is not expected to exceed an amount of \$670,185.60 to include a base bid amount of \$558,488.00, plus a 20% contingency of \$111,697.60, that will only be used, if necessary. This project will be funded by MTW funds; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5763, authorizing the award of a contract for Roof Replacement at the Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

Garland/DBS, Inc.
Garland/Design Build Solutions, Inc.
Company Profile

Garland/DBS, Inc. was founded in 1895 and is located in Cleveland, Ohio. They are a jointly-owned subsidiary of The Garland Company, Inc., and Design-Build Solutions, Inc., and handle projects in the US, Canada and United Kingdom. They provide public agencies and nonprofits a comprehensive selection of roofing material solutions and support services.

Design-Build Solutions, Inc. (DBS) is a full-service architectural, design, engineering, and general contracting firm. They incorporate design and engineering aspects into one contract, as a turnkey design builder. DBS performs many types of projects including: roofing, masonry, windows, doors, waterproofing, HVAC, electrical, plumbing, lightning protection, and photovoltaic (energy generating). The Garland Company, Inc. provides high-performance roofing materials and full-service roof asset management for a wide spectrum of public and private sector roofing applications.

Garland/DBS, Inc. was awarded a contract, effective January 1, 2015, for Roofing Supplies, Waterproofing and Related Products and Services by Cobb County, Georgia, the lead agency for the U.S. Communities Purchasing Cooperative. The contract was to provide “turnkey” solutions for various roofing needs. The solicitation was competitively bid and resulted in the award to Garland/DBS, Inc.

SAHA has previously awarded seven contracts to Garland/DBS, Inc. under the U.S. Communities contract. Those were for Roof Repair and Replacement for Bella Claire; Roof and HVAC Replacement at Woodhill; Roof and Window Replacement at Madonna Apartments; Roof Replacement at Lincoln Heights Courts; Roof Repair and Replacement at Escondida Apartments; Roof Repair and Replacement at Morris C. Beldon Apartments; and, Roof Replacement at Cross Creek Apartments. Additionally, SAHA has utilized Garland roofing products in a roof rehabilitation at the Fair Avenue Apartments. Upon approval of award for the Frank Hornsby project, Garland will have been awarded and managed a total of eight projects under this contract.

Garland/DBS, Inc.’s government projects include: the Jeffersonville, Indiana Federal Center; Warren Burger Federal Courthouse, St. Paul, Minnesota; Jacksonville, Florida Air National Guard; Fort Devens; Massachusetts Building 667; Fort Jackson, South Carolina Army Base; Scott AFB, Illinois; Sugar Land, Texas Police and Courts Buildings; Delaware County, Ohio Courthouse; Montgomery County Courthouse, Conroe, Texas; Westlake, Ohio Recreation Center; and, the San Francisco, California Fine Art Museum.

Google Maps Frank Hornsby Apartments



Frank Hornsby Apartments

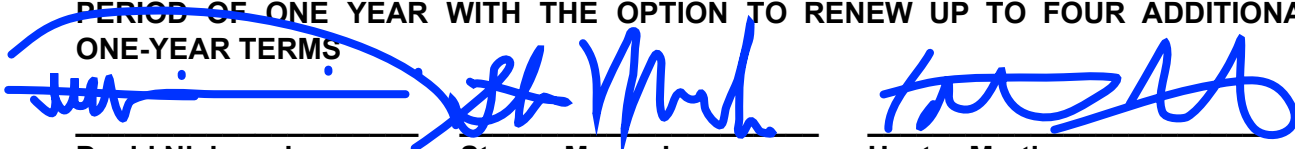


Frank Hornsby Apartments



BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

RESOLUTION 5771, AUTHORIZING THE AWARD OF A CONTRACT FOR UNDERGROUND UTILITY LOCATING SERVICES TO UNDERGROUND SERVICES, INC. DBA SOFTDIG (SBE) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$50,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO

Steven Morando
Director of Procurement
and General Services

Hector Martinez
Director of Construction
Services and Sustainability

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

The cost for underground utility locating services is not expected to exceed an annual cumulative amount of \$50,000.00 and will be funded by the approved operating budgets.

SUMMARY:

SAHA requires the services of a contractor to provide above-ground locating of underground utilities to include: electric cables and conduit, gas lines, phone lines, sewer pipes, sprinkler lines and pipes, storm drainage pipes, telecommunication lines, or any additional items needed by SAHA and its affiliated entities. Prior to any excavation work by staff or contractors, all utilities must be properly identified and marked. The locate services are performed by the contract vendor from the surface to identify all underground utilities.

On October 11, 2017, SAHA issued an "Invitation For Bids" (IFB) #1709-962-91-4718 for underground utility locating services, which closed on November 1, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), The Hart Beat, La Prensa, various other venues and direct solicited to 31 contractors. Three bids were received in response to this solicitation: Ground Penetrating Radar Systems, Inc. dba GPRS, Inc., Anne K. Monroe dba AK Utilities, and Underground Services, Inc. dba SoftDig (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and its goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained in the solicitation document. Based on the above, Underground Services, Inc. dba SoftDig is the lowest responsive and responsible bidder and is recommended for contract award.

Underground Services, Inc. dba SoftDig was established in 1987. Their corporate headquarters is located in West Chester, Pennsylvania, with operation centers in Annapolis Junction, Maryland; Syracuse, New York; Houston and San Antonio, Texas. Additionally, they have been certified as an SBE by the South Central Texas Regional Certification Agency. SoftDig is a full service underground utility locating and subsurface utility engineering (SUE) company providing services to engineering, surveying, construction and environmental firms throughout the country that service commercial, institutional, industrial and governmental markets. Their staff is comprised of licensed professional engineers and surveyors, as well as, specially trained utility locating technicians and experienced support personnel. SoftDig is equipped with a fleet of vacuum excavation trucks and support vehicles; electronic locating equipment, such as ground penetrating radar (GPR), concrete scanners and pipe video inspection; modern GPS-based survey equipment; and, desktop mapping software. This company has previously been engaged by SAHA on an as-needed basis to perform locates. Their client list includes City of San Antonio, San Antonio Water System, Bexar County, NXP Patton Lane Substation, UTSA Campus, and Jackson Middle School. Their Section 3 Good Faith Effort Plan includes hiring one individual in the technician category and one individual in the office/clerical category.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation survey to end users, and assist the department in the contract renewal or new solicitation process.

STRATEGIC GOAL

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5771
Company Profile
Tabulation
Ad list

**San Antonio Housing Authority
Resolution 5771**

RESOLUTION 5771, AUTHORIZING THE AWARD OF A CONTRACT FOR UNDERGROUND UTILITY LOCATING SERVICES TO UNDERGROUND SERVICES, INC. DBA SOFTDIG (SBE) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$50,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, on October 11, 2017, SAHA issued an "Invitation For Bids" (IFB) #1709-962-91-4718 for underground utility locating services, which closed on November 1, 2017; and

WHEREAS, a total of three bids were received in response to the IFB; and

WHEREAS, Underground Services, Inc. dba SoftDig is the lowest responsive and responsible bidder and is being recommended for contract award; and

WHEREAS, the current award recommendation for underground utility locating services is not expected to exceed an annual cumulative amount of \$50,000.00 and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

Underground Services, Inc. dba SoftDig Company Profile

Underground Services, Inc. dba SoftDig was established in 1987. Their corporate headquarters is located in West Chester, Pennsylvania, with operation centers in Annapolis Junction, Maryland, Syracuse, New York, Houston and San Antonio, Texas.

The company has been certified as a SBE (Small Business Enterprise) by the South Central Texas Regional Certification Agency. They are a full service underground utility locating and subsurface utility engineering (SUE) company providing services to engineering, surveying, construction and environmental firms throughout the Country that service commercial, institutional, industrial & governmental markets. Their staff is made up of licensed professional engineers and surveyors, as well as specially trained utility locating technicians and experienced support personnel.

SoftDig is equipped with a fleet of vacuum excavation trucks and support vehicles; electronic locating equipment such as ground penetrating radar (GPR), concrete scanners and pipe video inspection; modern GPS-based survey equipment, and desktop mapping software.

This company has previously been engaged by SAHA on an as needed basis to perform locates. Their client list includes City of San Antonio, San Antonio Water System, Bexar County, NXP Patton Lane Substation, UTSA Campus, and Jackson Middle School.

BID TABULATION - Fee Basis
Underground Utility Locating Services
1709-962-91-4718

	Estimated Quantity	Underground Services, Inc. dba Soft Dig M-F 7am-4pm	*Ground Penetrating Radar Systems, Inc. dba GPRS, Inc. M-F 7am-5pm	Anne K. Monroe dba AK Utilities M-F 8am-5pm
Normal Business Hours				
Initial Service (Normal Business Hours)	36	\$660.00	\$800.00	\$3,280.00
Minimum Duration Initial Service		4.0 hours	4.0 hours	8.0 hours
Additional Normal Business Hours Each		\$165.00	\$200.00	\$328.00
Total Normal Hours (Qty X fee)		\$23,760.00	\$28,800.00	\$118,080.00
Emergency Hours (outside normal business hours)				
Minimum Duration Emergency Service	3	\$780.00	\$1,050.00	\$4,100.00
Additional Emergency Hours Each		4.0 hours	4.0 hours	8.0 hours
Total Emergency Hours (Qty X Min Service hours X fee)		\$2,340.00	\$3,150.00	\$12,300.00
Concrete Price		Same	N/A	N/A
Total Standard + Emergency		\$26,100.00	\$31,950.00	\$130,380.00
Projected Yearly Additional Hours (9 normal and 2 emg.)		\$1,875.00	\$2,200.00	\$3,362.00
Projected Yearly Total		\$27,975.00	\$34,150.00	\$133,742.00

*Non-conforming bid (not on SAHA forms). For emergency requests or after hours calls a \$250 surcharge will be added to the regular rate.

Advertisement List
Solicitation # 1709-962-91-4718
Underground Utility Locating Services

Entity	Contact Name	Email
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org
American Institute of Architects	Paula	paula@aiasa.org
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com
CDC News		plans@cdcnews.com
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org
Goodwill Industries	Clark Mosely	cmosley@goodwill.sa.org
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org
I Square Foot Plan Room		agcquoin@constructconnect.com saprojects@constructconnect.com
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com content@constructconnect.com
MCA-SMACNA		mca-smacna@mca-smacna.org
Minority Business Council	Hector Garcia	hector@hegarciacpa.com
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com

Advertisement List
Solicitation # 1709-962-91-4718
Underground Utility Locating Services

Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com
SAABE	Melodie	mg.assoc.mgmt@gmail.com
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org
South San Antonio Chamber of Commerce	Al Arreola Jr.	al@southsa.org
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org
TIBH Industries	Robert Olivo	robertolivo@tibh.org
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org
NAHRO	Web Site	http://nahro.economicengine.com
Public Purchase	Web Site	www.publicpurchase.com
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com
Advanced Utility Locating Services		rzuniga@advanceduls.com

Advertisement List
Solicitation # 1709-962-91-4718
Underground Utility Locating Services

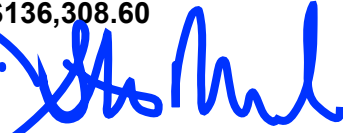
Apache Power Solutions	Erin Razo	contact@apachepowersolutions.com
Cobb , Fendley & Associates	Ami Goudie	agoudie@cobbhendley.com
Gorrondona & Associates, Inc.	Brad Gorrondona	bjg@ga-inc.net
Halff Associates		jramos@halff.com
Hydro Ex	Daniel Olivo	Daniel@hydroexllc.com
Frontier Surveying Comp.	Ivy Young	ivy@frontiersurveying.com info@frontiersurveying.com
Lightspeed Locating, LLC	Charles Hamm	lightspeedlocating@gmail.com
Surveying and Mapping, LLC	christopher Solomon	jmaddox@sam.biz
Survtex, LLC	John McCown	John.mccown@survtex.com
VACA Underground Utilities Inc.	Everardo Vaca	vacaunderground@aol.com
Section 3 Bidders		
No Section 3 vendors		
Direct Solicits		
AK Utilities		amonroe@akutilities.com
Avalon Industries		lou@avalonus.com
Baker Peterson, LLC		baker-peterson@baker-peterson.com
Bartek Construction Co		KEVIN@BARTEKTX.COM
Blood Hound Utility Locators		david.hagenmayer@gp-radar.com
Damco Utility		deen@damcoutililityinc.com
Earth Measurement Corp.		Austin@emcgeophysics.com
Encompass Inspections		Jeff@encompassinspections.net
GASTI		lflores@grandecom.net
Ground Penetrating Radar Systems		brandon.campos@gp-radar.com
J2 Utility Locater, LLC		jay@J2locating.com
Maverick Underground		Chuck@maverickundergroundinc.com
Lightspeed Locating		lightspeedlocating@gmail.com
National GPR Service		office@nationalgpr.com estimating@nationalgpr.com
USIC Locating Services	Ben Perez Neil Punt	Benperez@USICLLC.com; neilpunt@usicllc.com
Penhall Technologies	Barb Hamelynck	bhamelynck@penhall.com
Texas Curb Cut		matt@texascurbcut.com joe@texascurbcut.com
Underground Services Inc /Softdig.com		Rcarrasco@softdig.com
Wood Inspection Services, Inc.		sales@weinspecttexas.com
X-Ray Locationg Services		burkerobin@sbcglobal.net

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

RESOLUTION 5772, AUTHORIZING THE AWARD OF A CONTRACT FOR CROSS CREEK BURNED UNIT #1503 REHABILITATION TO CALIDAD, LLC (ESBE, SBE, WBE) FOR AN AMOUNT NOT TO EXCEED \$136,308.60



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Hector Martinez
Director of Construction
Services and Sustainability

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5772, authorizing the award of a contract for Cross Creek burned unit #1503 rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60.

FINANCIAL IMPACT:

The cost for the comprehensive rehabilitation at Cross Creek Burned Unit #1503 is not expected to exceed an amount of \$136,308.60 to include a base bid amount of \$108,998.00, plus unit prices in the amount of \$4,592.50, and a 20 % contingency in the amount of \$22,718.10, which will only be used as necessary. This project will be funded with insurance proceeds in the amount of \$54,643.18 with the remainder to be paid from CFP funds.

SUMMARY:

On October 19, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-909-62-4728 for Cross Creek Burned Unit #1503 Rehabilitation, which closed on November 3, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), The Hart Beat, La Prensa, various other venues and direct solicited to 67 contractors. A total of three bids were received in response to this solicitation: All Pro General Construction (DBE, ESBE, HABE, MBE, SBE, Section 3 Business), Calidad, LLC (ESBE, SBE, WBE), and Geofill Material Technologies (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained in the solicitation document. Based on the above, Calidad, LLC is the lowest responsive and responsible bidder and is recommended for contract award.

Calidad, LLC was founded in 2014 and is headquartered in San Antonio, Texas. This contractor has been certified as an ESBE, SBE, and WBE by the South Central Texas Regional Certification Agency. Calidad, LLC specializes in commercial construction, site work, and building and facilities maintenance. This vendor has received no prior awards from SAHA. Their client list includes Pearsall Pump Station, Boerne Stage Road Walmart, and Talon LPE.

Calidad, LLC's Section 3 Good Faith Effort Plan includes awarding 75% of the awarded contract value to four Certified Section 3 Business Concerns.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5772

Company Profile

Tabulation

Advertisement List

Map of Cross Creek

Picture of Cross Creek

**San Antonio Housing Authority
Resolution 5772**

RESOLUTION 5772, AUTHORIZING THE AWARD OF A CONTRACT FOR CROSS CREEK BURNED UNIT #1503 REHABILITATION TO CALIDAD, LLC (ESBE, SBE, WBE) FOR AN AMOUNT NOT TO EXCEED \$136,308.60

WHEREAS, on October 19, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-909-62-4728 for Cross Creek Burned Unit #1503 Rehabilitation, which closed on November 3, 2017; and

WHEREAS, three bids were received in response to this solicitation; and

WHEREAS, Calidad, LLC is the lowest responsive and responsible bidder and is recommended for contract award; and

WHEREAS, the cost for the comprehensive rehabilitation at Cross Creek Burned Unit #1503 is not expected to exceed an amount of \$136,308.60 to include a base bid amount of \$108,998.00, plus unit prices in the amount of \$4,592.50, and a 20 % contingency in the amount of \$22,718.10, which will only be used as necessary. This project will be funded with insurance proceeds in the amount of \$54,643.18 with the remainder to be paid from CFP funds; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of December 2017.

**Morris A. Stribling, DPM
Chair, Board of Commissioners**

Attested and approved as to form:

**David Nisivoccia
President and CEO**

Calidad, LLC Company Profile

Calidad, LLC was established in 2014, is headquartered in San Antonio and is owned by Megan and Christopher Schuchardt. Their major areas of expertise are commercial construction, site work, building and facilities maintenance. Calidad is a small, women-owned business and is certified by the South Central Texas Regional Certification Agency as an ESBE, SBE and WBE.

The company has not received any previous awards from SAHA. Their major Texas projects and clients include the Pearsall Pump Station buildout for Archer Western, Boeme Stage Road Walmart for Emerson Construction, Scenic Loop Road expansion for Austin Bridge and Road and commercial remodeling and ongoing maintenance for Talon LPE. The company's Project Manager, Joseph Schuchardt, has over 25 years experience in new construction and renovations.

Bid Tabulation
1710-909-62-4698
Cross Creek Burned Unit #1503 Rehabilitation

Base Bid Rehabilitation of Cross Creek Burned Unit #1503		Geofill Material Technologies	Delivery Days	All Pro General Construction	Delivery Days	Calldad LLC	Delivery Days
Item #	DESCRIPTION	Unit Of Measure	Estimated Quantity		Extended Cost		Extended Cost
1	1/2" Plywood (Decking)	SQ.FT	100		\$300.00		\$197.00
2	2"x 4" Dimensional Lumber	LF.	200	\$8.00	\$600.00	\$1.970	\$162.00
3	2"x 6" Dimensional Lumber	LF.	200	\$12.00	\$600.00	\$0.810	\$221.60
4	2"x 8" Dimensional Lumber	LF.	150	\$14.00	\$800.00	\$1.108	\$233.40
5	1"x 4" Dimensional Lumber	LF.	750	\$16.00	\$750.00	\$1.556	\$441.00
6	1"x 6" Dimensional Lumber	LF.	750	\$9.00	\$3,750.00	\$0.588	\$978.00
7	Gutters and Downspouts	LF.	250	\$10.00	\$4,500.00	\$1.304	\$862.50
8	Fiber Cement Siding	SQ.FT	200	\$22.00	\$2,250.00	\$3.450	\$317.20
9	1"x 4" Fiber cement Trim	LF.	100	\$12.00	\$1,000.00	\$1.586	\$186.00
10	1" X 6" Fiber cement fascia	LF.	100	\$28.00	\$600.00	\$1.860	\$243.80
11	Roof Trusses (Note 1)	EA.	1	\$34.00	\$700.00	\$2.438	\$750.00
Total Unit Prices				\$820.00	\$500.00	\$750.000	\$750.00
Total Unit Price + Base Price					\$15,750.00		\$4,592.50
With Section 3 Preference (\$9,000)					\$114,750.00		\$113,590.50
					\$128,534.00		\$104,590.50

Note 1 - Calldad bid sheet computed the extended (total) cost incorrectly. The \$750.00 unit price will prevail and the total for this item will be \$750.00.

Advertisement List
Solicitation # 1710-909-62-4728 Date (10/5/2017)
Cross Creek Burn Unit Rehabilitation

Entity	Contact Name	Email	Method of Contact(Specify)
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain	shussain@goodwill.sa.org maguilar@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	

**Advertisement List
Solicitation # 1710-909-62-4728 Date (10/5/2017)
Cross Creek Burn Unit Rehabilitation**

Entity	Contact Name	Email	Method of Contact(Specify)
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		construction@SmartApartmentData.com	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
HUBS on CMBL			
MLP Ventures, Inc.	Liborio Perez	mlp@att.net	
Business World	Edwin Serrano	govops@sbcglobal.net	
Tejas Premier	Andrew Wallace	andrew@tejaspremierbc.com	

Advertisement List
Solicitation # 1710-909-62-4728 Date (10/5/2017)
Cross Creek Burn Unit Rehabilitation

Entity	Contact Name	Email	Method of Contact(Specify)
Section 3 Bidders			
Abeco Contracting	A. Juarez	cathy@abecoContracting.com	
All Pro General Const.	Raul Scott	rs@aliprogenconst.com	
Allbrite Constructors of TX	Patrick Yates	jan@allbriteconstruction.com	
Ariva Contracting	Adan Silva	adan@arivacontracting.com	
Confidence Construction	Renee Harris	rharrisc21@yahoo.com	
Hill Bros. Construction	Kara Hill	kara@hillbroconstruction.com	
Jarvis Moore	Jarvis Moore	jarvisdsd@gmail.com	
JGG Construction	Joseph Gonzales	Integrated02@aol.com	
Josiah Construction	Ricardo Guajardo	lgjosiahconstruction@gmail.com	
Mcfarland & Mcfarland	James McFarland	mcfarland9598@gmail.com	
Tejas Premier	Julissa Carielo	julissa@tejaspremierbc.com	
Man-Tra Solutions, LLC	Mike Aleman	maleman@clnup.com	
Ohaver Contracting	Donald Ohaver	dawnv@ohavercontractors.com	
Queen Bee Construction	Sharon O'Neal	queenbeeconst@yahoo.com	
Ram's Weatherization	Ramiro Reyes	ramscustomhomes@gmail.com	
Direct Solids			
Cleanology Service	Mike	Mike@cleanologyservices.com	
Greco	Delores	greco@satx.rr.com	
Geofill Material Technologies	Jan Puente	jpunte.geofill@outlook.com	
RML Contracting	Mariano Garcia	marianogarcia1211@gmail.com	
	Mariano Garcia II	m.garcia@rmlcontractingllc.com	
Wisdom SB Contractors	Vaughn Hester	vaughn.hester@stup.com	
Limitless Construction Svcs	Erica Ponce	Eponce.pcs@gmail.com	
Wisdom SB Contractors	Shelton Brown	wisdomcontractors2016@gmail.com	
Commercor	R. Broniszewski	commercorconstruction@gmail.com,	
Vela Construction	Joe Vela	Joe.Vela@velagroupinc.com	
Robinson Gen Contracting	Yvette	ygarcia@robinsongc.com	
		krobinson@robinsongc.com	
Frost & keeling	John Anness	jcanness@frostandkeeling.com	
Marc 3	Chester Rackley	chester@marc3llc.com	
M & M Weatherization	Nicole Ansualda	nansualda@mmwtx.com	
Total Lender Service	James Pujols	Jpujols55@yahoo.com	
Blackmon Mooring SA	Bryan Roller Tiffany Montano	broller@bmsmanagement.com	
		tmontano@bmsmanagement.com	
Turn Around	Selwyn Witer	selselkk@gmail.com	
Marc General Construction	Cindy Weed	cweed@marcgc2015.com	
Peak Contractors, LLC	Michael Herrera	mherrera@peakcontractorstx.com	
Piatra Inc.	Mirela Glass	info@piatrainc.com	
PTI Remodeling, LLC	Thomas Hamilton	thomashamilton75@yahoo.com	
QA Construction Services,	Lily Gutierrez	qacs@QASYSTEMS.COM	
R. G. Williams Const & Remodeling	Robert G. Williams	rgw_77446@yahoo.com	
R.K. Bass Electric, Inc.	Andy Bass	cheryl@basselectric.com	

**Advertisement List
Solicitation # 1710-909-62-4728 Date (10/5/2017)
Cross Creek Burn Unit Rehabilitation**

Entity	Contact Name	Email	Method of Contact(Specify)
RPR Construction Company,	Patricia Pinkerton	ppinkerton@rprconstruction.com	
Seraphia's Lotts	S. A. Sampson-Lott	atita@sbcglobal.net	
Setex Construction Corp.	Nathan Rivres	setex@setexconstruction.com	
Slocum & Associates	Thomas Slocum	thomas.slocum1@gmail.com	
South Coast Construction	F. Farjadtehrani	mike@sccsi.net	
Steen Construction Co., Ltd.	Susan Steen	steenltd@sbcglobal.net	
The Butler Enterprises	Cass Butler	bids@TheButlerEnterprises.com	
Thomas Enterprises Inc.	James Thomas	jamesthomasenterprise@yahoo.com	
TMG Contracting, LLC	Tony Gutierrez	TMG_03@msn.com	
Trubon Lee Inc.	Trubon Lee	trubon@leeservicesinc.com	
Universal Service Enterprises	Sid Naeimi	sidnaeimi@useengineering.com	
Veliz Company, Llc	Omar Veliz	oveliz@velizconstruction.com	
Volar Service Company	Jose Malacara	info@volarsc.com	
White Construction Company	Glinn H. White, Jr.	glinn@whiteconstructioncompany.com	
Partners Remodeling Restoration	Daniel Besa	Danielbesaprrw@yahoo.com	
Twin Hammers Roofing	Chris Sanchez	chris@twinhammersroofing.com	
H Karp Co	Harry Karp	hkarpjr@yahoo.com	
Halo Contracting	Angel Cepeda	angel@halogc.com	
JMI Contractors	Grant Jacobs	grant@jmicontractors.com logan@jmi-contractors.com,	
24/7 Service	Tilmon King	tilmon247lawnservice@gmail.com	
SpawGlass	Justin Calvin	justin.calvin@spawglass.com	
H. Karp Co.	Harry Karp	hkarpjr@yahoo.com	
Allbrite Const	Charles Poole	charles.poole@allbriteconstruction.com	
Garcia Bros	Jesse	gbmr.repairs@yahoo.com	
McFarland & McFarland	James	mcfarland9598@gmail.com	
Calidad LLC	Charles	cschuchardt.calidadllc@gmail.com	



Cross Creek



infogroup



SAHA | SAN ANTONIO
HOUSING AUTHORITY
Opportunity Lives Here

BOARD OF COMMISSIONERS
Operation and Choice Neighborhood Committee

RESOLUTION 5770, APPROVING THE 2018 PAYMENT STANDARD SCHEDULE AT 90% OF THE FISCAL YEAR 2018 FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER PROGRAM

David Nisivoccia
 President and CEO

Brandee Perez
 Director of Federal Housing Programs

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the Fiscal Year 2018 fair market rents for the Housing Choice Voucher Program.

FINANCIAL IMPACT:

There is an estimated impact to the Housing Assistance Payment (HAP) Contracts of 4.12%. However, due to biennial and triennial recertifications, the increase will be phased in over a period of three years.

Table 1. 2018 SAHA Payment Standard and HUD Fair Market Rent Comparison

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
2017 Payment Standard Schedule	582	695	868	1146	1376	1582	1789
2017 HUD Fair Market Rents	623	768	964	1273	1529	1758	1988
Percentage of FMR	93%	90%	90%	90%	90%	90%	90%
2018 Payment Standard Schedule	584	721	901	1189	1444	1661	1877
2018 HUD Fair Market Rents	649	801	1001	1321	1604	1845	2085
Percentage of FMR	90%	90%	90%	90%	90%	90%	90%

SUMMARY:

The U.S. Department of Housing and Urban Development (HUD) publishes fair market rents (FMRs) annually for each area of the United States and requires each housing authority to adopt a payment standard schedule for each FMR area in its jurisdiction. Payment standard is defined as “the maximum assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)” [24 CFR 982.4(b)]. HUD permits the housing authority to establish a payment standard amount for each unit size at any level between 90% and 110%—referred to as the “basic range”—of the FMR for the unit size [24 CFR 982.503(b)(1)(i)].

The FY 2018 FMRs represent an across-the-board increase for the San Antonio-New Braunfels Metropolitan Statistical Area (MSA). The increases vary by unit size from \$26 (0 BR) to \$97 (6BR).

To that end, staff believes that these increases are consistent with today's current market trends and will expand the housing opportunities for our program participants.

In September 2017, HUD published the FY 2018 FMRs. HUD allows housing authorities to establish the payment standard amounts at any level between 90% and 110% of the published FMR. The payment standard amounts are used to calculate the subsidy payment for participants. The recommended payment standards will be effective for all HAP contracts with an effective date of January 1, 2018, or later. Implementation will consist of a twelve month phase-in for participants that have a reexamination effective on or after this date and applicable to all new admission contracts effective on or after this date.

STRATEGIC GOAL:

Strategically expand the supply of affordable housing.

ATTACHMENTS:

Resolution 5770

**San Antonio Housing Authority
Resolution 5770**

RESOLUTION 5770, APPROVING THE 2018 PAYMENT STANDARD SCHEDULE AT 90% OF THE FISCAL YEAR 2018 FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) annually establishes fair market rents (FMRs) for each area in the United States; and

WHEREAS, HUD requires the Public Housing Authority to establish voucher payment standards for each unit size; and

WHEREAS, SAHA staff requests authorization to establish payment standards at amounts 90% of the 2018 FMR schedule to maintain the current payment standard schedule to be consistent with current rental market trends.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby approves:

- 1) Resolution 5770, approving the 2018 payment standard schedule at 90% of the Fiscal Year 2018 Fair Market Rents for the Housing Choice Voucher Program, as provided below, for Housing Assistance Payment Contracts with an effective date of January 1, 2018, or later.

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
2017 Payment Standard Schedule	582	695	868	1146	1376	1582	1789
2017 HUD Fair Market Rents	623	768	964	1273	1529	1758	1988
Percentage of FMR	93%	90%	90%	90%	90%	90%	90%
2018 Payment Standard Schedule	584	721	901	1189	1444	1661	1877
2018 HUD Fair Market Rents	649	801	1001	1321	1604	1845	2085
Percentage of FMR	90%	90%	90%	90%	90%	90%	90%

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS
Operations and Choice Neighborhood Committee

RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS



David Nisivoccia
President and CEO



Timothy E. Alcott
Real Estate and Legal Services Officer

REQUESTED ACTION:

Consideration and appropriate action regarding Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development (HUD) for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions.

FINANCIAL IMPACT:

During the initial seven years, the pro-rata sharing of cash flows from deferred and developer fees will be 75% to Mission DG, LTD and 25% to SAHA. The developer has also agreed to increase the cash flow to a 50% split for the final eight years of the 4% tax credit period. Sale of the Property to the San Antonio Housing Facility Corporation (SAHFC) or Las Varas Public Facility Corporation (Las Varas PFC) will be based on an independent appraisal to be procured by SAHA. SAHA is planning to use the land proceeds towards the cost of abatement and demolition requirements. The land value will be described in the purchase contract; however, SAHA will retain the responsibility to remediate and demolish the existing structures and infrastructure.

SUMMARY:

On May 3, 2012, the San Antonio Housing Authority Board of Commissioners approved the process to dispose of the Tampico Warehouse. The approval stated that the warehouse will be sold and the proceeds used to sustain existing Public Housing units and/or develop new affordable housing for low income households. Later on December 6, 2012, the SAHA Board approved the disposition and authorized the application to HUD for disposition of the Tampico Warehouse.

Unfortunately, additional planning was necessary, and this caused major delays in the submission of the disposition application. As the process of the disposition application moved forward and the documents required for disposition were being compiled, SAHA determined that the disposition and demolition of the non-dwelling Tampico Warehouse structure is in the best interest of the agency, its residents, and is consistent with its Moving to Work Plan goals, and is

otherwise in concurrence with the United States Housing Act of 1937. Therefore, we are no longer proceeding with the disposition application, but instead submitting this disposition and demolition application. The vacant building is aging, has been vandalized, and is currently in need of utility service and HVAC repairs. Such repairs are not feasible due to the costs, lack of funds and the administrative burden that would result in the fulfillment of such requirements.

SAHA intends to redevelop the vacant land for the development and construction of a new multi-family apartment complex that is sustainable and located with employment, education, health and economic development opportunities. SAHA selected Mission DG, LTD to co-develop the site. The development possibilities range from 130 multi-family units, 85 (65%) affordable workforce units and 45 (35%) market rate units, to the creation of a larger development with 232 multi-family units with a similar income mix that also meet Build San Antonio Green Level II and provide for an assortment of amenities, to include a community center on-site.

Such redevelopment will necessitate the sale and transfer of site control of the property and all improvements to a limited partnership, in which a SAHA affiliate controls the General Partner of the partnership, once SAHA obtains HUD disposition and demolition approval. In addition, SAHA is in the process of authorizing the financing and construction of the new development and approving the San Antonio Housing Finance Corporation to apply for an allocation of private activity bonds.

In order to proceed with this planned ownership structure, SAHA must first submit a disposition and demolition application to the U.S. Department of Housing and Urban Development for review and approval. The sale and long term lease of the Property will be subject to conditions required by HUD and the award of Private Activity Bonds by the Texas Bond Review Board.

SAHA, Mission DG, LTD. and COSA, as partners, will coordinate the re-development phasing plan with the City's infrastructure improvement plan to maximize funding and impact. This development activity is consistent with SAHA's Affordable Housing Preservation & Expansion Policy and its Two-Year Work Plan.

STRATEGIC GOAL:

Strategically expand the supply of affordable housing.

ATTACHMENTS:

Certificate of Resolution and Resolution 5773

Site Plan

Proforma

Perspective Renderings

CERTIFICATE FOR RESOLUTION

The undersigned officer of the San Antonio Housing Authority, a Texas housing authority created pursuant to the laws of the State of Texas (SAHA), hereby certifies as follows:

1. In accordance with Chapter 551, Texas Government Code, as amended (Open Meetings Act), and the bylaws of SAHA, the Board of Commissioners of SAHA (Board) held a meeting on December 7, 2017 (Meeting), of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS, AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS

(Resolution) was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board’s minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Open Meetings Act and the Bylaws of SAHA.

SIGNED AND SEALED the 7th day of December 2017.



David Nisivoccia, President and CEO

**San Antonio Housing Authority
Resolution 5773**

RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS, AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS

WHEREAS, the San Antonio Housing Authority (SAHA) owns the property described on EXHIBIT A, attached hereto and including all improvements (Property); and currently known as AMP TX006000001 ALAZAN/GUADALUPE; and

WHEREAS, SAHA desires to redevelop the Property through the construction of a mixed-income multifamily residential community on the Property financed in part by private activity bonds; and

WHEREAS, in connection with such redevelopment it will be necessary to transfer site control of the Property and all improvements to a newly created limited partnership, or another tax credit partnership, in which a SAHA affiliate controls the General Partner; and

WHEREAS, SAHA will sell the property and its improvements to either San Antonio Housing Facility Corporation (SAHFC) or Las Varas Public Facility Corporation (Las Varas PFC), which are affiliated with SAHA, who will enter into a long term lease with a newly created limited partnership to be formed; and

WHEREAS, such sale and long term lease requires the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development (HUD) and the prior approval of such sale and lease by HUD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the San Antonio Housing Authority that:

Section 1. Submission to HUD of a disposition and demolition application for the Property is hereby approved.

Section 2. The sale of the Property and all improvements to SAHFC or Las Varas PFC, who will enter into a long term lease with a newly created limited partnership, is hereby approved, subject to HUD's approval of the disposition application and satisfaction of any HUD conditions of approval.

Section 3. The President and CEO is hereby authorized to negotiate and execute any and all documents necessary to accomplish the submission of the application to HUD and the sale and long term lease of the Property as authorized by and pursuant to the terms set forth in this Resolution, including any and all amendments, changes, or modifications thereto, without the necessity of further action by the Board of Commissioners.

Passed and approved the 7th day of December 2017.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

Property Description

Description and Analysis of the Land

The subject is primarily vacant land containing an area of 3.763 acres or 163,916 square feet. Approximately 0.139 acres or 6,063 square feet are located within the 100-year floodplain leaving 3.624 acres or 157,853 square feet of useable land area. The property is improved with a 9,600 square foot industrial building. However, this building is in poor condition and does not contribute further value to that of the underlying land. Any costs of demolition would be offset by the building's salvage value. The property is zoned I-2, Heavy Industrial District, which permits those that are highly hazardous, environmentally severe in character and or generate very high volumes of truck traffic.

Site Description

Location:	The subject is located on the south side of Tampico Street, west of Interstate Highway 35 Southbound Access Road. It is located north of State Highway 90 and West of Interstate Highway 35 in the southwestern peripheral area of the CBD of San Antonio
Current Use of the Property:	Warehouse
Site Size:	Total: 3.763 acres; 163,916 square feet Usable: 3.624 acres; 157,853 square feet
Shape:	Irregular
Frontage/Access:	The subject property has average access with frontage as follows: <ul style="list-style-type: none"> • South Pecos La Trinidad (Interstate Highway 35 southbound access road): 440 feet • Tampico: 462 feet <p>The site has an average depth of 510 feet. It is a corner lot.</p>
Visibility:	Good
Topography:	Generally level and at street grade
Utilities:	Electricity: City Public Service Sewer: San Antonio Water System Water: San Antonio Water System Natural Gas: City Public Service Telephone: AT&T
Site Improvements:	<ul style="list-style-type: none"> • There is no overhead lighting available • There are concrete sidewalks present along both streets. • Concrete curb and gutter available at the subject location

Site Description

Flood Zone: The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA). The subject is located in FEMA flood zone X, which -is not- classified as a flood hazard area.

FEMA Map Number: 48029C0395G

FEMA Map Date: September 29, 2010

The subject property is adjacent to Alazan Creek, and the south tip of the subject property, measuring, 6,060 square feet is located in the 100 year floodplain. This accounts for the difference between the total and useable areas reported above

Environmental Issues: None reported or observed, however we are not qualified to make an assessment of environmental issues.

Zoning

Zoning Jurisdiction	City of San Antonio
Zoning Code	I-2
Zoning Description	Heavy Industrial District
Current Use Legally Conforming	The subject is legal and conforming use
Zoning Change Likely	No
Permitted Uses	Those that are highly hazardous, environmentally severe in character and or generate high volumes of truck traffic. Examples are acetylene gas manufacturing and storage, asphalt products manufacturing, boiler & tank works, chemical process clothing manufacturing, grain drying & milling, petro-chemical bulk storage. Other less hazardous or severe uses also allowed include gas station or convenience store with fuel and car wash, farm equipment sales, portable building sales, oil well equipment and supplies warehousing and storage and open storage.
Minimum Lot Area	None
Minimum Street Frontage (Feet)	100
Minimum Lot Width (Feet)	100
Minimum Setbacks (Feet)	Front: 30 Ft, Side: 5 Ft
Maximum Building Height (Feet)	60
Maximum Site Coverage	None
Maximum Density	None
Maximum Floor Area Ratio	None
Parking requirements	Industrial General Use Min: 1 Space per 500 SF of GFA (gross floor area).

Tax Map



Aerial Map



Flood Map



TAMPICO WAREHOUSE



AERIAL MAP

Property Search > 147827 SAN ANTONIO HOUSING for Tax Year: 2017
Year 2017

Property

Account

Property ID:	147827	Legal Description:	NCB 3551 BLK LOT NW IRR 50.8 FT OF 9,10,11,12 & W IRR 398.75 FT OF A20
Geographic ID:	03551-000-0120	Zoning:	I-2
Type:	Real	Agent Code:	
Property Use Code:	5300		
Property Use Description:	EXEMPT - INDUSTRIAL BUILDING RESEARCH/ENGINEERING		

Protest

Protest Status:
Informal Date:
Formal Date:

Location

Address:	200 TAMPICO ST SAN ANTONIO, TX 78207	Mapscoc:	616C7
Neighborhood:	NBHD code11650	Map ID:	
Neighborhood CD:	11650		

Owner

Name:	SAN ANTONIO HOUSING	Owner ID:	1264674
Mailing Address:	AUTHORITY 818 S FLORES ST SAN ANTONIO, TX 78204-1400	% Ownership:	100.0000000000%
		Exemptions:	EX-XV

Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$0	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$0	
(-) Ag or Timber Use Value Reduction:	-	\$0	
<hr/>			
(=) Appraised Value:	=	\$0	

(-) HS Cap: - \$0

(=) Assessed Value: = \$0

taxing Jurisdiction

Owner: SAN ANTONIO HOUSING

% Ownership: 100.0000000000%

Total Value: \$0

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
06	BEXAR CO RD & FLOOD	0.012868	\$0	\$0	\$0.00
08	SA RIVER AUTH	0.017290	\$0	\$0	\$0.00
09	ALAMO COM COLLEGE	0.149150	\$0	\$0	\$0.00
10	UNIV HEALTH SYSTEM	0.276235	\$0	\$0	\$0.00
11	BEXAR COUNTY	0.291229	\$0	\$0	\$0.00
21	CITY OF SAN ANTONIO	0.558270	\$0	\$0	\$0.00
57	SAN ANTONIO ISD	1.532600	\$0	\$0	\$0.00
CAD	BEXAR APPRAISAL DISTRICT	0.000000	\$0	\$0	\$0.00
SA030	San Antonio TIF #30 Westside	0.000000	\$0	\$0	\$0.00
Total Tax Rate:		2.837642			

Taxes w/Current Exemptions: \$0.00
 Taxes w/o Exemptions: \$0.00

Improvement / Building

Improvement #1: Commercial State Code: F1 Living Area: 9600.0 sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
400	OFFICE	C - F	BR	1953	2400.0
320	STORAGE WAREHOUSE	C - F	BR	1953	7200.0

Improvement #2: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
ASP	Asphalt	* - A		0	37976.0

Improvement #3: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
FEN	Fence	S - A		0	1020.0

Improvement #4: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
LDK	Loading Dock	* - A		0	560.0

Improvement #5: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
CON	Concrete	* - A		0	8500.0



#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	IND	Industrial	3.7630	163916.00	0.00	0.00	\$0	\$0

Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2018	N/A	N/A	N/A	N/A	N/A	N/A
2017	\$0	\$0	0	0	\$0	\$0
2016	\$0	\$0	0	0	\$0	\$0
2015	\$0	\$0	0	0	\$0	\$0
2014	\$0	\$0	0	0	\$0	\$0
2013	\$0	\$0	0	0	\$0	\$0

Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1		Deed	Deed		SAN ANTONIO HOUSING	6257	0857	0

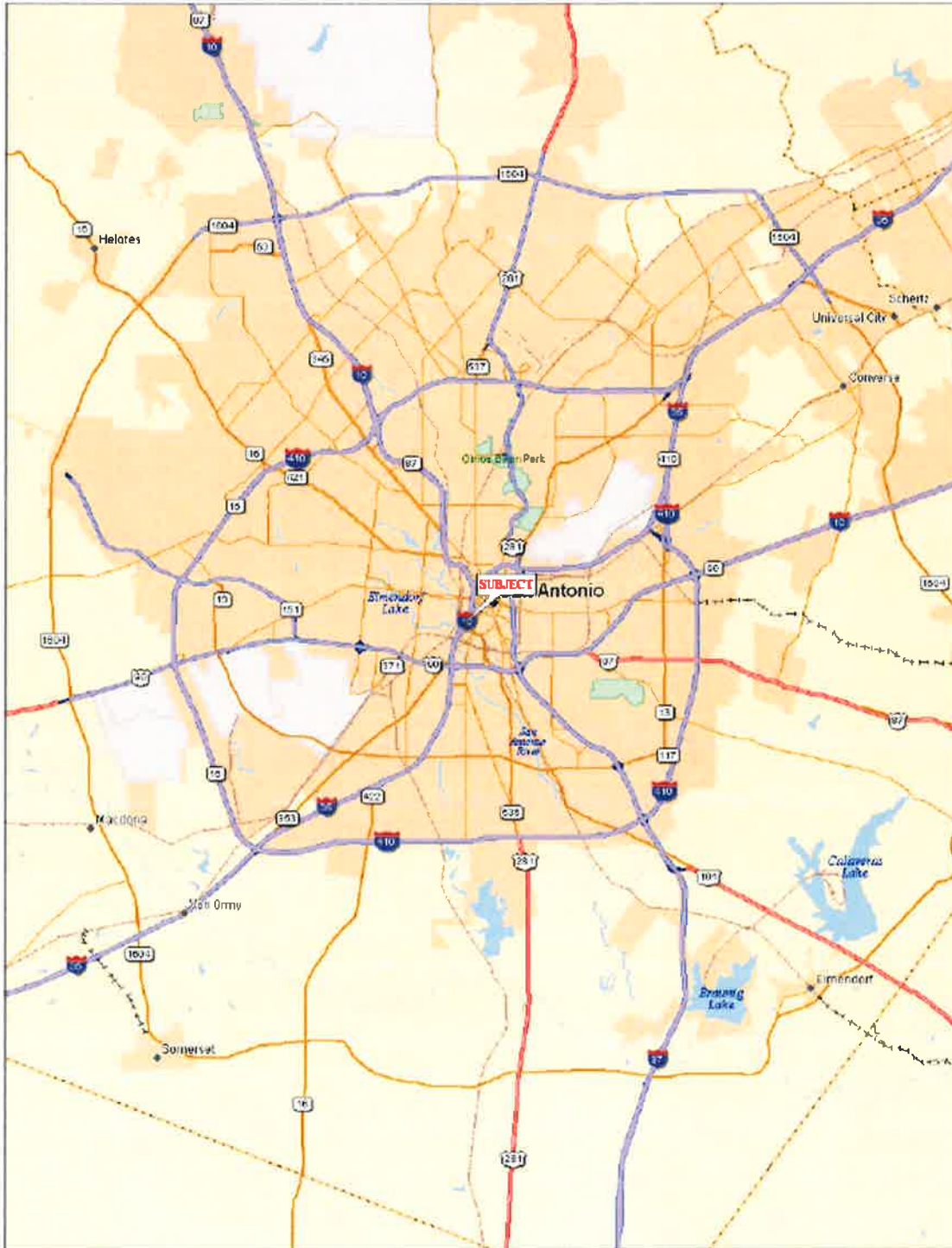
2018 data current as of Oct 11 2017 12:35AM.

2017 and prior year data current as of Oct 4 2017 8:47AM

For property information, contact (210) 242-2432 or (210) 224-8511 or email.

For website information, contact (210) 242-2500.

AREA MAP



DELORME

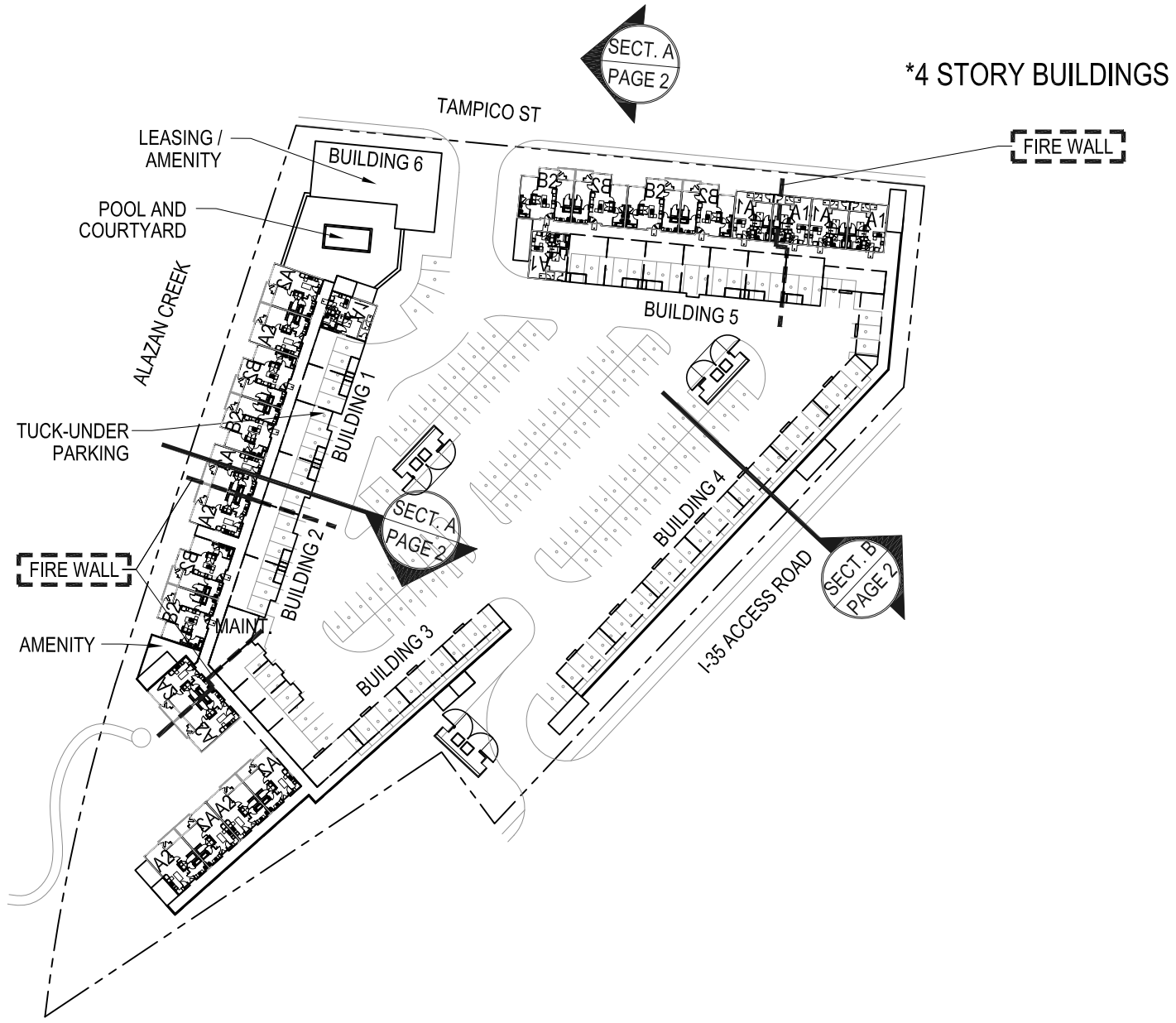
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Data Zoom 9-6

SECT. A
PAGE 2

*4 STORY BUILDINGS

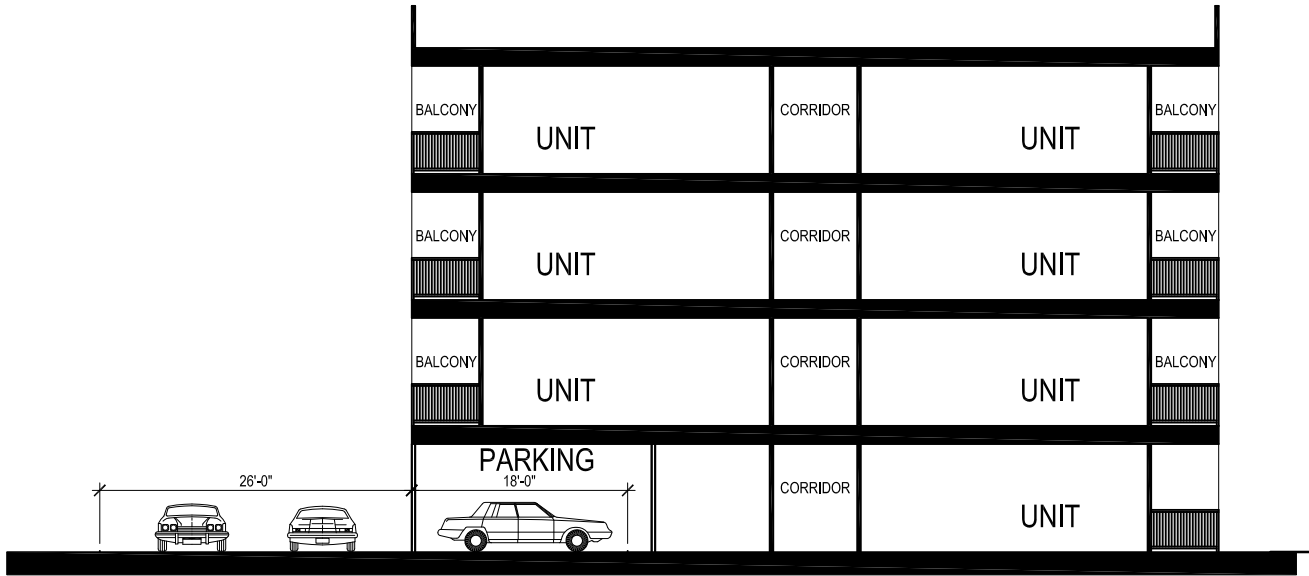


1ST FLOOR

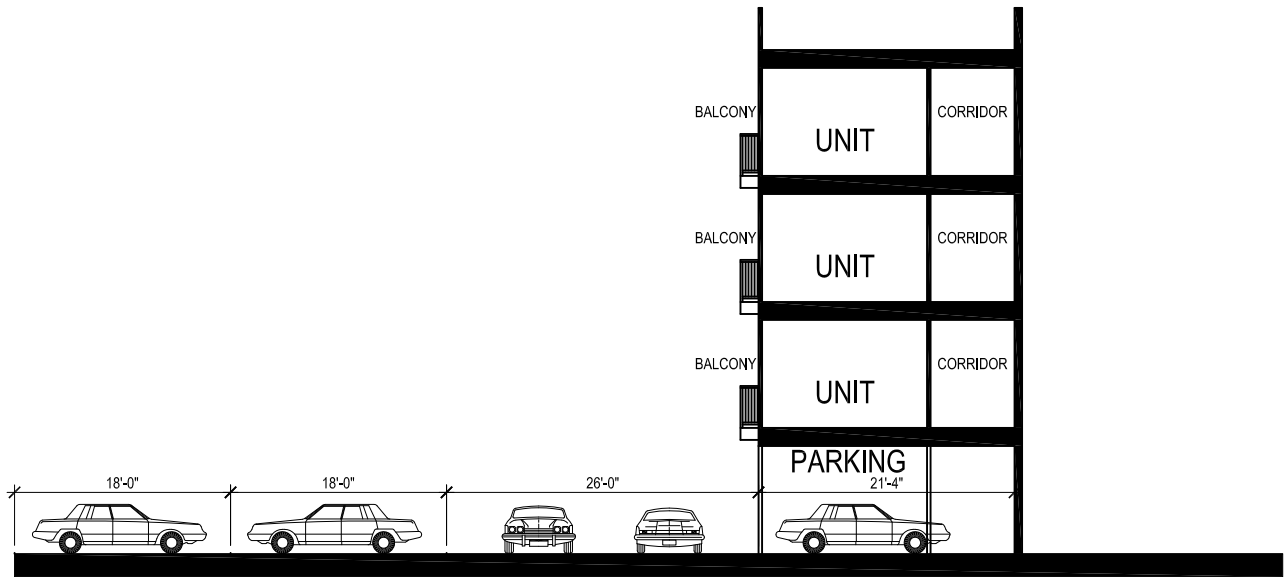
PROJECT DATA

183 APARTMENT UNITS
 200 ONSITE PARKING SPACES
 AT 1.09 SPACES/UNIT





SECTION A



SECTION B

SCALE: 1/16"=1'-0"

TAMPICO APARTMENTS

UPDATED 09-25-2017

TOTAL / AVG.													
UNIT NAME	UNIT TYPE	NO. OF UNITS	% OF UNIT COUNT	% BY BDRM. TYPE	BED / UNIT	NO. OF BEDS	% OF BED COUNT	BATH / UNIT	NO. OF BATH	% OF BATH COUNT	SQ.FT.	TOTAL SQ. FT.	NOTES
E1	1 Bd / 1 Ba	12	7%	28%	1	12	5.3%	1	12	5.3%	500	6,000	
E2	1 Bd / 1 Ba	39	21%		1	39	17.2%	1	39	17.2%	562	21,918	
A1	1 Bd / 1 Ba	48	26%	48%	1	48	21.1%	1	48	21.1%	652	31,296	
A2	1 Bd / 1 Ba	40	22%		1	40	17.6%	1	40	17.6%	762	30,480	
B1	2 Bd / 2 Ba	12	7%	24%	2	24	10.6%	2	24	10.6%	850	10,200	
B2	2 Bd / 2 Ba	32	17%		2	64	28.2%	2	64	28.2%	970	31,040	
TOTAL / AVG.		183	100%	100%		227	100.0%		227	100%		130,934	

PROJECT SQUARE FOOTAGE CALCULATIONS:

1st Floor		SQ.FT.
Leasing/Amenity		3,175
Net Leasable		19,292
Unconditioned unit area		1,964
Amenity		407
Maintenance		678
Circulation		8,296
Other unconditioned area		45
TOTAL GROSS		33,857

2ND Floor		SQ.FT.
Net Leasable		37,214
Unconditioned unit area		2,976
Amenity		407
Circulation		10,453
Other unconditioned area		162
TOTAL GROSS		51,212

3rd Floor		SQ.FT.
Net Leasable		37,214
Unconditioned unit area		2,976
Amenity		407
Circulation		10,453
Other unconditioned area		162
TOTAL GROSS		51,212

3rd Floor		SQ.FT.
Net Leasable		37,214
Unconditioned unit area		2,976
Amenity		407
Circulation		10,453
Other unconditioned area		162
TOTAL GROSS		51,212

All Floors		SQ.FT.
Leasing/Amenity		3,175
Net Leasable		130,934
Unconditioned unit area		10,892
Amenity		1,628
Maintenance		678
Circulation		39,655
Other unconditioned area		531
TOTAL GROSS		187,493

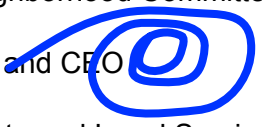






MEMORANDUM

To: Operations and Choice Neighborhood Committee

From: David Nisivoccia, President and CEO 

Presented by: Timothy E. Alcott, Real Estate and Legal Services Officer;
Lori L. Hall, Assistant Director of Real Estate and Homeownership;
Deborah Bell, Real Estate and Homeownership Manager

RE: Home Buyer Readiness Workshops

SUMMARY:

To date, SAHA's Home Buyer Readiness Program (HBR) has delivered eleven series of workshops and produced 290 graduates. Twelve families have notified staff of their home purchase. During the last Workshop series, forty-three individuals graduated and 97% of the class gave an excellent rating on evaluations.

HBR Workshops are generally filled to capacity. Participants reflect all generations of home buyers from young, newly married couples, to Baby Boomers. Individuals pay \$30.00 to attend two workshops held over two consecutive months. SAHA staff provides activities for children over seven years of age, so that single parents may attend the Workshops.

Since January, twenty-seven volunteers who are experts from the residential realty, lending, and insurance field, have donated twenty volunteer hours and have delivered home buyer education information to SAHA's HBR participants.

Participants must attend a one hour orientation session before reserving a seat in the HBR Classes. Since January, over 207 individuals attended the orientation session. The rate of people who attend HBR Orientations and then pay to take the Workshops is 49%. Participants learn of our program through SAHA employees, partner and volunteer referrals, Public Housing resident newsletters, the SAHA website, and through family and friends.

A monthly HBR Newsletter is distributed to graduates, volunteers and community partners. The "open rate" for the HBR Newsletter is between 28%-47% compared to an average of 18%. The click rate on HBR links is 34% compared to an average click rate of 12%. Recently, staff surveyed HBR graduates and 45% expressed an interest in purchasing a newly constructed home in the upcoming Blueridge neighborhood.

SAHA staff is proud of the recent 2017 NAHRO National Award of Merit in Administrative Innovation for the Home Buyer Readiness Program. Staff's next goal is to become certified HUD Housing Counselors and to certify the HBR Program. This certification is now a requirement as of HUD's Final Rule for Housing Counseling Certification in December 2016. Housing counseling provided in connection with all HUD programs will be administered by HUD-Certified Housing Counselors. Certification testing began in August 2017, and SAHA staff is preparing to take this exam.

The advantages of this certification process for both staff and the program is to promote SAHA's competence and knowledge in counseling low and moderate income home buyers. In addition, it will open up opportunities for HBR funding from local lending institutions.

Staff created this program due to an unfulfilled need in the community and to create a pipeline of potential home buyers for our single family developments. The Program's success has surpassed staff's expectations in terms of demand. SAHA is fulfilling a gap in services for new home buyers. The demand for affordable housing in the market today is mostly likely fueling HBR's success.

PROPOSED ACTION:

None at this time.

FINANCIAL IMPACT:

None

STRATEGIC GOAL:

Develop a local and national reputation for being an effective leader, partner, and advocate for affordable housing and its residents.

ATTACHMENTS:

Pictures

SAHA Website: Housing/Home Buyer Readiness

HBR 2018 Orientation Flier

HBR Brochure (hand out)

HBR 2017 Orientation Flier (hand out)

HOMEBUYER READINESS CLASSES



HOMEBUYER READINESS GRADUATES



HOMEBUYER READINESS CELEBRATION



Housing

- Public Housing
 - Application Process
 - Property Listing
 - Public Housing Policy
 - Resident Handbook
- Assisted Housing Programs
- Mixed-Income Communities
- Home Buyer Readiness**
- Blueridge Homes
- Community Resources

HOME BUYER READINESS

A house purchase is the largest investment a person will make in their lifetime, and the process can be overwhelming and complex. SAHA simplifies the industry jargon and provides an avenue for the community to learn about the home buying process through its Home Buyer Readiness Education Workshops.

Attend an hour-long free orientation to get an overview of the program designed to help anyone in the community become mortgage ready. SAHA's Housing Counselor will outline the roles of the Financial Empowerment Counselor, the Realtor and Lender. You'll understand, first-hand, the mortgage pre-approval requirements and know how your credit score, debt ratios and savings impact your loan.

The orientation is an introduction to the two-day workshop series held from 8:30 a.m. to 1 p.m. at SAHA's Central Office, 818 S. Flores St. The workshops are held on two Saturdays scheduled one month apart so participants have time to absorb what they've learned. Orientation is mandatory before enrolling in a workshop series.

ORIENTATIONS

September 6, 2017 | 6-6:45 pm
November 1, 2017 | 12-12:45 pm*
December 6, 2017 | 6-6:45 pm
January 10, 2018 | 12-12:45 pm*
March 7, 2018 | 6-6:45 pm
April 4, 2018 | 12-12:45 pm*

June 6, 2018 | 6-6:45 pm
August 8, 2018 | 12-12:45 pm*
September 5, 2018 | 6-6:45 pm
November 7, 2018 | 12-12:45 pm*
December 5, 2018 | 6-6:45 pm

**Bring your lunch*

All orientation and workshops are held at SAHA's Central Office, 818 S. Flores St. RSVP to homeowner@saha.org or 210-477-6008.

WORKSHOP SERIES ENROLLMENT

After you have attended a free, mandatory orientation, enroll for a workshop series through PayPal. Due to the volume of interest in the program, all payments are nonrefundable.



CONTACT US

If you have any questions or need assistance, read the [Frequently Asked Questions](#), or contact staff at 210-477-6008 or homeowner@saha.org.

SAHA'S COMMUNITY PARTNERS

SAHA partners with the community to ensure your success!





ARE YOU READY FOR HOMEOWNERSHIP?

SAHA's Home Buyer Readiness (HBR) Workshops offer fun workshops with excellent speakers that help prepare you for the home buying process and assist with becoming "mortgage ready."

2018 ORIENTATION SCHEDULE

Orientation mandatory before enrolling in workshop series.

January 10, 2018 | 12-12:45 p.m.
 March 7, 2018 | 6-6:45 p.m.
 April 4, 2018 | 12-12:45 p.m.
 June 6, 2018 | 6-6:45 p.m.

BENEFITS

- Down payment/closing cost information
- Increase credit score
- Decrease debt/increase savings
- Free financial coaching
- Housing counseling
- HBR workshop handbook & flash drive
- Light breakfast/beverages
- Activities for children 6+ years

August 8, 2018 | 12-12:45 p.m.
 September 5, 2018 | 6-6:45 p.m.
 November 7, 2018 | 12-12:45 p.m.
 December 5, 2018 | 6-6:45 p.m.

Contact us today to reserve your spot. Space is limited. RSVP to **210.477.6008** or **homeowner@saha.org**.