REGULAR BOARD MEETING
SEPTEMBER 7, 2022
At least four Commissioners will be physically present at this location, and up to three other Commissioners may attend by videoconferencing, as permitted by Tex. Gov't Code Section 551.127, and the Presiding Officer will also be present at this location.

MEETING CALLED TO ORDER

1. 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.

PUBLIC COMMENT

2. **Public Comment** - Citizens are provided up to three minutes each to speak to any agenda items. Citizens wishing to speak to items posted on the agenda should access Phone Number: (346) 248-7799 and enter Meeting ID: 93839434337# and Passcode: 654170#, prior to 12:45 p.m. A Spanish/English translator will be available to citizens needing translation.

Now is the time for public comments. The Board asks the public to address concerns related to Opportunity Home matters and policy and not include statements that may be considered defamatory of any individual. The Board encourages members of the public to direct specific concerns or problems to Opportunity Home staff for more prompt resolution. The Board will not discuss the comments of speakers or respond to speakers during the public comment portion of the agenda.

CITIZENS TO BE HEARD

3. **Citizens to be Heard** at approximately 1:00 p.m. (may be heard after this time) Citizens wishing to speak on issues not related to items posted on the agenda should personally request to be placed on the Citizens to be Heard roster prior to 12:45 p.m. or register online and access Phone Number: (346) 248-7799 and enter Meeting ID: 93839434337# and Passcode: 654170#, prior to 12:45 p.m. Citizens will be given up to three minutes to speak. Each citizen will be permitted to speak only once at any regular Board Meeting. A Spanish/English translator will be available to citizens needing translation.

Now is the time for Citizens to be Heard. The Board asks the public to address concerns related to SAHA matters and policy and not include statements that may be considered defamatory of any individual. The Board encourages members of the public to direct specific concerns or problems to SAHA staff for more prompt resolution. The Board will not discuss the comments of speakers or respond to speakers during the Citizens to be Heard portion of the agenda.
MINUTES

4. Minutes
   ● Approval of the August 3, 2022, Regular Board meeting minutes
   ● Approval of the August 17, 2022, Finance Committee meeting minutes
   ● Approval of the August 17, 2022, Operations and Real Estate Committee meeting minutes

CONSENT ITEMS

5. Consideration and approval regarding Resolution 6253, adopting the Opportunity Home San Antonio Internal Audit Plan for Fiscal Year 2022-2023 (Aiyana Longoria, Interim Director of Internal Audit)

6. Consideration and approval regarding Resolution 6268, approving the updated Family Self-Sufficiency Action Plan in accordance with the HUD Final Rule (Joel Tabar, Director of Community Development Initiatives)

7. Consideration and approval regarding Resolution 6269, approving the Single Family Referral Preference for the Public Housing program (Joel Tabar, Interim Director of Public Housing)

8. Consideration and approval regarding Resolution 6271, authorizing the award of a contract for Property Management Services for Snowden Senior Apartments to Home Spring Residential Services; for a period of one year with the option to renew up to three additional one year terms (George Ayala, Director of Procurement; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)

9. Consideration and approval regarding Resolution 6272, approving the Interim Administrative Plan updates (Stephanie Rodriguez, Director of Assisted Housing Programs)

INDIVIDUAL ITEMS

10. Consideration and approval regarding Resolution 6270 and 22LVPFC-07-29, concerning the proposed financing of up to $35,000,000.00 of the costs of the acquisition, rehabilitation, and equipping of the Rosemont at University Park Apartments; an increase in the inducement amount, the reassignment of carryforward designation to obtain volume cap allocation; and other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer)

11. Consideration and approval regarding Resolution 6273, authorizing the Snowden Apartments transaction, including: (i) authorizing the San Antonio Housing Facility Corporation (Corporation) to execute any and all documents, or take any other action, that is necessary or desirable to facilitate the transaction; (ii) authorizing execution of a ground lease (Lease) between Corporation as “Owner” and “Landlord” and Snowden Apartments, LP, a Texas limited partnership controlled by an affiliate of the Corporation (Partnership) as “Tenant”, covering the project site, and all other documentation necessary to ground lease the project site to the Partnership for the purpose of supporting an award from the Texas Department of Housing and Community Affairs (TDHCA) for 9% housing tax credits to provide financing for the project development; (iv) authorizing the Corporation to serve as the general contractor for the project; (v) authorizing the Corporation to serve as developer for the project and to receive a development fee from the Partnership; (vi) authorizing the Corporation to cause the Partnership to enter into an agreement with PNC Bank, National Association (PNC) for admission of PNC and/or its affiliates into the Partnership and investment of equity into the project (Equity Financing) with the Corporation to serve as guarantor; (vii) authorizing Snowden Apartments GP, LLC (Company) to enter the amended and restated agreement of limited partnership and related documents for Partnership; (viii) authorizing the Corporation to cause the Partnership to obtain from PNC a construction loan in the approximate amount of $8,640,000 (Construction Loan) and a bridge loan in the approximate amount of $9,930,000 (Bridge Loan) with the Corporation to serve
as guarantor of such loans; (ix) authorizing the Corporation to provide a permanent sponsorship loan to the Partnership in the approximate amount of $1,323,600 (Sponsor Loan); (x) authorizing the Housing Authority of the City of San Antonio, Texas (Housing Authority) to provide a permanent subordinate loan of Moving to Work funding to the Partnership in an amount of up to $8,500,000, plus earned interest (Subordinate Loan); (xi) authorizing the Housing Authority to provide assistance to the project to support the operations of fifty-four (54) of the project units through its Moving to Work (MTW) authority to develop “local, non-traditional housing units” pursuant to PIH Notice 2011-45 and the second amendment to the Housing Authority’s Moving to Work Agreement with HUD (the LNT Funding); and (xii) authorizing other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)

12. Board of Commissioners annual elections (Doug Poneck, Board Counsel)

**DISCUSSION ITEMS**

13. Discussion regarding Employee Survey Results (Richard Milk, Planning Officer)

14. Discussion regarding Opportunity Home recruitment and staffing update (Aiyana Longoria, Director of Human Resources)

15. Discussion regarding resident concerns

16. President’s Report
   - Opportunity Home’s First Scholarship Distribution
   - Staff Going Above and Beyond to Help
   - W.C. White Scores High on REAC Inspection
   - Resident Day at the DoSeum
   - Opportunity Home Celebrates First In-Person FSS Graduation
   - New Name and Brand
   - Former Cassiano Resident Reflects on Neighborhood through Film

17. *Closed Session

   **Real Estate/Consultation with Attorney**
   Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).
   - Update and discussion regarding Victoria Commons Development
   - Update and discussion regarding Culebra Commons

   **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 regarding Commissioners roles and responsibilities
   - Discussion regarding employee grievance
   - Consultation with Attorney regarding employment contract/compensation for President and CEO

**REPORTS**

- Procurement Activity Report
18. 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. 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.*
MINUTES OF SAN ANTONIO HOUSING AUTHORITY REGULAR BOARD MEETING

I. Call to Order:
Board Chair Dr. Ana M. “Cha” Guzman called the Regular Board Meeting of San Antonio Housing Authority to order at 1:04 PM CDT on August 3, 2022. The meeting was held at the San Antonio Housing Authority Central Office located at 818 S. Flores St. San Antonio, TX 78204.

Board Members Present:
Chair Dr. Ana M. “Cha” Guzman, Vice Chair Olga Kauffman, Gilbert Casillas, Dalia Contreras, Loren D. Dantzler, and Gabriel Lopez.

Adviser Present:
Doug Poneck, General Counsel.

Guests Present:
President and CEO Ed Hinojosa, Jr.; George Ayala, Director of Procurement; Hector Martinez, Director of Constructions Services and Sustainability; Melissa Garza, Interim Director of Beacon Communities; Joel Tabar, Director of Community Development Initiatives and Interim Director of Public Housing; and Stephanie Rodriguez, Director of Assisted Housing Programs.

Board Members Absent:
Ignacio Perez.

Quorum:
A quorum was established with six (6) voting members present.

II. Public Comment
Citizens are provided three minutes each to speak to any agenda item. There was one individual signed up to speak and one individual who spoke during the meeting.

III. Citizens to be Heard
Citizens wishing to speak on issues not related to items posted on the agenda were given three minutes to speak. There were six citizens who signed up to speak and four citizens who spoke during the meeting. Two citizens ceded their time.

IV. Presentation
Awards were presented to Samantha Suarez for the 2021 Special Achievement-Subcategory B Cumulative or Continuing Accomplishment by an Employee and Eric Vega for the 2022 Texas NAHRO Maintenance Person of the Year from the Southwest Regional Council of NAHRO by Ed Hinojosa, Jr., President and CEO.
V. Minutes
Commissioner Lopez moved to approve the June 1, 2022 Regular Board Meeting minutes and the July 20, 2022 Operations and Real Estate Committee Meeting minutes. Vice-Chair Kauffman seconded the motion. The motion carried with six (6) in favor and none against by a voice vote.

Consent Items

VI. Resolution 6264
Consideration and approval regarding Resolution 6264, authorizing the ratification of an emergency procurement for the structural and waterproofing repairs at Villa Tranchese Apartments to Structural Concrete Systems, LLC for an amount that is not expected to exceed $2,767,066.00 (George Ayala, Director of Procurement; Hector Martinez, Director of Constructions Services and Sustainability)

VII. Resolution 6265
Consideration and approval regarding Resolution 6265, authorizing the award of contracts for shingle roof repair and limited replacement to Geofill Material Technologies (SBE, Section 3 Business), BR General Contractors (SBE, WBE), and Milcon Construction (HABE, MBE, SBE) for an annual cumulative amount not to exceed $2,000,000.00; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Melissa Garza, Interim Director of Beacon Communities; Joel Tabar, Director of Community Development Initiatives and Interim Director of Public Housing)

VIII. Resolution 6267
Consideration and approval regarding Resolution 6267, ratifying the expenditure of additional funds for Siding Repair and Replacement at Villa de Valencia Apartments to BR General Contractors, LLC (SBE, WBE) for an amount of $15,727.00 (George Ayala, Director of Procurement; Melissa Garza, Interim Director of Beacon Communities)

IX. Resolution 6266
Consideration and approval regarding Resolution 6266, approving the 2022 Small Area Fair Market Rent Payment Standard Schedule (SAFMR) at 106% to 118% for the Housing Choice Voucher (HCV) Program and the Emergency Housing Voucher (EHV) Program (Stephanie Rodriguez, Director of Assisted Housing Programs)

Main Motion Regarding Items 6-9
Moved by Commissioner Lopez. Seconded by Commissioner Casillas. The motion carried with six (6) in favor and none against by a voice vote.

Discussion Items
The following items were discussed with the Board:

X. Discussion regarding resident concerns
Chair Guzman requested the creation of a subcommittee dedicated to Resident Concerns.

Commissioners Dantzler and Casillas requested a review of the concerns regarding the YMCA Labor Child Care Center closure and surrounding Lavaca neighborhood.

Chair Guzman requested a list of all upcoming SAHA public meeting times and locations to be provided at the next Regular Board meeting.

XI. President’s Report
● SAHA selects Director of Equity, Diversity, and Inclusion
● Housing Choice Voucher Open Enrollment
● Residents participate in Sherwin Williams Certification
● Santikos at Potranco Grand Opening
● CPS Energy Rebate
● COO receives Business Journal Women Leadership Award
● Summer Employee Picnic Recap
● J.Crew and Madewell Computer Donation

President and CEO Ed Hinojosa, Jr. informed the meeting that the September Operations and Real Estate Committee meeting will be rescheduled.

XII. Closed Session
Consultation with Attorney
Deliberate and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.071 (consultation with attorney).
● Litigation Update

Attorney Doug Poneck read the Board into Closed Session.

Chair Guzman recessed the Regular Board meeting and entered into Closed Session at 1:57 PM CDT.

The Board of Commissioners exited Closed Session and returned to the Regular Board meeting at 3:28 PM CDT.

X. Adjournment
The meeting adjourned at 3:29 PM CDT.

ATTEST:

__________________________________ ______________________
Ana M. “Cha” Guzman Date
Chair, Board of Commissioners
Ed Hinojosa, Jr.
President and CEO
MINUTES OF OPPORTUNITY HOME SAN ANTONIO FINANCE COMMITTEE MEETING

I. Call to Order:
Committee Chair Olga Kauffman called the Finance Committee Meeting of Opportunity Home San Antonio to order at 1:03 PM CDT on August 17, 2022. The meeting was held at the Opportunity Home San Antonio Central Office located at 818 S. Flores St. San Antonio, TX 78204.

Board Members Present:
Board Chair Dr. Ana M. “Cha” Guzman (virtual), Vice Chair Olga Kauffman, Gilbert Casillas, Loren D. Dantzler, and Gabriel Lopez.

Adviser Present:
Doug Poneck, General Counsel.

Guests Present:
President and CEO Ed Hinojosa, Jr.; Aiyana Longoria, Interim Director of Internal Audit; and Diana Kollodziej Fiedler, Chief Financial Officer.

Board Members Absent:
Dalia Contreras and Ignacio Perez.

Quorum:
A quorum was established with five voting members present.

II. Public Comment
Citizens are provided three minutes each to speak to any agenda item. There were no individuals who spoke during the meeting.

Individual Items

III. Resolution 6253
Consideration and appropriate action regarding Resolution 6253, adopting the Opportunity Home San Antonio Internal Audit Plan for Fiscal Year 2022-2023 (Aiyana Longoria, Interim Director of Internal Audit)

Main Motion Regarding Resolution 6253
Moved by Commissioner Lopez. Seconded by Commissioner Casillas. The motion carried with five (5) in favor and none against by a voice vote.

Discussion Items
The following items were discussed with the Board:

IV. Update and discussion regarding the Quarterly Internal Audit Report (Aiyana Longoria, Interim Director of Internal Audit)
V. Update and discussion regarding the Quarterly Financial Report (Diana Kollodziej Fiedler, Chief Financial Officer)

Board Chair Guzman requested a quarterly report regarding the allocation of reserve funds.

VI. Adjournment
The meeting adjourned at 1:32 PM CDT.

ATTEST:

________________________  ______________________
Ana M. “Cha” Guzman      Date
Chair, Board of Commissioners

________________________  ______________________
Ed Hinojosa, Jr.          Date
President and CEO
MINUTES OF OPPORTUNITY HOME SAN ANTONIO OPERATIONS AND REAL ESTATE COMMITTEE MEETING

I. Call to Order:
Committee Chair Gabriel Lopez called the Operations and Real Estate Committee Meeting of Opportunity Home San Antonio to order at 1:34 PM CDT on August 17, 2022. The meeting was held at the Opportunity Home San Antonio Central Office located at 818 S. Flores St. San Antonio, TX 78204.

Board Members Present:
Board Chair Dr. Ana M. “Cha” Guzman (virtual), Vice Chair Olga Kauffman, Gilbert Casillas, Loren D. Dantzler, and Gabriel Lopez.

Adviser Present:
Doug Poneck, General Counsel.

Guests Present:
President and CEO Ed Hinojosa, Jr.; Joel Tabar, Director of Community Development Initiatives; Timothy E. Alcott, Chief Legal and Real Estate Officer; George Ayala, Director of Procurement; Lorraine Robles, Director of Development Services and Neighborhood Revitalization; Stephanie Rodriguez, Director of Assisted Housing Programs; Brandee Perez, Chief Operating Officer; Richard Milk, Planning Officer; and Aiyana Longoria, Director of Human Resources.

Seema Kairam, Able City; Trent Tunks, Alamo Architects; and Ashley Adkins, Haven for Hope.

Board Members Absent:
Dalia Contreras and Ignacio Perez.

Quorum:
A quorum was established with five voting members present.

II. Public Comment
Citizens are provided three minutes each to speak to any agenda item. There were no individuals who spoke during the meeting.

Presentation
III. Update and Presentation regarding Alazan Courts presented by Seema Kairam from Able City and Trent Tunks from Alamo Architects.

Without objection, the Board tabled agenda item 3. Update and Presentation by Able City.

Individual Items
IV. Resolution 6268
Consideration and appropriate action regarding Resolution 6268, approving the updated Family Self-Sufficiency Action Plan in accordance with the HUD Final Rule (Joel Tabar, Director of Community Development Initiatives)

**Main Motion Regarding Resolution 6268**
Moved by Vice Chair Kauffman. Seconded by Chair Guzman. The motion carried with five (5) in favor and none against by a voice vote.

Chair Guzman moved that the Board of Commissioners and Opportunity Home staff draft a letter of appreciation to HUD Secretary Marcia L. Fudge regarding the recent HUD Final Rule. Seconded by Vice Chair Kauffman. The motion carried with five (5) in favor and none against by a voice vote.

V. **Resolution 6269**
Consideration and appropriate action regarding Resolution 6269, approving the Single Family Referral Preference for the Public Housing program (Joel Tabar, Interim Director of Public Housing; Ashley Adkins, Haven for Hope)

**Main Motion Regarding Resolution 6269**
Moved by Chair Guzman. Seconded by Vice Chair Kauffman. The motion carried with five (5) in favor and none against by a voice vote.

Without objection, the Board took up item 3. Update and Presentation by Able City from the table.

**Presentation**

**III.** Update and Presentation regarding Alazan Courts presented by Seema Kairam from Able City and Trent Tunks from Alamo Architects.

Chair Guzman recommended that Opportunity Home staff research and compare the ratio of three- and four-bedroom apartments in other housing authorities’ developments.

Chair Guzman requested that Opportunity Home staff research the prospective need for efficiency apartment units.

Without objection, the Board proceeded with the agenda.

**Individual Items**

VI. **Resolution 6270 and 22LVPFC-07-29**
Consideration and appropriate action regarding Resolution 6270 and 22LVPFC-07-29, concerning the proposed financing of up to $35,000,000.00 of the costs of the acquisition, rehabilitation, and equipping of the Rosemont at University Park Apartments; an increase in the inducement amount, the reassignment of carryforward designation to obtain volume cap allocation; and other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer)
Main Motion Regarding Resolution 6270 and 22LVPFC-07-29
Moved by Chair Guzman. Seconded by Commissioner Casillas. The motion carried with four (4) in favor and one (1) against by a voice vote.

VII. Resolution 6271
Consideration and appropriate action regarding Resolution 6271, authorizing the award of a contract for Property Management Services for Snowden Senior Apartments to Home Spring Residential Services; for a period of one year with the option to renew up to three additional one year terms (George Ayala, Director of Procurement; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)

Chair Guzman requested Opportunity Home staff to discuss the procurement process for each Resolution at all future meetings.

Main Motion Regarding Resolution 6271
Moved by Commissioner Casillas. Seconded by Chair Guzman. The motion carried with five (5) in favor and none against by a voice vote.

Chair Guzman and Commissioner Danztler exited the meeting.

VIII. Resolution 6272
Consideration and appropriate action regarding Resolution 6272, approving the Interim Administrative Plan updates (Stephanie Rodriguez, Director of Assisted Housing Programs)

Main Motion Regarding Resolution 6272
Moved by Vice Chair Kauffman. Seconded by Commissioner Casillas. The motion carried with three (3) in favor and none against by a voice vote.

Discussion Items
The following items were discussed with the Board:

IX. Update and discussion regarding Residents Feel Safe Outcomes (Brandee Perez, Chief Operating Officer; Richard Milk, Planning Officer)

Without objection, the Board tabled agenda items 10 - 12. (10. Discussion regarding Employee Survey Results; 11. Discussion regarding Opportunity Home recruitment and staffing update; and 12. Discussion regarding resident concerns)

Closed Session
XIII. Real Estate/Consultation with Attorney
Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).
Update and discussion regarding Victoria Commons Development
Update and discussion regarding Culebra Commons
Consultation with Attorney regarding Woodhill Apartments

Security Measures/Devices Update/Consultation with Attorney
Deliberate regarding security matters and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.071 (consultation with attorney) and Texas Government Code Sec. 551.076 (deliberation regarding security devices and security audits)
- Consultation with Attorney regarding Security Personnel
- Consultation with Attorney regarding employment contract/compensation for President and CEO

Attorney Doug Poneck read the Board into Closed Session.

Committee Chair Lopez recessed the Regular Board meeting and entered into Closed Session at 3:35 PM CDT.

Commissioner Danztler returned to the meeting.

The Board of Commissioners exited Closed Session and returned to the Operations and Real Estate Committee meeting at 4:30 PM CDT.

Main Motion Regarding Culebra Commons
Commissioner Casillas moved to authorize staff to renegotiate terms as discussed in closed session regarding the Culebra Commons property. Seconded by Vice Chair Kauffman. The motion carried with four (4) in favor and none against by a voice vote.

Without objection, the Board postponed items 10 - 12 and Reports (Procurement Activity Report, FHP Quarterly Report, Resident Services Report, and Insurance Renewal Worksheet) for discussion at the next Regular Board Meeting on September 7, 2022.

XIV. Adjournment
With no objection, the meeting adjourned at 4:32 PM CDT.

ATTEST:
Ana M. “Cha” Guzman
Chair, Board of Commissioners

Ed Hinojosa, Jr.
President and CEO
RESOLUTION 6253, ADOPTING THE OPPORTUNITY HOME SAN ANTONIO INTERNAL AUDIT PLAN FOR FISCAL YEAR 2022-2023

REQUESTED ACTION:
Consideration and approval regarding Resolution 6253, adopting the Opportunity Home San Antonio Internal Audit Plan for Fiscal Year 2022-2023.

FINANCIAL IMPACT:
None.

SUMMARY:
The 2022-2023 Internal Audit Plan is a risk-based plan developed to determine that the priorities of the Internal Audit department are consistent with The Institute of Internal Auditors, Inc. (IIA) Definition of Internal Auditing, Code of Ethics, and International Standards for the Professional Practice of Internal Auditing (Standards), as well as, Opportunity Home San Antonio's (Opportunity Home's) strategic goals. The IIA Standard 2020, “Communication and Approval” requires the chief audit executive (CAE), i.e., the Director of Internal Audit, to communicate the internal audit activity's plans and resource requirements to senior management and the Board for review and approval. Opportunity Home's Internal Audit Plan is defined in Opportunity Home's Internal Audit Charter and included as part of the comprehensive internal audit program established pursuant to Opportunity Home's Internal Audit Policy. Internal Audit activities also align with Opportunity Home's strategic goal to transform core operations to be a high performing and financially strong organization. Final approval of the Internal Audit Plan for 2022-2023, resides with the Board of Commissioners.

The IIA Standard 2010, “Planning,” requires the internal audit plan to be based on a documented risk assessment, undertaken at least annually, with input from senior management and the Board. Opportunity Home’s CAE issued risk assessment surveys to the members of the Board of Commissioners, the Board’s attorney, to each member of senior management, and multiple operational personnel. The results of these assessments were tabulated to identify the significant risk areas, which were then included as proposed audits for the 2022-2023 Internal Audit Plan.

STRATEGIC OUTCOMES:
Opportunity Home residents live in quality affordable housing.
Opportunity Home staff thrive in career and professional work.
ATTACHMENTS:
Resolution 6253
Slide presentation: Internal Audit Plan - FY 2022-2023
RESOLUTION 6253, ADOPTING THE OPPORTUNITY HOME SAN ANTONIO INTERNAL AUDIT PLAN FOR FISCAL YEAR 2022-2023

WHEREAS, internal auditing is an independent, objective assurance and consulting activity designed to add value and improve Opportunity Home San Antonio (Opportunity Home) operations; and

WHEREAS, internal auditing helps Opportunity Home accomplish its mission by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes; and

WHEREAS, internal audit activities align with Opportunity Home’s strategic goals: Opportunity Home residents live in quality affordable housing and Opportunity Home staff thrive in career and professional work; and

WHEREAS, IIA Standard 2020, entitled “Communication and Approval,” requires the Chief Audit Executive, i.e., the Director of Internal Audit, to communicate the internal audit activity’s plans and resource requirements to senior management and the Board for review and approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby:

Approves Resolution 6253, adopting the San Antonio Housing Authority Internal Audit Plan for Fiscal Year 2022-2023, as attached to this Resolution.

Passed and approved the 7th day of September 2022.

_______________________________________
Ana M. "Cha" Guzman
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________________
Ed Hinojosa, Jr.
President and CEO
Internal Audit Plan

2022-2023

September 7, 2022
Objective
Review and adoption of the proposed 2022-2023 Internal Audit Plan by the Board, to set the priorities of the internal audit function for the fiscal year.

Background
- The Internal Audit Department adheres to The Institute of Internal Auditors, Inc. (IIA) Definition of Internal Auditing, Code of Ethics, and the following International Standards for the Professional Practice of Internal Auditing (Standards), as documented in the approved Opportunity Home Internal Audit Policy and Internal Audit Charter.

- The IIA Standard 2010, “Planning,” Section A1, requires the following: “The internal audit activity's plan of engagements must be based on a documented risk assessment, undertaken at least annually. The input of senior management and the board must be considered in this process.”

- The IIA Standard 2020, “Communication and Approval,” requires the following: “The chief audit executive must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations.”
Process for Developing the 2022-2023 Internal Audit Plan

Risk Assessment Survey conducted

Key variables assessed
- Public disclosure implications
- Increased Senior Management/Commissioner interest over prior year
- Internal and external compliance requirements

Other considerations
Oversight provided by other entities, including
- Independent Financial and Compliance Audit
- Regulatory Audits and Reviews
- Other Third-Party Reviews

Time since last audit
Process for Developing the 2022-2023 Internal Audit Plan

Risk Assessment conducted

Key variables assessed

- Google Form with an option to interview
- Risk Assessment Methodology reduced the number of variables; made the assessment shorter and more streamlined
- Risk Assessment Survey responses were received from the Board of Commissioners, Opportunity Home Executive Leadership, and Opportunity Home Staff
  - 88% response rate
- Feedback to format was still positive, and the risk assessment will continue to build upon feedback received
- A summary of the Risk Assessment results, and proposed audits were discussed with the CEO and Executive Leadership
Risk Assessment Results

Significant alignment with Board of Commissioners and Opportunity Home Staff. Topics of highest interest include:

Assisted Housing Programs
- Eligibility and Admissions; electronic and virtual process

Beacon Communities
- Program Exits process; focus on collections efforts and tracking

Construction Services and Sustainability
- Planning, development and design of repair, retrofit or modernization projects

Public Housing
- Eligibility and Admissions; electronic and virtual process
- Rent Collection
- Program Exits process; focus on collections efforts and tracking
## Risk Assessment Results

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Board of Commissioners</th>
<th>Opportunity Home Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Management</strong></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Implementation of 5 Year Capital Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beacon Communities</strong></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Electronic and virtual applicant screening and lease payment process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community Development Initiatives (CDI)</strong></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>ConnectHomeSA Digital Inclusion Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community Development Initiatives (CDI)</strong></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Self-Sufficiency Programs (FSS, Jobs-Plus, ROSS) grant program operations and administration of financial incentives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Development Services and Neighborhood Revitalization</strong></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Capital planning for new developments</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Development Services and Neighborhood Revitalization</strong></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Capital planning for redevelopment of properties</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Planning Procurement related items for Board of Commissioners approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety and Security</strong></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Vulnerability Assessments (holistic methodical process for measuring a spectrum of threats &amp; instill best practices)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Proposed Plan for FY 2022-2023

<table>
<thead>
<tr>
<th>1st Qtr. (July – Sept.)</th>
<th>2nd Qtr. (Oct. – Dec.)</th>
<th>3rd Qtr. (Jan. – March)</th>
<th>4th Qtr. (April – June)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Audits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit of Assisted Housing Programs Waitlist, Eligibility, and Admissions Process</td>
<td>Audit of Public Housing and Beacon waiting list, Eligibility and Admissions Process</td>
<td>Audit of Public Housing Repayment Agreements</td>
<td>Audit of Public Housing and Beacon Collections Process</td>
</tr>
<tr>
<td>Audit of Community Development Initiatives Digital Inclusion Program (ConnectHome SA)</td>
<td>Audit of the Implementation of the 5 Year Capital Plan</td>
<td>Audit of the Implementation of the 5 Year Capital Plan</td>
<td>Audit of Public Housing and Beacon Collections Process</td>
</tr>
<tr>
<td><strong>Compliance Reviews</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assisted Housing Program</td>
<td>Assisted Housing Program</td>
<td>Assisted Housing Program</td>
<td>Assisted Housing Program</td>
</tr>
<tr>
<td>Beacon Communities/ Mixed Income</td>
<td>Beacon Communities/ Mixed Income</td>
<td>Beacon Communities/ Mixed Income</td>
<td>Beacon Communities/ Mixed Income</td>
</tr>
<tr>
<td>Public Housing</td>
<td>Public Housing</td>
<td>Public Housing</td>
<td>Public Housing</td>
</tr>
<tr>
<td>FSS Escrow Disbursement and TP/DPUY Funding</td>
<td>FSS Escrow Disbursement and TP/DPUY Funding</td>
<td>FSS Escrow Disbursement and TP/DPUY Funding</td>
<td>FSS Escrow Disbursement and TP/DPUY Funding</td>
</tr>
</tbody>
</table>

*Internal Audit also participates in various committees throughout the organization providing opinions on internal controls, and may conduct requested audits as needed.*
Questions?
RESOLUTION 6268, APPROVING THE UPDATED FAMILY SELF-SUFFICIENCY ACTION PLAN IN ACCORDANCE WITH THE HUD FINAL RULE

REQUESTED ACTION:
Consideration and approval regarding Resolution 6268, approving the updated Family Self-Sufficiency Action Plan in accordance with the HUD Final Rule.

FINANCIAL IMPACT:
With the change in the FSS Program rules, forfeited escrow funds may no longer be used toward HAP payments, staff salaries or fringe benefits, general administrative expenses of the FSS program, public housing operating funds, or any other activity determined ineligible.

Forfeited escrow funds may only be used for resident supportive services, FSS staff training, or other approved uses.

SUMMARY:
On May 17, 2022, the U.S. Department of Housing and Urban Development (HUD) published the Family Self-Sufficiency (FSS) Final rule, which details numerous substantial changes to the FSS program, effective June 16, 2022.

The new rule requires changes to the escrow calculation formula, eligibility requirements, FSS contract expiration date calculation, forfeited escrow policy, program graduation requirements, extension policy, termination policy, escrow account depositing policy, and enrollment policy.

HUD requires Opportunity Home San Antonio (Opportunity Home) to revise or establish policies in the FSS Action Plan no later than November 14, 2022. Upon approval of this resolution, language will be added to the FY2022-23 FSS Action Plan to address implementation of the Final Rule.

A summary of the major changes being made are included in the table below:

<table>
<thead>
<tr>
<th>Current Rule</th>
<th>Final Rule to be Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project-Based Rental Assistance (PBRA) programs may run their own FSS program with no funding.</td>
<td>PBRA FSS is now funded by HUD and may operate under the existing FSS program. Escrow for PBRA participants must be maintained by the PBRA owner, who must sign a cooperative agreement with Opportunity Home.</td>
</tr>
<tr>
<td><strong>Enrollment</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Only the Head of Household can sign a Contract of Participation (COP).</td>
<td>Any person 17+ on the lease may sign a COP. Only one COP per family, family unit must consent to whomever is contracting into FSS for their family.</td>
</tr>
<tr>
<td>Section 8(Y) HCV Homeownership, Moderate Rehabilitation (MOD Rehab), and Moderation Rehabilitation Single Room Occupancy (SRO) vouchers are not eligible for FSS.</td>
<td>All voucher types are eligible for FSS, including Section 8(Y) HCV Homeownership, MOD Rehab, and MOD Rehab SRO</td>
</tr>
<tr>
<td>End date of COP is five years after the contract effective date.</td>
<td>COP end date is five years after the first interim or annual reexamination certification that occurs after the effective date of the COP.</td>
</tr>
<tr>
<td>Flexibility on whether to request a new certification if the current is older than 120 days, or just use the old certification for the COP.</td>
<td>Can only use the most recent certification to contract, regardless of the certification &quot;age.&quot; A participant may choose to delay enrollment until a new certification is completed to reflect lower income upon enrollment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Escrow</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrow calculation caps at 50% AMI and starts decreasing until the family hits 80% AMI. When the family hits 80% AMI, no escrow is accrued.</td>
<td>No cap on escrow calculation until the family hits 80% AMI. When the family hits 80% AMI, escrow calculation stops.</td>
</tr>
<tr>
<td>No restrictions on use of forfeited escrow funds.</td>
<td>Forfeited escrow funds may only be used for the FSS program (Resident Service Coordinator training, supportive service requests for participants). Forfeited funds for both PH and HCV will be in the same &quot;pot.&quot;</td>
</tr>
<tr>
<td>Escrow must be deposited at a minimum on an annual basis.</td>
<td>Escrow must be deposited monthly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Extensions</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extensions may only be granted for “good cause” (reasons outside a person's control).</td>
<td>Extensions may now be granted for the sake of completing a goal, if the participant is actively involved in a goal activity at the time of extension request.</td>
</tr>
</tbody>
</table>

| **Graduation** |  |
## OPPORTUNITY HOME SAN ANTONIO

### September 7, 2022

<table>
<thead>
<tr>
<th>Housing Choice Voucher (HCV) participants automatically graduate when they reach 30%.</th>
<th>30% is no longer a means of graduating. HCV participants who reach 30% will continue in the program until they have met their Individual Training and Services Plan (ITSP) goals and request graduation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants must be TANF free for one year prior to graduation.</td>
<td>Participants must provide proof of being TANF free on their graduation date only. There is no timeframe for maintaining a TANF free status.</td>
</tr>
<tr>
<td>Rule regarding adding additional requirements in PIH notice, but not codified.</td>
<td>Rule officially codified. PHAs may not require/mandate any additional graduation requirements. We have already repealed our practice of requiring everyone to have a financial empowerment goal and education goal. We must now repeal our mandate that participants complete a year of full time employment.</td>
</tr>
<tr>
<td>Any kind of termination from the program results in forfeited escrow.</td>
<td>Select cases where participants may terminate and still receive their accumulated escrow: If essential services are not available, if the contracted participant becomes disabled/otherwise unable to complete their COP/ITSP and no other person on the lease can take over the COP, or if a family ports outside jurisdiction to a location without FSS and cannot complete their ITSP prior to leaving.</td>
</tr>
</tbody>
</table>

### STRATEGIC OUTCOME:
Opportunity Home residents have a sufficient supply of affordable housing options.

### ATTACHMENTS:
Resolution 6268
Final Rule Changes FY 2022-2023 FSS Action Plan Revision Summary Presentation
RESOLUTION 6268, APPROVING THE UPDATED FAMILY SELF-SUFFICIENCY ACTION PLAN IN ACCORDANCE WITH THE HUD FINAL RULE

WHEREAS, on May 17, 2022, the U.S. Department of Housing and Urban Development (HUD) published the Family Self-Sufficiency (FSS) Final Rule, which details substantial changes to the FSS program; and

WHEREAS, HUD requires housing authorities to update their Action Plans in accordance with the final rule and implement the new rules by no later than November 14, 2022; and

WHEREAS, upon approval of this resolution, language will be added to the Fiscal Year (FY) 2022-23 FSS Action Plan to address implementation of the Final Rule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Opportunity Home San Antonio hereby:

1) Approves Resolution 6268, approving the updated Family Self-Sufficiency Action Plan in accordance with the HUD Final Rule.

2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

Passed and approved the 7th day of September 2022.

Ana M. “Cha” Guzman
Chair, Board of Commissioners

Attested and approved as to form:

Ed Hinojosa, Jr.
President and CEO
Summary of Revisions to FY2022-23 Family Self-Sufficiency (FSS) Action Plan

The proposed FY 2022-23 Family Self-Sufficiency (FSS) Action Plan includes both substantive and material changes to current FSS Program administration or policies in accordance with the Final FSS Rule published by the U.S. Department of Housing and Urban Development (HUD) on May 17, 2022 and effective on June 16, 2022.

Language was updated in the following chapters of the FSS Action Plan:

- Chapter 2: Purpose, Scope, and Applicability of the FSS Program
- Chapter 4: Selecting and Serving FSS Families
- Chapter 5: Contract of Participation
- Chapter 6: Escrow Account

These updates have been made to provide accuracy and greater clarity to FSS program staff and participants.

Indicates policy has been added

Indicates policy has been removed

2.4.A. DEFINITIONS [24 CFR 984.103]

***

(9) **“Eligible families”** for the public housing FSS Program means current residents of public housing, and for the Housing Choice Voucher (HCV) FSS Program, means current HCV and HCV Homeownership program participants, **Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, and Family Unification Program participants.**

(a) Eligible families also include current residents of public housing and HCV participants who participate in other local self-sufficiency programs.

(10) **“Enrollment”** means the date that the FSS family entered into the contract of participation with Opportunity Home.

(11) **“Family Self-Sufficiency Program”** or **“FSS Program”** means the program established by Opportunity Home within its jurisdiction to promote self-sufficiency among participating families, including the
provision of supportive services to these families, as authorized by Section 23 of the 1937 Act.

(12) “FSS account” means the FSS escrow account authorized by Section 23 of the 1937 Act.

(13) “FSS credit” means the amount credited by Opportunity Home to the participating family's FSS account.

(14) “FSS family” or “participating family” means a family that resides in public housing or receives assistance under the rental voucher programs that elects to participate in the FSS Program and whose designated head of FSS household has signed the contract of participation.

(15) “FSS-related service program” means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of “supportive services.”

(16) “FSS slots” refer to the total number of public housing units or the total number of rental vouchers that comprise the minimum size of Opportunity Home's respective Public Housing FSS Program or HCV FSS Program.

(17) “FY” means federal fiscal year (starting with October 1, and ending September 30, and designated by the calendar year in which it ends).

(18) “Head of FSS family” means the adult member of the FSS family who is the head of the household for purposes of determining income eligibility and rent.

(18) “Head of FSS Family” means the adult member of the household appointed by the FSS Family to sign the FSS COP.

4.1.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)]

(1) By regulation, the FSS Action Plan must include Opportunity Home's incentives plan—a description of the incentives that Opportunity Home intends to offer eligible families to encourage their participation in the FSS Program.

(2) The incentives plan provides for the establishment of the FSS escrow account and any other incentives designed by Opportunity Home.

(3) In accordance with HUD regulations, Opportunity Home will offer the incentive services identified in the Opportunity Home Incentives for Participation Grid below.
## Opportunity Home Incentive Services for Participation Grid

<table>
<thead>
<tr>
<th>Incentive Service Category</th>
<th>Service Provider*</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS Escrow Account</td>
<td>Opportunity Home</td>
<td>An interest-bearing escrow account where the difference from baseline rent and rent increase due to income increases is deposited and accrued on a monthly basis.</td>
</tr>
<tr>
<td>FSS Program Fund</td>
<td>Opportunity Home</td>
<td>A fund created from forfeited escrow accounts to be used for FSS program-related support such as supportive service requests by FSS families or training of FSS Resident Service Coordinators to enhance service delivery.</td>
</tr>
<tr>
<td>Case Management</td>
<td>FSS Case Management Specialists Resident Service Coordinators</td>
<td>An enhanced support system and holistic case management which includes ongoing individual assessment, service plan development, follow-up/monitoring of ITSP progress and career exploration or coaching.</td>
</tr>
<tr>
<td>Referral and Service Information</td>
<td>FSS Case Management Specialists Resident Service Coordinators</td>
<td>Enhanced access to educational, training, and employment opportunities. Access to free or reduced cost services and access to multiple financial literacy, credit building, home buying, car buying, and other important life skill workshops.</td>
</tr>
<tr>
<td>Partner Supportive Services Information</td>
<td>FSS Case Management Specialists Resident Service Coordinators;</td>
<td>Collaborative services and/or referrals to approved partner agencies for services similar to those listed above.</td>
</tr>
</tbody>
</table>
**Agency Partners**

<table>
<thead>
<tr>
<th>Other**</th>
<th>FSS Case Management Specialists; Resident Service Coordinators; Agency Partners; Opportunity Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative services and/or referrals not otherwise included within the services above, which may be due to seasonal or emergency events as needed.</td>
<td></td>
</tr>
</tbody>
</table>

**"Service Provider"** is defined as the primary party responsible for delivering the selected incentive service through the Opportunity Home's Community Development Initiatives (CDI) department. In accordance with HUD regulations and subject to Opportunity Home policy, CDI staff provide resident services coordination, which may also include collaboration with the following parties:

- Internal Opportunity Home stakeholders involved in Opportunity Home program administration, as deemed necessary and appropriate by department leadership.
- External community partners that represent nonprofits, community-based organizations and other government entities.
- Other individuals, advocacy groups and community stakeholders, as deemed necessary and appropriate by Opportunity Home leadership.

**"Other"** is defined as additional supportive services and resources that, in accordance with HUD regulations and Opportunity Home policy, may become available through internal staff or community support.

### 5.1.B. CONTENTS OF THE CONTRACT OF PARTICIPATION

1. **Individual Training and Services Plan**

As part of the required contents of the FSS contract of participation (COP), the ITSP establishes specific interim and final goals by which Opportunity Home and the family measure the family's progress toward fulfilling its obligations under the contract of participation and becoming self-sufficient.

(a) Interim and final goals will differ depending on the family's individual needs.
(b) Further, regulations require the establishment of an interim final goal regarding independence from welfare assistance.

(2) **Interim Final Goals**

For each participating FSS family, Opportunity Home must establish as a final goal that receives welfare assistance, Opportunity Home must establish as an interim goal that the family become independent from welfare assistance and remain independent from welfare assistance for at least one year before on the expiration of the term of the contract of participation, including any extension thereof [24 CFR 984.303(b)(2)].

(a) At its discretion, Opportunity Home may also elect to suggest this as an interim goal in the ITSP regardless of whether a family is receiving welfare assistance at the time the COP is developed.

(b) If the family is not receiving cash welfare assistance (TANF) at the time the contract of participation is being developed, Opportunity Home will not suggest to each family participating in the FSS Program that the family include an interim goal on its ITSP for the family to become independent from cash welfare assistance and remain cash welfare-free for at least one year before the expiration of the term of the contract of participation.

5.1.C. FAMILY OBLIGATIONS

(1) **FSS Family in Good Standing**

For an FSS Family to be considered in good standing they must be in compliance with their FSS COP, have satisfied or be current on any debts owed to Opportunity Home, and be in compliance with the regulations regarding participation in the relevant rental assistance program.

(2) **Compliance with Lease Terms**

One of the obligations of the FSS family according to the contract of participation is to comply with the terms and conditions of the public housing lease or HCV program assisted lease [24 CFR 984.303(b)(3)].

(a) Inability to comply with the lease represents an inability to comply with the contract, therefore regulations regarding noncompliance with the FSS contract apply [see 24 CFR 984.303(b)(5)].
(b) It is up to Opportunity Home to determine the plan of action for FSS families found in noncompliance with the lease and how Opportunity Home will precisely define the term **comply with the lease**.

(c) For the purposes of the FSS Program, **comply with the lease** means the FSS family has not been evicted for repeated or serious violations of the lease; or if they have been evicted for serious or repeated violations of the lease, the family has prevailed in either the grievance hearing or the informal hearing process.

(2)(3) **Employment Obligation [24 CFR 984.303 (b)(4)]**

Another obligation set forth by the contract of participation is for the head of the FSS family to **“seek and maintain suitable employment”** during the term of the contract and any extension.

(a) Although other members of the FSS family may seek and maintain employment during the term of the contract, it is only a requirement for the head of the FSS family.

(b) The obligation for the head of the FSS family to **“seek employment”** is defined in the regulatory language as meaning that the head of the FSS family has applied for employment, attended job interviews, and has otherwise followed through on employment opportunities.

(i) However, this definition still leaves room for policy decisions on the part of Opportunity Home because it does not define the level of activity involved in “seeking.”

(c) There is no regulatory definition of **“maintain employment.”**

(i) For this reason, it is up to Opportunity Home to define the term.

(d) In addition, there is no minimum period of time that an FSS head of household needs to be employed in order to meet its contract of participation requirements [Notice PIH 93-24, G-9].

(e) According to regulations, Opportunity Home, in agreement with the **affected participant**, makes a determination of suitable employment based on the skills, education and job training of the FSS head of household, and based on the available job opportunities within the jurisdiction served by Opportunity Home with the consideration of
the receipt of other benefits of the participant. [24 CFR 984.303(b)(4)(iii)].

(i) This means that Opportunity Home the FSS head of household, has the ultimate responsibility for making the decision regarding the suitability of employment.

(ii) However, this decision must be made in conjunction with the head of the FSS family [Notice PIH 93-24, G-3].

(f) For purposes of Opportunity Home’s FSS Program, “seek employment” means the head of household has applied for employment, attended job interviews and otherwise followed through on employment opportunities as outlined in the ITSP of their contract of participation (COP).

(g) “Suitable employment” means employment as outlined in the ITSP of the COP will be determined by an agreement with the affected participant, will involve consideration of the receipt of other benefits of the participant, and is based on the assessment of the available job opportunities in the area in which the FSS family resides as well as life circumstances, personal goals, skills, education and job training of the head of household.

(h) “Maintain employment” means that the FSS head of household will complete all of the obligations outlined in the ITSP of their COP, and be employed full-time or employed part-time and enrolled in part-time training/education concurrently.

(i) If the head of the family’s skills, education and job training do not provide access to full-time work opportunities in the area in which the FSS family resides on the last effective day of the COP or be employed and enrolled, and participating as agreed, in a part-time education or training program on the last effective day of the COP.

(ii)(i) Opportunity Home will require third-party verification of this employment and/or enrollment.
5.2 CONTRACT SPECIFICATIONS

5.2.A. OVERVIEW

(1) In addition to making clear the family's obligations under the program, the contract of participation contains specific terms and conditions, including those governing contract modifications, terminations, and grievance procedures.

(2) This part describes those specifications and associated policies.

5.2.B. CONTRACT TERM [24 CFR 984.303(c)]

(1) The contract term is five years after the first income certification upon enrollment in the FSS program.

(a) This means that the family may have anywhere between 5-10 years has no more than five years from the effective date of the COP to fulfill their obligations as specified in the contract.

(b) This five-year term requirement will be specified in the COP. The end date will be written into the COP, communicated to the FSS family, and signed by Opportunity Home and the FSS head of household once the end date of the COP has been identified.

(2) Contract Extension [24 CFR 984.303(d)]

While the term set forth in the contract of participation is for five-ten years, contract extensions are possible.

(a) According to regulation, PHAs will for “good cause” extend the term of the contract for a period not to exceed two years for any FSS family that requests an extension of the contract in writing.

(b) The family's written request for an extension must include a description of the need for the extension.

(c) Good cause means circumstances beyond the control of the FSS family, as determined by Opportunity Home, such as a serious illness or involuntary loss of employment (further defined by Opportunity Home policy in Section 5.1.D), or any circumstance that Opportunity Home determines warrants an extension as long as Opportunity Home is consistent with its determinations.
(i) Extension of the contract of participation will entitle the FSS family to continue to have amounts credited to the family's FSS account.

(ii) Circumstances that Opportunity Home determines may warrant an extension are when a FSS head of household is actively engaged in meeting an ITSP interim goal but needs an extension to complete the goal.

5.2.D. COMPLETION OF THE CONTRACT

(1) By regulation, the COP is considered complete, and a family's participation in the FSS Program is considered concluded, when one of the following occurs: the FSS family has fulfilled all of its obligations under the contract of participation on or before the expiration of the contract term, including any extension thereof [24 CFR 984.303(g)].

1. 30 percent of the monthly adjusted income of the FSS family equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on Opportunity Home’s occupancy standards. The COP will be considered completed and the family's participation in the FSS Program concluded on this basis even though the contract term, including any extension thereof, has not expired, and the family members who have individual training and services plans have not completed all the activities set forth in their plans.

(2) Policies on verifying completion of the COP can be found in Section 6.1.C of this Action Plan.

5.2.F. TERMINATION OF THE CONTRACT

(1) The COP may be terminated before the expiration of the contract term and any extension of the contract by the following [24 CFR 984.303(h)]:

(a) Mutual consent of the parties;

(b) Failure of the FSS family to meet its obligations under the COP without good cause, including in an HCV FSS Program the failure to comply with the contract requirements because the family has moved outside the jurisdiction of Opportunity Home;
(c) The family's withdrawal from the FSS Program;

(A) A family is considered withdrawn when:

1. A family submits a written request to withdraw; or
2. A family fails to respond within 10 business days upon receipt of a certified letter from Opportunity Home requesting the family contact FSS staff.

(d) Such other act as is deemed inconsistent with the purpose of the FSS Program; or

(e) Operation of law.

(2) The COP will be terminated before the expiration of the contract term, and any extension thereof, for any of the reasons listed in 5.2.F and in accordance with HUD regulations.

(3) Unless there is a good cause reason for the family failing to meet its obligations under the COP, Opportunity Home will follow the relevant policy specified in Section 5.1.D of this Action Plan.

(a) **Good cause**, for the purposes of the FSS Program, is also defined in Section 5.1.D.

(4) In addition, the COP is automatically terminated if the family's HCV or public housing assistance is terminated in accordance with HUD requirements [24 CFR 984.303(h)].

(5) There are two circumstances in which a COP may be terminated and the escrow can be disbursed instead of forfeited:

(a) If an FSS family in good standing moves outside the jurisdiction of the PHA for good cause, as determined by the PHA, and completion of the COP after the move, or completion of the COP prior to the move, is not possible.

(b) If an FSS head of household in good standing becomes disabled and otherwise unable to complete the COP and there are no other adult household members who may take over as FSS head of household.
5.2.H. NULLIFICATION OF CONTRACT FOR UNAVAILABILITY OF SUPPORTIVE SERVICES [24 CFR 984.303(e)]

(1) In addition to termination, the COP can also be ended ahead of time as a result of integral supportive services being unavailable.

   (a) In the event a COP is ended due to integral supportive services being unavailable, the FSS head of household can still receive their accrued escrow disbursement.

(2) However, this should only occur as a last resort in the event that:

   (a) A social service agency fails to deliver the supportive services pledged under an FSS family member's individual training and services plan (ITSP), Opportunity Home must make a good faith effort to obtain these services from another agency.

   (b) If Opportunity Home is unable to obtain the services from another agency, Opportunity Home must reassess the family member's needs and determine whether other available services would achieve the same purpose.

   (c) If other available services do not achieve the same purpose, Opportunity Home shall determine whether the unavailable services are integral to the FSS family's advancement or progress toward self-sufficiency.

   (d) If the unavailable services are not integral to the FSS family's advancement toward self-sufficiency, Opportunity Home must revise the ITSP, delete these services and modify the COP to remove any obligation on the part of the FSS family to accept the unavailable services.

   (e) If the unavailable services are determined to be integral to the FSS family's advancement toward self-sufficiency (which may be the case if the affected family member is the head of the FSS family), Opportunity Home shall declare the COP null and void.

   (f) Nullification of the COP on the basis of unavailability of supportive services shall not be grounds for termination of HCV assistance.

6.1.B. CALCULATING THE FSS CREDIT AMOUNT

(1) For FSS families who are very low-income families, the FSS credit is the lesser of 30 percent of current monthly adjusted income less the family
rent, or the current family rent less the family rent at the time of the effective date of the contract of participation.

(a) The family rent is obtained by disregarding any increases in earned income (as defined in 24 CFR 984.103) from the effective date of the contract of participation.

(b) For FSS families who are considered low-income families but not very low-income families, the FSS credit is calculated in the same manner but cannot exceed the amount computed for 50% of the median income [24 CFR 984.305(b)(1)].

(2) FSS families who are not low-income families make 80% AMI or more are not entitled to any FSS credit [24 CFR 984.305(b)(2)].

6.1.C. DISBURSEMENT OF FSS ACCOUNT FUNDS

(1) **Disbursement at Completion of Contract [24 CFR 984.305(c)(1)]**

When the contract has been completed according to regulation, the amount in an FSS account in excess of any amount the FSS family owes to Opportunity Home will be paid to the head of the FSS family.

(a) However, in order to receive the disbursement, the head of the FSS family must submit a certification (as defined in §984.103) to Opportunity Home at the time of contract completion that, to the best of his or her knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

(2) **Disbursement before Expiration of Contract Term**

FSS account funds may also be disbursed before the end of the contract term.

(a) If Opportunity Home determines that the FSS family has fulfilled its obligations under the contract of participation before the expiration of the contract term and the head of the FSS family submits a certification that, to the best of their knowledge, no member of the FSS family is a recipient of welfare assistance, the amount in the family's FSS account in excess of any amount the family owes to Opportunity Home will be paid to the head of the FSS family [24 984.305(c)(2)(i)].

(b) In addition, Opportunity Home may at its sole option disburse FSS account funds before completion of the contract if the family needs a portion of the funds for purposes consistent with the contract of
participation and Opportunity Home determines that the FSS family has fulfilled certain interim goals established in the contract of participation. Such cases could include using the funds to assist the family in meeting expenses related to completion of higher education (e.g., college, graduate school) or job training, or to meet start-up expenses involved in creation of a small business [24 984.305(c)(2)(ii)].

(i) Opportunity Home will disburse a portion of the FSS escrow account funds before completion of the COP if requested funds are needed in order to complete an interim goal or task within the COP and are not ongoing expenses; or

(ii) The family has demonstrated that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals.

(3) Disbursement with Termination

There are three circumstances in which an FSS family may terminate with disbursement. Policies on termination with disbursement can be found in sections 5.2.F(5) and 5.2.H(1)(a) of this Action Plan.

6.1.E. FORFEITURE OF FSS ACCOUNT FUNDS

(1) Amounts in the FSS account will be forfeited when the contract of participation is terminated, or when the contract of participation is completed by the family (see Section 5.2.D. of this action plan) but the FSS family is receiving welfare assistance at the time of expiration of the term of the contract of participation, including any contract extension [24 CFR 984.305(f)(1)].

(2) Treatment of Forfeited FSS Account Funds

Treatment of forfeited FSS account funds do not differ depending on the type of FSS Program Opportunity Home operates.

(a) For both public housing and HCV FSS Programs, FSS account funds forfeited by the FSS family will be credited to a joint PH/HCV FSS program fund. Other Income and will become part of Unrestricted Net Assets.
(b) Forfeited FSS account funds must be used for the benefit of FSS participants. Eligible activities include costs related to achieving obligations outlined in the Contract of Participation and training for FSS staff to increase service delivery, will be counted as other income in the determination of operating subsidy eligibility for the next budget year [24 CFR 984.305(f)(2)(i)].

(c) Forfeited FSS Account Funds may not be used for general administrative costs of the FSS program.

(3) In the HCV program, forfeited FSS account funds will be treated as program receipts for payment of program expenses under Opportunity Home's budget for the program, and will be used in accordance with HUD requirements governing the use of program receipts [24 CFR 984.305(f)(2)(i)].

6.2.B. ACCOUNTING FOR FSS ACCOUNT FUNDS

(1) When establishing FSS escrow accounts, Opportunity Home must deposit the FSS account funds of all families participating in Opportunity Home's FSS Program into a single depository account for each (public housing or HCV) program.

(2) In addition, the funds held in this account must be invested in one or more of the HUD-approved investments [24 CFR 984.305].

(3) The total of the combined FSS account funds will be supported in Opportunity Home accounting records by a subsidiary ledger showing the balance applicable to each FSS family.

(a) During the term of the contract of participation, Opportunity Home will credit the amount of the FSS credit(s) (see Section 6.1.B) to each family's FSS account on a monthly basis. Periodically, but not less than annually, credits the amount of the FSS credit.

(b) Opportunity Home will credit the amount of the FSS credit(s) to each family's account on a quarterly basis.

(4) Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]

(a) Because the FSS account funds are to be invested, the investment income for those funds in the FSS account will also need to be credited to each family's account.
(b) By regulation, these funds are to be prorated and credited to each family's FSS account based on the balance in each family's FSS account at the end of the period for which the investment income is credited.

(c) Each year the full amount of the investment income for funds in the PH and HCV FSS account will be prorated and credited to each family's subsidiary line item after the deduction of unpaid rent and other amounts due under the PH or HCV-assisted lease.

(5) **Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]**

If the FSS family has not paid the family contribution towards rent, or other amounts, if any, due under the public housing or HCV-assisted lease, the balance in the family's FSS account shall be reduced by that amount (as reported by the owner to Opportunity Home in the HCV FSS Program) before prorating the interest income.

(a) If the FSS family has underreported income, no reduction will be made to the escrow account and the amount credited to the FSS account will be based on the income amounts originally reported by the FSS family.

(i) If underreported income is discovered in the qualifying income certification used to enroll in FSS and establish the baseline rent, then escrow amounts must be recalculated utilizing the correct earned income amount.
The purpose of the FSS Program is to coordinate housing assistance with public and private resources to enable assisted families to achieve economic self-sufficiency.

- On May 17, 2022, the U.S. Department of Housing and Urban Development (HUD) published the Family Self-Sufficiency (FSS) Final Rule, which details substantial changes to the FSS program.

- HUD requires housing authorities to update their Action Plans in accordance with the final rule and implement the new rules by no later than November 14, 2022.
FUNDING UPDATES
■ Project Based Rental Assistance (PBRA) FSS is now funded by HUD and may operate under the existing FSS program. Escrow for PBRA participants must be maintained by the PBRA owner, who must sign a cooperative agreement with Opportunity Home San Antonio.

■ **Opportunity Home is not moving forward with implementing FSS at our PBRA at this time.**

■ FSS Funding has been codified as follows:

■ Funding for 25 participants is for 1 Resident Services Coordinator (RSC), and 50 participants for each additional ratio
ENROLLMENT UPDATES
Currently, only the Head of Household can sign a Contract of Participation (COP).

The updated policy will allow **any person 17 years of age** or older on the lease to sign a Contract of Participation (COP).

- Only one person may sign a COP per family; and
- The family must consent to whomever is contracting into FSS for their family.
Currently, Section 8(Y) HCV Homeownership, Moderate Rehabilitation (MOD Rehab), and Moderation Rehabilitation Single Room Occupancy (SRO) vouchers are not eligible for FSS.

All voucher types will now be eligible for FSS, including Section 8(Y) HCV Homeownership, MOD rehab, and MOD rehab SRO.
Currently, the end date of Contract of Participation (COP) is five years after the contract effective date.

The Contract of Participation (COP) end date will now be five years after the first interim or annual reexamination certification that occurs after the effective date of the COP.
Currently, there is flexibility on whether to request a new certification if the current was older than 120 days or staff had the option to use the old certification for the COP.

Now, staff will only be able to use the most recent certification to contract, regardless of the certification "age." A participant **may choose to delay enrollment** until a new certification is completed to reflect lower income upon enrollment.
Currently, extensions may only be granted for “good cause” (reasons outside a person's control).

Extensions may now be granted for the sake of completing a goal if the participant is actively involved in a goal activity at the time of extension request.
GRADUATION UPDATES
Currently, Housing Choice Voucher (HCV) participants automatically graduate when they reach 30%.

HCV participants who reach **30% will continue in the program** until they have met their Individual Training and Services Plan (ITSP) goals and request graduation. 30% is no longer a means of graduating.
Currently, participants must be TANF free for one year prior to graduation.

Participants must now provide proof of being TANF free on their graduation date only. There is no timeframe for maintaining a TANF free status.
The rule regarding adding additional graduation requirements has been officially codified.

PHAs may not require/mandate any additional graduation requirements. We have already repealed our practice of requiring everyone to have a financial empowerment goal and education goal. We must now repeal our mandate that participants complete a year of full time employment.
Currently, any kind of termination from the program results in forfeited escrow.

Below are the select cases where participants may terminate and still receive their accumulated escrow:

- If essential services are not available;
- If the contracted participant becomes disabled/otherwise unable to complete their COP/ITSP and no other person on the lease can take over the COP; or
- If a family ports outside jurisdiction to a location without FSS and cannot complete their ITSP prior to leaving.
Questions?
RESOLUTION 6269, APPROVING OF THE SINGLE FAMILY REFERRAL PREFERENCE FOR THE PUBLIC HOUSING PROGRAM

REQUESTED ACTION:
Consideration and approval regarding Resolution 6269, approving of the single family referral preference for the public housing program.

FINANCIAL IMPACT:
None at this time.

SUMMARY:
Opportunity Home San Antonio (Opportunity Home) aims to provide housing opportunities to individuals who are in need of housing by accepting referrals from designated social service agencies, such as Haven for Hope. In accordance with 24 CFR 960.206(b)(5), Opportunity Home has the authority to create a waitlist preference for single persons who are experiencing homelessness, displaced, elderly (age 62 or older), or who are persons with disabilities.

Opportunity Home is proposing to implement a new policy to allow individuals who qualify under any of the above criteria, who are referred by a designated social service agency, such as Haven for Hope, to be placed on the Public Housing (PH) waitlist with a preference for efficiency units. These individuals will retain the assigned preference throughout the waitlist, eligibility and offer process. This policy will be added to the Admissions and Continued Occupancy Policy (ACOP).

I. Single Family Referral (100 Points) - Single persons certified by a designated social service agency as eligible based on the criteria below and referred to Opportunity Home under the terms and conditions of a Memorandum of Agreement with a certifying social service agency, such as Haven for Hope, to receive an available efficiency unit [24 CFR 960.206(b)(5)]. Individuals must meet at least one of the following criteria:
   i. Elderly (age 62 or older)
   ii. Displaced
   iii. Homeless
   iv. Persons with disabilities

STRATEGIC OUTCOME:
Opportunity Home residents have a sufficient supply of affordable housing options.

ATTACHMENT:
Resolution 6269
RESOLUTION 6269, CONSIDERATION AND APPROVAL OF THE SINGLE FAMILY REFERRAL PREFERENCE FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, Opportunity Home San Antonio (Opportunity Home) aims to provide housing opportunities to individuals who are in need of housing by accepting referrals from designated social service agencies, such as Haven for Hope; and

WHEREAS, in accordance with 24 CFR 960.206(b)(5), Opportunity Home has the authority to create a waitlist preference for single persons who are experiencing homelessness, displaced, elderly (age 62 or older), or who are persons with disabilities; and

WHEREAS, Opportunity Home is proposing to implement a new policy to allow individuals who qualify under any of the above criteria, who are referred by a designated social service agency, such as Haven for Hope, to be placed on the Public Housing (PH) waitlist with a preference for efficiency units; and

WHEREAS, this policy will be added to the Admissions and Continued Occupancy Policy (ACOP)

I. Single Family Referral (100 Points) - Single persons certified by a designated social service agency as eligible based on the criteria below and referred to Opportunity Home under the terms and conditions of a Memorandum of Agreement with a certifying social service agency, such as Haven for Hope, to receive an available efficiency unit [24 CFR 960.206(b)(5)]. Individuals must meet at least one of the following criteria:

   i. Elderly (age 62 or older)
   ii. Displaced
   iii. Homeless
   iv. Persons with disabilities

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby:

1) Approves Resolution 6269, approving of the single family referral preference for the public housing program.

2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.
Passed and approved the 7th day of September 2022.

_______________________________________
Ana M. “Cha” Guzman
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________________
Ed Hinojosa, Jr.
President and CEO
RESOLUTION 6271, AUTHORIZING THE AWARD OF A CONTRACT FOR PROPERTY MANAGEMENT SERVICES FOR SNOWDEN SENIOR APARTMENTS TO HOMESPRING RESIDENTIAL SERVICES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE-YEAR TERMS

REQUESTED ACTION:
Consideration and approval regarding Resolution 6271, authorizing the award of a contract for Property Management Services for Snowden Senior Apartments to HomeSpring Residential Services; for a period of one year with the option to renew up to three additional one-year terms.

FINANCIAL IMPACT:
The fees to be paid for property management services will not exceed 4 percent of the total monthly income. These fees will be paid from the operating budget.

SUMMARY:
Snowden Senior Apartments located at 7223 Snowden Road, San Antonio, Texas, is planned as a 135-unit new construction apartment complex for seniors 62 years of age and older and is owned by the Housing Facility Corporation (HFC). The apartments are proposed to contain 14 units at 30% of area median income and below, 47 units at 50% of area median income and below, and 74 units at 60% of area median income and below. The development will provide a mix of one- and two-bedroom units with appropriate design considerations for senior living households and is anticipated to be 100% affordable with 40% (54) of the units subsidized by Project-based local, non-traditional rental subsidy programs.

The HFC requires the services of a property management company to provide all aspects of leasing, marketing, operation, maintenance, loan and regulatory compliance, financial accounting, and financial management and reporting for the Snowden Senior Apartments. The ultimate goal of the HFC outsourcing the property management of this apartment complex is to better ensure the financial performance of the asset, resulting in an increase in its market value within the marketplace.

PROCUREMENT PROCESS:
On July 7, 2022, HFC issued a “Request For Proposals” (RFP) #2206-5298 for Property Management Services for Snowden apartments, which closed on July 27, 2022. The RFP was published on the Opportunity Home E-Procurement Website, the Hart Beat, NAHRO
E-Procurement website, and directly solicited to 141 vendors. A total of three responses were received in response to this solicitation: Capstone Real Estate Services, Inc, HomeSpring Residential Services, and Reign Asset Management, LLC (WBE). All proposals were evaluated based on experience in affordable, mixed-income and conventional housing management, staffing and business systems, capacity/financial viability, fee proposal, and strength of the vendor’s Section 3 and SWMBE Utilization Plans. Based on the above, we are recommending a contract award to HomeSpring Residential Services, they are the highest rated qualified proposer.

COMPANY PROFILE:
HomeSpring Residential Services was founded in 1982 and is headquartered in San Antonio, Texas. They specialize in the development and management of multifamily affordable housing serving populations of varied socio-economic backgrounds, including those on fixed incomes, seniors, persons with disabilities and households earning less than the area median income, and also traditional conventional communities. They are familiar with the requirements of Texas State Affordable Housing Corporation (TSAHC) and Texas Department of Housing and Community Affairs (TDHCA) and have managed properties directly for HUD and HUD/Federal Housing Administration (FHA) insured properties. HomeSpring employs a special inspection team to oversee all TDHCA Uniform Physical Condition Standards (UPCS), HUD Real Estate Assessment Center (REAC) or physical inspections. Their accounting systems and management policies are geared to ensure they are in compliance with any and all community regulatory agreements, lenders operating agreements, and local HUD procedures.

Their services for Seniors include, but are not limited to, educational services, skills and development, health and nutrition, neighborhood leadership, and fun activities. They also provide an array of resident services: computer training, GED classes, nutrition classes, swimming lessons, budgeting workshops, credit counseling, first aid and CPR classes, and transportation through the Department of Initiatives.

They have worked with Housing Authorities to include the Housing Authority of Bexar County, Housing Authority of Eagle Pass, City of Converse, Corpus Christi Housing Authority, and Midland County Housing Authority. Their client list includes, but is not limited to, Chaminade Apartments, Eagle Ridge, Fredericksburg Place, Hilltop Oaks, Kerrville Plaza, St. Mary's University, Vera Development, and Vista Meadows.

PRIOR OPPORTUNITY HOME AWARDS:
HomeSpring Residential Services have collaborated to build and manage the following properties for Opportunity Home: Elan Gardens, Majestic Ranch, Mira Vista, and Bristol at Summerset (under construction).

CONTRACT OVERSIGHT:
Contract oversight will be provided by Lorraine Robles, Director of Development Services and Neighborhood Revitalization, who will monitor the vendor’s adherence to contract requirements and performance.

STRATEGIC OUTCOME:
Opportunity Home residents live in quality affordable housing.
ATTACHMENTS:
Resolution 6271
Scoring Matrix
Advertisement List
RESOLUTION 6271, AUTHORIZING THE AWARD OF A CONTRACT FOR PROPERTY MANAGEMENT SERVICES FOR SNOWDEN SENIOR APARTMENTS TO HOMESPRING RESIDENTIAL SERVICES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE-YEAR TERMS

WHEREAS, the Housing Facility Corporation (HFC) requires the services of a property management company to provide all aspects of leasing, marketing, operation, maintenance, loan and regulatory compliance, financial accounting, and financial management and reporting for the Snowden Senior Apartments; and

WHEREAS, on July 7, 2022, the HFC issued a “Request For Proposals” (RFP) #2206-5298 for Property Management Services for Snowden apartments, which closed on July 27, 2022; and

WHEREAS, three responses were received in response to the solicitation; and

WHEREAS, staff are recommending a contract award to HomeSpring Residential Services, they are the highest rated qualified proposer.

WHEREAS, the fees to be paid for property management services will not exceed 4 percent of the total monthly income. These fees will be paid from the operating budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby:

1) Approves Resolution 6271, authorizing the award of a contract for Property Management Services for Snowden Senior Apartments to HomeSpring Residential Services; for a period of one year with the option to renew up to three additional one-year terms.

2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved on the 7th day of September 2022.

_______________________________________
Ana M. "Cha" Guzman
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________________
Ed Hinojosa, Jr.
President and CEO
### RFP# 2205-5298  Property Management Services for Snowden Apartments

#### Scoring Summary

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Experience in Affordable, Mixed-Income and Conventional Housing / 100 pts</th>
<th>Staffing and Business Systems / 30 pts</th>
<th>Capacity/Financial Viability / 20 pts</th>
<th>Strength of the Contractor's Section Utilization Plan / 10 pts</th>
<th>Strength of the Contractor's S/W/MBE Utilization Plan / 5 pts</th>
<th>Fee Proposal / 30 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>HomeSpring Residential Services</td>
<td>89.79</td>
<td>28</td>
<td>18.67</td>
<td>7.333</td>
<td>4</td>
<td>3.667</td>
</tr>
<tr>
<td>Capstone Real Estate Services, Inc.</td>
<td>74</td>
<td>22</td>
<td>14.67</td>
<td>4.667</td>
<td>1.333</td>
<td>1.333</td>
</tr>
<tr>
<td>Reign Asset Management LLC</td>
<td>45.83</td>
<td>8</td>
<td>5.333</td>
<td>2.667</td>
<td>3.333</td>
<td>4</td>
</tr>
</tbody>
</table>
# RFP# 2206-5298 Property Management Services for Snowden Apartments

**Advertisement List**

<table>
<thead>
<tr>
<th>#</th>
<th>Email Address or Domain Name</th>
<th>Date Invited</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@alamohr.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>2</td>
<td>@arbooneconstruction.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>3</td>
<td>@BWAY.NET</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>4</td>
<td>@CBIZ.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>5</td>
<td>@christopherdking.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>6</td>
<td>@collaborate-llc.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>7</td>
<td>@colliers.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>8</td>
<td>@cquvator.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>9</td>
<td>@endeavors.org</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>10</td>
<td>@ess.net</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>11</td>
<td>@ghd.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>12</td>
<td>@gmail.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>13</td>
<td>@liferebuilders.org</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>14</td>
<td>@louisvilleky.gov</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>15</td>
<td>@melanpm.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>16</td>
<td>@mstrategicpartners.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>17</td>
<td>@nstonecorp.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>18</td>
<td>@outlook.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>19</td>
<td>@owens-services.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>20</td>
<td>@pinnaclegroup.biz</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>21</td>
<td>@POSOLUTIONS.NET</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>22</td>
<td>@prodigy.net</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>23</td>
<td>@prote-us.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>24</td>
<td>@reefpointsadvisors.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>25</td>
<td>@saachiindigenousnation.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>26</td>
<td>@scsp-usa.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>27</td>
<td>@spsolutionsusa.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>28</td>
<td>@straffordgroup.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>29</td>
<td>@tcmlc.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>30</td>
<td>@teamallied.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>31</td>
<td>@theretailconnection.net</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>32</td>
<td>@therushlowgroup.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>33</td>
<td>@tklaw.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>34</td>
<td>@triadcrs.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>35</td>
<td>@venturelynkfinancial.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>36</td>
<td>@vrmco.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>37</td>
<td>@yahoo.com</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td></td>
<td>Email Address</td>
<td>Date and Time</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>132</td>
<td>sriebepinnaclegroup.biz</td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>133</td>
<td><a href="mailto:srushlow@therushlowgroup.com">srushlow@therushlowgroup.com</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>134</td>
<td><a href="mailto:Suzanne@sabor.com">Suzanne@sabor.com</a></td>
<td>Jul 8th 2022, 2:13 PM CDT</td>
</tr>
<tr>
<td>135</td>
<td><a href="mailto:Tamara@abcsouthtexas.org">Tamara@abcsouthtexas.org</a></td>
<td>Jul 8th 2022, 2:13 PM CDT</td>
</tr>
<tr>
<td>136</td>
<td><a href="mailto:tfilley@theretailconnection.net">tfilley@theretailconnection.net</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>137</td>
<td><a href="mailto:tfletcher@vrmco.com">tfletcher@vrmco.com</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>138</td>
<td><a href="mailto:thesamca@gmail.com">thesamca@gmail.com</a></td>
<td>Jul 8th 2022, 2:13 PM CDT</td>
</tr>
<tr>
<td>139</td>
<td><a href="mailto:troi@tcm-llc.com">troi@tcm-llc.com</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>140</td>
<td><a href="mailto:wstarks@outlook.com">wstarks@outlook.com</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
<tr>
<td>141</td>
<td><a href="mailto:xeniaonemarketplace@gmail.com">xeniaonemarketplace@gmail.com</a></td>
<td>Jul 7th 2022, 12:31 PM CDT</td>
</tr>
</tbody>
</table>
RESOLUTION 6272, APPROVING THE INTERIM ADMINISTRATIVE PLAN UPDATES

REQUESTED ACTION:
Consideration and approval regarding Resolution 6272, approving the Interim Administrative Plan Updates.

FINANCIAL IMPACT:
None at this time.

SUMMARY:
Opportunity Home San Antonio (Opportunity Home) aims to address inefficiencies in lease-up processes by making changes to policies that will allow families greater opportunity for a quick and efficient lease-up.

In accordance with 24 CFR 982.303, Opportunity Home has the authority to establish an initial voucher term of at least 60 days. Opportunity Home is proposing to implement this new policy so families will no longer be required to request a voucher extension from the organization before the current 60-day initial voucher term expires. As private market rents have increased and families are facing new barriers to quickly leasing up, this change will allow additional time to search without having to coordinate a voucher extension from Opportunity Home. This change will also alleviate the staff burden of processing voucher extensions as frequently.

The revised voucher term policy below will be added to the Administrative Plan.

I. VOUCHER TERM
   A. The initial voucher term will be at least 60 calendar days.

In accordance with the following Moving to Work (MTW) Activities that establish special voucher programs, Opportunity Home is proposing to allow for more flexible use of vouchers based on community and partner agency needs.

- FY2020-1: College & University Homeless Assistance Programs
- FY2011-9: Allocate tenant-based voucher set-asides for households referred by non-profit sponsors who provide supportive services.

The revised special programs policies below will be added to the Administrative Plan.

II. MOVE ON PROGRAM
A. The Move On Program provides tenant-based vouchers based on community need for families to transition into subsidized housing via the Housing Choice Voucher. The program is designed to serve those who previously experienced chronic homelessness, have been successfully served through supportive housing and will benefit from ongoing housing subsidy to prevent a return to homelessness. Current partner is the South Alamo Regional Alliance for the Homeless (SARAH) [see MTW Activity FY 2011-9 and MTW Activity FY 2019-2020 Amendment].

III. SET ASIDE HOMELESS VOUCHER PROGRAM

A. The Set Aside Homeless Voucher Program (SHVP) provides rental voucher assistance based on community need to homeless individuals through a collaborative referral process with case management and supportive services provided by the Center for Health Care Services (CHCS) and San Antonio Metropolitan Ministries (SAMM) [see MTW Activity FY 2011-9].

IV. COLLEGE & UNIVERSITY HOMELESS ASSISTANCE PROGRAMS

A. The College & University Homeless Assistance Programs are set-aside voucher programs for homeless students attending any of the Alamo Community Colleges.

STRATEGIC OUTCOME:
Opportunity Home residents have a sufficient supply of affordable housing options.

ATTACHMENT:
Resolution 6272
RESOLUTION 6272, APPROVING THE INTERIM ADMINISTRATIVE PLAN UPDATES

WHEREAS, Opportunity Home San Antonio (Opportunity Home) aims to address inefficiencies in lease-up processes by making changes to policies that will allow families greater opportunity for a quick and efficient lease-up; and

WHEREAS, in accordance with 24 CFR 982.303, Opportunity Home has the authority to establish an initial voucher term of at least 60 days and in accordance with Moving to Work (MTW) Activities that establish special voucher programs; and

WHEREAS, Opportunity Home is proposing to implement new policy so families will no longer be required to request a voucher extension from the organization before the current 60-day initial voucher term expires, and is proposing to allow for more flexible use of vouchers based on community and partner agency needs; and

WHEREAS, these policies will be added to the Administrative Plan

I. MOVE ON PROGRAM
   A. The Move On Program provides tenant-based vouchers based on community need for families to transition into subsidized housing via the Housing Choice Voucher. The program is designed to serve those who previously experienced chronic homelessness, have been successfully served through supportive housing and will benefit from ongoing housing subsidy to prevent a return to homelessness. Current partner is the South Alamo Regional Alliance for the Homeless (SARAH) [see MTW Activity FY 2011-9 and MTW Activity FY 2019-2020 Amendment].

II. SET ASIDE HOMELESS VOUCHER PROGRAM
   A. The Set Aside Homeless Voucher Program (SHVP) provides rental voucher assistance based on community need to homeless individuals through a collaborative referral process with case management and supportive services provided by the Center for Health Care Services (CHCS) and San Antonio Metropolitan Ministries (SAMM) [see MTW Activity FY 2011-9].

III. COLLEGE & UNIVERSITY HOMELESS ASSISTANCE PROGRAMS
    A. The College & University Homeless Assistance Programs are set-aside voucher programs for homeless students attending any of the Alamo Community Colleges.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby:

1) Approves Resolution 6272, approving the Interim Administrative Plan Updates.
2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

Passed and approved the 7th day of September 2022.

_______________________________________
Ana M. “Cha” Guzman
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________________
Ed Hinojosa, Jr.
President and CEO
Interim Administrative Plan Updates

September 7, 2022
Voucher Term Policy Updates

In accordance with 24 CFR 982.303, Opportunity Home has the authority to establish an initial voucher term of at least 60 days.

- Current policy would be updated so that the initial voucher term can be changed procedurally, as needed, to any time frame longer than 60 days.
- This change will allow Opportunity Home to establish an initial voucher term of 120 days and provide additional time for families to search without having to request a voucher extension.
- Families will no longer be required to request their first voucher extension before the 60-day initial voucher term expires, as in current policy.
Special Programs
Policy Updates

Move On Program
The reference to 40 vouchers will be **removed** from in order to allow for allocation of a different number of vouchers, if needed. The requirement for voucher recipients to be residing in Permanent Supportive Housing, Rapid Rehousing, or other supportive housing will be **removed**.

Homeless Services Voucher (HSV) Program
Policy will be **added** so that Opportunity Home may provide voucher assistance based on **community need** to homeless individuals.

College & University Homeless Assistance
The policy will be **updated** to allow vouchers to be issued to students at any Alamo Community College, not just Palo Alto or St. Philip's.
Questions?
RESOLUTION 6270 AND RESOLUTION 22LVPFC-07-29, CONCERNING THE PROPOSED FINANCING OF UP TO $35,000,000.00 OF THE COSTS OF THE ACQUISITION, REHABILITATION, AND EQUIPPING OF THE ROSEMONT AT UNIVERSITY PARK APARTMENTS; AN INCREASE IN THE INDUCEMENT AMOUNT, THE REASSIGNMENT OF CARRYFORWARD DESIGNATION TO OBTAIN VOLUME CAP ALLOCATION; AND OTHER MATTERS IN CONNECTION THEREWITH

REQUESTED ACTION:
Consideration and approval regarding Resolution 6270 and Resolution 22LVPFC-07-29, concerning the proposed financing of up to $35,000,000.00 of the costs of the acquisition, rehabilitation, and equipping of the Rosemont at University Park Apartments; an increase in the inducement amount, the reassignment of carryforward designation to obtain volume cap allocation; and other matters in connection therewith.

FINANCIAL IMPACT:
Las Varas Public Facility Corporation, the issuer of the bonds, will earn an issuance fee of $350,000.00 and an annual Asset management fee of $24,000.00.

SUMMARY:
The Board has previously authorized the Las Varas Public Facility Corporation (“LVPFC”) to pass a non-binding resolution inducing the proposed Rosemont at University Park Apartments 4% tax credit project (the “Project”). The Project, which was induced by LVPFC on May 4, 2022 (the “Inducement Date”), is a 240-unit multifamily project located at 102 Emerald Ash, San Antonio, Texas, 78221, and was induced for up to $30,000,000.00 of volume cap. The project will be a rehabilitation of an existing facility and will have 15% of the units set aside for families at 30% of the area median income (“AMI”), with the remaining 85% of the units to be set aside for families at 60% AMI. Currently, Rosemont at University Park has zero units at 30% AMI and 240 units at 60% AMI. This action will extend the affordability by a minimum of 30 years, and also create deeper affordability requirements while maintaining 100% affordability.

All 4% tax credit projects must be financed in part with tax-exempt bonds. In order to issue tax-exempt bonds, the issuer must obtain a volume cap allocation from the Texas Bond Review Board. LVPFC has previously approved the reassignment of the carryforward designation that it received for the canceled St. John’s Square project, which it can reassign to the Project in order to obtain a volume cap allocation now, rather than waiting in line. This will enable the Project to move forward, begin putting the financing together and negotiate the specific terms of the deal, which we will bring back to the Board for approval.
Since the Inducement Date, the estimated project costs have increased, and the inducement amount is now requested to be at $35,000,000.00. The attached resolution approves the inducement.

**STRATEGIC OUTCOME:**
Opportunity Home residents have a sufficient supply of affordable housing options. Opportunity Home residents live in quality affordable housing.

**ATTACHMENTS:**
Resolution 6270
Resolution 22LVPFC-07-29
Map
Opportunity Home San Antonio
Resolution 6270

RESOLUTION 6270, CONCERNING THE PROPOSED FINANCING OF UP TO $35,000,000.00 OF THE COSTS OF THE ACQUISITION, REHABILITATION, AND EQUIPPING OF THE ROSEMONT AT UNIVERSITY PARK APARTMENTS; AN INCREASE IN THE INDUCEMENT AMOUNT, THE REASSIGNMENT OF CARRYFORWARD DESIGNATION TO OBTAIN VOLUME CAP ALLOCATION; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, one of Opportunity Home’s strategic goals is to expand the supply of affordable housing; and

WHEREAS, a principal financing mechanism for new affordable housing is the 4% low income housing tax credit; and

WHEREAS, it is necessary to obtain volume cap allocations for tax-exempt bonds and applications for tax credits for the Rosemont at University Park Apartments project (the “Project”); and

WHEREAS, it is proposed that Las Varas Public Facility Corporation (“LVPFC”) apply for volume cap allocation for the Project; and

WHEREAS, LVPFC and Opportunity Home previously passed nonbinding resolutions (the “Inducement Resolution”) to induce the Project and authorize the applications needed to finance the Project and to negotiate the terms of such financing, which will be brought back to the Board for final consideration; and

WHEREAS, the User has requested an increase in the Inducement Resolution amount from $30,000,000.00 to $35,000,000.00 (the “Inducement Increase”); and

WHEREAS, LVPFC wishes to reassign carryforward designation that it received for the St. John’s Apartment projects to the Project in order to receive volume cap allocation (the “Reassignment”).

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby:

1) Approves Resolution 6270 and Resolution 22LVPFC-07-29, concerning the proposed financing of up to $35,000,000.00 of the costs of the acquisition, rehabilitation, and equipping of the Rosemont at University Park Apartments; an increase in the inducement amount, the reassignment of carryforward designation to obtain volume cap allocation; and other matters in connection therewith.

2) Authorizes the President and CEO or designee to execute all necessary documents and
extensions.

Passed and approved the 7th day of September 2022.

_______________________________________
Ana M. "Cha" Guzman
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________________
Ed Hinojosa, Jr.
President and CEO
CERTIFICATE FOR RESOLUTION
Resolution 22LVPFC-07-29

The undersigned officer of the Las Varas Public Facility Corporation (the “Issuer”) hereby certifies as follows:

1. In accordance with the bylaws of the Issuer, the Board of Directors of the Issuer (the “Board”) held a meeting on September 7, 2022 (the “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 22LVPFC-07-29, CONCERNING THE PROPOSED FINANCING
OF UP TO $35,000,000.00 OF THE COSTS OF THE ACQUISITION,
REHABILITATION, AND EQUIPPING OF THE ROSEMONT AT UNIVERSITY
PARK APARTMENTS; AN INCREASE IN THE INDUCEMENT AMOUNT, THE
REASSIGNMENT OF CARRYFORWARD DESIGNATION TO OBTAIN
VOLUME CAP ALLOCATION; AND OTHER MATTERS IN CONNECTION
THEREWITH

(the “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 Articles of Incorporation and the Bylaws of the Issuer.

SIGNED on this 7th day of September 2022.

______________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
Las Varas Public Facility Corporation
Resolution 22LVPFC-07-29

RESOLUTION 22LVPFC-07-29, CONCERNING THE PROPOSED FINANCING OF UP TO $35,000,000.00 OF THE COSTS OF THE ACQUISITION, REHABILITATION, AND EQUIPPING OF THE ROSEMONT AT UNIVERSITY PARK APARTMENTS; AN INCREASE IN THE INDUCEMENT AMOUNT, THE REASSIGNMENT OF CARRYFORWARD DESIGNATION TO OBTAIN VOLUME CAP ALLOCATION; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Opportunity Home San Antonio (the “Housing Authority”), has, pursuant to the Texas Public Facility Corporations Act, Chapter 303, Texas Local Government Code, as amended (the “Act”), approved and created the Las Varas Public Facility Corporation, a nonstock, nonprofit public facility corporation (the “Issuer”); and

WHEREAS, the Issuer, on behalf of the Housing Authority, is empowered to finance the costs of residential ownership and development that will provide decent, safe, and sanitary housing at affordable prices for residents of the City by the issuance of housing revenue bonds; and

WHEREAS, prior to May 4, 2022 (the “Inducement Date”), Rosemont at University Park LP, a to-be-formed Texas limited partnership, which shall now be called Roers San Antonio Apartments Owner I Limited Partnership, a Texas limited partnership (the “User,” and, with respect to the name change of the User, the “Name Change”), filed a complete Application (as defined in the Federal Register Notice) (the “Application”), requesting that (i) the Issuer finance the acquisition, rehabilitation, and equipping of an existing 240-unit multifamily housing facility located at 102 Emerald Ash, San Antonio, Texas 78221 and known currently as the Rosemont at University Park Apartments (the “Project”); and (ii) the Issuer file a 2022, 2023, or subsequent year Allocation Application (defined hereafter) and/or any carryforward applications associated with such Allocation Applications to the Texas Bond Review Board (the “BRB”) as described herein; and

WHEREAS, the User has advised the Issuer that a contributing factor that would further induce the User to proceed with providing for the acquisition, equipping, and improvement of the Project would be a commitment and agreement by the Board of Directors (the “Board”) of the Issuer to issue housing revenue bonds pursuant to the Act (the “Bonds”) to finance and pay any Development Costs, as defined in the Act, for the Project; and

WHEREAS, on the Inducement Date, the Issuer adopted an inducement resolution (the “Inducement Resolution”) (i) constituting the Issuer’s commitment to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed $30,000,000.00 and to expend the proceeds thereof to pay Development Costs, including costs of acquisition, equipping, and improvement of the Project, funding a debt service or other reserve fund for the Project, and paying expenses and costs in connection with the issuance of the Bonds, including costs of obtaining credit enhancement, if any and (ii) authorizing Issuer to submit an “Application for Allocation of Private Activity Bonds” or an “Application for Carryforward for Private Activity Bonds” (the “Allocation Application”) to the
BRB; and

WHEREAS, the User has requested the not to exceed amount of the Inducement Resolution be increased to $35,000,000.00 (the “Inducement Increase”); and

WHEREAS, in order to issue the Bonds in the manner contemplated, the Issuer must receive an allocation of the State of Texas volume cap pertaining to private activity bonds in order to satisfy the provisions of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the Issuer filed with the BRB a “2020 Application for Carryforward for Private Activity Bonds” for its St. John’s Square Apartments project (“St. John’s” and the “Prior Project”) (the “Carryforward Applications”); and

WHEREAS, pursuant to the Carryforward Applications, the Issuer received the Carryforward Designation Certificate – Docket Number 20CF-011 (the “St. John’s Carryforward”); and

WHEREAS, the Prior Project will not be completed, so the Issuer will reassign a portion of the St. John’s Carryforward (the “Reassignment”) in accordance with Texas Government Code Section 1372.074 in order to allocate volume cap to the Project; and

WHEREAS, the members of the Board and their respective offices are as follows:

<table>
<thead>
<tr>
<th>Name of Director/Officer</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ana M. “Cha” Guzmán</td>
<td>Chair and Director</td>
</tr>
<tr>
<td>Olga Kauffman</td>
<td>Vice Chair and Director</td>
</tr>
<tr>
<td>Ignacio Perez</td>
<td>Director</td>
</tr>
<tr>
<td>Dalia Flores Contreras</td>
<td>Director</td>
</tr>
<tr>
<td>Gilbert Casillas</td>
<td>Director</td>
</tr>
<tr>
<td>Gabriel “Gabe” Lopez</td>
<td>Director</td>
</tr>
<tr>
<td>Loren Dantzler</td>
<td>Director</td>
</tr>
<tr>
<td>Ed Hinojosa, Jr.</td>
<td>Secretary/Treasurer</td>
</tr>
<tr>
<td>Diana Fiedler</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
<tr>
<td>Timothy E. Alcott</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
<tr>
<td>Muriel Rhoder</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
<tr>
<td>Brandee Perez</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
<tr>
<td>Michael Reyes</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
<tr>
<td>Richard Milk</td>
<td>Asst. Secretary/Treasurer</td>
</tr>
</tbody>
</table>

WHEREAS, the Board has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for the various entities to enter into the transactions described above so that the User may construct the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAS VARAS
PUBLIC FACILITY CORPORATION THAT:

Section 1. The provisions of the Inducement Resolution and the Name Change are hereby ratified, authorized, and confirmed in all respect;

Section 2. The Reassignment and all actions necessary or desirable in connection therewith are hereby authorized and approved;

Section 3. The Inducement Increase is hereby consented to and acknowledged by the Issuer;

Section 4. The Board authorizes the President, Vice President, Secretary/Treasurer or any Assistant Secretary/Treasurer of the Board to execute any documents or certificates necessary or desirable in connection with any of the transactions described herein, and each of them are authorized to negotiate and approve such changes in the terms of such documents as such officers shall deem necessary or appropriate upon the advice of counsel to the Issuer, and approval of the terms of each such instrument by such officers shall be conclusively evidenced by the execution and delivery of such documents.

Section 5. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 6. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

Section 8. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. This Resolution shall be in force and effect from and after its passage.

Passed and approved the 7th day of September 2022.

________________________________________
Ana M. “Cha” Guzman
Chair, Board of Directors

Attested and approved as to form:

________________________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
RESOLUTION 6273, AUTHORIZING THE SNOWDEN APARTMENTS TRANSACTION, INCLUDING: (i) AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION (CORPORATION) TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO FACILITATE THE TRANSACTION; (ii) AUTHORIZING EXECUTION OF A GROUND LEASE (LEASE) BETWEEN CORPORATION AS “OWNER” AND “LANDLORD” AND SNOWDEN APARTMENTS, LP, A TEXAS LIMITED PARTNERSHIP CONTROLLED BY AN AFFILIATE OF THE CORPORATION (PARTNERSHIP) AS “TENANT”, COVERING THE PROJECT SITE, AND ALL OTHER DOCUMENTATION NECESSARY TO GROUND LEASE THE PROJECT SITE TO THE PARTNERSHIP FOR THE PURPOSE OF SUPPORTING AN AWARD FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR 9% HOUSING TAX CREDITS TO PROVIDE FINANCING FOR THE PROJECT DEVELOPMENT; (iv) AUTHORIZING THE CORPORATION TO SERVE AS THE GENERAL CONTRACTOR FOR THE PROJECT; (v) AUTHORIZING THE CORPORATION TO SERVE AS DEVELOPER FOR THE PROJECT AND TO RECEIVE A DEVELOPMENT FEE FROM THE PARTNERSHIP; (vi) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO ENTER INTO AN AGREEMENT WITH PNC BANK, NATIONAL ASSOCIATION (PNC) FOR ADMISSION OF PNC AND/OR ITS AFFILIATES INTO THE PARTNERSHIP AND INVESTMENT OF EQUITY INTO THE PROJECT (EQUITY FINANCING) WITH THE CORPORATION TO SERVE AS GUARANTOR; (vii) AUTHORIZING SNOWDEN APARTMENTS GP, LLC (COMPANY) TO ENTER THE AMENDED AND RESTATED AGREEMENT OF LIMITED PARTNERSHIP AND RELATED DOCUMENTS FOR PARTNERSHIP; (viii) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO OBTAIN FROM PNC A CONSTRUCTION LOAN IN THE APPROXIMATE AMOUNT OF $8,640,000.00 (CONSTRUCTION LOAN) AND A BRIDGE LOAN IN THE APPROXIMATE AMOUNT OF $9,930,000.00 (BRIDGE LOAN) WITH THE CORPORATION TO SERVE AS GUARANTOR OF SUCH LOANS; (ix) AUTHORIZING THE CORPORATION TO PROVIDE A PERMANENT SPONSORSHIP LOAN TO THE PARTNERSHIP IN THE APPROXIMATE AMOUNT OF $1,323,600.00 (SPONSOR LOAN); (x) AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS (HOUSING AUTHORITY) TO PROVIDE A PERMANENT SUBORDINATE LOAN OF MOVING TO WORK FUNDING TO THE PARTNERSHIP IN AN AMOUNT OF UP TO $8,500,000.00, PLUS EARNED INTEREST (SUBORDINATE LOAN); (xi) AUTHORIZING THE HOUSING AUTHORITY TO PROVIDE ASSISTANCE TO THE PROJECT TO SUPPORT THE OPERATIONS OF FIFTY-FOUR (54) OF THE PROJECT UNITS THROUGH ITS MOVING TO WORK (MTW) AUTHORITY TO DEVELOP “LOCAL, NON-TRADITIONAL HOUSING UNITS” PURSUANT TO PIH NOTICE 2011-45 AND THE SECOND AMENDMENT TO THE HOUSING AUTHORITY’S MOVING TO WORK AGREEMENT WITH HUD (THE "LNT FUNDING"); AND (xii) AUTHORIZING OTHER MATTERS IN CONNECTION THEREWITH.

REQUESTED ACTION:
Consideration and approval regarding Resolution 6273, authorizing the Snowden Apartments transaction, including: (i) authorizing the San Antonio Housing Facility Corporation (Corporation)
to execute any and all documents, or take any other action, that is necessary or desirable to facilitate the transaction; (ii) authorizing execution of a ground lease (Lease) between Corporation as “Owner” and “Landlord” and Snowden Apartments, LP, a Texas limited partnership controlled by an affiliate of the Corporation (Partnership) as “Tenant”, covering the project site, and all other documentation necessary to ground lease the project site to the Partnership for the purpose of supporting an award from the Texas Department of Housing and Community Affairs (TDHCA) for 9% housing tax credits to provide financing for the project development; (iv) authorizing the Corporation to serve as the general contractor for the project; (v) authorizing the Corporation to serve as developer for the project and to receive a development fee from the Partnership; (vi) authorizing the Corporation to cause the Partnership to enter into an agreement with PNC Bank, National Association (PNC) for admission of PNC and/or its affiliates into the Partnership and investment of equity into the project (Equity Financing) with the Corporation to serve as guarantor; (vii) authorizing Snowden Apartments GP, LLC (Company) to enter the amended and restated agreement of limited partnership and related documents for Partnership; (viii) authorizing the Corporation to cause the Partnership to obtain from PNC a construction loan in the approximate amount of $8,640,000.00 (Construction Loan) and a bridge loan in the approximate amount of $9,930,000.00 (Bridge Loan) with the Corporation to serve as guarantor of such loans; (ix) authorizing the Corporation to provide a permanent sponsorship loan to the Partnership in the approximate amount of $1,323,600.00 (Sponsor Loan); (x) authorizing the Housing Authority of the City of San Antonio, Texas (Housing Authority) to provide a permanent subordinate loan of Moving to Work funding to the Partnership in an amount of up to $8,500,000.00, plus earned interest (Subordinate Loan); (xi) authorizing the Housing Authority to provide assistance to the project to support the operations of fifty-four (54) of the project units through its Moving to Work (MTW) authority to develop “local, non-traditional housing units” pursuant to PIH Notice 2011-45 and the second amendment to the Housing Authority’s Moving to Work Agreement with HUD (the LNT Funding); and (xii) authorizing other matters in connection therewith.

FINANCIAL IMPACT:
The total project cost is expected to be approximately $33,899,895.00 or $251,110.00 per unit. The developer is the Corporation. The Corporation will give all required guaranties. After the end of the tax credit compliance period, the General Partner (a SAHA affiliate) will have an option to buy either the property for the greater of (i) fair market value of the project or (ii) the sum of all outstanding debt secured by mortgages on the project and any other obligations of the Partnership, including loans from any partner, plus $1.00 and all debts, exit taxes, fees and obligations owed, if any, to the limited partners; or the limited partners’ interests for a price equal to the sum of (a) the fair market value of the partnership interests; (b) exit taxes payable in connection with the sale of the interests; and (c) all debts, fees and obligations owed, if any, to the limited partners. The General Partner has a right of first refusal based upon any bond-fide third-party purchase offer after the expiration of the Option Period. The Corporation also has a Non-Profit Right of First Refusal to purchase the property at a minimum purchase price as defined in Section 42(i)(7)(B) of the Internal Revenue Code, plus all fees, debts, exit taxes and obligations, if any, owed to PNC Bank, National Association (PNC). Finally, there is a Limited Partner Put whereby the limited partners may, at their discretion, at any time put their partnership interests to the General Partner or its designee for a price equal to the sum of (1) $1,000.00; (2) the Limited partners’ costs and expenses incurred in the transfer of their partnership interests; and (3) all amounts due and owing to the limited partners including, but not limited to, any adjustment amounts, investor services fees, debts or other obligations.
The Corporation will receive 100% of the distributions to the General Partner.

The total developer fee is approximately $2,599,000.00 and will be payable 100% to the Corporation.

SUMMARY:
The Snowden Apartments will consist of 135 Housing Tax Credit units for seniors ages 62 and older, 14 of which will be for tenants whose incomes average 30% AMI or less, 54 of which will be for tenants whose incomes average 50% AMI or less, and 67 of which will be for tenants whose incomes average 60% AMI or less. Fifty-four units will be subsidized with project based rental subsidy vouchers.

The project will be located at 7223 Snowden Road, San Antonio, Texas on land previously owned by San Antonio Housing Finance Corporation (SAHFC), which has now been conveyed to the Corporation and which will be ground leased to the Partnership. The Corporation will lease it to Snowden Apartments, LP, who will pay the Corporation an upfront lease payment of approximately $1,323,600.00. The Corporation will then lend these funds to the Partnership on a subordinate secured basis as a Sponsor Loan. Commercial construction financing will be provided by PNC Bank, National Association in an amount estimated to be $8,640,000.00, with a $9,930,000.00 Bridge Loan. SAHA will provide a subordinated permanent loan of Moving to Work funding to the Partnership in the amount of up to $8,500,000.00, plus earned interest. Equity contributions from an affiliate of PNC as an investor limited partner will be used to finance the construction and long-term operations. PNC has issued a commitment to purchase the project's tax credits at an equity price of 92.50 cents per credit dollar, for a total projected equity contribution of approximately $13,873,613.00.

Construction is projected to begin in September 2022, with completion in Fall of 2023. The Board is being asked to authorize all of the actions now understood to be necessary to finance and construct the project.

STRATEGIC OUTCOME:
Opportunity Home residents have a sufficient supply of affordable housing options.

ATTACHMENTS:
Resolution 6273
Resolution 22FAC-09-07
Exhibit A
Presentation
Opportunity Home San Antonio
Resolution 6273

RESOLUTION 6273, AUTHORIZING THE SNOWDEN APARTMENTS TRANSACTION, INCLUDING: (i) AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION (CORPORATION) TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO FACILITATE THE TRANSACTION; (ii) AUTHORIZING EXECUTION OF A GROUND LEASE (LEASE) BETWEEN CORPORATION AS “OWNER” AND “LANDLORD” AND SNOWDEN APARTMENTS, LP, A TEXAS LIMITED PARTNERSHIP CONTROLLED BY AN AFFILIATE OF THE CORPORATION (PARTNERSHIP) AS “TENANT”, COVERING THE PROJECT SITE, AND ALL OTHER DOCUMENTATION NECESSARY TO GROUND LEASE THE PROJECT SITE TO THE PARTNERSHIP FOR THE PURPOSE OF SUPPORTING AN AWARD FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR 9% HOUSING TAX CREDITS TO PROVIDE FINANCING FOR THE PROJECT DEVELOPMENT; (iv) AUTHORIZING THE CORPORATION TO SERVE AS THE GENERAL CONTRACTOR FOR THE PROJECT; (v) AUTHORIZING THE CORPORATION TO SERVE AS DEVELOPER FOR THE PROJECT AND TO RECEIVE A DEVELOPMENT FEE FROM THE PARTNERSHIP; (vi) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO ENTER INTO AN AGREEMENT WITH PNC BANK, NATIONAL ASSOCIATION (PNC) FOR ADMISSION OF PNC AND/OR ITS AFFILIATES INTO THE PARTNERSHIP AND INVESTMENT OF EQUITY INTO THE PROJECT (EQUITY FINANCING) WITH THE CORPORATION TO SERVE AS GUARANTOR; (vii) AUTHORIZING SNOWDEN APARTMENTS GP, LLC (COMPANY) TO ENTER THE AMENDED AND RESTATED AGREEMENT OF LIMITED PARTNERSHIP AND RELATED DOCUMENTS FOR PARTNERSHIP; (viii) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO OBTAIN FROM PNC A CONSTRUCTION LOAN IN THE APPROXIMATE AMOUNT OF $8,640,000.00 (CONSTRUCTION LOAN) AND A BRIDGE LOAN IN THE APPROXIMATE AMOUNT OF $9,930,000.00 (BRIDGE LOAN) WITH THE CORPORATION TO SERVE AS GUARANTOR OF SUCH LOANS; (ix) AUTHORIZING THE CORPORATION TO PROVIDE A PERMANENT SPONSORSHIP LOAN TO THE PARTNERSHIP IN THE APPROXIMATE AMOUNT OF $1,323,600.00 (SPONSOR LOAN); (x) AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS (HOUSING AUTHORITY) TO PROVIDE A PERMANENT SUBORDINATE LOAN OF MOVING TO WORK FUNDING TO THE PARTNERSHIP IN AN AMOUNT OF UP TO $8,590,000.00, PLUS EARNED INTEREST (SUBORDINATE LOAN); (xi) AUTHORIZING THE HOUSING AUTHORITY TO PROVIDE ASSISTANCE TO THE PROJECT TO SUPPORT THE OPERATIONS OF FIFTY-FOUR (54) OF THE PROJECT UNITS THROUGH ITS MOVING TO WORK (MTW) AUTHORITY TO DEVELOP “LOCAL, NON-TRADITIONAL HOUSING UNITS” PURSUANT TO PIH NOTICE 2011-45 AND THE SECOND AMENDMENT TO THE HOUSING AUTHORITY’S MOVING TO WORK AGREEMENT WITH HUD (THE “LNT FUNDING”); AND (xiii) AUTHORIZING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Housing Authority wishes to cause the construction of an approximately 135-unit multi-family housing apartment complex for Seniors ages 62 years and older to be located at 7223 Snowden Road in San Antonio, Bexar County, Texas, constructed as rental housing for low-income
persons and known as “Snowden Apartments” (Project) on land owned by the Corporation and described on Exhibit A (Project Site); and

WHEREAS, the Corporation wishes to sponsor the Project by serving as: (i) the sole owner of Snowden Apartments GP, LLC (Company); (ii) the Developer of the Project; (iii) the General Contractor of the Project; and (iv) the Guarantor of the award of 9% Housing Tax Credits (Credits) and the financing; and

WHEREAS, the Company shall serve as the general partner of Snowden Apartments, LP, a Texas limited partnership (Partnership), that has been formed to develop, own, and operate the Project; and

WHEREAS, for the purpose of carrying out the Project, the Housing Authority intends to cause Corporation to have the Partnership acquire a leasehold estate in the Project Site pursuant to a seventy-five year ground lease (Ground Lease) by and between the Corporation and the Partnership, so that the Project will qualify for a governmental ad valorem tax exemption through its public purpose; and

WHEREAS, it is desired that the Corporation will execute a development agreement with the Partnership (Development Agreement) so that the Corporation will serve as the developer for the Project, thereby earning a Development Fee to be paid by the Partnership; and

WHEREAS, it is desired that the Corporation will execute a construction contract with the Partnership (Construction Contract) and a Subcontract Agreement with Franklin Construction Ltd. (Subcontractor), so that the Corporation will serve as the general contractor for the construction of the Project, thereby qualifying for a sales tax exemption for the construction of the Project; and

WHEREAS, PNC Bank, National Association (PNC) has agreed to provide equity financing to the Partnership for the development of the Project (Equity Financing). Corporation will enter into a Guaranty Agreement with PNC with the Corporation serving as a guarantor of the Company's obligations to the Partnership (Guaranty); and

WHEREAS, in connection with the Equity Financing, the Company, PNC and Columbia Housing SLP Corporation, an Oregon corporation (SLP), will enter into an Amended and Restated Agreement of Limited Partnership (Partnership Agreement) and certain other documents related thereto (collectively, Equity Documents); and

WHEREAS, it is desired that the Corporation shall cause the Partnership to obtain loans from PNC for the purpose of obtaining a construction loan in the approximate amount of $8,640,000.00
(Construction Loan) and a bridge loan in the approximate amount of $9,930,000.00 (Bridge Loan) to the Partnership (collectively, the PNC Debt Financing) with the Corporation to serve as the guarantor of such loans. In connection with the PNC Debt Financing, the Partnership, the Company, and the Corporation will be required to enter into certain agreements, including, but not limited to, a Promissory Note; a Multifamily Leasehold Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing; and various Subordination Agreements (collectively, PNC Debt Financing Documents); and

WHEREAS, it is desired that the Corporation shall make a Sponsor loan to the Partnership in the approximate amount of $1,323,600.00 (Sponsor Loan). In connection with the Sponsor Loan, the Partnership, the Company, the Corporation, and/or the Housing Authority will be required to enter into certain agreements, including, but not limited to, a Promissory Note, a Subordinate Leasehold Deed of Trust Security Agreement – Financing Statement, and appropriate Subordination Agreements (collectively, FAC Financing Documents); and

WHEREAS, it is desired that the Housing Authority shall make a subordinate permanent loan of Moving to Work funding to the Partnership in an amount of up to $8,500,000.00, plus earned interest (Subordinate Loan). In connection with the Subordinate Loan, the Partnership, the General Partner, and/or Corporation will be required to enter into certain agreements, including, but not limited to, a Promissory Note, a Subordinate Leasehold Deed of Trust Security Agreement – Financing Statement, and appropriate Subordination Agreements (collectively, Opportunity Home Financing Documents); and

WHEREAS, it is desired that the Housing Authority shall provide financial assistance to the Project to support the operations of fifty-four (54) of the project units through its Moving To Work (MTW) authority to develop “local, non-traditional housing units” pursuant to PIH Notice 2011-45 and the Second Amendment to the Housing Authority’s Moving to Work Agreement with HUD (the "LNT Funding"), pursuant to which the Housing Authority will execute an LNT Funding Agreement, Consent to Assignment of LNT Funding Agreement and an LNT Use Agreement with the Company and the Partnership as appropriate (collectively the “LNT Documents”), and

WHEREAS, in connection with the financing and development of the Project, various project participants (collectively, Project Participants) shall require the Housing Authority or the Corporation to execute and deliver certain documents, instruments, and agreements, including, without limitation, the Ground Lease, the Partnership Agreement, the Guaranty Agreement, the Development Agreement, the Construction Contract, and one or more loan agreements, promissory notes, deeds of trust, indentures, regulatory agreements and/or restrictive covenants affecting the Property, environmental indemnity agreements, replacement and/or other reserve agreements, subordination and/or intercreditor agreements, assignments, certifications, affidavits,
and any other documents evidencing or reasonably required by any of the Project participants in connection with the Ground Lease, the admission of PNC and/or its affiliates into the Partnership, the guaranties provided by the Corporation, and the development and operation of the Project (collectively, the Project Documents); and

WHEREAS, this Board of Commissioners has reviewed the foregoing and determined that the action herein is in furtherance of the public purposes and the best interests of the Corporation, the Company, the Partnership, and the Housing Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Opportunity Home San Antonio hereby adopts the following resolution:

1) The Project, the Ground Lease of the Land, the Corporation serving as the general contractor, the Construction Contract, the Development Agreement, the Equity Financing, the Equity Documents, the PNC Debt Financing Documents, the FAC Financing Documents, the Opportunity Home Financing Documents, the LNT Documents, and the Project Documents (collectively, the Approved Activities) are hereby approved for execution on behalf of the Corporation by Ed Hinojosa, Jr., as Secretary/Treasurer, or in his absence, any other officer of the Corporation, and, to the extent that execution by the Housing Authority is required, Ed Hinojosa, Jr., as President and CEO, or in his absence, any other officer of the Housing Authority (each, an Executing Officer), is hereby authorized to execute any and all documentation required to be executed by the Housing Authority in order to effect such transactions.

2) Section 2. The Executing Officer, and, if required by the form of the document, the Secretary and any Assistant Secretary, or any of them, of the Housing Authority are authorized and directed to negotiate, modify, execute and deliver any of the documents to be signed by or consented to by the Housing Authority, and any and all certificates and other instruments necessary to carry out the intent thereof and hereof. The Executing Officer is authorized to negotiate and approve such changes in, or additions to, the terms any of the documents and such amendments, renewals, and extensions, as such Executing Officer shall deem necessary or appropriate upon the advice of counsel to the Housing Authority, and approval of the terms of any of the documents by such Executing Officer shall be conclusively evidenced by the Executing Officer's execution and delivery of such documents.

3) The Executing Officer is authorized to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof, and to the extent that any such action has already been taken by an Executing Officer, such action is hereby ratified and approved.
4) If any section, paragraph, clause, or provision of this Resolution shall 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.

5) The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and findings of the Board.

6) The following officers, or any one of them acting alone without the joinder of any other officer, are hereby authorized to execute the Project Documents and all necessary documents and extensions related thereto on behalf of the Housing Authority:

<table>
<thead>
<tr>
<th>Name of Commissioner/Officer</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ana M. “Cha” Guzman</td>
<td>Chair, Board of Commissioners</td>
</tr>
<tr>
<td>Olga Kauffman</td>
<td>Vice Chair, Board of Commissioners</td>
</tr>
<tr>
<td>Gilbert Casillas</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Dalia Flores Contreras</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Loren D. Dantzler</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Gabriel Lopez</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Ignacio Perez</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Ed Hinojosa, Jr.</td>
<td>President and CEO</td>
</tr>
<tr>
<td>Diana Fiedler</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Timothy E. Alcott</td>
<td>Chief Legal and Real Estate Officer</td>
</tr>
<tr>
<td>Muriel Rhoder</td>
<td>Chief Administrative Officer</td>
</tr>
<tr>
<td>Brandee Perez</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Michael Reyes</td>
<td>Public Affairs Officer</td>
</tr>
<tr>
<td>Richard Milk</td>
<td>Planning Officer</td>
</tr>
</tbody>
</table>

7) Any and all acts heretofore taken by an authorized officer in connection with the matters authorized by the foregoing resolutions are hereby ratified, confirmed, and approved by the Commissioners of the Housing Authority.

8) All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

9) This Resolution shall be construed and enforced in accordance with the laws of the State
of Texas and the United States of America.

10) This Resolution shall be in force and effect from and after its passage on the date shown below.

Passed and approved the 7th day of September 2022.

______________________________________
Ana M. “Cha” Guzman
Chair, Board of Commissioners

Attested and approved as to form:

______________________________________
Ed Hinojosa, Jr.
President and CEO
EXHIBIT A

PROPERTY DESCRIPTION

Chapel Ridge
San Antonio, Texas

Lot Thirty-Four (34), Block B, New City Block 11609, CHAPEL RIDGE SUBDIVISION, UNIT 3, City of San Antonio, Bexar County, Texas, according to plat thereof recorded in Volume 9513, Page 15, Deed and Plat Records of Bexar County, Texas.
San Antonio Housing Facility Corporation
Resolution 22FAC-09-07

RESOLUTION 22FAC-09-07, AUTHORIZING THE SNOWDEN APARTMENTS TRANSACTION, INCLUDING: (i) AUTHORIZING EXECUTION OF ALL DOCUMENTATION NECESSARY TO CARRY OUT THE TRANSACTION; (ii) AUTHORIZING EXECUTION OF A GROUND LEASE (LEASE) BETWEEN SAN ANTONIO HOUSING FACILITY CORPORATION (CORPORATION) AS “OWNER” AND “LANDLORD” AND SNOWDEN APARTMENTS, LP A TEXAS LIMITED PARTNERSHIP CONTROLLED BY AN AFFILIATE OF THE CORPORATION (PARTNERSHIP) AS “TENANT”, COVERING THE PROJECT SITE, AND ALL OTHER DOCUMENTATION NECESSARY TO GROUND LEASE THE PROJECT SITE TO THE PARTNERSHIP FOR THE PURPOSE OF SUPPORTING AN AWARD FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR 9% HOUSING TAX CREDITS TO PROVIDE FINANCING FOR THE PROJECT DEVELOPMENT; (iii) AUTHORIZING THE CORPORATION TO SERVE AS DEVELOPER FOR THE PROJECT AND TO RECEIVE A DEVELOPMENT FEE FROM THE PARTNERSHIP; (iv) AUTHORIZING THE CORPORATION TO SERVE AS GENERAL CONTRACTOR FOR THE PROJECT; (v) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO ENTER INTO AN AGREEMENT WITH PNC BANK, NATIONAL ASSOCIATION (PNC) FOR ADMISSION OF PNC AND/OR ITS AFFILIATES INTO THE PARTNERSHIP AND INVESTMENT OF EQUITY INTO THE PROJECT (EQUITY FINANCING), WITH THE CORPORATION TO SERVE AS GUARANTOR; (vi) AUTHORIZING SNOWDEN APARTMENTS GP, LLC (COMPANY) TO ENTER THE AMENDED AND RESTATED AGREEMENT OF LIMITED PARTNERSHIP AND RELATED DOCUMENTS FOR PARTNERSHIP; (vii) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO OBTAIN FROM PNC A CONSTRUCTION LOAN IN THE APPROXIMATE AMOUNT OF $8,640,000.00 (CONSTRUCTION LOAN) AND A BRIDGE LOAN IN THE APPROXIMATE AMOUNT OF $9,930,000.00 (BRIDGE LOAN) WITH THE CORPORATION TO SERVE AS GUARANTOR OF SUCH LOANS; (viii) AUTHORIZING THE CORPORATION TO PROVIDE A PERMANENT SPONSORSHIP LOAN TO THE PARTNERSHIP IN THE APPROXIMATE AMOUNT OF $1,323,600.00 (SPONSOR LOAN); (ix) AUTHORIZING THE CORPORATION TO CAUSE THE PARTNERSHIP TO ENTER INTO A PERMANENT SUBORDINATE LOAN OF MOVING TO WORK FUNDING FROM THE HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS (HOUSING AUTHORITY) IN AN AMOUNT OF UP TO $8,646,000.00, PLUS EARNED INTEREST (SUBORDINATE LOAN); (x) AUTHORIZING THE CORPORATION TO ACCEPT FROM THE HOUSING AUTHORITY ASSISTANCE TO THE PROJECT TO SUPPORT THE OPERATIONS OF FIFTY-FOUR (54) OF THE PROJECT UNITS THROUGH THE HOUSING AUTHORITY’S MOVING TO WORK (MTW) AUTHORITY TO DEVELOP “LOCAL, NON-TRADITIONAL HOUSING UNITS” PURSUANT TO PIH NOTICE 2011-45 AND THE SECOND AMENDMENT TO THE HOUSING AUTHORITY’S MOVING TO WORK AGREEMENT WITH HUD (THE “LNT FUNDING”); AND (xi) AUTHORIZING OTHER MATTERS IN CONNECTION THEREWITH
WHEREAS, Snowden Apartments, LP, a Texas limited partnership (Partnership), whose sole General Partner is Snowden Apartments GP, LLC, a Texas limited liability company (Company), was formed by the San Antonio Housing Facility Corporation (Corporation) to provide for the acquisition and construction of an approximately 135-unit multi-family housing project for Seniors ages 62 years and older (Project) on land owned by the Corporation and described on Exhibit A (Project Site) and located at 7223 Snowden Road in San Antonio, Texas; and

WHEREAS, Corporation has agreed to (i) serve as the sole member of Company; (ii) serve as the Developer of the Project; (iii) serve as the General Contractor of the Project; and (iv) serve as the Guarantor of the award of 9% Housing Tax Credits (Credits) and the financing; and

WHEREAS, for the purpose of carrying out the Project, the San Antonio Housing Authority (Housing Authority) intends to cause Corporation to have the Partnership acquire a leasehold estate in the Project Site pursuant to a seventy-five year ground lease (Ground Lease) by and between the Corporation and the Partnership, so that the Project will qualify for a governmental ad valorem tax exemption through its public purpose; and

WHEREAS, it is desired that the Corporation will execute a development agreement with the Partnership (Development Agreement) so that the Corporation will serve as the developer for the Project, thereby earning a Development Fee to be paid by the Partnership; and

WHEREAS, it is desired that the Corporation will execute a construction contract with the Partnership (Construction Contract) and a Subcontract Agreement with Franklin Construction Ltd. (Subcontractor) so that the Corporation will serve as the general contractor for the construction of the Project, thereby qualifying for a sales tax exemption for the construction of the Project; and

WHEREAS, PNC Bank, National Association (PNC) has agreed to provide equity financing to the Partnership for the development of the Project (Equity Financing). Corporation will enter into a Guaranty Agreement with PNC with the Corporation serving as a guarantor of the Company's obligations to the Partnership (Guaranty); and

WHEREAS, in connection with the Equity Financing, the Company, PNC and Columbia Housing SLP Corporation, an Oregon corporation (SLP) will enter into an Amended and Restated Agreement of Limited Partnership (Partnership Agreement) and certain other documents related thereto (collectively, Equity Documents); and

WHEREAS, it is desired that the Corporation shall cause the Partnership to obtain loans from PNC for the purpose of obtaining a construction loan in the approximate amount of $8,640,000.00 (Construction Loan) and a bridge loan in the approximate amount of $9,930,000.00 (Bridge Loan) to the Partnership (collectively, the PNC Debt Financing) with the Corporation to serve as the guarantor of such loans. In connection with the PNC Debt Financing, the Partnership, the Company, and the Corporation will be required to enter into certain agreements, including, but not limited to, a Promissory Note; a Multifamily Leasehold Deed of
Trust, Assignment of Rents, Security Agreement and Fixture Filing; and various Subordination Agreements; (collectively, PNC Debt Financing Documents); and

WHEREAS, it is desired that the Corporation shall make a Sponsor loan to the Partnership in the approximate amount of $1,323,600.00 (Sponsor Loan). In connection with the Sponsor Loan, the Partnership, the Company, the Corporation, and/or the Housing Authority will be required to enter into certain agreements, including, but not limited to, a Promissory Note, a Subordinate Leasehold Deed of Trust Security Agreement – Financing Statement, and appropriate Subordination Agreements (collectively, FAC Financing Documents); and

WHEREAS, it is desired that the Housing Authority shall make a subordinate permanent loan of Moving to Work funding to the Partnership in an amount of up to $8,500,000.00, plus earned interest (Subordinate Loan). In connection with the Subordinate Loan, the Partnership, the Company, and/or Corporation will be required to enter into certain agreements, including, but not limited to, a Promissory Note, a Subordinate Leasehold Deed of Trust Security Agreement – Financing Statement, and appropriate Subordination Agreements (collectively, SAHA Financing Documents); and

WHEREAS, it is desired that the Housing Authority shall provide financial assistance to the Project to support the operations of fifty-four (54) of the project units through the Housing Authority's Moving To Work (MTW) authority to develop “local, non-traditional housing units” pursuant to PIH Notice 2011-45 and the Second Amendment to the Housing Authority's Moving to Work Agreement with HUD (the "LNT Funding"), pursuant to which the Housing Authority will execute an LNT Funding Agreement, Consent to Assignment of LNT Funding Agreement and an LNT Use Agreement with the Company and the Partnership as appropriate (collectively the “LNT Documents”); and

WHEREAS, in connection with the financing and development of the Project, various project participants (collectively, Project Participants) shall require the Housing Authority or the Corporation to execute and deliver certain documents, instruments, and agreements, including, without limitation, the Ground Lease, the Partnership Agreement, the Development Agreement, the Guaranty Agreement, the Construction Contract, and one or more loan agreements, promissory notes, deeds of trust, indentures, regulatory agreements and/or restrictive covenants affecting the Property, environmental indemnity agreements, replacement and/or other reserve agreements, subordination and/or intercreditor agreements, assignments, certifications, affidavits, and any other documents evidencing or reasonably required by any of the Project participants in connection with the Ground Lease, the admission of PNC and/or its affiliates into the Partnership, the guaranties provided by the Corporation, and the development and operation of the Project (collectively, the Project Documents); and

WHEREAS, the members of the Corporation and their respective offices are as follows:

<table>
<thead>
<tr>
<th>Name of Director/Officer</th>
<th>Position</th>
</tr>
</thead>
</table>
WHEREAS, the Board of Directors of the Corporation has reviewed the foregoing and determined that the action herein authorized is in furtherance of the public purposes and best interests of the Corporation, the Company, and the Partnership.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Antonio Housing Facility Corporation hereby adopts the following resolution:

Section 1. The Project, the Ground Lease of the Land, the Corporation serving as the general contractor, the Construction Contract, the Development Agreement, the Equity Financing, the Guaranty Agreement, the Equity Documents, the PNC Debt Financing Documents, the FAC Financing Documents, the SAHA Financing Documents, the LNT Documents, and the Project Documents (collectively, the Approved Activities) are hereby approved, and Ed Hinojosa, Jr., as Secretary/Treasurer, or in his absence, any other officer of the Corporation (each, an Executing Officer), is hereby authorized to execute any and all documentation required for the Approved Activities and any and all other documentation required to be executed by Corporation in order to effect such transactions.

Section 2. The Executing Officer, and, if required by the form of the document, the Secretary and any Assistant Secretary, or any of them, of the Corporation are authorized and directed to negotiate, modify and deliver any of the documents to be signed by or consented to by the Corporation, the Company or the Partnership, and any and all certificates and other instruments necessary to carry out the intent thereof and hereof. The Executing Officer is authorized to negotiate and approve such changes in, or additions to, the terms any of the documents and such amendments, renewals, and extensions, as such Executing Officer shall deem necessary or appropriate upon the advice of counsel to the Corporation, the Company and/or the Partnership, and approval of the terms of any of the documents by such Executing Officer shall be conclusively evidenced by the Executing Officer's execution and delivery of such documents.
Section 3. The Executing Officer is authorized to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof, and to the extent that any such action has already been taken by an Executing Officer, such action is hereby ratified and approved.

Section 4. If any section, paragraph, clause, or provision of this Resolution shall 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 5. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 6. All resolutions, or parts thereof which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 7. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 8. This Resolution shall be in force and effect from and after its passage on the date shown below.

Passed and approved the 7th day of September 2022.

____________________________________
Ana M. “Cha” Guzman
Chair, Board of Directors

Attested and approved as to form:

____________________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
EXHIBIT A

PROPERTY DESCRIPTION

Chapel Ridge
San Antonio, Texas

Lot Thirty-Four (34), Block B, New City Block 11609, CHAPEL RIDGE SUBDIVISION, UNIT 3, City of San Antonio, Bexar County, Texas, according to plat thereof recorded in Volume 9513, Page 15, Deed and Plat Records of Bexar County, Texas.
SNOWDEN

Timothy Alcott
Chief Legal and Real Estate Officer

Lorraine Robles
Director of Development Services
and Neighborhood Revitalization
Regional Centers

PHASE 1 CENTERS
- Downtown
- Medical Center
- UTSA
- Midtown
- Brooks

PHASE 2 CENTERS
- NE I-35 and Loop 410
- Highway 151 and Loop 1604
- Texas A&M — San Antonio
- Port San Antonio

PHASE 3 CENTERS
- Greater Airport Area
- Fort Sam Houston
- Rolling Oaks
- Stone Oak
City Council District 7

Northside ISD

135 Units

14 Units at 30% AMI

54 units at 50% AMI

67 units @ 60% AMI

Note: 40% (54) units are subsidized by an MTW local non-traditional rental program

9% Tax Credits
## PROFORMA BREAKDOWN

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Costs</td>
<td>$24,990,849</td>
</tr>
<tr>
<td>A&amp;E</td>
<td>$1,086,641</td>
</tr>
<tr>
<td>Other soft costs, etc.</td>
<td>$5,555,366</td>
</tr>
<tr>
<td>Per Unit cost</td>
<td>$251,110</td>
</tr>
<tr>
<td>Rentable per Square Foot cost</td>
<td>$338.91</td>
</tr>
<tr>
<td>Acquisition Costs</td>
<td>$1,224,630</td>
</tr>
<tr>
<td>Construction Contingency</td>
<td>$1,042,409</td>
</tr>
<tr>
<td><strong>Total Development Cost</strong></td>
<td><strong>$33,899,895</strong></td>
</tr>
</tbody>
</table>
QUESTIONS
Employee Survey Results

September 7, 2022
STRATEGIC PLAN

Survey Goal

Source of key indicators for priority employee-oriented outcomes

This first survey sets baselines

Future surveys will track any changes

Priority Outcomes

Residents live in quality housing
Residents feel safe
Residents have affordable utilities
Residents have sufficient housing choice
Employees respect and value diversity and inclusion
Employees thrive at work
Survey Structure

14 main questions in 5 sections

48 sub-questions

1 free response question

Sections

Recognition

Growth & Development

Basic Needs & Teamwork

Leadership & EDI

Demographics
RESULTS

POSITIVE RESPONSES OVERALL

Likert scale

4: Strongly agree
3: Somewhat agree
2: Somewhat disagree
1: Strongly disagree
Prefer not to answer

Highest = 3.63:
“I enjoy the work I do”; “I enjoy working with my team”

Lowest = 2.90:
“I receive appropriate recognition when I do good work”

Prefer not to answer
Recognition

- At work, my opinions seem to count: 2.99
- I enjoy the people I work with: 3.83
- I enjoy the work I do: 3.83
- I feel the work I do makes a difference: 3.67
- I receive appropriate recognition when I do good work: 3.00
- I would recommend SAHA as a great place to work: 3.13
- SAHA offers a positive work-life balance that is sufficient to my needs: 3.40
- SAHA staff thrive at work: 3.45
Growth & Development

- My manager provides me constructive feedback in a timely manner: Average 3.65
- My manager provides me with constructive feedback to improve: Average 3.66
- SAHA provides continuous opportunities for professional development and career advancement: Average 3.60
Basic Needs & Teamwork

![Survey Results Chart]

- I enjoy working with my team (i.e., the closest people I work with on a daily basis).
- I have access to equipment needed to complete my daily tasks.
- I have access to information needed to do my job.
- I have access to training needed to do my job.
- I have enough time to complete my daily tasks.
- I know what is expected of me at work.
- I trust my colleagues at SAHA.
- I trust my team (closest people I work with on a daily basis).
- I work in a safe work environment.
- SAHA encourages participation in wellness activities.
- SAHA promotes employee wellness.
Basic Needs & Teamwork (Cont.)

- Do you have a formal or informal mentor at work who you can go to for professional advice?
  - No: 41.28%
  - Yes: 58.77%

- How interested would you be in a SAMA mentoring program?
  - Not interested at all: 17.84%
  - Somewhat interested: 49.12%
  - Very interested: 33.04%
Leadership & EDI

![Diagram showing survey results for various statements related to leadership and EDI. The diagram uses color-coded segments to indicate the percentage of responses for each category. The statements include:

- My manager is accessible when needed.
- My manager is approachable when needed.
- SAHA demonstrates Compassion.
- SAHA demonstrates Equity.
- SAHA demonstrates Excellence.
- SAHA promotes Diversity.
- SAHA promotes Inclusion.

The average scores range from 3.01 to 3.45, with a preference not to answer at the lowest end.](image-url)
Leadership & EDI (Cont.)
Survey Methods and Stats

Anonymous survey

Google Form distributed by email to all staff

Flyer with QR code posted on PH properties

515 employees surveyed

342 survey responses

66.4% response rate

114 (22%) provided responses to an open-ended question
Responder Stats
Who Responded vs Workforce

**Supervisor Status**
70% identified as not supervisors vs 76% of workforce

**Work Location**
53% work at properties vs 49% of workforce

**Tenure**
47% have worked at Opportunity Home for less than 5 years vs 57% of workforce

57% have highest education as HS Diploma/GED or Associates/ 2 year college degree

37% have children

18% are caregivers
Questions?
Recruitment Update

Fiscal Year Activity: July 1, 2021 - June 30, 2022
AGENDA

■ Year To Date FY 21–22
  ■ Total Headcount
  ■ Variance
  ■ Actual Vacancies

■ Department Activity FY 22–23

■ Promotions / Interim / Working Out of Class

■ Temporary Status Employees
### Year to Date FY 21-22

#### Total Headcount

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/21</th>
<th>7/1/21 – 6/30/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Headcount On 7/1/2021</td>
<td>518</td>
<td>518</td>
</tr>
<tr>
<td>New Hires</td>
<td>0</td>
<td>145</td>
</tr>
<tr>
<td>Departures</td>
<td>0</td>
<td>-158</td>
</tr>
<tr>
<td><strong>Total Headcount</strong></td>
<td>518</td>
<td>505</td>
</tr>
</tbody>
</table>
## Year to Date FY 21-22

### Variance

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/21</th>
<th>7/1/21 – 6/30/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budgeted Position</td>
<td>652</td>
<td>673</td>
</tr>
<tr>
<td>Current Total Headcount</td>
<td>-518</td>
<td>-505</td>
</tr>
<tr>
<td>Variance</td>
<td>134</td>
<td>168</td>
</tr>
</tbody>
</table>
# Year to Date FY 21–22

## Actual Vacancies

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/21</th>
<th>7/1/21 – 6/30/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance</td>
<td>134</td>
<td>168</td>
</tr>
<tr>
<td>Positions on Hold</td>
<td>-43</td>
<td>-45</td>
</tr>
<tr>
<td>Temp Status, WOCs, Interims, PreScreen Process</td>
<td>-35</td>
<td>-67</td>
</tr>
<tr>
<td>Actual Vacancies</td>
<td>56</td>
<td>56</td>
</tr>
</tbody>
</table>
## Total Full Time Staff by Department

### 7/1/2021 – 6/30/2022

<table>
<thead>
<tr>
<th>Department</th>
<th>FT HC ON 07/01/2021</th>
<th>FT HIRES</th>
<th>TRANSFERS IN</th>
<th>TRANSFERS OUT</th>
<th>Add C&amp;D</th>
<th>FT TERMS</th>
<th>CURRENT FT HC</th>
<th>BUDGETED FT</th>
<th>BUDGET VARIANCE</th>
<th>HOLD</th>
<th>TEMP/WOC OR PRE-HIRE</th>
<th>BUDGET VACANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assisted Housing Programs</td>
<td>78</td>
<td>23</td>
<td>9</td>
<td>-1</td>
<td>109</td>
<td>-30</td>
<td>79</td>
<td>95</td>
<td>16</td>
<td>-1</td>
<td>-22</td>
<td>3</td>
</tr>
<tr>
<td>Beacon</td>
<td>85</td>
<td>39</td>
<td>4</td>
<td>-2</td>
<td>126</td>
<td>-33</td>
<td>93</td>
<td>155</td>
<td>62</td>
<td>-34</td>
<td>-16</td>
<td>12</td>
</tr>
<tr>
<td>Community Development Initiatives</td>
<td>43</td>
<td>23</td>
<td>2</td>
<td>-2</td>
<td>56</td>
<td>-17</td>
<td>49</td>
<td>59</td>
<td>10</td>
<td>-2</td>
<td>-10</td>
<td>-2</td>
</tr>
<tr>
<td>Construction</td>
<td>12</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>-3</td>
<td>10</td>
<td>14</td>
<td>4</td>
<td>-2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DSNR</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>-2</td>
<td>6</td>
<td>-1</td>
<td>5</td>
<td>9</td>
<td>4</td>
<td>-1</td>
<td>-2</td>
<td>1</td>
</tr>
<tr>
<td>Executive</td>
<td>8</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>9</td>
<td>-1</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>-1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>20</td>
<td>1</td>
<td>0</td>
<td>-1</td>
<td>20</td>
<td>0</td>
<td>20</td>
<td>24</td>
<td>4</td>
<td>-3</td>
<td>-1</td>
<td>0</td>
</tr>
<tr>
<td>General Services</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>-1</td>
<td>6</td>
<td>-1</td>
<td>5</td>
<td>6</td>
<td>1</td>
<td>-1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human Resources</td>
<td>9</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Innovative Technology</td>
<td>9</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>-4</td>
<td>8</td>
<td>12</td>
<td>4</td>
<td>0</td>
<td>-1</td>
<td>3</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>-1</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Legal</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Policy And Planning</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Procurement</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>-2</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>-1</td>
<td>-1</td>
<td>0</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Housing</td>
<td>208</td>
<td>49</td>
<td>3</td>
<td>-13</td>
<td>245</td>
<td>-65</td>
<td>179</td>
<td>240</td>
<td>61</td>
<td>0</td>
<td>-24</td>
<td>37</td>
</tr>
<tr>
<td>Regulatory Oversight</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Risk Management</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Security</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>Page 133 of 172</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>518</strong></td>
<td><strong>145</strong></td>
<td><strong>24</strong></td>
<td><strong>-24</strong></td>
<td><strong>663</strong></td>
<td><strong>-158</strong></td>
<td><strong>505</strong></td>
<td><strong>673</strong></td>
<td><strong>168</strong></td>
<td><strong>-45</strong></td>
<td><strong>-67</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>
Recruitment Actions
7/1/2021 – 6/30/2022

Promotions
- 74 Formal Promotions
- 8 Current Working Out of Class (WOC)
- 2 Current Interims

Temporary Status Activity
- 37 Active Temporary Status Employees
- 64 Transitions from Temporary Status to full time Hires
- 174 Total Temporary Assignments — Filled To Date
Recruitment Activity

Employees’ Money Pension Plan Changes
Effective July 1, 2022, the employer contribution was raised from 7% to 11%

Reinstatement Policy
Effective June 30, 2022, any employee returning within a year of departure, would retain benefits, paid time off, and tenure

On-Call
Increase in On-Call pay for Maintenance Technicians
Recruitment Activity

Recruitment Campaign

- Partnership with Public Affairs to promote open positions and benefits of working for Opportunity Home San Antonio
- VIA Bus Wrap, Texas Public Radio, San Antonio Express News

Referral Bonus

- Proposed and currently under review
Questions?
Opportunity Home’s First Scholarship Distribution
Parents, peers, and Community Development Initiatives staff attended a ceremony that celebrated the achievements of 26 scholars who received an Opportunity Home Resident Scholarship on August 19.

Through the help of the scholarship, students collectively received $44,000.00 that will assist them in pursuing further education to purchase books, school supplies, and cover other related expenses.

In addition, 10 of the 26 students also received a Joshua Longoria “Passion for Life” Memorial Scholarship. Students were also provided the opportunity to take professional photos for their academic portfolios.

Congratulations scholars — continue to make us proud.
Staff Going Above and Beyond to Help
Opportunity Home Staff from Public Housing, CDI, Security, Operations Support, and Risk worked around the clock from August 13 through 20 to assist more than 50 residents at Highview Apartments who were temporarily relocated due to a power outage in several buildings.

Words cannot express our gratitude for all the staff that went above and beyond to ensure our residents had a comfortable living environment, were connected to resources, and had their daily needs met during the power outage.

W.C. White Scores High on REAC Inspection
W.C. White Apartments scored a 99 on its Real Estate Assessment Center (REAC) Inspection on August 12, the highest score from the organization’s Public Housing portfolio. All U.S. Department of Housing and Urban Development assisted properties are required to undergo REAC inspections to ensure they are safely maintained. Congratulations to each property management team for conducting and performing well during their REAC inspections.
Resident Day at the DoSeum
Opportunity Home residents and their families celebrated the end of summer and the beginning of a new school year with a free day at the DoSeum on Saturday, August 13. The fun-filled day marked a celebration of our new name Opportunity Home. Families spent the day exploring interactive galleries connected to STEM, art, literacy, a Spy Academy, Innovation Station, and more.

Opportunity Home Celebrates First In-Person FSS Graduation
Opportunity Home San Antonio celebrated 22 residents from its Assisted Housing and Public Housing Programs on August 5, during the first in-person Family Self-Sufficiency graduation since the onset of the COVID-19 pandemic. Ten residents from the Assisted Housing Program graduated with a total of **$64,351.35** awarded in escrow funds, and 12 residents from the Public Housing Program graduated with a total of **$70,136.99** awarded in escrow funds for a grand total of **$134,488.34** in awards.

Precinct 1 County Commissioner Rebeca Clay-Flores attended the graduation ceremony to provide the keynote speech.
New Name and Brand
On August 3, we celebrated a new milestone and monumental moment for our organization during the official public launch of our new name — Opportunity Home San Antonio.

During the unveiling, we revealed our new mission, vision, and values for the organization — Equity, Compassion, and Excellence.

Staff also celebrated during an Opportunity Home Employee Breakfast on August 5, with a breakfast bar with tacos, pastries, and other breakfast delicacies.

Former Cassiano Resident Reflects on Neighborhood through Film
Joe Coronado, a former Cassiano Homes resident, is aiming to bring the cultura of the Westside to light on the big screen. Coronado is currently developing a short film titled "A Prayer," which will highlight the camaraderie exhibited amongst families in the area.

The idea behind the project, he explained to Spectrum News recently, is to capture the stories of neighbors caring for one another while providing for their own families in the process.

Coronado hopes the film will help shed negative stereotypes about the Westside that have been perpetuated for years.
“We want to capture the stories. We want people to know what it's really like so that future generations can understand everything and anything that they can about their cultura right here on the West Side,” Coronado said.
MEMORANDUM

To: Board of Commissioners

From: Ed Hinojosa Jr., President, and CEO

Presented by: George M. Ayala, Director of Procurement

RE: Procurement Activity Report

Through the second calendar quarter ending June 30, 2022, Opportunity Home’s Procurement Department awarded 17 formal and 17 informal solicitations, receiving a total of 145 responses. This resulted in an average number of responses per formal solicitation of 3.53 and 5 responses per informal solicitations, for an overall average response rate of 4.3 per solicitation. New contracts awarded through the 2nd calendar quarter ending June 30, 2022, were $13,308,881.94; contract renewals in the amount of $11,511,515.29, and $2,750,000.00 in blanket awards, which resulted in a grand total awarded of $27,570,397.23. Of this total, $11,759,514.19 or 42.6 percent was awarded to Small, Women-Owned, and Minority Business Enterprises (SWMBE), and $5,391,194.04 or 1.95 percent, was awarded to Section 3 business concerns.

Through the calendar quarter ending on June 30, 2022, Opportunity Home contractors reported:

- Current Section 3 workers - 0
- Current targeted Section 3 workers - 0
- Non-Section 3 workers - 54
- Non-targeted Section 3 workers - 0
- New Section 3 workers - 65
- New targeted Section 3 workers - 4

Of the total number of workers, which is: 123; 69 of the new hires qualified as Section 3 individuals; of that number, 4 of the new hires qualified as Targeted Section 3 individuals, in total 56% percent of all hires have a Section 3 designation.

The labor hours breakdown by category is as follows:

- 0 Total Current Section 3 Workers labor hours
- 0 Total Current Targeted Section 3 Workers labor hours
- 3,926.15 Total New Section 3 Workers labor hours
- 99.75 Total New Targeted Section 3 Workers labor hours

Through the calendar quarter ending June 30, 2022, Opportunity Home has hired 8 Section 3 employees into full-time positions within the agency.

**Current Solicitations:** There are currently two Invitation for Bids, two Quick Quotes, and one Request For Proposals currently being advertised. The Invitation For Bids are for Foundation Stabilization and Repair for Various Locations and Foundation Stabilization for Beacon Communities. The Quick Quotes are for Central Office Interior and Exterior Signs and Sign...
Package for Victoria Plaza. The Request For Proposals is for Re-Certification Processing Services.

Closed/Pending Solicitations: There are 6 solicitations that have closed and are currently being evaluated. The solicitations are for Turnkey WiFi Expansion for Snowden; Trauma-Related Counseling Services; Purchase of 19 Vehicles (16 mid/small trucks, 2 full size trucks, and 1 four door small vehicle); Dumpster Enclosure at LC Rutledge; Inspection, Service, and Replacement of Fire Extinguishers; and Make Ready Services for Costa Valencia, Cottage Creek, and Rosemont at Highland Park.

Solicitations in Development: Procurement is currently working on a number of solicitations for advertisement. These include: Fair Market Rent Survey; Consulting Services for Rental Market Study; Gate Security; Central Office Lobby Renovations; Automatic Doors for Victoria Plaza; Parcel Lockers; Residential Real Estate Broker; Commercial Real Estate Broker; Build San Antonio Green (BSAG) Professional Services; Affordable Home Construction Services; Furniture, Fixtures, and Equipment for Snowden; Decals for Fleet Vehicles and Golf Carts; Audit of Opportunity Home's Pension Plan; Temporary and Contract Personnel Services; Administrator for Opportunity Home's 4757(b) Plan; Uniform Apparel, Custom Embroidery, and Imprinting Services; Refresh Signs; Roof Replacement - Alazan Administration Building; Intrusion Protection and Security Cameras for Multi-Level Properties; Make Ready for 101 Riverside; Siding Repairs for Cross Creek Apartments; Various Security Services; Debt Collection Services; Recertification and Case Management Services; Inspection, Evaluation, Repair and/or Stabilization of Foundations; and Foundation Repairs, Plumbing, and Structural Improvements.

Blanket Awards:

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Number of Awards</th>
<th>Amount of Blanket Award</th>
<th>Projects Awarded 2nd Quarter 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural and Engineering Services</td>
<td>8</td>
<td>$1,500,000.00</td>
<td>$107,315.15</td>
</tr>
<tr>
<td>Architectural &amp; Engineering and Other Forensic Consulting Services</td>
<td>4</td>
<td>$1,500,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Backflow Inspection, Maintenance, Repair, and Installation</td>
<td>2</td>
<td>$70,000.00</td>
<td>$7,273.00</td>
</tr>
<tr>
<td>Abatement of Hazardous Materials</td>
<td>2</td>
<td>$250,000.00</td>
<td>$1,539.00</td>
</tr>
<tr>
<td>Automated and Manual Bulk Pick Up Services</td>
<td>2</td>
<td>$550,000.00</td>
<td>$116,037.13</td>
</tr>
<tr>
<td>Carpet and Flooring Purchase, Replacement, and Installation</td>
<td>3</td>
<td>$1,000,000.00</td>
<td>$148,507.85</td>
</tr>
<tr>
<td>Service Description</td>
<td>Quantity</td>
<td>Total Amount</td>
<td>Initial Amount</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>----------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Concrete and Asphalt Maintenance and Repair</td>
<td>2</td>
<td>$1,000,000.00</td>
<td>$18,059.86</td>
</tr>
<tr>
<td>Consulting and Guidance on HUD and Other Affordable</td>
<td>2</td>
<td>$100,000.00</td>
<td>$179.00</td>
</tr>
<tr>
<td>Housing Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disaster Restoration of Operation Services</td>
<td>3</td>
<td>$250,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Electrical Maintenance &amp; Repair</td>
<td>2</td>
<td>$500,000.00</td>
<td>$107,262.93</td>
</tr>
<tr>
<td>Engineering, Environmental</td>
<td>6</td>
<td>$1,200,000.00</td>
<td>$70,275.00</td>
</tr>
<tr>
<td>Engineering, Professional</td>
<td>6</td>
<td>$1,500,000.00</td>
<td>$80,630.17</td>
</tr>
<tr>
<td>Exterior and Interior Painting</td>
<td>2</td>
<td>$250,000.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Land Surveyor Services</td>
<td>3</td>
<td>$250,000.00</td>
<td>$8,200.00</td>
</tr>
<tr>
<td>Legal Services</td>
<td>7</td>
<td>$500,000.00</td>
<td>$36,675.85</td>
</tr>
<tr>
<td>Bond/Mixed Finance Counsel</td>
<td>5</td>
<td>1% of Bond of Issue</td>
<td></td>
</tr>
<tr>
<td>Special Counsel Board Matters</td>
<td>1</td>
<td>$125,000.00</td>
<td>$12,907.25</td>
</tr>
<tr>
<td>Make Ready Services for Public Housing</td>
<td>3</td>
<td>$2,200,000.00</td>
<td>$597,323.19</td>
</tr>
<tr>
<td>Mowing and Grounds Maintenance for Beacon Communities</td>
<td>4</td>
<td>$500,000.00</td>
<td>$136,492.40</td>
</tr>
<tr>
<td>Mowing and Grounds Maintenance for Public Housing</td>
<td>4</td>
<td>$1,000,000.00</td>
<td>$318,306.82</td>
</tr>
<tr>
<td>Painting Services for Beacon Communities</td>
<td>2</td>
<td>$245,000.00</td>
<td>$102,166.50</td>
</tr>
<tr>
<td>Painting, Exterior and Interior</td>
<td>2</td>
<td>$250,000.00</td>
<td>$198,523.87</td>
</tr>
<tr>
<td>Pest Control for Beacon Communities</td>
<td>2</td>
<td>$420,000.00</td>
<td>$26,579.99</td>
</tr>
<tr>
<td>Pest Control for Various Opportunity Home Public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Description</td>
<td>Quantity</td>
<td>Total Cost</td>
<td>Monthly Payment</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Housing and Administrative Properties</td>
<td>2</td>
<td>$650,000.00</td>
<td>$125,833.57</td>
</tr>
<tr>
<td>Plumbing and Related Maintenance Services</td>
<td>2</td>
<td>$2,200,000.00</td>
<td>$575,260.13</td>
</tr>
<tr>
<td>Public Relations Consulting Services</td>
<td>2</td>
<td>$150,000.00</td>
<td>$35,053.00</td>
</tr>
<tr>
<td>On Call Real Estate Appraisal Services</td>
<td>2</td>
<td>$250,000.00</td>
<td>$5,725.00</td>
</tr>
<tr>
<td>Real Estate Broker Services, Commercial</td>
<td>6</td>
<td>Maximum 6% fee; $200/consulting and market analysis</td>
<td>$0.00</td>
</tr>
<tr>
<td>Real Estate Broker Services, Residential</td>
<td>2</td>
<td>$250,000.00</td>
<td>$35,010.00</td>
</tr>
<tr>
<td>Security Services, Various</td>
<td>3</td>
<td>$1,110,000.00</td>
<td>$454,537.11</td>
</tr>
<tr>
<td>Shingle roof repair and limited replacement</td>
<td>1</td>
<td>$250,000.00</td>
<td>$23,412.25</td>
</tr>
<tr>
<td>Temporary and Contract Personnel Services</td>
<td>4</td>
<td>$3,670,112.00</td>
<td>$1,030,547.31</td>
</tr>
</tbody>
</table>

**PROPOSED ACTION:**
None at this time.

**FINANCIAL IMPACT:**
Amounts paid according to award provisions.

**STRATEGIC OUTCOME:**
Supports all strategic outcomes.

**ATTACHMENTS:**
Procurement Activity Report
## Procurement Activity Report as of August 2, 2022

### Solicitations Currently being Advertised

<table>
<thead>
<tr>
<th>SAHA Department</th>
<th>Type</th>
<th>Solicitation Name</th>
<th>Bidders</th>
<th>Conference</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Affairs</td>
<td>GQ</td>
<td>Central Office Interior and Exterior Signs</td>
<td>N/A</td>
<td></td>
<td>08/16/2022</td>
</tr>
<tr>
<td>Assisted Housing Programs and Beacon Communities</td>
<td>RFP</td>
<td>Re-Certification Processing Services</td>
<td>N/A</td>
<td></td>
<td>08/16/2022</td>
</tr>
<tr>
<td>Public Housing</td>
<td>IFB</td>
<td>Foundation Stabilization and Repair for Various Locations</td>
<td>N/A</td>
<td></td>
<td>08/16/2022</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>IFB</td>
<td>Foundation Stabilization for Beacon Communities</td>
<td>N/A</td>
<td></td>
<td>08/16/2022</td>
</tr>
<tr>
<td>Construction Services</td>
<td>GQ</td>
<td>Sign Package for Victoria Plaza</td>
<td>N/A</td>
<td></td>
<td>08/18/2022</td>
</tr>
</tbody>
</table>

### Development Services

<table>
<thead>
<tr>
<th>Type</th>
<th>Solicitation Name</th>
<th>Date Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP</td>
<td>Property Management Services for Snowden Apartments</td>
<td>07/27/2022</td>
</tr>
</tbody>
</table>

### Solicitations Under Evaluation

<table>
<thead>
<tr>
<th>SAHA Department</th>
<th>Type</th>
<th>Solicitation Name</th>
<th>Anticipated Month of Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovative Technology</td>
<td>Coop-Award</td>
<td>Turnkey WiFi Expansion for Snowden</td>
<td>August 2022</td>
</tr>
<tr>
<td>Human Resources</td>
<td>RFP</td>
<td>Trauma-Related Counseling Services</td>
<td>August 2022</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>Coop Award</td>
<td>Purchase of 19 Vehicles (16 mid-small trucks, 2 full size trucks, and 1 - four door small vehicle)</td>
<td>August 2022</td>
</tr>
<tr>
<td>Public Housing</td>
<td>GQ</td>
<td>Dumpster Enclosure at LC Rutledge</td>
<td>August 2022</td>
</tr>
<tr>
<td>Agency Wide</td>
<td>IFB</td>
<td>Inspection, Service and Replacement of Fire Extinguishers</td>
<td>August 2022</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>IFB</td>
<td>Make Ready Services for Costa Valencia, Cottage Creek, and Rosemont at Highland Park</td>
<td>August 2022</td>
</tr>
</tbody>
</table>

### Future Solicitations

<table>
<thead>
<tr>
<th>SAHA Department</th>
<th>Solicitation Name</th>
<th>Anticipated Month of Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted Housing Programs</td>
<td>Fair Market Rent Survey</td>
<td>August 2022</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>Consulting Services for Rental Market Study</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Gate Security</td>
<td>September 2022</td>
</tr>
<tr>
<td>Construction Services and Sustainability</td>
<td>Central Office Lobby Renovations</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Automatic Doors for Victoria Plaza</td>
<td>August 2022</td>
</tr>
<tr>
<td>DSNR</td>
<td>Parcel Lockers</td>
<td>Department Hold</td>
</tr>
<tr>
<td></td>
<td>Residential Real Estate Broker</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Commercial Real Estate Broker</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Build San Antonio Green (BSAG) Professional Services</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Affordable Home Construction Services</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Furniture, Fixtures, and Equipment for Snowden</td>
<td>August 2022</td>
</tr>
<tr>
<td>General Services</td>
<td>Decals for Fleet Vehicles and Golf Carts</td>
<td>August 2022</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Audit of SAHA’s Pension Plan</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Temporary and Contract Personnel Services</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Administrator for SAHA’s 457(b) Plan</td>
<td>September 2022</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>Uniform Apparel, Custom Embroidery, and Imprinting Services</td>
<td>Department Hold</td>
</tr>
<tr>
<td>Public Housing</td>
<td>Refresh Signs</td>
<td>Department Hold</td>
</tr>
<tr>
<td></td>
<td>Roof Replacement - Alazan Administration Building</td>
<td>Coop-Award</td>
</tr>
<tr>
<td></td>
<td>Intrusion Protection and Security Cameras for Multi-Level Properties</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Make Ready for 191 Riverside</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Siding Repairs for Cross Creek Apartments</td>
<td>Department Hold</td>
</tr>
<tr>
<td>Security</td>
<td>Various Security Services</td>
<td>August 2022</td>
</tr>
<tr>
<td>Organization Wide</td>
<td>Debt Collection Services</td>
<td>Organization Hold</td>
</tr>
<tr>
<td></td>
<td>Recertification and Case Management Services</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Inspection, Evaluation, Repair and/or Stabilization of Foundations</td>
<td>August 2022</td>
</tr>
<tr>
<td></td>
<td>Foundation Repairs, Plumbing, and Structural Improvements</td>
<td>September 2022</td>
</tr>
</tbody>
</table>

---

**Procurement Negotiations, Due Diligence, and Evaluation**

**August 17, 2022 Special Board Meeting and September 7, 2022 Regular Board Meeting**
## Categories of Procurements

<table>
<thead>
<tr>
<th>SAHA Department</th>
<th>Solicitation Name</th>
<th>Vendor</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awards Under President and CEO Expanded Authority</strong></td>
<td><strong>There were no awards under this category for this reporting period.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awards Under Contracting Officer Authority</strong></td>
<td><strong>General Services</strong> Installation of Water Fountains at Central Office</td>
<td>Addison Prime</td>
<td>$26,496.00</td>
<td>07/26/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Public Housing</strong> Foundation Stabilization at 97 Gus Garcia</td>
<td>Alamo HyTech Foundation</td>
<td>$38,775.00</td>
<td>07/26/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Innovative Technology</strong> Wrike License Renewal</td>
<td>Softek</td>
<td>$16,296.00</td>
<td>07/13/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Public Housing</strong> Concrete Removal and Sod Installation for MC Beldon Apartments</td>
<td>DCA Contractors LLC</td>
<td>$4,878.31</td>
<td>08/01/2022</td>
</tr>
<tr>
<td><strong>IT Purchases (Resolution 6010 authorizing the use of Cooperative Purchasing Contracts and General Services Administration (GSA Federal Supply Schedules)</strong></td>
<td><strong>Innovative Technology</strong> Consulting Services</td>
<td>Denovo Ventures LLC</td>
<td>$65,999.00</td>
<td>06/24/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Innovative Technology</strong> Application Lifecycle Management</td>
<td>Denovo Ventures LLC</td>
<td>$68,499.00</td>
<td>06/28/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Innovative Technology</strong> Network Infrastructure Engineer and Systems Administration Resources</td>
<td>Barcom</td>
<td>$35,199.00</td>
<td>07/29/2022</td>
</tr>
<tr>
<td></td>
<td><strong>Innovative Technology</strong> Application Managed Services and Infrastructure and Platform Managed Services</td>
<td>Denovo Ventures LLC</td>
<td>$194,499.00</td>
<td>07/30/2022</td>
</tr>
</tbody>
</table>
FHP QUARTERLY UPDATE REPORT
Fiscal Year 2021–22
Q4: April–June 2022
LEASE-UP SUCCESS RATE

The lease-up success rate increased from 87% in FY22-Q3, potentially due to the higher payment standards that were implemented January 1, 2022. Families took more time to find suitable units, and were able to lease up April - June.

2,963
Total of Current Applicants on Waitlist

2,013
Total of Applicants Selected Apr-Jun

474
Total Number of Applicants Removed from Waitlist

91.6%

TOP REASONS FOR REMOVAL
Letter Returned Undeliverable
Applicant Requested Removal
No Response
55,736
Total of Current Applicants on Waitlist

222
Total of Applicants Selected Apr-Jun

802
Total Number of Applicants Removed from Waitlist

TOP REASONS FOR REMOVAL
No Response
Letter Returned Undeliverable
Applicant Requested Removal

LEASE-UP SUCCESS RATE
The lease-up success rate for Public Housing is unavailable for this quarter due to the waitlist transition. Previously, approximately 70 waitlists were active at one time, each one representing a different PH property. The waitlist was consolidated to only 3 lists to categorize the communities: General Occupancy, Elderly/Disabled, and Accessible Units. This rate will be noted in future months as applicants are drawn from the new waitlist structure.
ASSISTED HOUSING PROGRAMS

Total Number of Families in AHP

11,639

28.7% Disabled
22.1% Elderly/Disabled
44.8% Family

4.5% Elderly

PUBLIC HOUSING PROGRAM

Total Number of Families in PH

5,544

20.8% Disabled
25.7% Elderly/Disabled
46.8% Family

6.6% Elderly
$9,882 FHP MEDIAN GROSS INCOME

AHP PERCENTAGE OF HOUSEHOLDS BY GROSS INCOME

- < 8,000: 20.5%
- 8,000 - 8,999: 3.4%
- 9,000 - 9,999: 21.3%
- 10,000 - 10,999: 8.1%
- 11,000 - 11,999: 4.7%
- 12,000 - 12,999: 4.3%
- 13,000 - 13,999: 3.8%
- 14,000 - 15,000: 3.5%
- > 15,000: 30.3%

PH PERCENTAGE OF HOUSEHOLDS BY GROSS INCOME

- < 8,000: 31.36%
- 8,000 - 8,999: 3.42%
- 9,000 - 9,999: 20.02%
- 10,000 - 10,999: 11.20%
- 11,000 - 11,999: 6.29%
- 12,000 - 12,999: 4.79%
- 13,000 - 13,999: 3.54%
- 14,000 - 15,000: 16.35%
- > 15,000: 16.35%
**ACC* UTILIZATION**

**79.6%**

Units Available per ACC: 13,251

<table>
<thead>
<tr>
<th>MONTH</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITS LEASED</td>
<td>10,650</td>
<td>10,535</td>
<td>10,461</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>80.4%</td>
<td>79.5%</td>
<td>78.9%</td>
</tr>
</tbody>
</table>

**MTW UTILIZATION**

**85.4%**

Units Available per MTW: 12,351

<table>
<thead>
<tr>
<th>MONTH</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITS LEASED</td>
<td>10,650</td>
<td>10,535</td>
<td>10,461</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>86.2%</td>
<td>85.3%</td>
<td>84.7%</td>
</tr>
</tbody>
</table>

*Units available under the Annual Contributions Contract (ACC) reflect the number of vouchers available for leasing under HUD’s funding commitment to the housing choice voucher program. Units available under the MTW baseline reflect the number of vouchers the Agency is obligated to serve under its MTW agreement. As an MTW Agency, Opportunity Home is authorized to utilize HUD funding under the ACC for HUD approved non-leasing activities that support MTW initiatives.*
AVERAGE OCCUPANCY RATE
94.6%

<table>
<thead>
<tr>
<th>MONTH</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITS LEASED</td>
<td>5,735</td>
<td>5,749</td>
<td>5,747</td>
</tr>
<tr>
<td>UNITS AVAILABLE</td>
<td>6,070</td>
<td>6,070</td>
<td>6,070</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>94.5%</td>
<td>94.7%</td>
<td>94.7%</td>
</tr>
</tbody>
</table>

AVERAGE NUMBER OF VACANCIES
The average number of vacancies increased from 298 in FY22-Q3 due to continued initiatives to fill vacancies at the new Legacy at Alazan community. Additionally, the PH eligibility process was taken over by the Admissions Team, which has been working through the new procedures and making improvements.

326
Total Number of AHP Families Exited

257

Family 49.0%

Elderly 3.5%

Disabled 28.4%

Elderly/Disa 19.1%

TOP EXIT REASONS

End of Participation: 21.0%

Vacating Without Notification: 18.7%

Deceased: 13.6%

7.1 Years Average Tenure of Clients Exited
Total Number of PH Families Exited

135

Evictions Through Court

13

**TOP EXIT REASONS**

- 30-Day Notice to Opportunity Home Without Reason: 27.8%
- Abandoned/Skip-Out: 15.6%
- Deceased: 15.6%

5.1 Years Average Tenure of Clients Exited
Total Number of AHP Applicant Informal Reviews

- Upheld: 11
- Approved: 2
- Overturned: 6
- PendingOutcome: 2
- Pending RAD 10: 2

Total Number of AHP Family Informal Hearings

- Rescinded: 31
- Pending: 31
- Cancelled: 4

Top Reasons for Informal Review (Applicants)
- Criminal History Record: 47.8%
- Expired Voucher: 30.4%
- Over Income Limit: 8.7%

Top Reasons for Informal Hearing (Families)
- Missed Inspections: 37.7%
- Expired RAD-10 (request for documents): 15.6%
- Expired Voucher: 12.1%
- Vacating without Notification: 12.1%
Top Reasons for Informal Hearing (Applicants)

No Response (to waitlist letter): 33.3%
Criminal History (Violence): 33.3%
Did Not Complete Eligibility: 22.2%

Top Reasons for Informal Hearing (Residents)

Transfer List Withdrawal: 22.2%
Dispute Charges: 22.2%
Lease Violation: 22.2%
Opportunity Home’s implementation of Small Area Fair Market Rents (SAFMRs) breaks up area zip codes into 10 groups to reflect local neighborhood rental markets. This methodology advances Opportunity Home’s long-term goal of providing families with the opportunity to move to their preferred neighborhoods.

New Admissions
The graph below shows a comparison of new admissions between FY20, FY21 and FY22 by Groups. In FY22, there were a total of 506 new admissions.
**Moves**

The graph below compares the geographic distribution of moving families between low-cost and high-cost neighborhoods in FY20, FY21 and FY22. In FY22, a total of 985 families moved at the time of their annual reexamination.

**In Place**

The chart below the number in-place families between FY20, FY21 and FY22 by Groups. In FY22, a total of 4,965 families stayed in place at the time of their annual reexamination.
Although Opportunity Home’s eviction moratorium for non-payment of rent ended February 2022, Public Housing residents have been continually informed of rent payment options and repayment agreements.

Staff take every opportunity to update residents’ income and lower the rent payment if they have experienced any income decreases or hardships.

- In March 2022, an estimated average of 83% of residents were able to make their monthly rent payments.
- As of June 2022, an estimated average of 81% of residents were able to make their monthly rent payments, a decrease of 2%. The total amount of delinquent rent was 19%.

ASSISTANCE EVENTS

Events were held at Mission Park and Riverside communities to provide residents an opportunity to speak with staff and partners at CPS Energy about ways to pay utilities.

<table>
<thead>
<tr>
<th>Community</th>
<th>Residents Signed up for Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Park</td>
<td>20</td>
</tr>
<tr>
<td>Riverside</td>
<td>10</td>
</tr>
</tbody>
</table>
Below are the various department-wide training courses administered during FY22-Q4.

Public Housing Programs
- FY22-23 Admissions & Continued Occupancy Policy Changes
- OAG Reminders
- Threat Assessment SOP
- Unified Application Center (UAC) FAQs

Assisted Housing Programs
- FY22-23 Administrative Plan Changes
- OAG Reminders
- Family Expense Summary Refresher
- Repayment Agreements for Applicants
- How to Pull a Rent Comparable

ANTICIPATED TRAINING
Below are training topics anticipated to be presented to staff during FY23-Q1.
- Common EIV/PIC Errors (AHP & PH Operations)
- Reasonable Accommodations (All Staff)
- Check Run, Abatements, Adjustments, Payment Holds (AHP Operations)
- Rent Calculation Refresher (AHP & PH Operations)

Additionally, the New PH CSS Training curriculum will be piloted in FY23-Q1.
ON THE HORIZON

OTHER PROGRAM UPDATES

■ **Triennial Recertifications in PH and AHP:** All families in PH and AHP will be transitioned to a Triennial Recertification schedule, meaning that they will be recertified for program eligibility every three years. Currently, only families classified as “elderly” or “disabled” are on a Triennial schedule, and all other families in Moving to Work programs are recertified every two years.

  ○ This change will alleviate the burden on families to report their household income every two years, and alleviate the staff burden of processing recertifications as often.

■ **PH Lease Updates:** Changes requested by resident advocates are being reviewed and will be incorporated into the PH Lease and future, updated Resident Handbook.

■ **Updated AHP Payment Standards:** Payment standards were updated July 1, 2022 to provide searching voucher families with a higher shopping allowance and a greater chance of leasing up. However, local rents have continued to rise, so in an effort to further meet those requested rents, we are looking to implement a second increase effective retroactively on August 1, 2022.
RESIDENT SERVICES REPORT

Fiscal Year 2021–22

Q3-Q4: January – June 2022
The Semiannual Resident Services Report includes inquiries from Public Housing (PH) residents, Assisted Housing Programs (AHP) families and landlords, and applicants to both programs. This report provides a breakdown of inquiries, received from the months of January 2022 through June 2022 to the Resident Services team.

**COVID-19 IMPACT**

The number of calls received continues to be extremely high even as Opportunity Home’s offices are now open. There are currently eight staff members providing guidance and support to residents: four in the lobby and four on phones.

**SERVICE LOG**

Client Services staff submit all transaction information manually through a data collection log. Staff used these numbers, in conjunction with reporting provided by our RingCentral phone system, to obtain the numbers noted in this report.

**SUMMARY**

- **Total Number of FHP Calls Answered:** 20,220
- **Total Number of FHP Emails Received:** 6,981
- **Total Number of FHP Voicemails Received (option when wait times are high):** 5,056
APPLICANT INQUIRIES

7,059

Total Number of Applicant Inquiries

TOP INQUIRIES

1
Waitlist Status 4,563

2
Program Information 1,296

3
Eligibility Questions 1,200

OVERVIEW

The highest number of inquiries received in the call center came from applicants requesting their status on the waitlist. Those inquiries made up more than half of the overall calls received from applicants during this period. The call center also received requests from applicants who had questions regarding eligibility requirements after they received their pre-eligibility packet, questions about their eligibility packet, and questions about their eligibility appointment letter.
The Landlord Liaison received and responded to 4,268 emails from participating landlords, an increase of 1,293 emails from the last reporting period. Inquiries included status of Housing Assistance Payments (HAP), interest in becoming a participating landlord, requests for rent increases, tenancy approvals, inspection updates, and lease violations. A total of 56 new owners partnered with Opportunity Home during this period to lease units to voucher holders.
TOTAL NUMBER OF PH INQUIRIES

**350** Total Number of PH Inquiries

HIGHEST NUMBER OF INQUIRIES

1. Alazan
2. Cassiano
3. Lincoln Heights

TOP INQUIRIES

1. Transfer/Request Status 77
2. Maintenance/Work Orders 45
3. Customer Service 42

OVERVIEW

Transfers were requested due to units in need of repair, residents’ health conditions requiring them to move closer to family/medical providers, residents with mobility issues in need of a ground floor unit, and safety reasons, including those related to domestic violence. Calls were also received from residents reporting their dissatisfaction with the service or lack of response from staff on property. Residents were assisted and information was also relayed back to property management.
UPDATES REGARDING COVID-19

- Lobby visits have more than doubled since the last reporting period.

- Residents have visited the lobby to submit required documents for vouchers, request voucher extensions before the expiration date, and to complete recertifications of housing assistance.

ASSISTED HOUSING PROGRAMS

- The CS Team is working to establish a balance to support all AHP and PH residents as requests in the lobby have increased and the number of incoming calls remains high.

- 4,268 of the total 6,981 emails received were from Opportunity Home-partnered landlords/owners.

- Residents and landlords inquired about the status of Housing Assistance Payments (HAP) and requested information on becoming a participating landlord in addition to inquiries regarding rent increases, tenancy approvals, inspection updates, and lease violations.

PUBLIC HOUSING

- The Call Center received several calls for assistance from residents who had concerns regarding their property’s service or lack of communication. Customer Service Staff continues to assist residents by providing guidance and communicate to property management staff as needed to ensure concerns are properly addressed.
LOBBY SOFTWARE

- Staff have implemented lobby software that allows for residents to receive text message alerts at their appointment time from the Federal Housing Programs (FHP) lobby.

- A QR code is available for residents to check-in from their cellular device and remain in their vehicle. This feature reduces crowding in the lobby and keeps social distancing measures in place for the safety of residents and staff.

- Residents receive a text message at the time of their appointment to enter the building for assistance.

RINGCENTRAL DASHBOARD

- Although RingCentral has streamlined some interactions and processes, the reporting capabilities remain limited, so the Client Services team must continue manually tracking data to ensure numbers reported are accurate.

- Staff are continually working with RingCentral to improve reporting in order to establish a dashboard with data reporting features.
### Fiscal Year 2022-2023 Insurance Renewals for Opportunity Home and its Affiliates

<table>
<thead>
<tr>
<th>Insurance Type or Insured Entity</th>
<th>2021-2022 Premiums</th>
<th>2022-2023 Request to Board</th>
<th>2022-2023 Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Property Liability</td>
<td>Umbrella</td>
<td>Total</td>
</tr>
<tr>
<td>Automobile Fleet</td>
<td>$0</td>
<td>$59,111</td>
<td>$59,111</td>
</tr>
<tr>
<td>Cyber Liability</td>
<td>$0</td>
<td>$32,727</td>
<td>$32,727</td>
</tr>
<tr>
<td>Fiduciary, EPL, and D&amp;O</td>
<td>$0</td>
<td>$70,169</td>
<td>$70,169</td>
</tr>
<tr>
<td>Fidelity/Crime</td>
<td>$0</td>
<td>$8,839</td>
<td>$8,839</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>$0</td>
<td>$185,852</td>
<td>$185,852</td>
</tr>
<tr>
<td>Flood</td>
<td>$15,297</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Property and Liability:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Converse Ranch, LLC: Converse Ranch I</td>
<td>$35,872</td>
<td>$6,873</td>
<td>$3,375</td>
</tr>
<tr>
<td>Durango Midrise, LP</td>
<td>$79,072</td>
<td>$12,593</td>
<td>$5,900</td>
</tr>
<tr>
<td>Las Varas Public Facility Corporation: Vacant land</td>
<td>$0</td>
<td>$4,467</td>
<td>$3,000</td>
</tr>
<tr>
<td>Public Housing</td>
<td>$1,179,044</td>
<td>$304,520</td>
<td>$0</td>
</tr>
<tr>
<td>SAHA Boiler &amp; Machinery</td>
<td>$31,498</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>San Antonio Housing Development Corporation</td>
<td>$190,326</td>
<td>$36,683</td>
<td>$11,536</td>
</tr>
<tr>
<td>San Antonio Housing Facility Corporation</td>
<td>$465,851</td>
<td>$91,792</td>
<td>$28,393</td>
</tr>
<tr>
<td>Springhill Courtland Hts Public Facility Corporation</td>
<td>$160,477</td>
<td>$27,370</td>
<td>$8,219</td>
</tr>
<tr>
<td>Woodhill Public Facility Corporation</td>
<td>$214,510</td>
<td>$36,064</td>
<td>$10,882</td>
</tr>
<tr>
<td>Beacon Housing Solutions, LLC</td>
<td>$172,058</td>
<td>$35,564</td>
<td>$10,519</td>
</tr>
</tbody>
</table>

**Total Request/Cost of Insurance**

$2,544,005 $912,624 $81,824 $3,320,312 $3,180,007 $1,104,036 $102,280 $4,386,322 $2,800,409 $931,782 $135,413 $3,867,603

Approximately 15% for additions, increases, adjustments, or events

$657,948

**Total Request including additions**

$256,403 $915,198 $53,589 $547,291

Increase/(Decrease) from 2021-2022 Premiums

10.08% 2.10% 65.49% 16.48%