OPERATIONS AND REAL ESTATE
COMMITTEE MEETING
FEBRUARY 21, 2024
OPERATIONS AND REAL ESTATE COMMITTEE MEETING
OR SPECIAL BOARD MEETING
1:30 p.m. | Wednesday | February 21, 2024

If this meeting becomes a Special Board Meeting, at least four Commissioners will be physically present at this location 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.

CITIZENS TO BE HEARD

2. Citizens to be Heard at approximately 1:30 p.m. (may be heard after this time) Citizens wishing to speak on any issues, including ones not related to items posted on the agenda, should personally request to be placed on the Citizens to be Heard roster prior to 1:15 p.m. Citizens will be given up to three minutes to speak. Each citizen will be permitted to speak only once. 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 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 Citizens to be Heard portion of the agenda.

INDIVIDUAL ITEMS

3. Consideration and appropriate action regarding Resolution 6504, authorizing the award of contracts for temporary and contract personnel services to Dependable Business Solutions dba Dependable Staffing (DBE, ESBE, HABE, MBE, SBE, VBE, HUB); Renhill Staffing Services of Texas (HABE, MBE, VBE, HUB); and Remedy Intelligent Staffing (WBE, HUB) for an annual cumulative amount not to exceed $2,000,000; for a period of one year with the option to renew up to four additional one year terms (George Ayala, Director of Procurement; Aiyana Longoria, Director of Human Resources)

4. Consideration and appropriate action regarding Resolution 6506, authorizing the award of a contract for background investigation services to ONLINE Rental Exchange through Housing Authority of the City of Charleston for an annual cumulative amount not to exceed $1,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Kristen Carreon, Director of Operations Support)

5. Consideration and appropriate action regarding Resolution 6505, authorizing the sale of the Artisan at Salado Falls Apartments and the contribution of funds to pay off debt and operating deficits; and other matters in connection therewith (Miranda Castro, Director of Asset Management)
6. Consideration and appropriate action regarding Resolution 6507, authorizing the submission of a disposition application to the U.S. Department of Housing and Urban Development for the site known as Lavaca Street Vacant Parcels and subsequent sale; the execution of documents necessary to consummate such actions; and other matters in connection therewith (Susan Ramos-Sossaman, Interim Director of Development Services and Neighborhood Revitalization)

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

CLOSED SESSION
8. 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).
- Consultation with attorney and discussion regarding Potranco Apartments development
- Discussion with attorney regarding the sale and contribution of funds for Artisan at Salado Falls Apartments
- Discussion with attorney regarding properties overseen by Asset Management

REPORT
- Procurement Activity Report
- Operations Report

RESOURCE
- Schedule of Units Under Development

9. Adjournment

 Posted on: 2/16/2024 01:00 PM

*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. These committee meetings may become special board meetings if a quorum of the Board attends. No final action is contemplated at these meetings.

“Pursuant to § 38.06, 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 § 38.07, 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.”
RESOLUTION 6504, AUTHORIZING THE AWARD OF CONTRACTS FOR TEMPORARY AND CONTRACT PERSONNEL SERVICES TO DEPENDABLE BUSINESS SOLUTIONS DBA DEPENDABLE STAFFING (DBE, ESBE, HABE, MBE, SBE, VBE, HUB); RENHILL STAFFING SERVICES OF TEXAS (HABE, MBE, VBE, HUB); AND REMEDY INTELLIGENT STAFFING (WBE, HUB) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED $2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS

REQUESTED ACTION:
Consideration and appropriate action regarding Resolution 6504, authorizing the award of contracts for temporary and contract personnel services to Dependable Business Solutions dba Dependable Staffing (DBE, ESBE, HABE, MBE, SBE, VBE, HUB); Renhill Staffing Services of Texas (HABE, MBE, VBE, HUB); and Remedy Intelligent Staffing (WBE, HUB) for an annual cumulative amount not to exceed $2,000,000; for a period of one year with the option to renew up to four additional one year terms.

SUMMARY:
Opportunity Home requires the services of staffing agencies to provide temporary trained and skilled workers to staff vacant positions on a short-term basis, while the positions are being advertised and candidates are being screened through the hiring process; and to meet short-term personnel needs for special projects. This contract is not being utilized to provide additional staff outside of the approved headcount and staffing complement.

The organization received Board approval on September 6, 2023 (Resolution 6266) authorizing the award of contracts for temporary and contract personnel services; for a period of one year with the option to renew up to four additional one year terms and not to exceed an annual amount of $2,000,000. We are requesting approval to award this service to three additional firms to meet the ongoing organizational needs.

On December 4, 2023 Opportunity Home issued a “Request For Proposals” (RFP) #2312-5449 for Temporary and Contract Personnel Services which closed on January 5, 2024. The RFP was published on Opportunity Home's E-Procurement Website, the Hart Beat, and directly solicited to 492 vendors. A total of 37 proposals were received in response to this solicitation: Abacus Service Corporation (Asian/Indian American), Akshar IT Solutions, LLC (ABE, SBE, MBE, WBE, ESBE), American Preferred Solutions, Inc. (AAABE), Atrium Staffing, LLC (WBE), BBM-Online LLC dba BBM (HABE), BEPC, Incorporated (HABE), Sylable, LLC (Asian/Indian American), Cogent Infotech Corporation (Asian/Indian American), Compunnel Software Group, Inc. (Asian Pacific), Compu-Vision Consulting, Inc. (Asian/Indian American, WBE), Dependable Business Solutions (DBE, ESBE, HABE, MBE, SBE, VBE, HUB), Employment and Training Centers, Inc. (HABE, WBE),
Excellian, Inc. dba Excellian Business and HR Solutions (WBE), Get Corp Payroll Accounting & Tax (AABE), Global Force USA, Inc. (Asian/Indian American, WBE), HJ Staffing (AABE, WBE), Human Capital International, LLC (HABE, MBE, SBE, WBE), InfiCare Health, Inc. (Asian/Indian American), Infojni, Inc. (Asian/Indian American), Laine Federal Solutions (AABE, WBE), LanceSoft, Inc. (Asian/Indian American), Marathon Staffing Group, Inc., Midtown Personnel, Inc. (WBE), Ohm Systems, Inc. (Asian/Indian American), Part Time Pros LLC dba ProRecruiters (HABE), Recruiting Source International, LLC (AABE, WBE), Remedy Intelligent Staffing, LLC (WBE, HUB), Renhill Staffing Services of Texas, Inc. (HABE, MBE, VBE, HUB), Rushmore Corporation (AABE, MBE, SBE), SoftHQ, Inc. (Asian/Indian American, WBE), Stability Staffing & Consulting, LLC (HABE, DBE, WBE), Swift Strategic Solutions, Inc. (Hasidic Jew), Talantage, LLC (AABE, WBE), The Reserves Network, Inc., Tryfacta, Inc. (SBR, MBE, SBE, WBE), VIVA USA, Inc (Asian/Indian American, WBE), and vTech Solution, Inc. (Asian/Indian American).

All proposals were evaluated on the following criteria: experience, capacity, quality plan and approach, response time, price proposal, and strength of the Section 3 and SWMBE plans. Based on the above, staff are recommending contract awards to the three highest rated proposers.

COMPANY PROFILES:

**DEPENDABLE BUSINESS SOLUTIONS**

dba Dependable Staffing was founded in 1996 as a New Jersey Corporation opening their first Texas office in 2003. This company has been certified as a DBE, ESBE, HABE, MBE, SBE, VBE by the South Central Texas Regional Certification Agency and a HUB by the State of Texas. They offer services in the areas of temporary staffing, temp-to-hire, long term assignments, executive search, and direct hire programs. Dependable Business Solutions specializes in the areas of office administration, information technology, light industrial, and hospitality. They work closely with community development agencies and workforce development programs to bring job opportunities to their graduates and local residents. Additionally, they partner with the organization's Jobs Plus Program, Alamo Community College District, Avenida Guadalupe, Goodwill Industries, and AARP to assist with development and placement of their personnel. Their client list includes Bexar Appraisal District, Superior Maintenance Co., and Kubra Data Transfer.

**RENHILL STAFFING SERVICES OF TEXAS**

was established in 1970 and is headquartered in San Antonio, Texas. This firm has been certified as a HABE, MBE, VBE by the South Central Texas Regional Certification Agency and a HUB by the State of Texas. They offer services in the areas of temp to hire, direct hire, payrolling, and on-site facilitator. Renhill specializes in the areas of light industrial, clerical, oil and gas, and skilled trades. Their client list includes, but is not limited to, Abundant Medical, H.B. Zachary Corporation, and National Wholesale Supply.

**REMEDY INTELLIGENT STAFFING**

is a nationwide staffing agency that was established in 1965 and is headquartered in Santa Barbara, California. They have 490 offices with two locations in San Antonio, Texas. This firm self-certifies as a WBE and has been certified as a HUB by the State of Texas. Their staffing solutions include: temporary staffing, temp-to-hire, direct placement/executive recruitment, payroll services, applicant screening, and on-site management. They also offer a knowledge bank skill assessment for the following categories: office/professional, finance/accounting/banking, legal office, graphic arts, customer service/call center, medical office/codes and billers, light industrial, technical, IT/programming, and all major software programs. They offer opportunities in the areas of administrative, clerical, call center, financial, light industrial, logistics, IT/IS, skilled or professional. Their client list includes,
but is not limited to, Maruchan, Cuisine Solutions, and Printed Supplies, Inc.

**PRIOR OPPORTUNITY HOME AWARDS:**

**Dependable Business Solutions** is currently under contract with Opportunity Home to provide temporary and contract personnel services and has performed satisfactorily under all awarded contracts.

**Renhill Staffing Services of Texas** is currently under contract with Opportunity Home to provide temporary and contract personnel services and has performed satisfactorily under all awarded contracts.

**Remedy Intelligent Staffing** is currently under contract with Opportunity Home to provide temporary and contract personnel services and has performed satisfactorily under all awarded contracts.

**CONTRACT OVERSIGHT:**

Aiyana Longoria, Director of Human Resources.

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

- Resolution 6504
- Scoring Matrix
- Slides
Opportunity Home San Antonio
Resolution 6504

RESOLUTION 6504, AUTHORIZING THE AWARD OF CONTRACTS FOR TEMPORARY AND CONTRACT PERSONNEL SERVICES TO DEPENDABLE BUSINESS SOLUTIONS DBA DEPENDABLE STAFFING (DBE, ESBE, HABE, MBE, SBE, VBE, HUB); RENHILL STAFFING SERVICES OF TEXAS (HABE, MBE, VBE, HUB); AND REMEDY INTELLIGENT STAFFING (WBE, HUB) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED $2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS

WHEREAS, on December 4, 2023, Opportunity Home issued a “Request For Proposals” (RFP) #2312-5449 for Temporary and Contract Personnel Services, which closed on January 5, 2024; and

WHEREAS, thirty seven proposals were received in response to the solicitation; and

WHEREAS, staff are recommending contract awards to the three highest rated proposers.

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

1) Approves Resolution 6504, authorizing the award of contracts for temporary and contract personnel services to Dependable Business Solutions dba Dependable Staffing (DBE, ESBE, HABE, MBE, SBE, VBE, HUB); Renhill Staffing Services of Texas (HABE, MBE, VBE, HUB); and Remedy Intelligent Staffing (WBE, HUB) for an annual cumulative amount not to exceed $2,000,000; for a period of one year with the option to renew up to four additional one year terms.

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

Passed and approved the 6th day of March 2024.

_______________________________
Gabriel Lopez
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________
Ed Hinojosa, Jr.
President and CEO
<table>
<thead>
<tr>
<th>Supplier</th>
<th>Total / 100 pts</th>
<th>Experience / 25 pts</th>
<th>Capacity / 20 pts</th>
<th>Quality Plan and Approach / 10 pts</th>
<th>Response Time / 10 pts</th>
<th>Price Proposal / 25 pts</th>
<th>Strength of the Respondent’s Section 3 Program Utilization Plan / 5 pts</th>
<th>Strength of the Respondent’s S/W/MBE Utilization Statement / 5 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependable Staffing</td>
<td>75.23</td>
<td>25.00</td>
<td>20.00</td>
<td>8.67</td>
<td>8.67</td>
<td>7.90</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Renhill Staffing Services of Texas</td>
<td>75.00</td>
<td>25.00</td>
<td>20.00</td>
<td>9.33</td>
<td>8.67</td>
<td>10.00</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Remedy Intelligent Staffing</td>
<td>71.67</td>
<td>25.00</td>
<td>20.00</td>
<td>10.00</td>
<td>10.00</td>
<td>6.67</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Marathon Staffing Group, Inc.</td>
<td>52.24</td>
<td>15.00</td>
<td>12.00</td>
<td>6.00</td>
<td>4.67</td>
<td>8.57</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>TRYFACTA, INC.</td>
<td>51.54</td>
<td>16.67</td>
<td>12.00</td>
<td>7.33</td>
<td>4.00</td>
<td>11.54</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Human Capital International, LLC dba</td>
<td>50.90</td>
<td>16.67</td>
<td>12.00</td>
<td>7.33</td>
<td>5.33</td>
<td>8.57</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Recruiting Source International LLC</td>
<td>50.69</td>
<td>16.67</td>
<td>13.33</td>
<td>5.33</td>
<td>4.67</td>
<td>7.69</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COGENT Infotech Corporation</td>
<td>48.57</td>
<td>18.33</td>
<td>10.67</td>
<td>5.33</td>
<td>2.67</td>
<td>8.57</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>COMPUNNEL SOFTWARE GROUP, INC</td>
<td>48.38</td>
<td>13.33</td>
<td>12.00</td>
<td>4.67</td>
<td>4.67</td>
<td>10.71</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Citable LLC</td>
<td>47.33</td>
<td>13.33</td>
<td>8.00</td>
<td>4.67</td>
<td>3.33</td>
<td>15.00</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Laine Federal Solutions, Inc.</td>
<td>47.33</td>
<td>6.67</td>
<td>5.33</td>
<td>5.33</td>
<td>2.00</td>
<td>25.00</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Global Force USA, Inc</td>
<td>45.38</td>
<td>13.33</td>
<td>10.67</td>
<td>4.67</td>
<td>5.33</td>
<td>9.38</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>BEPC Incorporated</td>
<td>45.24</td>
<td>15.00</td>
<td>9.33</td>
<td>4.67</td>
<td>4.67</td>
<td>8.57</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Akshar IT Solutions LLC</td>
<td>44.71</td>
<td>13.33</td>
<td>10.67</td>
<td>4.67</td>
<td>3.33</td>
<td>10.71</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Employment &amp; Training Centers, Inc.</td>
<td>44.34</td>
<td>11.67</td>
<td>9.33</td>
<td>4.67</td>
<td>4.00</td>
<td>9.68</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Swift Strategic Solutions Inc</td>
<td>42.79</td>
<td>11.67</td>
<td>9.33</td>
<td>4.00</td>
<td>2.00</td>
<td>15.79</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>LanceSoft,Inc.</td>
<td>42.57</td>
<td>13.33</td>
<td>9.33</td>
<td>5.33</td>
<td>6.00</td>
<td>8.57</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Inficare Inc.</td>
<td>42.38</td>
<td>11.67</td>
<td>10.67</td>
<td>4.67</td>
<td>6.00</td>
<td>9.38</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Infojini, Inc.</td>
<td>40.90</td>
<td>11.67</td>
<td>9.33</td>
<td>4.67</td>
<td>4.67</td>
<td>8.57</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>vTech Solution Inc.</td>
<td>40.89</td>
<td>15.00</td>
<td>10.67</td>
<td>4.67</td>
<td>2.67</td>
<td>7.90</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ohm Systems, Inc</td>
<td>40.67</td>
<td>13.33</td>
<td>9.33</td>
<td>4.67</td>
<td>3.33</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Compu-Vision Consulting, Inc</td>
<td>40.50</td>
<td>11.67</td>
<td>9.33</td>
<td>4.67</td>
<td>3.33</td>
<td>7.50</td>
<td>1.00</td>
<td>3.00</td>
</tr>
<tr>
<td>PRORECRUITERS</td>
<td>40.00</td>
<td>13.33</td>
<td>10.67</td>
<td>5.33</td>
<td>4.00</td>
<td>6.67</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>HJ Staffing</td>
<td>38.81</td>
<td>11.67</td>
<td>9.33</td>
<td>3.33</td>
<td>3.33</td>
<td>7.14</td>
<td>1.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Excellantan HR Solutions</td>
<td>38.51</td>
<td>13.33</td>
<td>10.67</td>
<td>4.00</td>
<td>2.67</td>
<td>4.84</td>
<td>0.00</td>
<td>3.00</td>
</tr>
<tr>
<td>The Midtown Group</td>
<td>38.33</td>
<td>15.00</td>
<td>8.00</td>
<td>4.00</td>
<td>2.67</td>
<td>6.67</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>BBM Staffing</td>
<td>38.24</td>
<td>11.67</td>
<td>9.33</td>
<td>3.33</td>
<td>5.33</td>
<td>8.57</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Stability Staffing and Consulting</td>
<td>38.24</td>
<td>11.67</td>
<td>9.33</td>
<td>4.00</td>
<td>4.67</td>
<td>8.57</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>The Reserves Network</td>
<td>37.77</td>
<td>10.00</td>
<td>9.33</td>
<td>4.67</td>
<td>2.67</td>
<td>8.11</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Talantage, LLC</td>
<td>37.67</td>
<td>11.67</td>
<td>8.00</td>
<td>4.00</td>
<td>2.67</td>
<td>8.33</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Rushmore Corporation db/a ALL TEMPS 1</td>
<td>37.57</td>
<td>11.67</td>
<td>8.00</td>
<td>4.67</td>
<td>4.67</td>
<td>8.57</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Abacrus Service Corporation</td>
<td>37.49</td>
<td>10.00</td>
<td>9.33</td>
<td>3.33</td>
<td>4.00</td>
<td>8.82</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>VIVA USA, Inc.</td>
<td>36.82</td>
<td>13.33</td>
<td>8.00</td>
<td>4.67</td>
<td>2.00</td>
<td>8.82</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Atrium Staffing LLC</td>
<td>34.15</td>
<td>10.00</td>
<td>8.00</td>
<td>3.33</td>
<td>4.00</td>
<td>6.82</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>SoftHQ, Inc</td>
<td>30.48</td>
<td>10.00</td>
<td>8.00</td>
<td>3.33</td>
<td>2.00</td>
<td>7.14</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Get Corp Payroll Accounting &amp; Tax dba GET</td>
<td>29.28</td>
<td>10.00</td>
<td>9.33</td>
<td>3.33</td>
<td>2.00</td>
<td>4.62</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>American Preferred Solutions Inc</td>
<td>23.23</td>
<td>6.67</td>
<td>4.00</td>
<td>2.67</td>
<td>2.00</td>
<td>7.90</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Temporary and Contract Personnel Services

Procurement Process
RFP was published on multiple websites

Directly solicited to 492 vendors

Thirty-seven responses were received

Evaluation criteria included:

- Experience
- Capacity
- Quality Plan and Approach
- Response Time
- Price Proposal
- Strength of the Section 3 and SWMBE Utilization Plans

Staff is recommending contract awards to the three highest rated respondents.

Procurement Process

Solicitation Process

On December 4, 2023, Opportunity Home issued a “Request for Proposals” (RFP) #2312-5449 for Temporary and Contract Personnel Services, which closed on January 5, 2024.
Financial Impact

The current award recommendation for Temporary and Contract Personnel Services is not expected to exceed an annual cumulative amount of $2,000,000.
RESOLUTION 6506, AUTHORIZING THE AWARD OF A CONTRACT FOR BACKGROUND INVESTIGATION SERVICES TO ONLINE RENTAL EXCHANGE THROUGH HOUSING AUTHORITY OF THE CITY OF CHARLESTON FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED $1,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

REQUESTED ACTION:
Consideration and appropriate action regarding Resolution 6506, authorizing the award of a contract for background investigation services to ONLINE Rental Exchange through Housing Authority of the City of Charleston for an annual cumulative amount not to exceed $1,000,000; for a period of one year with the option to renew up to four additional one-year terms.

SUMMARY:
Opportunity Home requires the services of a vendor to provide staff access to reports that will provide the most-up-to-date applicant/resident criminal history and employment income information. This will assist staff in determining program eligibility and recertifying income for continued rental assistance. These reports may be used to validate applicant-provided information and assist with verifying income/employment history when the applicant/resident is not able to provide the requested documents. The departments currently utilize the services of two vendors to obtain this information. This award will combine both services under one contract.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home’s procurement policies.

On April 5, 2023, Housing Authority of the City of Charleston issued a Request For Proposals Job No.: 230404 for Background Screening Services that closed on April 20, 2023. Online Rental Exchange was awarded a contract that was effective July 25, 2023; for a period of one year and will automatically renew annually unless terminated by either party with a 10 day written notice. Opportunity Home is requesting approval to “join” or “piggyback” onto this awarded contract for a period of one year with the option to renew up to four additional one year terms.

COMPANY PROFILE:

ONLINE Rental Exchange was established in the 1950s and is headquartered in Winterville,
North Carolina. They are a tenant screening, consumer reporting, and information technology company that provides risk management and assessment tools delivered via the internet for property management firms, Housing Authorities, Redevelopment Organizations, Landlords, and other real estate related industries. They have partnered with property management software vendors to integrate their services with several industry-leading platforms to include, but not limited to, Emphasys, Yardi, PHA-Web, and FHA Software Affordable Housing Automation.

**CONTRACT OVERSIGHT:**
Kristen Carreon, Director of Operations Support.

**STRATEGIC OUTCOMES:**
Opportunity Home residents feel safe.
Opportunity Home staff respect and value diversity and inclusion.
Opportunity Home staff thrive in career and professional work.

**ATTACHMENTS:**
Resolution 6506
Slides
Opportunity Home San Antonio
Resolution 6506

RESOLUTION 6506, AUTHORIZING THE AWARD OF A CONTRACT FOR BACKGROUND INVESTIGATION SERVICES TO ONLINE RENTAL EXCHANGE THROUGH HOUSING AUTHORITY OF THE CITY OF CHARLESTON FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED $1,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, Opportunity Home requires the services of a vendor to provide staff access to reports that will provide the most-up-to-date applicant/resident criminal history and employment income information; and

WHEREAS, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's procurement policies; and

WHEREAS, on July 25, 2023, the Housing Authority of the City of Charleston awarded a contract for background investigation services to Online Rental Exchange that was effective July 25, 2023. Opportunity Home is requesting approval to “join” or “piggyback” onto this awarded contract for a period of one year with the option to renew up to four additional one year terms.

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

1) Approves Resolution 6506, authorizing the award of a contract for background investigation services to ONLINE Rental Exchange through Housing Authority of the City of Charleston for an annual cumulative amount not to exceed $1,000,000; for a period of one year with the option to renew up to four additional one-year terms.

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

Passed and approved the 6th day of March 2024.

______________________________  Attested and approved as to form:
Gabriel Lopez                      Ed Hinojosa, Jr.
Chair, Board of Commissioners     President and CEO
Background Investigation Services

Procurement Process
On April 5, 2023, the Housing Authority of the City of Charleston issued a Request For Proposals Job No.: 230404 for Background Screening Services that closed on April 20, 2023. Online Rental Exchange was awarded a contract that was effective July 25, 2023.

Opportunity Home is requesting approval to “join” or “piggyback” onto this awarded contract for a period of one year with the option to renew up to four additional one year terms.

**Procurement Process**

**Solicitation Process**

HUD encourages housing authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home’s procurement policies.
Procurement Process

Financial Impact

The current award recommendation for Background Investigation Services is not expected to exceed an annual cumulative amount of $1,000,000.

Award includes:
Reports that provide the most-up-to-date applicant/resident criminal history and employment income information.
RESOLUTION 6505, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS AND THE CONTRIBUTION OF FUNDS TO PAY OFF DEBT AND OPERATING DEFICITS; AND OTHER MATTERS IN CONNECTION THEREWITH

REQUESTED ACTION:
Consideration and appropriate action regarding Resolution 6505, authorizing the sale of the Artisan at Salado Falls Apartments and the contribution of funds to pay off debt and operating deficits; and other matters in connection therewith.

SUMMARY:
The Artisan at Salado Falls Apartments received final approval from San Antonio Housing Finance Corporation as Issuer and Las Varas Public Facility Corporation as sole member of the general partner of the owner of the Project on August 3, 2006. The Project was constructed and consists of 252 family units, all of which are low-income housing tax credit units serving families who are at or below 60% AMI. The project is located at 3714 Binz Engleman Road.

The project has incurred operating deficits due to ineffective management and pandemic economic impact, such as low collections and occupancy. The apartments show their age and have above average deferred maintenance. Staff has evaluated the future economic viability of the property and has determined that a sale is the best option for the continued operation. In connection with the sale, funds will need to be contributed to the project to cover the deficits, and NRP and Opportunity Home will each contribute those funds.

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

ATTACHMENTS:
Resolution 6505
Resolution 24FAC-02-21
Resolution 4LVPFC-02-21
Slides
Opportunity Home San Antonio  
Resolution 6505  

RESOLUTION 6505, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS AND THE CONTRIBUTION OF FUNDS TO PAY OFF DEBT AND OPERATING DEFICITS; AND OTHER MATTERS IN CONNECTION THEREWITH  

WHEREAS, on August 3, 2006, the San Antonio Housing Finance Corporation, a Texas nonprofit housing finance corporation ("SAHFC"), authorized the issuance of its Multifamily Housing Revenue Bonds (Artisan at Salado Falls Apartments Project), Series 2006, to finance the acquisition, construction, and equipping of a 252-unit multifamily apartment facility known as the Artisan at Salado Falls Apartments located at 3714 Binz Engleman Road, San Antonio, Texas 78219 (the "Project") for ARDC Salado, Ltd., a Texas limited partnership (the "Borrower"); and  

WHEREAS, on August 3, 2006 the Las Varas Public Facility Corporation, a Texas nonprofit public facility corporation ("LVPFC"), authorized participation in the Project as the sole member of the general partner of the Borrower and the purchase and ground lease of the land for the Project; and  

WHEREAS, the Borrower and LVPFC have been presented with an offer to sell the Project in fee simple (the "Sale"); and  

WHEREAS, the Project has incurred debt and operating deficits and funds are needed to cover such deficits and allow the Project to be sold and recapitalized to facilitate continued operation of the Project as a low-income housing development (the "Deficit Funding"); and  

WHEREAS, the Board of Commissioners of Opportunity Home San Antonio (the "Board") has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for Opportunity Home San Antonio to authorize providing the Deficit Funding and authorize the Sale so that the Partnership may continue to operate the Project as an affordable housing project; and  

WHEREAS, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of Opportunity Home San Antonio.  

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

1) The Sale and provision of the Deficit Funding are hereby authorized and approved.  

2) The President and CEO, and each officer of Opportunity Home San Antonio (each an
“Executing Officer”), or any of them, are authorized and directed to negotiate, execute, and deliver (or to accept, as the case may be) any documents and other instruments upon the conditions therein described or necessary or desirable in connection with the Sale and Deficit Funding or otherwise to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by Executing Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.

3) The officers of this Board, or any of them, are 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.

4) All acts heretofore taken by the officers of this Board in connection with the matters authorized by this Resolution are hereby ratified, confirmed, and approved by the Board.

5) 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.

6) The recitals of this Resolution are hereby found to be true and are incorporated herein for all purposes.

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

8) This Resolution shall be in force and effect from and after its passage.

Passed and approved the 6th day of March 2024.

_______________________________
Gabriel Lopez
Chair, Board of Commissioners

Attested and approved as to form:

_______________________________
Ed Hinojosa, Jr.
President and CEO
CERTIFICATE FOR RESOLUTION
Resolution 24FAC-02-21

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on March 6, 2024 (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 24FAC-02-21, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS; 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 SAHFC.

SIGNED and SEALED this 6th day of March 2024.

_______________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
San Antonio Housing Facility Corporation  
Resolution 24FAC-02-21

RESOLUTION 24FAC-02-21, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on August 3, 2006, the San Antonio Housing Finance Corporation, a Texas nonprofit housing finance corporation ("SAHFC"), authorized the issuance of its Multifamily Housing Revenue Bonds (Artisan at Salado Falls Apartments Project), Series 2006, to finance the acquisition, construction, and equipping of a 252-unit multifamily apartment facility known as the Artisan at Salado Falls Apartments located at 3714 Binz Engleman Road, San Antonio, Texas 78219 (the "Project") for ARDC Saldo, Ltd., a Texas limited partnership (the "Borrower"); and

WHEREAS, on August 3, 2006, the Las Varas Public Facility Corporation, a Texas nonprofit public facility corporation ("LVPFC"), authorized participation in the Project as the sole member of the general partner of the Borrower and the purchase and ground lease of the land for the Project; and

WHEREAS, the Borrower and LVPFC have been presented with an offer to sell the Project in fee simple (the "Sale"); and

WHEREAS, the Board of Directors of SAHFC (the "Board") has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for SAHFC to authorize the Sale; and

WHEREAS, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of San Antonio Housing Facility Corporation hereby:

1) The Sale is hereby authorized and approved.

2) The President, Secretary/Treasurer, Assistant Secretary/Treasurer, and each officer of San Antonio Housing Facility Corporation (each an "Executing Officer"), or any of them, are authorized and directed to negotiate, execute and deliver (or to accept, as the case may be) any documents and other instruments upon the conditions therein described or necessary or desirable in connection with the Sale or otherwise to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by Executing Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.

3) The officers of this Board, or any of them, are 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.

4) All acts heretofore taken by the officers of this Board in connection with the matters authorized by this Resolution are hereby ratified, confirmed, and approved by the Board.

5) 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.

6) The recitals of this Resolution are hereby found to be true and are incorporated herein for all purposes.

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

8) This Resolution shall be in force and effect from and after its passage.

Passed and approved the 6th day of March 2024.

Gabriel Lopez
Chair, Board of Directors

Attested and approved as to form:

Ed Hinojosa, Jr.
Secretary/Treasurer
CERTIFICATE FOR RESOLUTION
Resolution 24LVPFC-02-21

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

1. In accordance with the bylaws of LVPFC, the Board of Directors of LVPFC (the “Board”) held a meeting on March 6, 2024 (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 24LVPFC-02-21, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS AND THE CONTRIBUTION OF FUNDS TO PAY OFF DEBT AND OPERATING DEFICITS; 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 LVPFC.

SIGNED this 6th day of March 2024.

_________________________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
Las Varas Public Facility Corporation
Resolution 24LVPFC-02-21

RESOLUTION 24LVPFC-02-21, AUTHORIZING THE SALE OF THE ARTISAN AT SALADO FALLS APARTMENTS AND THE CONTRIBUTION OF FUNDS TO PAY OFF DEBT AND OPERATING DEFICITS; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on August 4, 2006, the San Antonio Housing Finance Corporation, a Texas nonprofit housing finance corporation (“SAHFC”), authorized the issuance of its Multifamily Housing Revenue Bonds (Artisan at Salado Falls Project), Series 2006, to finance the acquisition, construction, and equipping of a 252-unit multifamily apartment facility known as the Artisan at Salado Falls Apartments located at 3714 Binz Engleman Road, San Antonio, Texas 78219 (the “Project”) for ARDC Salado, Ltd., a Texas limited partnership (the “Borrower”); and

WHEREAS, on August 3, 2006, the Las Varas Public Facility Corporation, a Texas nonprofit public facility corporation (“LVPFC”), authorized participation in the Project as the sole member of the general partner of the Borrower and the purchase and ground lease of the land for the Project; and

WHEREAS, the Borrower and LVPFC have been presented with an offer to sell the Project in fee simple (the “Sale”); and

WHEREAS, the Project has incurred debt and operating deficits and funds are needed to cover such deficits and allow the Project to be sold and recapitalized [to facilitate continued operation of the Project as a low-income housing development] (the “Deficit Funding”); and

WHEREAS, the Board of Directors of LVPFC (the “Board”) has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for LVPFC to authorize providing the Deficit Funding and authorize the Sale; and

WHEREAS, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of LVPFC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Las Varas Public Facility Corporation hereby:

1) The Sale and provision of the Deficit Funding are hereby authorized and approved.

2) The President, Secretary/Treasurer, Assistant Secretary/Treasurer, and each officer of Las Varas Public Facility Corporation (each an “Executing Officer”), or any of them, are authorized and directed to negotiate, execute, and deliver (or to accept, as the case may be) any documents and other instruments upon the conditions therein described or necessary or desirable in connection with the Sale and Deficit Funding or otherwise to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by Executing Officer and this Board shall be conclusively
evidenced by the execution and delivery of such documents.

3) The officers of this Board, or any of them, are 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.

4) All acts heretofore taken by the officers of this Board in connection with the matters authorized by this Resolution are hereby ratified, confirmed, and approved by the Board.

5) 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.

6) The recitals of this Resolution are hereby found to be true and are incorporated herein for all purposes.

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

8) This Resolution shall be in force and effect from and after its passage.

Passed and approved the 6th day of March 2024.

______________________________
Gabriel Lopez
Chair, Board of Directors

Attested and approved as to form:

______________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
Artisan At Salado Falls

Miranda Castro | Director of Asset Management
Artisan At Salado Falls
3714 Binz Engleman Rd
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 2 CENTERS**
- Greater Airport Area
- Fort Sam Houston
- Rolling Oaks
- Stone Oak
RESOLUTION 6507, AUTHORIZING THE SUBMISSION OF A DISPOSITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS LAVACA STREET VACANT PARCELS AND SUBSEQUENT SALE; THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS; AND OTHER MATTERS IN CONNECTION THEREWITH

REQUESTED ACTION:
Consideration and appropriate action regarding Resolution 6507, authorizing the submission of a disposition application to the U.S. Department of Housing and Urban Development for the site known as Lavaca Street Vacant Parcels and subsequent sale; the execution of documents necessary to consummate such actions; and other matters in connection therewith.

SUMMARY:
Today we are seeking authority to undertake the submission to the U.S. Department of Housing and Urban Development (HUD) of an application for disposition approval ("Disposition Application") for two vacant parcels totaling approximately 0.2111 acres, located near 331 Lavaca St. ("Property"). Opportunity Home San Antonio ("Opportunity Home SA") intends to sell the Property to one of its instrumentalities, San Antonio Housing Facility Corporation ("SAHFC"). The Property will then be developed as a parking lot, which may be used as additional parking for the nearby newly constructed mixed-use development known as 100 Labor Street. All proceeds from the sale of the land to SAHFC will be used for Section 8 or Section 9 purposes as approved by HUD. At this time, the Board is being asked to authorize the submission of the Disposition Application.

ATTACHMENTS:
Resolution 6507
Resolution 24FAC-02-22
Slides
CERTIFICATE FOR RESOLUTION
RESOLUTION 6507

The undersigned officer of the Housing Authority of the City of San Antonio (operating as Opportunity Home San Antonio), a Texas nonprofit corporation created pursuant to the laws of the State of Texas, hereby certifies as follows:

1. In accordance with its bylaws, the Board of Commissioners of Opportunity Home San Antonio (the “Board”) held a meeting on March 6, 2024 (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 6507 AUTHORIZING THE SUBMISSION OF A DISPOSITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS THE LAVACA STREET VACANT PARCELS AND SUBSEQUENT SALE; THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS; 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 Bylaws of Opportunity Home San Antonio.

SIGNED and SEALED this 6th day of March 2024.

______________________________
Ed Hinojosa, Jr.
President and CEO
OPPORTUNITY HOME SAN ANTONIO
RESOLUTION 6507

RESOLUTION 6507, AUTHORIZING THE SUBMISSION OF A DISPOSITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS THE LACAVA STREET VACANT PARCELS AND SUBSEQUENT SALE; THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Housing Authority of the City of San Antonio (operating as Opportunity Home San Antonio) (“Opportunity Home SA”) owns the property, which is parceled into two lots and currently known as the Lavaca Street Vacant Parcels (“Property”); and

WHEREAS, Opportunity Home SA desires to transfer the Property to San Antonio Housing Facility Corporation (“SAHFC”) in order for SAHFC to construct a new surface parking lot with approximately 37 parking spaces, which may serve as additional parking for the commercial tenants in the newly-constructed 213-unit mixed-use development known as 100 Labor Street (“Parking Lot”); and

WHEREAS, Opportunity Home SA’s planned transfer of the Property to SAHFC and SAHFC’s construction of the Parking Lot require the submission of a disposition application (“Disposition Application”) to the U.S. Department of Housing and Urban Development (“HUD”) and HUD’s approval of the proposed sale and use of proceeds; and

WHEREAS, the proceeds received from the sale of the Property to SAHFC will be used for Section 8 or Section 9 purposes as approved by HUD; and

WHEREAS, the Board of Commissioners of Opportunity Home SA has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for Opportunity Home SA to submit the Disposition Application so that SAHFC may contemplate construction of the Parking Lot; and

WHEREAS, this Board of Commissioners of Opportunity Home SA has reviewed the foregoing and determined that the action herein authorized is in furtherance of the public purposes of Opportunity Home SA.

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

Section 1. Submission to HUD of the Disposition Application is hereby authorized and approved.

Section 2. The sale and/or transfer of the Property and existing improvements located thereon by Opportunity Home SA to SAHFC or another instrumentality of Opportunity Home SA for the construction of the Parking Lot as contemplated herein is hereby authorized and approved, subject to HUD’s approval of the Disposition Application and satisfaction of any conditions of HUD’s approval.
Section 3. The President and CEO, any Vice President, the Secretary, the Treasurer, and the Executive Director, any Assistant Secretary, or any of them, and, if required by the form of the document, the Secretary and any Assistant Secretary, or any of them, of Opportunity Home SA are authorized and directed to modify, execute and deliver the Disposition Application and any of the documents to be signed by or consented to by Opportunity Home SA, and any and all certificates and other instruments necessary to carry out the intent thereof and hereof. The President and CEO, any Vice President, the Secretary, the Treasurer, the Executive Director, any Assistant Secretary, or any of them, are authorized to negotiate and approve such changes in, or additions to, the terms of any of the documents, including amendments, renewals, and extensions, as such officers shall deem necessary or appropriate upon the advice of counsel to Opportunity Home SA, and approval of the terms of any of the documents by such officers and this Board shall be conclusively evidenced by the execution and delivery of such documents.

Section 4. The officers of this Board, or any of them, are authorized to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby, including the Disposition Application, or otherwise to give effect to the actions authorized hereby and the intent hereof.

Section 5. The officers of this Board hereby approve the selection of Coats Rose, P.C. as counsel to Opportunity Home SA for this transaction.

Section 6. 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 7. 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 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.

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

Section 10. This Resolution shall be in force and effect from and after its passage.

Passed and approved on the 6th day of March 2024.

Attested and approved as to form:

__________________________
Gabriel Lopez
Chair, Board of Commissioners

__________________________
Ed Hinojosa, Jr.
President and CEO
CERTIFICATE FOR RESOLUTION
RESOLUTION 24FAC-02-22

The undersigned officer of the San Antonio Housing Facility Corporation, a Texas nonprofit corporation created pursuant to the laws of the State of Texas ("SAHFC"), hereby certifies as follows:

1. In accordance with its bylaws, the Board of Directors of SAHFC (the "Board") held a meeting on March 6, 2024, (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 24FAC-02-22, AUTHORIZING THE PURCHASE OF CERTAIN PROPERTY KNOWN AS LAVACA STREET VACANT PARCELS FOR THE CONSTRUCTION OF A PARKING LOT; THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS; 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 Bylaws of SAHFC.

SIGNED and SEALED this 6th day of March 2024.

______________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
SAN ANTONIO HOUSING FACILITY CORPORATION
RESOLUTION 24FAC-02-22

RESOLUTION 24FAC-02-22, AUTHORIZING THE PURCHASE OF CERTAIN PROPERTY KNOWN AS LAVACA STREET VACANT PARCELS FOR THE CONSTRUCTION OF A PARKING LOT; THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Housing Authority of the City of San Antonio (operating as Opportunity Home San Antonio) (“Opportunity Home SA”) owns certain real property, which is parceled into two lots and currently known as the Lavaca Street Vacant Parcels (“Property”); and

WHEREAS, the Property is adjacent to the newly constructed 213-unit mixed-use development known as 100 Labor Street (“Development”); and

WHEREAS, Opportunity Home SA desires to sell the Property to San Antonio Housing Facility Corporation (“SAHFC”) in order for SAHFC to construct a new surface parking lot with approximately 37 parking spaces; and

WHEREAS, Opportunity Home SA has sought approval to proceed with an application to the U.S. Department of Housing and Urban Development (“HUD”) for disposition approval in order to sell and transfer the Property to SAHFC; and

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 SAHFC may purchase of the Property and may contemplate construction of the Parking Lot; and

WHEREAS, this Board of Directors has reviewed the foregoing and determined that the action herein authorized is in furtherance of the public purposes of SAHFC.

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

   Section 1. The President, any Vice President, the Secretary/Treasurer, any Assistant Secretary/Treasurer, or any of them, are hereby authorized to execute any and all documentation required for the acquisition and lease of said property.

   Section 2. The President, any Vice President, the Secretary/Treasurer, and any Assistant Secretary/Treasurer, or any of them, and, if required by the form of the document, the Secretary/Treasurer and any Assistant Secretary/Treasurer, or any of them, of SAHFC are authorized and directed to modify, execute and deliver any of the documents to be signed by or consented to by SAHFC, and any and all certificates and other instruments necessary to carry out the intent thereof and hereof. The President, any Vice President, the Secretary/Treasurer, any Assistant Secretary/Treasurer, or any of them, are authorized to negotiate and approve such
changes in, or additions to, the terms of any of the documents, including amendments, renewals, and extensions, as such officers shall deem necessary or appropriate upon the advice of counsel to SAHFC, and approval of the terms of any of the documents by such officers and this Board shall be conclusively evidenced by the execution and delivery of such documents.

Section 3. The officers of this Board, or any of them, are 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.

Section 4. If any section, paragraph, clause, or provisions 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.

Section 9. The San Antonio Housing Facility Corporation Board of Directors hereby approves Resolution 24FAC-02-22, authorizing the transactions of the respective Project and the participation of SAHFC or an affiliate thereof in the Project.

Passed and approved on the 6th day of March 2024.

______________________________
Attested and approved as to form:

Gabriel Lopez
Chair, Board of Directors

______________________________
Ed Hinojosa, Jr.
Secretary/Treasurer
Lavaca St. Vacant Parcels

Susan Ramos-Sossaman
Interim Director of Development Services and Neighborhood Revitalization
Map of Lavaca St. Vacant Parcels
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
Overview

Total Parcel Size
0.2111 acres

Estimated Construction Cost
$486,367

Proposed Number of Spaces
37 spaces
Questions?
Recruitment Update

Fiscal Year Activity: July 1, 2023 - Dec. 31, 2023
AGENDA

- Year to Date FY 23 - 24
  - Total Headcount
  - Variance
  - Actual Vacancies

- Staffing by Department FY 23 - 24

- Recruitment Processes
  - Promotions/Working Out of Class
  - Temporary Status Employees

- Recruitment Activity
## Year to Date FY 23–24

### Total Headcount

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/23 - 12/31/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Headcount on 7/1/2023</td>
<td>546</td>
</tr>
<tr>
<td>New Hires</td>
<td>92</td>
</tr>
<tr>
<td>Departures</td>
<td>-52</td>
</tr>
<tr>
<td><strong>Total Headcount</strong></td>
<td><strong>586</strong></td>
</tr>
</tbody>
</table>
## Year to Date FY 23-24

### Variance

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/23 – 12/31/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budgeted Position 07/01/23</td>
<td>696</td>
</tr>
<tr>
<td>Current Total Headcount</td>
<td>-586</td>
</tr>
<tr>
<td>Variance</td>
<td>110</td>
</tr>
</tbody>
</table>
# Year to Date FY 23–24

## Actual Vacancies

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>7/1/23 – 12/31/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance on 12/31/23</td>
<td>110</td>
</tr>
<tr>
<td>Positions on Hold</td>
<td>-24</td>
</tr>
<tr>
<td>Temp Status, WOCs, Interims, PreScreen Process</td>
<td>-60</td>
</tr>
<tr>
<td>Actual Vacancies</td>
<td>26</td>
</tr>
</tbody>
</table>
## Total Full Time Staff by Department

**07/1/2023 - 12/31/2023**

<table>
<thead>
<tr>
<th>Department</th>
<th>FT HC ON 07/01/2022</th>
<th>FT Hires</th>
<th>Transfers In</th>
<th>Transfers Out</th>
<th>Add C/R</th>
<th>FT Terms</th>
<th>Current FT HC</th>
<th>B budgeted FT</th>
<th>Budget Variance</th>
<th>Holds</th>
<th>Temp/WOC or Pre-hire</th>
<th>Budget Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-1</td>
<td>4</td>
<td>6</td>
<td>-2</td>
<td>-1</td>
<td>-1</td>
<td>0</td>
</tr>
<tr>
<td>Assisted Housing Programs</td>
<td>62</td>
<td>12</td>
<td>0</td>
<td>-2</td>
<td>72</td>
<td>-4</td>
<td>68</td>
<td>71</td>
<td>3</td>
<td>0</td>
<td>-1</td>
<td>2</td>
</tr>
<tr>
<td>Beacon</td>
<td>100</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>116</td>
<td>-14</td>
<td>102</td>
<td>130</td>
<td>28</td>
<td>-15</td>
<td>-11</td>
<td>2</td>
</tr>
<tr>
<td>Community Development Initiatives</td>
<td>47</td>
<td>6</td>
<td>3</td>
<td>-1</td>
<td>55</td>
<td>-4</td>
<td>51</td>
<td>54</td>
<td>3</td>
<td>0</td>
<td>-1</td>
<td>2</td>
</tr>
<tr>
<td>Construction</td>
<td>10</td>
<td>2</td>
<td>0</td>
<td>-1</td>
<td>11</td>
<td>-1</td>
<td>10</td>
<td>12</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DNIR</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equity Diversity Inclusion</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Executive</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>-1</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>20</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>0</td>
<td>21</td>
<td>27</td>
<td>6</td>
<td>-2</td>
<td>-2</td>
<td>2</td>
</tr>
<tr>
<td>General Services</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>-1</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human Resources</td>
<td>10</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>12</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Innovative Technology</td>
<td>12</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>-2</td>
<td>12</td>
<td>15</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Legal</td>
<td>2</td>
<td>0</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>
</tr>
<tr>
<td>Operations Support</td>
<td>44</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>54</td>
<td>-5</td>
<td>49</td>
<td>58</td>
<td>9</td>
<td>0</td>
<td>-5</td>
<td>4</td>
</tr>
<tr>
<td>Policy And Planning</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td>-2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Procurement</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-2</td>
<td>7</td>
<td>0</td>
<td>2</td>
<td>-1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Public Housing</td>
<td>178</td>
<td>39</td>
<td>0</td>
<td>-3</td>
<td>214</td>
<td>-14</td>
<td>200</td>
<td>242</td>
<td>42</td>
<td>-1</td>
<td>-26</td>
<td>5</td>
</tr>
<tr>
<td>Regulatory Oversight</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Risk Management</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>-1</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Security</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>-1</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>-1</td>
</tr>
</tbody>
</table>

**TOTAL**

| 546 | 92 | 8 | -8 | 586 | 696 | 110 | -24 | -60 | 26 |
Recruitment Processing
July 1, 2023 – Dec. 31, 2023

Promotions
- 20 Formal Promotions
- 3 Current Working Out of Class (WOC)

Temporary Status Activity
- 54 Active Temporary Status Employees
- 6 Project Temps
- 68 Transitions from Temporary Status to Full Time Hires
Recruitment Activity

Job Fairs
- San Antonio Apartment Association Job Fair — Oct. 5, 2023
- Community Options Career Fair — Oct. 17, 2023

Networking
- Miles Education — Education to Placement for Finance and Accounting positions
- Symposium — St. Philips Allied Construction Trades - Feb. 3, 2023
Questions?
OPPORTUNITY HOME SAN ANTONIO
February 21, 2024

MEMORANDUM

To: Board of Commissioners

From: Ed Hinojosa, Jr., President and CEO

Presented by: George M. Ayala, Director of Procurement

RE: Procurement Activity Report

CURRENT SOLICITATIONS:
There are currently two Invitation for Bids (IFB) and two Requests for Proposals (RFP) that are being advertised. The IFBs are for carpet and flooring replacement and installation for Woodhill and Burning Tree balcony repair for nine units. The RFP's are for event planning and management services and Alazan Expansion development.

CLOSED/PENDING SOLICITATIONS:
There are nine solicitations that have closed and are currently being evaluated. The solicitations are deferred compensation 457(b) plan, learning management system, foundation repair and stabilization for Monterrey Park, feasibility analyses consulting services, HVAC units installation for Cottage Creek I, safety and security exterior solar led power pole mounted light systems, Beacon property management services, resident portal with mobile application, and electrical vehicle charging stations for Central Office.

SOLICITATIONS IN DEVELOPMENT:
Procurement is currently working on several solicitations for advertisement. These include: answering services for Beacon Communities; fair market rent survey; consulting services for rental market study; office cleaning services; parcel lockers; interior/exterior signage for Snowden Apartments; development initiative consulting services; President and CEO and executive leadership team compensation review services; commercial property management; management training services; urgent care, physicals, alcohol and drug testing; intrusion protection and security cameras for properties; lead hazard removal at Lincoln Heights; cabinets; irrigation services; inspection, evaluation, repair, and/or stabilization of foundations; translation services; debt collection services; and rent comparability study.

PROPOSED ACTION:
None at this time.

STRATEGIC OUTCOMES:
Supports all strategic outcomes.

ATTACHMENT:
Procurement Activity Report
Business Categories
### Procurement Activity Report as of February 5, 2024

#### Solicitations Currently being Advertised

<table>
<thead>
<tr>
<th>Opportunity Home Department</th>
<th>Type</th>
<th>Solicitation Name</th>
<th>Bidders Conference</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Affairs</td>
<td>RFP</td>
<td>Event Planning and Management Services</td>
<td>N/A</td>
<td>02/14/2024</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>IFB</td>
<td>Carpet and Flooring Replacement and Installation for Woodhill</td>
<td>N/A</td>
<td>02/23/2024</td>
</tr>
<tr>
<td>Beacon Communities</td>
<td>IFB</td>
<td>Burning Tree Balcony Repair for Nine Units</td>
<td>N/A</td>
<td>02/26/2024</td>
</tr>
<tr>
<td>Construction Services and Sustainability</td>
<td>RFP</td>
<td>Alazan Expansion Development</td>
<td>N/A</td>
<td>02/29/2024</td>
</tr>
</tbody>
</table>

#### Board Items

<table>
<thead>
<tr>
<th>Solicitation Name</th>
<th>Anticipated Month of Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Support Piggyback</td>
<td>Background Investigation Services</td>
</tr>
</tbody>
</table>

#### Solicitations Under Evaluation

<table>
<thead>
<tr>
<th>Opportunity Home Department</th>
<th>Type</th>
<th>Solicitation Name</th>
<th>Date Closed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>RFP</td>
<td>Temporary and Contract Personnel Services</td>
<td>1/5/2024</td>
<td>+ February 21, 2024 Operations and Real Estate Committee Meeting and March 6, 2024 Regular Board Meeting</td>
</tr>
<tr>
<td>Operations Support</td>
<td>Piggyback</td>
<td>Background Investigation Services</td>
<td>N/A</td>
<td>+ Procurement Negotiations, Due Diligence, and Evaluation</td>
</tr>
</tbody>
</table>

#### Future Solicitations

<table>
<thead>
<tr>
<th>Solicitation Name</th>
<th>Anticipated Month of Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beacon Communities</td>
<td>Answering Services for Beacon Communities</td>
</tr>
<tr>
<td></td>
<td>Fair Market Rent Survey</td>
</tr>
<tr>
<td></td>
<td>Consulting Services for Rental Market Study</td>
</tr>
<tr>
<td></td>
<td>Office Cleaning Services</td>
</tr>
<tr>
<td>DSNR</td>
<td>Parcel Lockers</td>
</tr>
<tr>
<td></td>
<td>Interior/Exterior Signage for Snowden Apartments</td>
</tr>
<tr>
<td></td>
<td>Development Initiative Consulting Services</td>
</tr>
<tr>
<td>Executive</td>
<td>President and CEO and Executive Leadership Team Compensation Review Services</td>
</tr>
<tr>
<td></td>
<td>Commercial Property Management</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Manager Training Services</td>
</tr>
<tr>
<td></td>
<td>Urgent Care, Physicals, Alcohol and Drug Testing</td>
</tr>
<tr>
<td>Innovative Technology</td>
<td>Intrusion Protection and Security Cameras for Properties</td>
</tr>
<tr>
<td>Public Housing</td>
<td>Lead Hazard Removal at Lincoln Heights</td>
</tr>
<tr>
<td>Organization Wide</td>
<td>Cabinets</td>
</tr>
<tr>
<td></td>
<td>Irrigation Services</td>
</tr>
<tr>
<td></td>
<td>Inspection, Evaluation, Repair, and/or Stabilization of Foundations</td>
</tr>
<tr>
<td></td>
<td>Translation Services</td>
</tr>
<tr>
<td></td>
<td>Debt Collection Services</td>
</tr>
<tr>
<td></td>
<td>Rent Comparability Study</td>
</tr>
<tr>
<td>Opportunity Home Department</td>
<td>Solicitation Name</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Awards Under President and CEO Expanded Authority</td>
<td></td>
</tr>
<tr>
<td>No awards during this reporting period</td>
<td></td>
</tr>
<tr>
<td>Awards Under Contracting Officer Authority</td>
<td></td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>Arbitrage Rebate Services</td>
</tr>
<tr>
<td>IT Purchases (Resolution 6010 authorizing the use of Cooperative Purchasing Contracts and General Services Administration (GSA Federal Supply Schedules))</td>
<td></td>
</tr>
<tr>
<td>Innovative Technology</td>
<td>Audio/Video equipment replacement in Central Office Boardroom</td>
</tr>
<tr>
<td>Innovative Technology</td>
<td>Network Penetration Test</td>
</tr>
</tbody>
</table>
Operations Report
Fiscal Year 2023 – 2024
Q2: Oct. – Dec. 2023
The Operations Report details all major aspects of **operating activities** for the operations departments, including occupancy, voucher utilization, and housing conditions. In addition, the report will measure **resident engagement and supportive services** at various levels.

**Departments**
Reporting on the Assisted Housing Programs (AHP), Public Housing (PH), Resident Engagement (formerly CDI), and Beacon Communities.

**Preparation**
Reporting delivered by the Operations Support Department on a quarterly basis.

**Measurements**
Because Opportunity Home is an MTW agency, industry standard measurements such as SEMAP and PHAS are not utilized. Measurements in this report are applicable to Opportunity Home’s MTW activities and organizational goals.
Voucher Programs
Voucher utilization has increased an average of 141 units in Q2. Positive increases in Q2 can be attributed to implementing landlord incentive payments and no longer allowing multiple voucher extensions. From Q1 to Q2, utilization has increased 3.64%.

*11,600 represents the total number of vouchers the organization has the capacity to support. Utilization is based on the total number of Housing Choice Vouchers the organization is obligated to serve under its MTW agreement.

Public Housing
The occupancy rate for PH remained constant in Q2 after achieving its HUD-directed goal of 96% occupancy across all PH properties by September 30. The next benchmark is to achieve 97% occupancy by Asset Management Project (AMP) by June 30. The AMP represents groupings of properties that are measured for performance and funded together through Operating Subsidy.

*As of December 2023, total unit count is at 5,835.

Beacon Communities
The Beacon occupancy rate held at 84% in Q2. Although reported occupancy is low, Beacon is focusing on its lowest rated properties to bring the overall average up. Specifically, five properties have relatively low occupancy rates compared to others in the Beacon portfolio. Low occupancy rates can be attributed to security issues, property marketing, and area competition.

*As of December 2023, total unit count is at 3,241.
Housing Quality Conditions

Voucher Programs

88.88%

The percentage of passed annual Housing Quality Standards (HQS) inspections.

* An increase of 6.29% from Q1.

Public Housing

On July 1, 2023, the U.S. Department of Housing and Urban Development (HUD) published new inspection standards and scoring methodology, National Standards for the Physical Inspection of Real Estate (NSPIRE), to assess the overall condition, health, and safety of properties and units assisted or insured by HUD.

NSPIRE inspections will begin in Q3 at Public Housing Communities. Midcrown Pavilion and Villa Tranchese are scheduled for January 2024. In Q3, PH Maintenance Supervisors will be holding a comprehensive NSPIRE training for PH, Beacon, and Operations Support staff to prepare for transition from REAC to NSPIRE.
Capital Improvements

CoSA BOND Projects
Beacon Communities received BOND funds to address structural repairs and updates. Woodhill Apartments was able to replace all exterior siding, windows, and glass patio doors. At Cottage Creek I, funds will be used to replace 160-HVAC Package Systems. BOND funds from CoSA highlight community trust and investment.

Structural Repairs and Waterproofing
In Q2, Villa Tranchese is close to completing a structural repairs and waterproofing project. Structural Concrete Systems assisted in the repair. Public Housing is committed to identifying projects to ensure residents live in quality housing.

Fire Protection
In order to be proactive against potential fires at PH communities, Maintenance Supervisors are developing a Fire Protection Project at Villa Tranchese. The project will help update and replace structural deficiencies that can increase fire prevention and make residents feel safe.

Foundation Repairs
A project to repair major foundation issues at Beacon Communities is underway at Monterrey Park and Pecan Hill Apartments. Buildings 9 and 10 at Monterrey Park are receiving significant foundation repairs. In addition, Pecan Hill is undergoing foundation repair and an upgrade to the elevator system. Beacon is committed to having residents live in quality housing.
Family Self-Sufficiency (FSS)
Enrollment in the FSS Program increased by 7% from September to December 2023 due to successful staffing initiatives of Resident Service Coordinators. With more Coordinators able to assist residents, the FSS Team increased the use of forfeited FSS funds for direct resident services, employment, or educational needs.

Resident Opportunities and Self Sufficiency (ROSS)
ROSS enrollment increased by 10% from September to December 2023. ROSS has continued its Q1 plan of targeted outreach and recruitment. Resident engagement campaigns included newsletters, phone calls, and door knocking. Resident interest increased through promotion of several professional development events, including workshops and training.

Jobs Plus
The Jobs Plus program increased enrollment by 17% from September to December 2023 due to resident engagement and enhanced diversity in services offered. To spark interest, Coordinators conducted community resource fairs and educational/employment opportunities. Raffles, prizes, and light refreshments were provided to encourage resident participation.

New Partners
The Center for Healthcare Services at Victoria Plaza, PH partnership supporting VP residents in receiving mental health care and supportive services on site. MindShift ED, empowers the community with knowledge and tools they need to demand a high quality education and advocate for better schools. R3 Student Outreach, provides opportunities and resources for youth and youth adults to excel in their personal development and academic pursuits.
Opportunity Home Engages in Dialogue

AHP conducted the final Landlord Work Group meeting of the year in November 2023. Throughout last year, AHP staff and landlords met quarterly to review and discuss important program updates and answer questions. Topics included HQS Inspections, HOTMA, Owner Incentives, and Requests for Tenancy Approval. AHP is excited to continue the Landlord Workgroup in 2024.

Opportunity Home Connects the Community

In Q2, the Resident Engagement Team continued efforts to organize quarterly events for residents and their families. On November 16, over 120 residents attended Family Night at the DoSeum. This event allowed parents and children to experience a family friendly environment focused on learning and fun. In December, residents were invited to movie afternoons at several PH communities including Alazan, Springview, and Mirasol.

Opportunity Home and Stakeholders Work Together

The Resident Engagement Team coordinated a Resident Holiday Gift Distribution in December 2023 in collaboration with community partners: Elf Louise, Blue Santa, and Angel Tree. Opportunity Home staff members volunteered to wrap and distribute gifts onsite to children at several PH communities.
111,285

The total number of applicants on the Housing Choice Voucher (HCV) Program, Project-Based Voucher (PBV) Program, Moderate Rehabilitation (Mod-Rehab) Program, and Public Housing waitlists as of December 30, 2023.

<table>
<thead>
<tr>
<th>Program</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCV</td>
<td>17,078</td>
</tr>
<tr>
<td>Public Housing</td>
<td>67,510</td>
</tr>
<tr>
<td>PBV</td>
<td>38,903</td>
</tr>
<tr>
<td>Mod-Rehab</td>
<td>49,880</td>
</tr>
</tbody>
</table>

While the top number represents the total number of applicants across all waitlists, the breakdown by program represents the total number of applications. Applicants are available to apply to any open waitlist and may have multiple active applications.

From Q1 to Q2, the total applicant number made a significant jump from 97,465 to 111,285. This was due to the reopening of the HCV Program waitlist in November 2023. Before the HCV waitlist was closed again, 15,000 applicants were randomly selected to be placed on the program waitlist. In addition, the MOD-Rehab and PBV waitlist are closed. The three general PH waitlist remain open for applicants to apply. In Q3, the Unified Applications Team (UAC) will continue to work through eligibility appointments to help applicants through the process.
Waitlist Breakdown

Applicants by Family Size

- HCV 36%
- PH 46%
- 1 Member: HCV 24%, PH 20%
- 2 Members: HCV 18%, PH 15%
- 3 Members: HCV 12%, PH 10%
- 4 Members: HCV 6%, PH 6%
- 5 Members: HCV 3%, PH 2%
- 6 Members: HCV 2%, PH 1%

Applicants by Family Type

- HCV Workable 36.8%
- PH Workable 36.8%
- HCV Disabled 10.0%
- HCV Elderly 1.5%
- HCV Elderly/Disabled 2.0%
- PH Elderly 1.0%
- PH Disabled 10.0%
Client Services

The Client Services Team manages inquiries from PH residents, AHP residents, landlords, and applicants to both programs. Inquiries are received through calls to Opportunity Home’s main phone line (477-6000), Central Office lobby and help@homesa.org.

43,634
Total Number of Calls

3,440
Total Number of Emails

10,777
Total Number of Lobby Visits

TOP INQUIRIES
Lobby Visits
General Questions, RAD-10
Submissions, Application Status

Phone Calls
Waitlist Status, Recertification Status, RTA status

FUTURE IMPROVEMENTS
In Q2, AHP and Operations Support began developing customer service models for each department as a guide for delivering exceptional service to residents. As reported during the October 2023 Board of Commissioners meeting, Operations Support is collaborating with IT and phone system vendor, Ring Central, to upgrade services in order to more efficiently address top inquiries.
Data Sources

Occupancy and Utilization
- Elite Unit Monthly Lease Report
- PIC Unit Occupancy Report
  - The total unit count for PH includes occupied units and HUD-approved offline units. The unit count does not include non-dwelling agency units.
- Beacon Scorecard
  - Note that Midcrown Apartments was not included in this data report, but is expected to be added to the Beacon portfolio March 2024.

Housing Quality Conditions
- The percentage of passed annual inspections includes initial inspections and re-inspections that resulted in a pass status.

Resident Programs and Supportive Services
- FSS Active Enrollment Elite Report
- Enrollment Apricot Report

New Supply
- Update was not provided due to no new units or new developments to report.

Waitlist
- Database SQL Table — Waitlist

Client Services
- RingCentral Reports
- Nemo-Q/GALA Reports
<table>
<thead>
<tr>
<th>Project Name</th>
<th>District</th>
<th>Developer</th>
<th>Deal Type</th>
<th>Financing</th>
<th>Date</th>
<th>TotalDevCost</th>
<th>Developer Fees</th>
<th>Tax Credit Equity</th>
<th>Tax Abatement</th>
<th># Units</th>
<th>PH/PBV</th>
<th>20%</th>
<th>30%</th>
<th>40%</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
<th>80%</th>
<th>Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est Closing Income Mix</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Has Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Approved Bond Inducement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pending Board Consideration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Revised 2-9-2024, JWB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Opportunity Home owned land
- Historical Tax Credits
- Total development cost = acquisition price plus rehab soft and hard costs