

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS**

nbha

THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY



NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the NBHA's Administrative Office at [830.625.6909 x202](tel:830.625.6909) at least two (2) workdays prior to the meeting so that appropriate arrangements can be made.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS**

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC HEARING (5:30 p.m.)

D. CITIZENS' COMMUNICATION

This time is for citizens to address the Board on issues and items of concern. Pursuant to the Texas Open Meetings Act, there will be no Board discussion or action on items not on the agenda. Each citizen will be given three (5) minutes to speak.

E. MINUTES

1. Discussion and approval of minutes of the New Braunfels Housing Authority Board of Commissioners meeting of April 18, 2024.

F. INDIVIDUAL ITEMS FOR CONSIDERATION

1. Financials

1. Discussion and resolution to approve the PHA 2024-2028 Five-Year Plan for the New Braunfels Housing Authority
2. Discussion and resolution to approve the Second Quarter (Q2) payables.
3. Discussion and resolution to approve the New Braunfels Housing Authority's 2023-2024 Year to Date Financial Reports.
4. Discussion and resolution to approve New Braunfels Housing Authority Tenant Account Receivables Write-Off

G. EXECUTIVE DIRECTOR REPORT

1. Master Developer update

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

H. EXECUTIVE SESSION –Closed Session¹

- a. Tex. Loc. Gov't Code Section 551.071—Consultation with attorney and consideration of proposal regarding Case No. C2022-1609B; *Housing Authority of the City of New Braunfels v. Ellis Townhomes Inc., et al.*

I. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

J. ADJOURNMENT.

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the NBHA's Administrative Office at 830.625.6909 x202 at least two (2) workdays prior to the meeting so that appropriate arrangements can be made.

¹ 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 for a closed meeting, and it is permitted by law. 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 enter this property 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 enter this property with a handgun that is carried openly.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at New Braunfels City Hall on July 12 at 3:20p.m.


Gayle Wilkinson, City Secretary

¹ 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 for a closed meeting, and it is permitted by law.

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 enter this property 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 enter this property with a handgun that is carried openly.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

E. DRAFT MINUTES

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Regular Session, on April 18, 2024, at 5:15 pm.

COMMISSIONERS PRESENT:

Chairperson Sharon Samples
Commissioner Justin Botter
Commissioner Dr. Douglas Burke

COMMISSIONERS ABSENT:

Vice Chair Sarah Dixon
Resident Commissioner Raymond Marquez

STAFF:

Henry Alvarez, Executive Director
Isabel Lee, MBA, Bookkeeper
Stacy Howard, Administrative Assistant
Phillip Colton, Property Manager
Doug Poneck, Esquire
Jeff Darby, Senior Counsel
Nathan Brown, Assistant City Attorney

MEETING CALLED TO ORDER

Chairperson Sharon Samples called the meeting to order at 05:32 p.m.

ROLL CALL

Mrs. Howard called Roll. A quorum was present.

PRESENTATIONS

Presentation of the Responsible Bidders for the RFQ 20231001 Request For Development Partners. *Sharon Samples, Board Chair*

A. Blue Ridge Atlantic Development (BRAD)

Ruben Esqueda, Vice President of Development presented.

B. Cohen Esrey

Tim Alcott, Director of Real Estate Development presented
Stan Waterhouse, Development Director, South presented
Lorraine Robles, Senior Development Manager presented
Trent, Architect/Designer – Alamo Architects presented

C. HRI Communities

Chris Clement, Senior Vice President presented

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

MINUTES

Discussed and approved the minutes of the Annual Board of Commissioners meeting of January 25, 2024.

Commissioner Botter motioned to approve the minutes. Commissioner Burke seconded the motion, which passed unanimously.

CONSENT AGENDA

1. **Approval of a resolution to change the meeting time of the Annual Meeting being held on the 4th Thursday of the month of January from 7:00 p.m. to 5:15 p.m.**
2. **Approval of a resolution approving NBU Easement request affecting Villa Serena location.**

Chairperson Samples presented the items.

Commissioner Burke motioned to approve the item. Chairperson Samples seconded the motion, which passed unanimously.

INDIVIDUAL ITEMS FOR CONSIDERATION

2. Selection of Developer
 1. Consideration and approval to select a Developer based on the hierarchy of scores from the Evaluation results. *Isabel Lee, Bookkeeper*

Isabel Lee presented the item.

Commissioner Botter motioned to approve the item. Commissioner Burke seconded the motion, which passed unanimously.

INDIVIDUAL ITEMS FOR CONSIDERATION (Cont'd)

3. Financials
 1. Consideration and approval of the First Quarter (Q1) payables.
 2. Consideration and approval of the Authority's 2023-2024 Year to Date Financial Reports. *Stacy Howard, Administrative Assistant*

Stacy Howard presented the item.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Commissioner Botter motioned to approve the item. Commissioner Burke seconded the motion, which passed unanimously.

EXECUTIVE DIRECTOR REPORT

Facilities Update *Phillip Colton, Property Manager*

- a. Laundry
- b. Floors

Phillip Colton presented the item.

CITIZENS COMMUNICATION

One (1) citizen spoke.

EXECUTIVE SESSION –Closed Session¹

- a. **Tex. Loc. Gov't Code Section 551.071—Consultation with attorney and consideration of potential litigation regarding Instrumentality – New Braunfels Community Resource Center.**

Convened into Executive Session at 6:30pm

Motion to reject proposal in session.

Commissioner Botter motioned to approve the item. Commissioner Burke seconded the motion, which passed unanimously.

Commissioner Botter motioned to approve the item. Chairperson Samples seconded the motion, which passed unanimously.

RECONVENE INTO OPEN SESSION

Reconvene into open session at 7:15pm

ADJOURNMENT

The meeting was adjourned at 7:15pm

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Attest:

Sharon Samples, Chairperson

Date

**Henry Alvarez,
Executive Director**

Date

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

F. INDIVIDUAL ITEMS FOR CONSIDERATION

Agenda Item No. 1

SUBJECT:

Consideration and approval regarding Resolution No. 202407180001 approval of the PHA 2024-2028 Five-Year Plan for the New Braunfels Housing Authority

BACKGROUND AND RATIONAL:

The Form HUD-50075-SY is to be completed once every 5 PHA fiscal years by all PHAs. The 5-Year Plan provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

FISCAL IMPACT:

The 5-Year Plan identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.

STAFF RECCOMENDATION:

Staff recommends approval of the PHA 2024-2028 Five-Year Plan.

ATTACHMENT:

Draft of the PHA 2024-2028 Five-Year Plan

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Status: Created

5-Year PHA Plan <i>(for All PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
---	---	--

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.														
A.1	<p>PHA Name: New Braunfels Housing Authority PHA Code: TX343 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2024 The Five-Year Period of the Plan (i.e., 2019-2023): 2024-2028 Plan Submission Type <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>How the public can access this PHA Plan: A 45-Day Public Comment Period for the draft of the 2024-2028 Five Year Plan Public Hearing will be presented at the NBHA Board of Commissioners meeting for approval on July 18, 2024, held at the Laurel Plaza Community Center, 300 Laurel Ln, New Braunfels, TX 78130 at 5:30 p.m. The Public Hearing Notice will be available June 3, 2024</p> <p style="text-align: center; font-size: 48px; opacity: 0.5; font-weight: normal;">DRAFT</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a PHA Plan and completing the requirements for PHA Consortia)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 40%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in Consortia</th> <th rowspan="2" style="width: 15%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
Participating PHAs	PHA Code					Program(s) in Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
B.	Plan Elements. Required for all PHAs completing this form.														
B.1	<p>Mission. State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <p>Our mission is to provide opportunities to individuals who experience barriers to housing because of income, disability, or special needs through NBHA programs which include Low Income Public Housing, Housing Choice Voucher (Formerly Section 8), Veterans Affairs Supportive Housing (VASH), and Project-based vouchers (PBVs). Expand affordable housing opportunities and preserve existing assets to ensure long-term sustainability.</p>														

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.</p> <p>It is our goal to fulfill that mission in an environment that preserves personal dignity and in a manner that maintains the public trust. NBHA will fulfill this goal by exploring possible conversion and/or redevelopment strategies for NBHA's portfolio and implement the strategies as opportunities arise, to ensure long term sustainability and optimize resident quality of life. NBHA will continue to comply with HUD laws and requirements such as the upcoming changes for HOTMA Compliance with ACOP, LEASE, Admin Plan and HIP by January 1, 2025 or as soon as HUD is HIP compliant if that occurs after January 1, 2025.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>NBHA continue to maintain and modernize housing units ensuring each unit is decent, safe, sanitary, and in good repair through the use of Capital Fund Program as they become available.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>NBHA adopts within its Program Administrative Plan policies including: Emergency Transfer Move Plan, Notice to Housing Choice Voucher Owners and Managers, VAWA Policy and Standard Operating Procedures to follow up on an applicant, resident or participant claiming VAWA Notice of Occupancy Rights.</p>
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used to determine if an amendment or modification to the 5-Year Plan.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations The Public Hearing Notice is scheduled for the next board meeting in July 18, 2024. This will be updated with RAB recommendations after the Public Hearing.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p> <p>The Public Hearing Notice is scheduled for the next board meeting in July 18, 2024. This will be updated with RAB recommendations after the Public Hearing.</p>

DRAFT

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p>Fair Housing Goal: Publish waitlists for all applicants regardless of protective status requirements.</p> <p><i>Describe fair housing strategies and actions to achieve the goal</i></p> <p>Publish all pertinent materials on the City of New Braunfels Housing Authority website with the HUD Equal Opportunity logo.</p>

Form identification: TX343-New Braunfels Housing Authority form HUD-50075-5Y (Form ID - 258) printed by Isabel Lee in HUD Secure Systems/Public Housing Portal at 06/04/2024 02:52PM EST

DRAFT

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

RESOLUTION NO. 202407180001

CONSIDERATION AND APPROVAL OF PHA 2024-2028 FIVE – YEAR PLAN FOR THE NEW BRAUNFELS HOUSING AUTHORITY

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires Housing Authority Boards to review and approves Authority expenditures; and

WHEREAS, The HUD required auditors to recommend a similar Authority review of its operational expenditures.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the City of New Braunfels Housing Authority Board of Commissioners hereby accepts and approves the PHA 2024-2028 Five – Year Plan.

Section 2. 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 3. 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 4. 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.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

CERTIFICATE FOR RESOLUTION

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas {"NBHA"} hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA {the "Board"} held a meeting on July 18, 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

APPROVAL OF PHA 2024-2028 FIVE – YEAR PLAN FOR THE NEW BRAUNFELS HOUSING AUTHORITY

(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 NBHA.

SIGNED AND SEALED _____, 2023.

Henry Alvarez, Secretary/Executive Director

{SEAL}

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Agenda Item No. 2

SUBJECT:

Consideration and approval regarding Resolution No. 202407180002 approval of the Authority's Second (2) Quarters Payables.

BACKGROUND AND RATIONAL:

The payables report captures operational expenditure at the end of the second (2nd) quarter. The New Braunfels Housing Authority (NBHA) reports \$259,965 at month end of April 2024.

FISCAL IMPACT:

Reflects the accounts/vendors paid for referenced quarters.

STAFF RECCOMENDATION:

Staff recommends approval of the second (2nd) Quarter payables.

ATTACHMENT:

Accounts Payable Reports – Second (2nd) Quarter

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Payables Report Q2

New Braunfels Housing Authority

Page 1 of 3

Accounts Payable Invoice Listing

January, February, March 2024

100325	ADVANCED DOOR CONTROL LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	3,583.96	
100185	AT&T 6909				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	1,840.86	
101184	AT&T MOBILITY				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	431.66	
100152	AUTOMATIC ELEVATOR INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	4,270.98	
101980	BRIDGEHEAD IT, INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	8	5,138.00	
101732	CHRIS PICKETTS PEST CONTROL				
Totals for Vendor:	Open Invoices:	Paid Invoices:	13	10,520.00	
100168	CINTAS FIRE PROTECTION, INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	351.90	
100161	COMAL COUNTY GLASS INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	1,104.00	
101847	ESCAMILLA & PONECK, LLP				
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	57,611.50	
101916	FLOR COLON				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	31.66	
100159	HD SUPPLY FACILITIES MAINTENANCE, LTD				
Totals for Vendor:	Open Invoices:	Paid Invoices:	19	16,679.44	
101844	Hodell Window Covering, Inc.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	2,784.00	
100750	KNIGHT OFFICE SOLUTIONS INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	699.55	
22702	Kiley N Parcell-Snyder				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	100.00	
101815	LANDSCAPE COMMANDER, LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	4,425.00	
101358	LARRY MCKENZIE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	6	1,100.00	
100165	LUX APPLIANCE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	1,225.94	
101920	Leal & Carter				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	2,000.00	
100601	Lowe's Credit Services				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	6,114.83	
101836	Lowry Electrical				

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Totals for Vendor:	Open Invoices:	Paid Invoices:	2	1,604.00
101874	M&M CONTRACTOR			
Totals for Vendor:	Open Invoices:	Paid Invoices:	21	31,909.00

Payables Report Q2

New Braunfels Housing Authority

Page 2 of 3

Accounts Payable Invoice Listing

January, February, March 2024

101654	MEDA Limited			
Totals for Vendor:	Open Invoices:	Paid Invoices:	9	14,536.42
101747	MEYER HEATING AND AIR			
Totals for Vendor:	Open Invoices:	Paid Invoices:	13	27,008.84
100413	NAN MCKAY & ASSOC INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	239.00
101977	NETCOMM SYSTEMS, LLC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	265.98
100210	NEW BRAUNFELS HOUSING AUTHORITY			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	365.00
101515	Nova 401(k) Associates			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	290.00
100279	OTT PLUMBING COMPANY INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	29	11,817.08
101950	Public Housing Authorities Directors Association			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	985.00
100184	QUILL			
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	762.38
101810	READY REFRESH			
Totals for Vendor:	Open Invoices:	Paid Invoices:	6	408.79
101856	SHELL FLEET PLUS			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	546.42
100237	SHERWIN WILLIAMS CO INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	6	779.93
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	211.08
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.55
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	211.08
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.55
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	211.08
101967	Spectrum Enterprise			

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.55
101702	THE KEY DEPOT			
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	823.00
101185	THE NELROD COMPANY			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	2,337.00
101459	TIME WARNER CABLE			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	1,383.10

Payables Report Q2

New Braunfels Housing Authority

Page 3 of 3

Accounts Payable Invoice Listing

January, February, March 2024

100827	United Healthcare Ins Co			
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	40,621.64
100626	Waste Management/Comal Landfil			
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	1,173.36

Grand Totals:	Open Invoices:	Paid Invoices:	204	259,965.11
---------------	----------------	----------------	-----	------------

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

RESOLUTION NO. 202407180002

CONSIDERATION AND APPROVAL OF PAYABLES REPORT SECOND (2ND) QUARTER PAYABLES.

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires Housing Authority Boards to review and approves Authority expenditures; and

WHEREAS, The HUD required auditors to recommend a similar Authority review of its operational expenditures.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the City of New Braunfels Housing Authority Board of Commissioners hereby accepts and approves the second (2nd) Quarter Payables Reports.

Section 2. 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 3. 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 4. 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 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

CERTIFICATE FOR RESOLUTION

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas {"NBHA"} hereby certifies as follows:

- 3. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA {the "Board"} held a meeting on July 18, 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

APPROVAL OF PAYABLES REPORT SECOND (2nd) QUARTER PAYABLES

(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.

- 4. 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 NBHA.

SIGNED AND SEALED _____, 2023.

Henry Alvarez, Secretary/Executive Director

(SEAL}

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Agenda Item No. 3

SUBJECT:

Consideration and approval regarding Resolution No. 202407180003 approval of the Authority's 2023-2024 Year to Date Financial Reports.

BACKGROUND AND RATIONAL:

Year to date the Low Rent Program ("Public Housing") has a loss of (\$45,612). Public Current Assets remain at \$2,139,866.

Year to date, Section 8 has a Net Operating Income of \$713. (Please note Section 8 is operated on a calendar basis).

FISCAL IMPACT:

Generally, reflects the overall financial health of the Authority. The New Braunfels Housing Authority (NBHA) financial conditions are reported as follows.

Low Rent Program:

Bank balance as of 4/30/24	\$	5,907
Rents collected		49,223
HUDOFND		37,284
Other Revenue		11,089
Operating Expenses		<u>(143,208)</u>
Net Operating Income (Loss)	\$	(45,612)

Section 8 Housing Choice Voucher Program:

Bank Balance as of 4/30/24	\$	56,073
Restricted Net Position (RNP) (HUD Held)		(57,572)
Unrestricted Net Position (UNP)		(17,235)
Tenant Revenue		3,336
Other Revenue		6,917
HUD Admin Fees Earned		19,138
HUD (HAP) Funding		193,006
Total Housing Assistance Payments (HAP)		(187,062)
Operating Expenses	\$	(34,622)
Net Income		713

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Agenda Item No. 3 Cont'd

STAFF RECCOMENDATION:

Staff recommends approval of the 2023-2024 Year to Date Financial Reports.

ATTACHMENT:

2023-2024 Year to Date Financial Reports

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority Comparative Balance Sheet Standard Low Rent

Page A-2- 1

As of Date: 4/30/2024

		4/30/2024	4/30/2023	Variance
Assets				
Cash and Cash Equivalents				
1 01	1111.11 0	FCB # 6393 (733.80)	18,177.03	(18,910.83)
1 01	1111.4 0	Cash-unrestricted #7166 0.00	366.47	(366.47)
1 01	1111.40 0	Cash-unrestricted 0.00	(81.25)	81.25
1 01	1111.6 0	Cash-other restricted 68,000.00	68,000.00	0.00
1 01	1111.11R 0	Security Deposits Held 300.00	2,696.00	(2,396.00)
1 01	1114 0	Security Deposit Fund 35,050.00	34,569.00	481.00
1 01	1114.11R 0	Security Deposits Held (300.00)	(3,146.00)	2,846.00
Total Cash and Cash Equivalents		102,316.20	120,581.25	(18,265.05)
Accounts and Notes Receivables				
1 01	1125 0	Accounts Receivable - HUD 27,000.00	27,000.00	0.00
1 01	1122 0	Tenants 98,853.92	24,273.37	74,580.55
1 01	1122.11 0	Accounts Receivable - Formal Agree 40,377.26	20,498.50	19,878.76
1 01	1122.111 0	Allowance for Formal Agreements (18,205.50)	(22,808.50)	4,603.00
1 01	1690.02 0	Returned Check Clearing Account 0.00	(204.00)	204.00
1 01	1690.06 0	Refunds to Tenants Clearing Account 0.00	150.00	(150.00)
1 01	1690.1 0	Clearing Account (2,152.71)	(1,601.71)	(551.00)
1 01	1122.1 0	Allowance for doubtful accounts-ten (5,553.64)	(17,559.50)	12,005.86
Total Accounts and Notes Receivables		140,319.33	29,748.16	110,571.17
Investments and Other Current Assets				
1 01	1162 0	Investments - General Fund 487,267.15	487,267.15	0.00
1 01	1211 0	Prepaid Insurance 48,690.88	33,756.87	14,934.01
1 01	1129.07 0	Intercompany Receivables - Voucher 6,579.95	(30,000.00)	36,579.95
Total Investments and Other Current Assets		542,537.98	491,024.02	51,513.96
Capital Assets, Net of Accumulated Depreciation				
1 01	1440 4	Site Acquisition 165,168.60	165,168.60	0.00
1 01	1460 4	Dwelling Structures 6,432,864.72	6,432,864.72	0.00
1 01	1460.1 4	Dwelling Structures AJE (7,029.78)	(7,029.78)	0.00
1 01	1465.1 4	Dwelling Equipment - Nonexpendable 1,196,233.30	1,182,551.30	13,682.00
1 01	1475 4	Furn, Equip & Mach Non - Dwelling 794,091.21	0.00	794,091.21
1 01	1475.1 4	Office Furniture & Equipment 63,682.01	857,773.22	(794,091.21)
1 01	1475.2 4	Maintenance Equipment 6,715.45	6,715.45	0.00
1 01	1475.3 4	Community Space Equipment 9,849.81	9,849.81	0.00
1 01	1450 4	Site Improvement 633,482.88	633,482.88	0.00
1 01	1400.5 4	Acc. Depreciation-structures & Equi (7,940,364.92)	(7,769,403.45)	(170,961.47)
Total Capital Assets, Net of Accumulated Depreciation		1,354,693.28	1,511,972.75	(157,279.47)
Total Assets		2,139,866.79	2,153,326.18	(13,459.39)
Liabilities				
Current Liabilities				
1 01	2111 0	Accounts Payable - Vendors 87,250.81	19,608.92	67,641.89
1 01	2135.1 0	Accrued Compensated Absences 2,170.74	1,329.17	841.57
1 01	2137 0	Accrued Liabilities - PILOT 86,055.86	0.00	86,055.86
1 01	2137.22 0	PILOT - 09.30.2022 0.00	43,044.09	(43,044.09)
1 01	2137.23 0	PILOT - 09.30.2023 0.00	25,109.07	(25,109.07)
1 01	2114 0	Tenant Security Deposits 30,259.00	28,472.00	1,787.00
1 01	2290 0	Deferred Credits - Other 0.00	96,530.59	(96,530.59)
1 01	2119.07 0	Intercompany Payables - Voucher 12,251.86	188,949.00	(176,697.14)
Total Current Liabilities		217,988.27	403,042.84	(185,054.57)
Non-Current Liabilities				
1 01	2135.2 0	Accrued Compensated Absences 19,536.68	11,962.53	7,574.15
Total Non-Current Liabilities		19,536.68	11,962.53	7,574.15
Total Liabilities		237,524.95	415,005.37	(177,480.42)
Net Position				

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority
Comparative Balance Sheet Standard
 Low Rent

Page A-2- 2

As of Date: 4/30/2024

	4/30/2024	4/30/2023	Variance
Net Position			
1 01 2701 0 Net Capital Assets	0.00	1,426,112.73	(1,426,112.73)
1 01 2841.1 0 Net Assets - Restricted	0.00	153,729.79	(153,729.79)
1 01 2810 0 Unreserved Surplus	2,056,248.89	688,509.17	1,367,739.72
1 01 6010 0 Prior Adjustments Affecting Residua	143.93	143.93	0.00
Total Net Position	2,056,392.82	2,268,495.62	(212,102.80)
Net Income (Loss)	(154,050.98)	(530,174.81)	376,123.83
Total Net Position	1,902,341.84	1,738,320.81	164,021.03
Total Liabilities and Net Position	2,139,866.79	2,153,326.18	(13,459.39)
			0.00

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

**New Braunfels Housing Authority
Comparative Income Statement Standard
Low Rent**

Page B-2- 1

					Start: 10/01/2023	Start: 10/01/2022	
					End: 04/30/2024	End: 04/30/2023	Variance
Operating Revenue							
Tenant Revenue							
Dwelling Rental	1	01	3110	5	344,344.00	290,970.00	53,374.00
Other Income	1	01	3690	5	37,845.62	2,382.96	35,462.66
Total Tenant Revenue					382,189.62	293,352.96	88,836.66
Fee Revenue							
Operating Subsidy - Current Ye	1	01	8020	0	249,094.00	256,027.00	(6,933.00)
Total Fee Revenue					249,094.00	256,027.00	(6,933.00)
Other Revenue							
Excess Utilities	1	01	3120	5	887.24	1,203.56	(316.32)
Other Income - Misc Other Reve	1	01	3690.1	5	4,103.97	6,312.30	(2,208.33)
Operating Transfer In From CFP	1	01	3690.99	OP	0.00	77,603.00	(77,603.00)
Casualty Losses	1	01	4620.4	5	0.00	39,940.67	(39,940.67)
Total Other Revenue					4,991.21	125,059.53	(120,068.32)
Total Operating Revenue					636,274.83	674,439.49	(38,164.66)
Operating Expenses							
Administrative Expenses							
Administrative Salaries	1	01	4110	5	84,570.51	193,425.26	108,854.75
Legal Expense	1	01	4130	5	94,838.04	34,045.78	(60,792.26)
Staff Training	1	01	4140	5	0.00	60.20	60.20
Travel - Local	1	01	4150.1	5	0.00	981.73	981.73
Accounting Fees	1	01	4170	5	12,458.25	1,500.00	(10,958.25)
Audit Fees	1	01	4171	5	3,000.00	10,000.00	7,000.00
Employee Benefit Contributions	1	01	4182	5	39,954.37	74,298.71	34,344.34
1425/4190 Sundry	1	01	4190	3	(95.00)	89.97	184.97
Publications	1	01	4190.11	5	1,224.00	1,433.00	209.00
Membership Dues and Fees	1	01	4190.12	5	819.99	289.99	(530.00)
Telephone	1	01	4190.13	5	5,905.41	7,560.61	1,655.20
Forms & Office Supplies	1	01	4190.17	5	218.00	1,422.48	1,204.48
Postage and Misc Sundry Expens	1	01	4190.18	5	3,058.35	7,086.12	4,027.77
Administrative Contracts	1	01	4190.19	5	36,584.29	34,329.20	(2,255.09)
Other Administrative Expense	1	01	4190.6	5	13,821.11	17,543.01	3,721.90
Total Administrative Expenses					296,357.32	384,066.06	87,708.74
Tenant Services Expense							
Tenant Services - Salaries	1	01	4210	5	12,505.09	11,361.46	(1,143.63)
Tenant Services	1	01	4210.4	5	6,801.12	2,657.61	(4,143.51)
Ten Services - Recreation, Pub	1	01	4220	5	2,867.97	6,841.97	3,974.00
Employee Benefit Contribution-	1	01	4222	5	3,125.15	952.93	(2,172.22)
Ten Serv - Con Cost - Training	1	01	4230	5	0.00	733.47	733.47
Tenant Services-Other	1	01	4231	5	0.00	1,576.42	1,576.42
Total Tenant Services Expense					25,299.33	24,123.86	(1,175.47)
Utilities Expense							
Water	1	01	4310	5	18,155.08	23,245.75	5,090.67
Electricity	1	01	4320	5	26,166.47	24,675.64	(1,490.83)
Natural Gas	1	01	4330	5	6,878.35	9,127.40	2,249.05
Total Utilities Expense					51,199.90	57,048.79	5,848.89
Ordinary Maintenance and Operations							
Labor	1	01	4410	5	52,186.85	58,128.27	5,941.42
Materials and Other	1	01	4420	5	64,564.23	43,107.43	(21,456.80)
Materials - Capital Fund	1	01	4420.CF	5	0.00	71.10	71.10
Contract Costs	1	01	4430	5	146,522.01	32,068.78	(114,453.23)
Contract Costs - Extermination	1	01	4430.01	5	20,314.00	17,600.00	(2,714.00)
Contract Costs - Other Repairs	1	01	4430.03	5	939.43	1,400.12	460.69
Contract Costs - Auto/Truck Al	1	01	4430.08	5	2,481.60	0.00	(2,481.60)
Auto/Truck Allow - 1406	1	01	4430.08P	5	0.00	8.50	8.50

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

**New Braunfels Housing Authority
Comparative Income Statement Standard
Low Rent**

Page B-2- 2

				Start: 10/01/2023	Start: 10/01/2022	
				End: 04/30/2024	End: 04/30/2023	Variance
Contract Costs - Maintenance	1	01	4430.09 5	0.00	675.54	675.54
Contract Costs - Other	1	01	4430.13 5	843.67	433.22	(410.45)
Contract Costs-Heating & Coolin	1	01	4430.17 5	0.00	1,458.00	1,458.00
Contract Costs-Landscapping CF	1	01	4430.1CF 5	0.00	13,800.00	13,800.00
Contract Costs-Plumbing	1	01	4430.20 5	18,881.68	14,088.72	(4,792.96)
Contract Costs-Plumbing CFP	1	01	4430.3CF 5	0.00	617.58	617.58
Garbage and Trash Collection	1	01	4431 5	6,259.60	7,999.55	1,739.95
Employee Benefit Cont.-Ordinar	1	01	4433 5	36,741.93	37,497.65	755.72
Total Ordinary Maintenance and Operations				349,735.00	228,954.46	(120,780.54)
Insurance Premiums						
Insurance - F&EC	1	01	4510.01 5	59,939.81	40,235.65	(19,704.16)
Insurance - OL&T/Comprehensive	1	01	4510.02 5	984.41	667.73	(316.68)
Insurance - Automobile	1	01	4510.03 5	1,613.85	1,355.41	(258.44)
Insurance - Workmans Comp	1	01	4510.04 5	4,304.91	3,590.24	(714.67)
Insurance - Public Officials L	1	01	4510.05 5	1,015.28	966.70	(48.58)
Total Insurance Premiums				67,858.26	46,815.73	(21,042.53)
Other General Expenses						
Payments in Lieu of Taxes	1	01	4520 5	0.00	25,109.07	25,109.07
Collection Losses	1	01	4570 5	(124.00)	0.00	124.00
Total Other General Expenses				(124.00)	25,109.07	25,233.07
Other Expenses						
Extraord Maint - Contract Cost	1	01	4610.3 5	0.00	1,548.61	1,548.61
Casualty Losses - Contract Cos	1	01	4620.3 5	0.00	53,911.92	53,911.92
Replacement of Nonexp Equipmen	1	01	7520 5	13,682.00	0.00	(13,682.00)
Replacement Of Non-Expend Equi	1	01	7520.CF 5	0.00	61,114.92	61,114.92
Prop Bett and Additions - Labo	1	01	7540.1 5	0.00	3,469.00	3,469.00
Property Better & Add CFP	1	01	7540.CF 5	0.00	299,701.36	299,701.36
Operating Exp for Property - C	1	01	7590 5	(13,682.00)	0.00	13,682.00
Operating Exp For Property - C	1	01	7590.CF 5	0.00	18,750.52	18,750.52
Total Other Expenses				0.00	438,496.33	438,496.33
Total Operating Expenses				(790,325.81)	(1,204,614.30)	414,288.49
Net Income (Loss)				(154,050.98)	(530,174.81)	376,123.83

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

**New Braunfels Housing Authority
Budgeted Income Statement**

Page B-3- 1

Low Rent

Fiscal Year End Date:	9/30/2024	ACCOUNT	1 Month(s) Ended April 30, 2024	7 Month(s) Ended April 30, 2024	Budget	Variance	Variance %
Operating Revenue							
Tenant Revenue							
		Dwelling Rental	1 01 3110 5	49,223.50	344,344.00	225,000.00	119,344.00 53.04 %
		Other Income	1 01 3690 5	10,637.00	37,845.62	0.00	37,845.62 100.00 %
		Total Tenant Revenue		59,860.50	382,189.62	225,000.00	157,189.62 69.86 %
Fee Revenue							
		Operating Subsidy - Current Year	1 01 8020 0	37,284.00	249,094.00	0.00	249,094.00 100.00 %
		Total Fee Revenue		37,284.00	249,094.00	0.00	249,094.00 -100.00 %
Other Revenue							
		Excess Utilities	1 01 3120 5	0.00	887.24	0.00	887.24 100.00 %
		Nondwelling Rental	1 01 3190 5	0.00	0.00	2,750.00	(2,750.00) -100.00 %
		Other Income - Misc Other Revenue	1 01 3690.1 5	452.25	4,103.97	2,475.00	1,628.97 65.82 %
		Total Other Revenue		452.25	4,991.21	5,225.00	(233.79) -4.47 %
		Total Operating Revenue		97,596.75	636,274.83	230,225.00	406,049.83 176.37 %
Operating Expenses							
Administrative Expenses							
		Administrative Salaries	1 01 4110 5	11,263.54	84,570.51	69,527.06	(15,043.45) -21.64 %
		Legal Expense	1 01 4130 5	31,602.68	94,838.04	2,083.38	(92,754.66) -4452.12 %
		Staff Training	1 01 4140 5	0.00	0.00	1,250.00	1,250.00 100.00 %
		Travel	1 01 4150 5	0.00	0.00	850.00	850.00 100.00 %
		Accounting Fees	1 01 4170 5	12,458.25	12,458.25	4,600.00	(7,858.25) -170.83 %
		Audit Fees	1 01 4171 5	1,000.00	3,000.00	1,266.69	(1,733.31) -136.84 %
		Employee Benefit Contributions-Admir	1 01 4182 5	7,501.85	39,954.37	22,916.69	(17,037.68) -74.35 %
		1425/4190 Sundry	1 01 4190 3	0.00	(95.00)	0.00	95.00 100.00 %
		Publications	1 01 4190.11 5	0.00	1,224.00	0.00	(1,224.00) -100.00 %
		Membership Dues and Fees	1 01 4190.12 5	0.00	819.99	0.00	(819.99) -100.00 %
		Telephone	1 01 4190.13 5	898.16	5,905.41	6,250.00	344.59 5.51 %
		Forms & Office Supplies	1 01 4190.17 5	0.00	218.00	0.00	(218.00) -100.00 %
		Postage and Misc Sundry Expense	1 01 4190.18 5	300.00	3,058.35	16,208.38	13,150.03 81.13 %
		Administrative Contracts	1 01 4190.19 5	(9,714.53)	36,584.29	0.00	(36,584.29) -100.00 %
		Other Administrative Expense	1 01 4190.6 5	1,520.59	13,821.11	0.00	(13,821.11) -100.00 %
		Total Administrative Expenses		56,830.54	296,357.32	124,952.20	(171,405.12) -137.18 %
Tenant Services Expense							
		Tenant Services - Salaries	1 01 4210 5	1,911.94	12,505.09	16,666.69	4,161.60 24.97 %
		Tenant Services	1 01 4210.4 5	1,136.51	6,801.12	0.00	(6,801.12) -100.00 %
		Ten Services - Recreation, Pubs, Othe	1 01 4220 5	400.00	2,867.97	2,083.31	(784.66) -37.66 %
		Employee Benefit Contribution-Tenant	1 01 4222 5	141.25	3,125.15	0.00	(3,125.15) -100.00 %
		Ten Serv - Con Cost - Training - Other	1 01 4230 5	0.00	0.00	4,166.69	4,166.69 100.00 %
		Total Tenant Services Expense		3,589.70	25,299.33	22,916.69	(2,382.64) -10.40 %
Utilities Expense							
		Water	1 01 4310 5	2,868.51	18,155.08	5,950.00	(12,205.08) -205.13 %
		Electricity	1 01 4320 5	2,981.42	26,166.47	12,750.00	(13,416.47) -105.23 %
		Natural Gas	1 01 4330 5	904.64	6,878.35	2,550.00	(4,328.35) -169.74 %
		Total Utilities Expense		6,754.57	51,199.90	21,250.00	(29,949.90) -140.94 %
Ordinary Maintenance and Operations							
		Labor	1 01 4410 5	5,789.60	52,186.85	56,166.69	3,979.84 7.09 %
		Materials and Other	1 01 4420 5	10,307.18	64,564.23	33,333.38	(31,230.85) -93.69 %
		Contract Costs	1 01 4430 5	32,206.76	146,522.01	31,250.00	(115,272.01) -368.87 %
		Contract Costs - Extermination	1 01 4430.01 5	1,640.00	20,314.00	0.00	(20,314.00) -100.00 %
		Contract Costs - Other Repairs	1 01 4430.03 5	214.76	939.43	0.00	(939.43) -100.00 %
		Contract Costs - Auto/Truck Allowance	1 01 4430.08 5	2,481.60	2,481.60	0.00	(2,481.60) -100.00 %
		Contract Costs - Maintenance	1 01 4430.09 5	0.00	0.00	2,000.00	2,000.00 100.00 %
		Contract Costs - Other	1 01 4430.13 5	197.46	843.67	0.00	(843.67) -100.00 %
		Contract Costs-Plumbing	1 01 4430.20 5	6,267.83	18,881.68	0.00	(18,881.68) -100.00 %
		Garbage and Trash Collection	1 01 4431 5	743.10	6,259.60	3,000.00	(3,259.60) -108.65 %
		Employee Benefit Cont.-Ordinary Main	1 01 4433 5	6,447.20	36,741.93	18,750.00	(17,991.93) -95.96 %
		Total Ordinary Maintenance and Operations		66,295.49	349,735.00	144,500.07	(205,234.93) -142.03 %

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority Comparative Balance Sheet UNP

Page A-2- 1

Section 8

As of Date: 4/30/2024

			4/30/2024	4/30/2023	Variance
Assets					
Cash and Cash Equivalents					
7 01	1111.11	0	35,334.77	57,810.06	(22,475.29)
7 01	1111.CON0		57,572.61	(445.80)	58,018.41
Total Cash and Cash Equivalents			92,907.38	57,364.26	35,543.12
Accounts and Notes Receivables					
7 01	1125.P	0	45,458.34	18,942.79	26,515.55
7 01	1122	0	(24,240.62)	(18,341.79)	(5,898.83)
7 01	1122.11	0	21,715.62	1,779.62	19,936.00
7 01	1122.111	0	(1,719.62)	(1,899.62)	180.00
7 01	1690.1	0	0.00	(5,024.40)	5,024.40
Total Accounts and Notes Receivables			41,213.72	(4,543.40)	45,757.12
Investments and Other Current Assets					
7 01	1129.01	0	12,251.86	188,949.00	(176,697.14)
Total Investments and Other Current Assets			12,251.86	188,949.00	(176,697.14)
Capital Assets, Net of Accumulated Depreciation					
7 01	1475.1	4	47,295.56	47,295.56	0.00
7 01	1475.7	4	36,400.10	36,400.10	0.00
7 01	1450	4	4,657.00	4,657.00	0.00
7 01	1400.5	4	(81,022.37)	(79,099.66)	(1,922.71)
Total Capital Assets, Net of Accumulated Depreciation			7,330.29	9,253.00	(1,922.71)
Total Assets			153,703.25	251,022.86	(97,319.61)
Liabilities					
Current Liabilities					
7 01	2111	0	8,046.08	4,910.08	3,136.00
7 01	2135.1	0	538.10	350.98	187.12
7 01	2290	0	4,624.12	0.00	4,624.12
7 01	2119.P	0	0.00	1,199.91	(1,199.91)
7 01	2119.01	0	6,579.95	(30,000.00)	36,579.95
Total Current Liabilities			19,788.25	(23,539.03)	43,327.28
Non-Current Liabilities					
7 01	2135.2	0	4,842.88	3,158.83	1,684.05
Total Non-Current Liabilities			4,842.88	3,158.83	1,684.05
Total Liabilities			24,631.13	(20,380.20)	45,011.33
Net Position					
7 01	2701	0	0.00	582.13	(582.13)
7 01	2826.1	0	146,307.67	205,120.29	(58,812.62)
Total Net Position			146,307.67	205,702.42	(59,394.75)
Net Income (Loss)			(17,235.55)	65,700.64	(82,936.19)
Total Net Position			129,072.12	271,403.06	(142,330.94)
Total Liabilities and Net Position			153,703.25	251,022.86	(97,319.61)
					0.00

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority
Comparative Balance Sheet NRP
 Section 8

Page A-3- 1

As of Date: 4/30/2024

	4/30/2024	4/30/2023	Variance
Assets			
Cash and Cash Equivalents			
7 01 1111.HAP 0 Restricted HAP Funds	(57,572.61)	445.80	(58,018.41)
Total Cash and Cash Equivalents	<u>(57,572.61)</u>	<u>445.80</u>	<u>(58,018.41)</u>
Total Assets	<u>(57,572.61)</u>	<u>445.80</u>	<u>(58,018.41)</u>
Net Position			
Net Position			
7 01 2841.1 0 Net Assets - Unrestricted	0.00	12,346.38	(12,346.38)
Total Net Position	<u>0.00</u>	<u>12,346.38</u>	<u>(12,346.38)</u>
Net Income (Loss)	<u>(57,572.61)</u>	<u>(11,900.58)</u>	<u>(45,672.03)</u>
Total Net Position	<u>(57,572.61)</u>	<u>445.80</u>	<u>(58,018.41)</u>
Total and Net Position	<u>(57,572.61)</u>	<u>445.80</u>	<u>(58,018.41)</u>
			0.00

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority Comparative Income Statement UNP

Section 8

Page B-2- 1

					Start: 10/01/2023	Start: 10/01/2022	
					End: 04/30/2024	End: 04/30/2023	Variance
Operating Revenue							
Tenant Revenue							
Other Income	7	01	3690	5	26,617.50	589.00	26,028.50
Total Tenant Revenue					<u>26,617.50</u>	<u>589.00</u>	<u>26,028.50</u>
Fee Revenue							
Administrative Fees Earned	7	01	3112	5	137,163.00	137,457.00	(294.00)
Total Fee Revenue					<u>137,163.00</u>	<u>137,457.00</u>	<u>(294.00)</u>
Other Revenue							
Admin Fees Earned for Portabil	7	01	3300.P	5	7,434.88	1,769.79	5,665.09
Housing Assistance Port In Rev	7	01	4590.PID	5	49,339.00	17,173.00	32,166.00
Total Other Revenue					<u>56,773.88</u>	<u>18,942.79</u>	<u>37,831.09</u>
Total Operating Revenue					<u>220,554.38</u>	<u>156,988.79</u>	<u>63,565.59</u>
Operating Expenses							
Administrative Expenses							
Non-Technical Salaries	7	01	4110	5	127,248.54	34,172.19	(93,076.35)
Employee Benefit Contributions	7	01	4182	5	58,777.53	17,205.52	(41,572.01)
Sundry	7	01	4190	5	10.00	0.00	(10.00)
Postage	7	01	4190.03	5	0.00	883.80	883.80
Publications	7	01	4190.11	5	239.00	0.00	(239.00)
Membership Dues and Fees	7	01	4190.12	5	487.13	0.00	(487.13)
Forms & Office Supplies	7	01	4190.17	5	166.18	0.00	(166.18)
Postage and Misc Sundry Expens	7	01	4190.18	5	32.00	126.00	94.00
Administrative Contracts	7	01	4190.19	5	941.07	799.10	(141.97)
Sundry	7	01	4190.6	5	538.46	5,325.52	4,787.06
Total Administrative Expenses					<u>188,439.91</u>	<u>58,512.13</u>	<u>(129,927.78)</u>
Tenant Services Expense							
Ten Services - Recreation Pubs	7	01	4220	5	0.00	204.00	204.00
Total Tenant Services Expense					<u>0.00</u>	<u>204.00</u>	<u>204.00</u>
Ordinary Maintenance and Operations							
Contract Costs	7	01	4430	5	0.00	2,423.02	2,423.02
Total Ordinary Maintenance and Operations					<u>0.00</u>	<u>2,423.02</u>	<u>2,423.02</u>
Other General Expenses							
Admin Fees Paid for Portabilit	7	01	4590.P	5	3,988.02	929.76	(3,058.26)
Total Other General Expenses					<u>3,988.02</u>	<u>929.76</u>	<u>(3,058.26)</u>
HAP Port In							
HAP Port In	7	01	4590.PIE	5	45,362.00	29,219.24	(16,142.76)
Total HAP Port In					<u>45,362.00</u>	<u>29,219.24</u>	<u>(16,142.76)</u>
Total Operating Expenses					<u>(237,789.93)</u>	<u>(91,288.15)</u>	<u>(146,501.78)</u>
Net Income (Loss)					<u>(17,235.55)</u>	<u>65,700.64</u>	<u>(82,936.19)</u>

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority Comparative Income Statement NRP Section 8

Page B-3- 1

				Start: 10/01/2023	Start: 10/01/2022		
				End: 04/30/2024	End: 04/30/2023	Variance	
Operating Revenue							
Fee Revenue							
HAP Earned Income	7	01	4902	5	1,285,586.00	1,048,992.00	236,594.00
Total Fee Revenue					<u>1,285,586.00</u>	<u>1,048,992.00</u>	<u>236,594.00</u>
Total Operating Revenue					<u>1,285,586.00</u>	<u>1,048,992.00</u>	<u>236,594.00</u>
Operating Expenses							
Housing Assistance Payments							
HAP Payments - Rents	7	01	4715.1	5	1,256,133.61	1,060,892.58	(195,241.03)
HAP Payments - Utilities	7	01	4715.4	5	197.00	0.00	(197.00)
HAP Payments - Portability	7	01	4715.P	5	86,828.00	0.00	(86,828.00)
Total Housing Assistance Payments					<u>1,343,158.61</u>	<u>1,060,892.58</u>	<u>(282,266.03)</u>
Total Operating Expenses					<u>(1,343,158.61)</u>	<u>(1,060,892.58)</u>	<u>(282,266.03)</u>
Net Income (Loss)					<u>(57,572.61)</u>	<u>(11,900.58)</u>	<u>(45,672.03)</u>

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

RESOLUTION NO. 202309110002

RESOLUTION APPROVING THE NBHA 2023-2024 YEAR TO DATE FINANCIAL REPORTS.

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the Board of Commissioners believes it serves the public interest and is in the best interest of NBHA to accept the 2023-2024 Year To Date Financial Reports; and

WHEREAS, the Board of Commissioners desires to approve and accept the 2023-2024 Year To Date Financial Reports;

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the NBHA 2022-2023 Year To Date Financial Reports;

Section 2. 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 3. 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 4. 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 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

CERTIFICATE FOR RESOLUTION

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the “Board”) held a meeting on July 18, 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 APPROVING THE NBHA 2023-2024 YEAR TO DATE FINANCIAL REPORTS

(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 NBHA.

SIGNED AND SEALED _____, 2023.

Henry Alvarez, Secretary/Executive Director

(SEAL)

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

Agenda Item No. 4

SUBJECT:

Consideration and approval regarding Resolution No. 202407180004 approval to write off the Authority's Delinquent Tenant Receivables.

BACKGROUND AND RATIONAL:

The tenant receivables report captures the delinquent accounts as of year 2023. The New Braunfels Housing Authority (NBHA) reports \$33,538 at month end of July 2023.

FISCAL IMPACT:

Reflects the delinquent accounts at month end July 2023.

STAFF RECCOMENDATION:

Staff recommends approval to write off the delinquent accounts in the amount of \$33,538.

ATTACHMENT:

Delinquent Accounts Report

HUD Notification of Excessive Tenant Accounts Receivable 05-25-2022

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

New Braunfels Housing Authority

Delinquency Report

Effective Posting Date: 7/12/2024

LAUREL PLAZA

Account Number and Name	Delinquent	Move Out
Net Operating Income (Loss)	368.00	2/4/22
MILLS, LOVANIA	13275 714.00	3/2/22
Thomas Jr, Steve M	17164 692.00	3/24/22
Goodwin, Jennifer	17009 1,255.00	7/24/22
Gaytan, Petra M	17430 2,704.00	9/1/22
Perez, Eliud	17032 306.00	11/1/22
Ortega, Jose G	17361 639.00	12/5/22
Giesick, Raymond J	16119 260.00	12/7/22
Keller, Cheryl	16345 54.00	1/1/23
Wilkson, Patrick	17812 368.00	5/2/23
Dickinson, Jeanette	13234 58.00	5/8/23
Gonzales, Ramiro	16332 330.00	6/15/23
Saenz, Shawn R	16442 88.00	7/13/23

7,836.00

VILLA SERENA

Account Number and Name	Delinquent	Move Out
Vallejo, Isabel R	14458 246.00	6/30/13
YZAGUIRRE, SANDRA	15727 330.00	9/27/21
Garcia, Beatrice V	16158 576.00	2/14/22
Hernandez, April	16589 791.00	3/9/22
Sandoval, Lisette	16518 666.00	5/2/22
Cupil, Jessica	17278 3,693.20	7/13/22
Flores, Nicole	16436 4,960.70	7/22/22
Nelson, Yolanda	16699 1,147.00	8/5/22
Munoz, Phyllis	16250 867.00	9/9/22
Torres, Melissa	16188 10,113.00	12/6/22
GALVAN, DESTINI N	14859 471.00	5/8/23
James, Passion U	16808 1,841.96	6/2/23

25,702.86

Total Debt Write Off

33,538.86

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm



U.S. Department of Housing and Urban Development

San Antonio Field Office, Region VI
Office of Public Housing
Hipolito Garcia Federal Building
615 E. Houston, Suite 347
San Antonio, Texas 78205-2001
Telephone: (210) 475-6806 Fax: (210) 472-6817
www.hud.gov www.espanol.hud.gov

May 25, 2022

Henry Alvarez, Executive Director
New Braunfels Housing Authority
300 Laurel Lane
New Braunfels, TX 78130

SUBJECT: Notification of Excessive Tenant Accounts Receivable

Dear Mr. Alvarez:

Tenant Accounts Receivable (TAR) is an item on the balance sheet reported annually to HUD on your agency's Financial Data Schedule (FDS). It represents tenant rents and other charges that are due but uncollected. As you may already be aware, uncollected rent is lost revenue to your agency, and also causes a significant loss of points on your overall PHAS score. HUD's benchmark for TAR is less than 1.5% of total tenant revenue. Based on your PHA's most current financial information for FYE September 30, 2021, the New Braunfels Housing Authority TAR ratio was recorded as 14.2% uncollected. Under current scoring methodology, a TAR ratio of 2.5% or more would receive zero points in the FYE 2021 PHAS score report TAR sub indicator.

Due to the impact of the eviction moratoria on a PHA's ability to collect rent and manage rent collection activities, PIH notice 2022-02 was issued to help address this issue. The notice provides a temporary TAR scoring methodology for PHAs with fiscal years ending Mar 31, 2022, June 30, 2022, September 30, 2022, and December 31, 2022. For these fiscal years, you may experience temporary relief of current TAR scoring standards which will affect your overall PHAS score. The notice further states that PHAs will receive five points for TAR if their tenant accounts receivable is 80% collected or greater. PHAs that have tenant accounts receivable between 60% and 79% collected will receive two points. PHAs that have tenant accounts receivable below 60% collected will receive zero points.

Under normal circumstances (excluding COVID-19 challenges) poor rent collections often result from unstructured or inconsistently applied rent collection procedures. Reasonable and timely enforcement of rent payment leads to fewer late payments by establishing the agency's expectation of timely payment. A rigorous rent collection procedure does not preclude reasonable allowances for hardship or rent adjustments—both of which are allowed by program rules. It is important to maintain communication with the tenants to best understand any hardships they are facing. While enforcement of rent payment may lead to eviction, it is the experience of this office that fair and predictable enforcement reduces late payments and thus improves housing security for all involved. A suggested timeline for rent collection and enforcement is attached to this notice. Please review it and consider making changes to your policies and procedures.

For any family with an unpaid balance of rent, please secure a reasonable repayment agreement. A written agreement protects both the family and the PHA. Of course, some rents will simply go uncollected. Thus, it is important to work with your fee accountant annually to determine what amount of your TAR is uncollectable and may be eliminated from your books (this

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

is commonly referred to as a “write off”). Once the appropriate amount is determined, the Board of Commissioners should adopt a resolution to complete the action. This resolution will permit your fee accountant to reduce the TAR balance. Since TAR is only reported to HUD at year-end, it is advisable to complete this step in the final months of your fiscal year. Please know that writing off an amount does not prevent you from collecting it should that opportunity arise.

This office will follow up in the coming weeks on progress made toward improved rent collection enforcement procedures. Thank you for the work you do at the New Braunfels Housing Authority. Should you have any questions, please contact your Portfolio Management Specialist, William Bowman Jr. at William.BowmanJr@hud.gov or by telephone at 210-475-6834.

Sincerely,

David Pohler

David G. Pohler
Director
Office of Public Housing

cc: Sharon Samples Board Chairperson
Sarah Dixon Board Vice Chairperson

Enc. PIH notice 2022-02
Sample Rent Collection Timeline

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:

Office Directors or Public Housing;
Regional Directors; Public Housing
Agencies

Notice PIH 2022-02

Issued: February 4, 2022

Expires: This notice remains in effect until amended, superseded, or rescinded.

Cross References: Notices PIH 2021-14;
PIH 2020-33; PIH 2020-13; PIH 2020-05;
PIH 2011-13, 24 CFR Parts 901, 902, and
907

SUBJECT: Return of Public Housing Assessment Systems (PHAS) assessments upon expiration of PHAS-related waivers in Notice PIH 2021-14

1. Purpose

This notice:

- Advises Public Housing Agencies (PHAs) that, consistent with [Notice PIH 2021-14](#) (HA), PHAS scoring will resume starting with the March 31, 2022, Fiscal Year End (FYE) Cohort; and
- Temporarily adjusts the standard under the Management Assessment Subsystem (MASS) indicator for the Tenant Accounts Receivable (TAR) sub-indicator for the fiscal year 2022 PHAS assessment cycle.

2. Background

The Coronavirus Aid, Relief, and Economic Security Act ([CARES Act Public Law 116-136](#)), signed into law on March 27, 2020, provided HUD with broad authority—in the context of the public health emergency—to waive certain statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the Public Housing program. The CARES Act waivers provided PHAs with the flexibility to adjust program practices where necessary so that when normal operations were restricted or severely constrained, PHAs could prioritize mission critical functions, sustain occupancy, and mitigate the health risks posed by COVID-19 to PHA staff, residents, and communities.

www.hud.gov

espanol.hud.gov

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

One of the CARES Act waivers HUD implemented suspended PHAS assessments for PHAs with fiscal year end dates beginning March 31, 2020, through December 31, 2021. PHAS is the annual assessment process by which HUD fulfills its statutory requirement¹ to assess PHA administration of the Public Housing program. Through PHAS, HUD evaluates indicators—as defined by 24 CFR Part 902—that measure the performance of PHAs. These indicators measure a PHA’s physical condition, financial condition, management operations, and Capital Fund obligation and occupancy. Ultimately, the culmination of these indicators establishes a PHAS score, which determines a PHA’s designation of High, Standard, Substandard, or Troubled. These designations determine the frequency of PHAS assessments.

The CARES Act waivers enabled HUD to delay PHAS assessments and carry over a PHA’s last PHAS score. The most recent PIH CARES Act waiver notice ([PIH Notice 2021-14\(HA\)](#)), published on May 4, 2021, extended the period of availability for most CARES Act waivers through December 31, 2021, including the suspension of PHAS scoring. This period will not be extended. Thus, PHAS assessments will begin again, pursuant to statutory requirements, allowing HUD to make a more accurate, up-to-date determination of a PHA’s performance.

Over the last year, HUD has started incrementally transitioning back to normal requirements associated with PHAS. On April 23, 2021, Secretary Fudge issued a letter to PHA Executive Directors, Multifamily Housing Owners, and Property Managers² stating that HUD would “substantially increase housing inspections” on June 1, 2021. Upon resuming inspections, HUD implemented various safety protocols to ensure that onsite inspections were operated in a safe and respectful manner in accordance with Centers for Diseases Control and Prevention (CDC) COVID-19 guidance. HUD resumed physical inspections of Public Housing properties on October 5, 2020. As part of these physical inspections, HUD extended the notification period from 14 days to 28 days. In addition, PHAs have resumed inspecting public housing units, and PHAs have continued to submit Financial Data Schedules (FDS) used to calculate the Financial Assessment Sub-system (FASS) Indicator under PHAS.

HUD has reviewed the financial data in FASS and determined that, with the implementation of the new MASS standard to account for TAR described in this notice, many PHAs do not need further modifications to PHAS related to the financial and management indicators. Specifically, HUD analyzed FDS data received for 1,182 PHAs with fiscal year end dates in March and June 2021 to evaluate how FASS and MASS indicators of the PHAS score would change if scores were issued using the TAR sub-indicator as described in this notice. HUD found that 91 percent of PHAs would have an improved or unchanged financial score, and 65 percent of PHAs would have an improved or unchanged management score. In April 2020, the occupancy rate using

¹ Under Section 6 of the U.S Housing Act of 1937 [42 U.S.C. 1437 and [76 FR 10136, Public Housing Evaluation and Oversight: Changes to the Public Housing Assessment System \(PHAS\) and Determining and Remediating Substantial Default: Interim Rule](#).

² [Secretary Fudge's letter to PHA Executive Directors, Multifamily Housing Owners, and Property Managers](#) (dated April 23, 2021)

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

HUD's Agency Priority Goal methodology³ was 95.84 percent and experienced only a slight decline in December 2021 to 94.11 percent. Based on this data, HUD has determined that resuming PHAS scoring will not negatively impact many PHAs.

3. Statutory and Regulatory Responsibility to Resume PHAS Scoring and Annual Inspections in FY 2022

PHAS assessment resumes in 2022 with the March 31, 2022, fiscal year end (FYE) cohort. Fiscal year (FY) 2022 assessments will be used by HUD as a baseline, wherein all qualified properties will be inspected under the Uniform Physical Condition Standards (UPCS). The resulting PHAS assessment and performance designation of (a) high, (b) standard, (c) substandard, or (d) troubled performer, will establish the subsequent assessment cycle and inspection interval for PHAs. HUD began UPCS inspections on January 1, 2022, for PHAs with fiscal years ending March 31, 2022. All current troubled agencies will be inspected by June 30, 2022, regardless of FYE, and will receive a FY22 PHAS assessment and designation. The remaining non-troubled agencies will be inspected according to their Fiscal Year End (FYE) cohort.

4. The MASS Indicator for the TAR Sub-Indicator for PHAS Scoring in Fiscal Year 2022

The Public Housing Evaluation and Oversight: Changes to the Public Housing Assessment System (PHAS) and Determining and Remediating Substantial Default ("PHAS Interim Rule"), published on February 23, 2011, at [76 FR 10136](#), became effective for PHAs with FYE March 31, 2011. Scoring for the MASS indicator is described in the Public Housing Assessment System (PHAS): Management Operations Scoring Notice (Management Assessment Subsystem, "MASS Scoring Notice") published on February 23, 2011, at [76 FR 10050](#). The MASS Scoring Notice explains that PHAs can receive up to five points for TAR, which generally measures the performance of a PHA's ability to collect rents and other charges.

The CARES Act included an eviction moratorium through July 31, 2020, and a 30-day notice prior to eviction filings for nonpayment of rent. At the same time, several States and localities issued eviction moratoriums. On September 4, 2020, the Centers for Disease Control (CDC) Director issued an order temporarily halting evictions in the United States due to the ongoing public health crisis. The initial CDC order expired on December 31, 2020, subject to extension, modification, or rescission. The Consolidated Appropriations Act, 2021 (Public Law 116-260), extended that order until January 31, 2021, and the original CDC Order was extended multiple times due to the continued national emergency. On August 3, 2021, the CDC Director issued a new order

³ The Agency Priority Goal (APG) for occupancy is a rate based on unit counts. The APG Occupancy rates applies the Capital Fund occupancy rate. The Capital Fund occupancy rate considers offline units as vacant. The MASS occupancy rate considers offline units as occupied. For example: Capital Fund occupancy counts units as occupied when an assisted tenant, employee or law enforcement personnel, non-assisted and special purpose tenant resides in the unit. The MASS occupancy rate excludes units approved by HUD to be offline for capital improvement, resident services, offices, litigation, and others.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

temporarily halting evictions for persons in jurisdictions experiencing substantial or high rates of transmission. However, on August 26, 2021, the Supreme Court vacated the stay of a district court decision invalidating the original and new CDC order, holding that the applicants had a substantial likelihood of success on the merits. There have been, and continue to be, effective local and State eviction moratoria related to the ongoing pandemic.

These local, State, and Federal eviction moratoria have had a significant impact on rent collection and ultimately performance under the TAR sub-indicator. For many PHAs, the growth in TAR due to eviction moratoria resulted in an inability to perform usual processes for households who did not pay applicable rental payments during the PHAS assessment cycle. As a result, PHAs may not have been able to manage programs to the standards established in the MASS Scoring Notice for TAR. Further, despite the availability of emergency rental assistance at the local, State, and Federal levels, some jurisdictions-imposed restrictions, and limitations for such funding to reach HUD-assisted families. In these cases, despite efforts by PHAs to support families to apply for such assistance, many HUD-assisted families have not yet been able to receive such assistance. As such, HUD believes that PHAs may not have been able to manage programs to the standards established in the MASS Scoring Notice for TAR.

Due to the impact of the eviction moratoria on a PHA's ability to collect rent and manage rent collection activities, this notice advises that for PHAs with fiscal years ending March 31, 2022, June 30, 2022, September 30, 2022, and December 31, 2022, only, HUD is temporarily revising the scoring methodology for TAR. HUD believes that this temporary adjustment to the scoring notice will appropriately score PHAs for the impact of the eviction moratoria on PHA operations. Specifically, PHAs will receive five points for TAR if their tenant accounts receivable is 80 percent or greater. PHAs that have tenant accounts receivable between 60 percent and 79 percent will receive two points. PHAs that have tenant accounts receivable below 60 percent will receive zero points.

5. For Further Information

PHAs that have questions or need technical assistance should email REAC_TAC@hud.gov or call Technical Assistance Center (TAC) at 1-888-245-4860, between the hours of 7:00 a.m. – 8:30 p.m. Eastern Standard time. Office of Real Estate Assessment Center, Office of Public and Indian Housing, Department of Housing and Urban Development, Attention: Technical Assistance Center/TR/DBA, 550 12th Street SW, Suite 100, Washington, DC 20410-5000.

6. Paperwork Reduction

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB Control Numbers 2577-0237, 2535-0106, 2502-0369 and 2535-0107. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

7. Penalty for False Claims and Statements

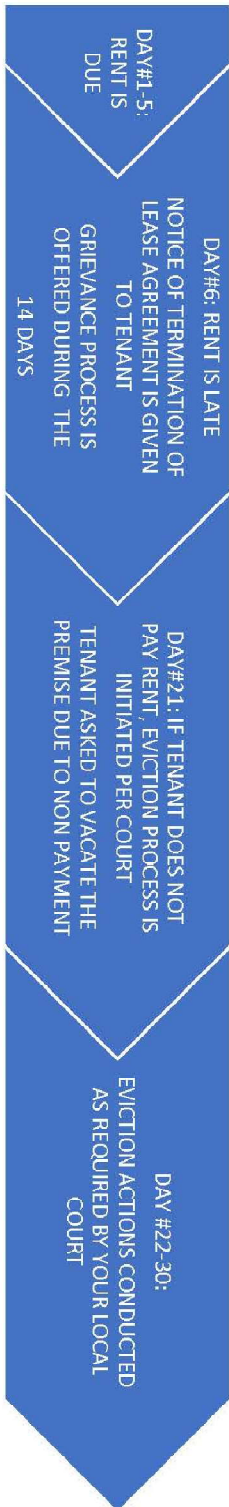
HUD will seek civil, criminal, or administrative action against individual and entities who either make, present, submit, or cause to be submitted a false, fictitious, or fraudulent statement, representation, or certification. 18 U.S.C. §§ 287, 1001, 1010, 1012, 1014 and 31 U.S.C. §§ 3729, 3802.

 / s /

Dominique Blom
General Deputy Assistant Secretary
for Public and Indian Housing

Thursday, July 18, 5:15 pm

SUGGESTED RENT COLLECTION/EVICTION TIMELINE



NOTE: This timeline is based on rent being due on days 1-5 of the month. The timeline MUST be adjusted to meet your PHA's lease. Bottom line; rent collection and eviction process should happen within 30 days.

1. **DAY#1-5:** based on the rent being due within the first 5 days of the month. This timeline MUST be adjusted to meet the PHA lease agreement.
2. **DAY#6:** The rent is due, and a Notice of Termination of Lease Agreement / lease termination is served. Moreover, the grievance process **(if the tenant chooses to exercise)** is conducted and a final decision is issued during the 14 days. Lease termination letter must offer a hearing as per your grievance policy.
3. **DAY#21:** If the tenant still has not paid his/her rent and a decision to evict has been rendered from the grievance process, then eviction procedures are initiated with the court.
4. **DAY#22-30:** If the tenant has not paid in full and or vacated the premises, then the PHA may proceed and ask for eviction from the judge. After PHA files with the court, tenant MAY be allowed to continue with lease if tenant pays rent + late fees + court costs incurred **(NOTE: PHA must submit dismissal for eviction action).**

This is a sample / suggested timeline only, which can be utilized to ensure rent is collected / actively pursued.... The key is to start eviction proceedings within the first 30 days for tenants that are not paying rent. These timings are suggestions and should be adjusted to meet your current lease and Notice of Termination of Lease Agreement. **Purpose: to encourage timely payment of rent by all participants.**

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

RESOLUTION NO. 202309110004

RESOLUTION APPROVING THE WRITE OFF OF NBHA DELINQUENT TENANT RECEIVABLES

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the Board of Commissioners believes it serves the public interest and is in the best interest of NBHA to accept the approval to write off the Authority’s Delinquent Tenant Receivables.; and

WHEREAS, the Board of Commissioners desires to approve and accept to write off the Authority’s Delinquent Tenant Receivables.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the write off of the Authority’s Delinquent Tenant Receivables.

Section 2. 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 3. 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 4. 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 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

NBHA REGULAR BOARD MEETING

Thursday, July 18, 5:15 pm

CERTIFICATE FOR RESOLUTION

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the “Board”) held a meeting on July 18, 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 APPROVING THE WRITE OFF OF DELINQUENT TENANT RECEIVABLES

(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 NBHA.

SIGNED AND SEALED _____, 2023.

Henry Alvarez, Secretary/Executive Director

(SEAL)
