



President and CEO  
**Dontrelle Young Foster**

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
D. G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chairperson  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

**February 2, 2024**

Mr. D.G. Pantazis, Jr., Chairman  
Ms. DeJuana L. Thompson, Vice-Chairperson  
Mr. Anthony C. Hood, Commissioner  
Ms. Abra A. Barnes, Commissioner  
Birmingham, AL 35233

### NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District will be held at 1:30 p.m. **Tuesday, February 13, 2024**, at the George W. McCoy Facility, located at 1301 25<sup>th</sup> Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to [HABD.org](http://HABD.org) for more information.

Sincerely,

**Dontrelle Young Foster**  
President/CEO

DYF: ab



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Regular Board of Commissioners Meeting  
George W. McCoy Building  
1301 25<sup>th</sup> Avenue North  
Birmingham, AL 35204

Board of Commissioners  
D. G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chairperson  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

Tuesday, February 13, 2024  
1:30 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Adoption of Agenda**
- IV. **Consent Agenda**
  - a. Approval of Minutes, Regular Meeting, January 18, 2024
  - b. President/CEO's Report
  - c. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended January 31, 2024
  - d. Resolution 12692 -2024 - Approval of Charge-Offs for Period Ended December 31, 2023, and January 31, 2024
- V. **Old Business**
- VI. **New Business**
- VII. **Executive**
  1. Approval of Revision to the Control of Fleet Vehicles Policy and Procedures Manual
- VIII. **Procurement**
  1. Approval of Revisions to the HABD Procurement Policy
- IX. **Real Estate Development and Capital Improvements**
  1. Approval Authorizing HABD to submit a LIHTC Application for the Redevelopment of Collegeville
- X. **Presentation of Person(s) Desiring to Speak before the Board of Commissioners**
- XI. **Adjournment**

**MINUTES OF THE ANNUAL MEETING AND REGULAR MEETING OF THE  
COMMISSIONERS FOR THE HOUSING AUTHORITY OF  
THE BIRMINGHAM DISTRICT  
HELD ON  
JANUARY 18, 2024**

The Commissioners of the Housing Authority of the Birmingham District met in the annual meeting and regular session at 1:30 p.m. on January 18, 2024, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

**PRESENT:**

D.G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chair  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

**ABSENT:**

None

**ALSO, PRESENT:**

Dontrelle Young Foster, President/CEO  
Seth Embry, Senior Advisor and Chief Strategist  
Denita Bearden, Chief Administrative Officer  
Josephine Banks, Chief Human Resources Officer  
Nicole Earle, Chief Real Estate Officer  
Melanie Baker, Chief Financial Officer  
Larry Williams, Chief Housing Programs Officer  
Kelleigh Gamble, VP of Strategic Initiatives  
Ken Foreman, Director of Public Safety  
Meagan Holland, Director of Public Relations  
R. Arnold, Ameresco  
Cat Paul, Gorman and Company  
Williams W. Towns, Gorman and Company  
Toraine Clausell, Director of IT Infrastructure & Operations  
Roger Malone, Public Safety Assistant  
James Hawkins, Project Manager  
Paige Wells, General Counsel  
Emily Nelson, Executive Assistant  
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

**Adoption of Agenda**

Chairman Pantazis acknowledged the adoption of the agenda. The agenda was adopted as presented.

**Election of Officers for Calendar Year 2024**

Chairman Pantazis acknowledged the Election of Officers for Calendar Year 2024. The floor was then opened for nominations for the office of Chairman. Commissioner Barnes nominated D.G. Pantazis for chairman, and no other nominations were made. Therefore, the floor was closed on D. G. Pantazis. Upon motion by Commissioner Barnes and seconded by Vice Chair Thompson, all members voted in favor of D. G. Pantazis as Chairman of the Board for the calendar year 2024.

Next, the office of the vice chair was open for nominations. Chairman Pantazis nominated DeJuana Thompson for Vice-Chair. No other nominations were made, and the floor was closed on DeJuana Thompson. Upon motion by Chairman Pantazis and seconded by Commissioner Barnes, all voted in favor of DeJuana Thompson as Vice-Chair of the Board for the calendar year 2024.

Chairman Pantazis expressed his gratitude towards the board members for their consistent support, and he eagerly looks forward to continuing the agency's exceptional work.

**Consent Agenda**

Chairman Pantazis acknowledged the approval of the consent agenda and asked if any items needed to be removed. There were no objections to the consent agenda, and upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the consent agenda was approved.

- a. The Regular Meeting Minutes of November 9, 2023, were approved.  
The Special Meeting/Public Hearing Minutes of November 16, 2023, were approved.
- b. The President/CEO’s Report was accepted.
- c. The Cumulative Low-Income Housing Finance Report for the Period Ending December 31, 2023, was approved.
- d. **Resolution** 2023 - 12671 RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off, as of October 31, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$24,874.80
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6 -----	1,053.00
Smithfield Court, Ala. 1-9-----	0.00

Tom Brown Village, Ala.1-10-----	14,974.00
Morrell Todd Homes, Ala.1-11-----	22,082.00
Collegeville Center, Ala.1-13-----	12,275.00
Harris Homes, Ala. 1-14-----	14,784.00
North Birmingham Homes, Ala.1-16-----	5,658.47
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	2,253.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	1,614.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34-----	9,330.00
Tuxedo II Ala 1-35-----	108.71
	<b>Total \$ 99,568.27</b>

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off, as of November 30, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$15,048.06
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	0.00
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	17,143.00
Morrell Todd Homes, Ala.1-11-----	830.00
Collegeville Center, Ala.1-13-----	23,792.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	10,473.00
Cooper Green Homes, Ala.1-17-----	8,544.47
Kimbrough Homes, Ala.1-18-----	33,704.58
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34-----	0.00
Tuxedo II Ala 1-35-----	0.00
Tuxedo Homes Ala 1-44-----	0.00
	<b>Total \$109,535.11</b>

When called upon, the following voted as indicated:

YEA  
Chairman Pantazis

NAY

ABSTAINED

Vice Chair Thompson  
 Commissioner Hood  
 Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

### **Old Business**

There was no old business for discussion.

### **New Business**

For new business, President Foster congratulated Chairman Pantazis and Vice Chair Thompson for their support over the past year. Next, President Foster was excited to report to the Board that HABD was awarded \$2,119,900 from HUD for the Housing Choice Voucher/Section 8 Program. The funds would support HABD's expansion of the housing choices for approximately 530 Housing Choice Voucher program families with children and will increase access to opportunity neighborhoods with high-performing schools, job opportunities, low crime rates, parks, and other amenities. The staff held a kickoff meeting, and funds are expected to be received this January.

President Foster introduced to the Board HABD's new Chief Human Resources Officer, Dr. Josephine Banks, and briefly shared her background. The board extended a warm welcome to Dr. Banks to the Housing Authority of the Birmingham District.

### **Executive Session**

Chairman Pantazis acknowledged the executive session. Attorney Wells indicated that the subject matter was appropriate for an executive session under Alabama Code 36-25A-6 &7. Upon motion by Commissioner Hood and seconded by Commissioner Barnes, the Board went into executive session for approximately one hour and thirty minutes.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

After the executive session, Chairman Pantazis called the meeting back to order, and the meeting reconvened.

### **Property Operations**

1. **Approval of Award of Contracts for Roof Replacement at Morrell Todd Homes**

Chairman Pantazis acknowledged the Approval of Award of the Contract for the Roof Replacement at Morrell Todd Homes. Mr. Larry Williams, Chief Housing Programs Officer, stated that the purpose of this board action was to obtain board approval to proceed with the recommended contractor to replace the roof at the Morrell Todd Community Center due to normal wear and tear. An Invitation for Bid (IFB) was published to secure services for roof replacement. Two contractors submitted bids, which were reviewed and deemed responsible and responsive. Tecta America Southeast, LLC submitted the lowest responsive and responsible bid. Therefore, management recommended awarding a contract to Tecta America Southeast, LLC, in the amount of \$112,735.00. Upon motion by Vice-Chair Thompson and seconded by Commissioner Barnes, the following resolution was unanimously adopted.

**RESOLUTION NO. 12684**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute the required documents for roof replacement at Morrell Todd Homes.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

**Rental Assistance Programs**

1. **Approval of Award of Contracts for Housing Choice Voucher Consulting Services**

Chairman Pantazis acknowledged the Approval of Award of Contracts for the Housing Choice Voucher Consulting Services. Mr. Seth Embry, Senior Advisor and Chief Strategist, indicated that HABD administers a large Housing Choice Voucher Program that allocates over 6,100 vouchers. The purpose of this request is to obtain board approval to authorize the President and CEO to execute contracts for HCV Consulting Services. These services would provide support to the Department of Rental Assistance Programs in the areas of Planning and Analysis, Management and Administration, New Initiatives and Program Development, and Training. HABD issued an RFP on December 5, 2023. The RFP was published on the Housing Agency Marketplace and advertised on HABD's website. HABD received eight proposals. A selection committee evaluated each proposal and recommended the following contractors: Section Eight Associates, Quadel Consulting

& Training, AMA Consulting, and Bronner Group. HABD estimated that the cost of the contracts would be up to \$450,000 over two years. Upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

**RESOLUTION NO. 12685**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract for HCV Consulting Services with Section 8 Associates, Quadel Consulting & Training, AMA Consulting, and Bronner Group.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis  
Vice Chair Thompson  
Commissioner Hood  
Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

2. **Approval of Award of Contract for Employment and Income Verification Services**

Chairman Pantazis acknowledged the Approval of Award of Contract for Employment and Income Verification Services. Mr. Seth Embry, Senior Advisor and Chief Strategist, indicated that HUD requires all PHAs to have third-party employment verification services for income reported for the Public Housing and the Housing Choice Voucher Program. HABD issued an RFP on August 29, 2023. The RFP was published on the Housing Agency Marketplace and advertised on HABD’s website. HABD received three proposals, all of which were evaluated and deemed responsive. Online Rental Exchange received the highest-rated proposal. The funding source for the services will be HCV Administrative Fees and Public Housing Operating Subsidy. The cost of the service is \$23.90 per verification. It is estimated that 4,100 verifications for public housing and 5,000 for the Housing Choice Voucher Program are for a total of 9,100 transactions annually. The total anticipated annual cost is \$97,990 for public housing (to be paid out of site budgets) and \$119,500 for the HCV Program. Therefore, management recommended Online Rental Exchange to provide Employment and Income Verification Services. After the discussion, upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

**RESOLUTION NO. 12686**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract for Employment and Income Verification Services with Online Rental Exchange.



When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

### **Real Estate Development**

#### **1. Approval of Award of Contract for Kimbrough Homes Exterior Electrical**

Chairman Pantazis acknowledged the Approval Authorizing the Housing Authority to submit a Demolition Application for Eight Fire-Damaged Units at Ralph Kimbrough Homes. Ms. Nicole Earle, Chief Real Estate Officer, indicated that the housing authority has identified eight units that are uninhabitable and cannot be rehabilitated. A physical needs assessment and environmental assessment were completed for the eight units that determined the replacement cost. HUD's guidelines require demolition if repair costs exceed 60% of the total development costs of replacement. The demolition of the units is necessary for the benefit of the health and safety of the residents. These units have remained in the agency's inventory and are counted as vacant, which negatively affects the agency's PHAS score. A demolition application is required to remove the units from the inventory and prepare them for demolition. The estimated cost of the remediation is \$80,000 and will be funded from the insurance proceeds. After a brief discussion, upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 12687**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to submit an application to the HUD's Special Application Center (SAC) for the demolition of eight (8) fire-damaged units at Ralph Kimbrough Homes. The Authority has determined that these eight (8) units located at Ralph Kimbrough Homes are uninhabitable and not feasible to rehabilitate due to fire damage.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

2. **Approval Authorizing a Development Agreement and Pre-development Loan Agreement with Gorman and Company, Inc.**

Chairman Pantazis acknowledged the Approval of a Development Agreement and Predevelopment Loan Agreement with Gorman and Company, Inc. Ms. Nicole Earle, the Chief Real Estate Officer, introduced the representatives of Gorman and Company, Inc., who were present. The representatives were Ms. Cat Paul, Lead Architect for the Marks Village project, and Dr. William Towns, the National Market President for Gorman and Company.

Ms. Earle indicated that an RFQ was issued in 2021. The board approved Gorman and Company as the developer to redevelop Marks Village and other sites that will be identified in the future. A set of business terms had been approved by the board, which will govern all Development(s) under this agreement. The first phase will require demolishing 200 units and environmental soil remediation. This request is to obtain board approval for the Development Agreement and a Predevelopment Loan Agreement with Gorman and Company, Inc. for the redevelopment of Marks Village and to authorize the President and CEO to execute these agreements. Ms. Earle mentioned that the redevelopment of Marks Village will be financed with tax-exempt bonds and 4% LIHTC. The total cost of this redevelopment project is approximately \$113 million. HABD will provide \$500,000 in capital funds for predevelopment expenses. Upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

**RESOLUTION NO. 12688**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District to authorize the President/CEO to execute a development agreement and a predevelopment loan agreement with Gorman and Company, Inc. for the redevelopment of Marks Village in a final legal format as approved by the Real Estate Legal Counsel.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

3. **Approval Authorizing the Housing Authority to Enter into a Master Ground Lease with Southside Development Company, LLC**

Chairman Pantazis acknowledged the Approval Authorizing the Housing Authority to enter into a Master Ground Lease with Southside Development Company, LLC. Ms. Nicole Earle indicated that the purpose of this request is to obtain board approval of the Master Ground Lease with Southside Development Company for the commercial redevelopment of Blocks A, B, and C (Phase II) of Southtown Court and to authorize the President and CEO to execute the agreement and subsequent project leases. HABD and Southside Development Company will enter a Master Ground Lease that outlines the redevelopment plan for the last redevelopment phase of the former Southtown Court. The Ground Lease will ensure that the Southtown Court property will not be sold but remain in the property of HABD while allowing it to be redeveloped at the highest and best use. Southside Development Company will compensate HABD at Fair Market Value based on the appraised value with an escalation of 1.75% every 12 months. The highest and best use calls for commercial development with a proposed plan for hotel, office, lab space, and market-rate housing. The development will provide affordable housing units for all interested returning Southtown Court residents, along with a negotiated package of resident benefits. The ground lease affirms the terms of the MDA and amends changes in the terms of the agreement. Ms. Earle briefly highlighted the terms of the agreement in the board action. Upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

**RESOLUTION NO. 12689**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorize the President/CEO to enter into a Master Ground Lease with Southside Development Company, LLC for the redevelopment of Southtown and to execute all necessary documents to effectuate said agreement, including subsequent tenant leases in a final legal format as approved by the Real Estate Legal Counsel.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairman Pantazis		
Vice Chair Thompson		
Commissioner Hood		
Commissioner Barnes		

Chairman Pantazis indicated that said motion carried.

4. **Approval to Transfer Farrington Manor from Arlington Properties to the Housing Authority of the Birmingham District**

Chairman Pantazis acknowledged the Approval to Transfer Farrington Manor from Arlington Properties to the Housing Authority of the Birmingham District. Mr. Kelleigh Gamble, VP of Strategic Initiatives, indicated that the purpose of this Board Action is to obtain board approval to proceed with entering into a note between the Housing Authority

of the Birmingham District and Arlington Properties to acquire Arlington’s General Partnership interest in the Farrington Manor property. The principal amount of the property is \$591,903.00 for twelve months at 0% interest. Mr. Gamble noted that as a condition of closing this transaction, HABD agreed to have its related non-profit affiliate assume the general partner interest upon completion of the construction renovations and stabilization, which would result in forgiveness of the existing mortgage debt of approximately \$2.8 million. The rehab construction was completed in December 2020, and the property reached full stabilization in December 2022. HUD required that the transfer take place before December 2023 or risk the cancellation of the debt forgiveness. Another condition that HABD agreed to at the time of closing the initial transaction is that the deferred developer fee and/or GP loans would be paid to Arlington upon exit. Upon motion by Vice Chair Thompson and seconded by Commissioner Hood, the following resolution was adopted:

**RESOLUTION NO. 12691**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is authorized to execute required documents for approval of the final General Partner transfer of ownership of the Farrington Manor Property.

RESOLVED FURTHER that the President/CEO is authorized to execute the note between Arlington and the Housing Authority of the Birmingham District.

When called upon, the following voted as indicated:

<u>YEA</u> Chairman Pantazis Vice Chair Thompson Commissioner Hood Commissioner Barnes	<u>NAY</u>	<u>ABSTAINED</u>
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Chairman Pantazis indicated that said motion carried.

**Presentation of Person(s) Desiring to Speak Before the Board of Commissioners**

There were no persons desiring to speak before the Board of Commissioners.

There was no further business to come before the Board; upon motion, the meeting was duly adjourned.

\_\_\_\_\_  
Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

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Secretary



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Board of Commissioners  
D. G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chairperson  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

**To:** HABD Board of Commissioners

**From:** Dontrelle Young Foster 

**Subject:** President/CEO's Report

**Date:** February 13, 2024

1. On February 2nd, we hosted and welcomed Congresswoman Terri Sewell to HABD's Smithfield Court community for a roundtable discussion on the Choice Neighborhoods Implementation grant. Following the discussion, Rep. Sewell presented HABD with a check for the recent \$2.1M Housing Choice Voucher Mobility Services Program grant we were awarded from HUD. The grant, one of seven awarded nationwide, will allow us to further serve Section 8 program participants and create greater incentives for landlords.
2. On February 1st, we received notification from HUD that we had achieved an occupancy rate of 99.37%.
3. On January 31st, members of HABD leadership attended the Fourth Neighborhood Revitalization Workshop hosted by Mayor Randall Woodfin and UAB President Dr. Ray Watts at Protective Life Insurance Company. The Neighborhood Revitalization is a public-private collaborative effort to improve the livability of a community over a period of time, including: housing, green space, safety, and environment infrastructure.
4. On January 25th, we proudly joined Mayor Randall Woodfin and BCS Superintendent Dr. Mark Sullivan at HABD's Smithfield Court community to unveil a new partnered initiative: Every Day Counts. Thank you, Commissioners, for your support of the implementation of this initiative. Truancy has been a challenge across Birmingham City Schools and in our communities, and Every Day Counts is an effort to incentivize our public housing residents to help ensure school-aged children receive perfect attendance each month. Households whose school-aged children receive perfect attendance for the month will be entered into a drawing to receive financial support toward a housing expense for the following month. Additionally, the initiative will offer support services to residents who may face challenges in making sure youth receive perfect attendance.
5. On January 15th, members of HABD staff and board attended the 38th Annual Dr. Martin Luther King, Jr. Unity Breakfast at Birmingham Southern College. The event featured a

keynote address from State Rep. Juandalynn Givan, and awards and performances by local musical groups.

6. The Office of Constituent Concerns (OCC) received a total of Sixty-four (64) concerns for the month of January 2024. Thirty-four (34) concerns for Rental Assistance Programs/Section 8 regarding nonpayment of rent. Portability, inspections, and landlord inquiries. Six (6) concerns for Property Operations regarding evictions, and maintenance. Fifteen (15) were received for the Intake Department regarding housing assistance, and nine (9) general inquiries related to Human Resources, the FSS Program, IT Help and Procurement. A completion rate of 90% was achieved for the period. The outstanding issues are currently being resolved and are related to Section 8 move-ins, nonpayment of rent, and recertification.

DYF/en

**ROUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners' Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Melanie Baker, CFO/Interim Vice President of Finance/CFO

**Date:** Friday February 2, 2024

**Department** Finance

**Board of Commissioners' Meeting Date:** Tuesday, February 13, 2024, at 1:30 p.m.

**Board Agenda item(s):**

1. Monthly Financial Report
2. Charge-off's December 2023 & January 2024
3. Contract Register

**Board of Commissioners' Committee Meeting Date/Time:** Tuesday, February 6, 2024, at 10:00 a.m.

**Approved by:**

Dontrelle Young Foster  
Dontrelle Young Foster  
President/CEO/Contracting Officer

2/2/2024  
Date

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):**

**Extract from Minutes of Committee Meeting:**

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be pre entered to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action ().

**BABD Board Committee Member:** Chairman Pantazis Date 02/06/2024

**HABD Board Committee Member:** Commissioner Barnes Date: 02/062024

**HABD Staff Member:** Melanie Baker, CFO Date 02/06/2024





President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

### REQUEST FOR BOARD ACTION

February 13, 2024

Board of Commissioners  
D. G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chairperson  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

### RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as December 31, 2023 the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	\$1,048.00
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$2,871.71
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$5,685.00
Morrell Todd	ALA 1-11	\$1,391.00
Collegeville Center	ALA 1-13	\$0.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$0.00
Cooper Green Homes	ALA 1-17	\$10,893.00
Kimbrough Homes	ALA 1-18	\$9,210.00
Benjamin Greene	ALA 1-23	\$1,381.00
Roosevelt City	ALA 1-30	\$0.00
Freedom Manor	ALA 1-21	\$0.00
Mason City I	ALA 1-40	\$0.00
Mason City III	ALA 1-42	\$0.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
<b>Total</b>		<b>32,479.71</b>

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS  
(TO BE CHARGED OFF AS OF FEBRUARY 13, 2024)

FOR PERIOD ENDED DECEMBER 31, 2023

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	3	1,098.00	-	100.00	-	-	(150.00)	-	1,048.00	20,065.50
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	400.00
Marks Village AL 1-6	3	2,541.27	-	330.44	-	-	-	-	2,871.71	6,533.00
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	1,890.00
Tom Brown AL 1-10	2	5,685.00	-	-	-	-	-	-	5,685.00	-
Morell Todd AL 1-11	2	1,391.00	-	-	-	-	-	-	1,391.00	29,449.00
Collegeville AL 1-13	0	-	-	-	-	-	-	-	-	15,355.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	-
North Birmingham AL 1-16	0	-	-	-	-	-	-	-	-	5,996.00
Cooper Green AL 1-17	2	10,657.00	-	311.00	-	-	(75.00)	-	10,893.00	2,692.00
Kimbrough AL1-18	1	8,585.00	-	625.00	-	-	-	-	9,210.00	4,000.00
Benjamin Greene AL 1-23	1	1,381.00	-	-	-	-	-	-	1,381.00	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>14</b>	<b>31,338.27</b>	<b>-</b>	<b>1,366.44</b>	<b>-</b>	<b>-</b>	<b>(225.00)</b>	<b>-</b>	<b>32,479.71</b>	<b>86,380.50</b>

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HADB General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
July 2022	25	27,414.52	42	86,272.96	3,431.00	42	86,272.96	3,245.97	79,595.99
August 2022	14	8,007.07	30	60,973.64	2,536.26	30	60,973.64	2,695.48	55,741.90
September 2022	22	30,571.45	23	33,390.07	10,073.04	22	33,390.07	910.72	22,406.31
October 2022	17	18,584.00	30	41,691.41	1,799.60	17	41,691.41	414.71	39,477.10
November 2022	10	24,781.58	25	62,676.13	1,026.00	25	62,676.13	594.23	61,055.90
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	659.06	18,560.25
January 2023	34	69,597.59	62	94,617.31	783.43	62	94,617.31	-	93,833.88
February 2023	41	89,143.74	32	54,328.81	6,895.87	32	54,328.81	4,156.28	43,276.66
March 2023	25	31,217.40	19	37,872.40	8,261.13	19	37,872.40	-	29,611.27
April 2023	25	27,526.51	20	50,123.94	2,267.33	20	50,123.94	-	47,856.61
May 2023	22	20,155.15	20	59,180.13	-	20	59,180.13	-	59,180.13
June 2023	7	7,158.57	25	42,829.57	1,859.87	25	42,829.57	-	40,969.70
July 2023	42	86,272.96	39	104,396.01	973.00	39	104,396.01	-	103,423.01
August 2023	30	60,973.64	40	94,608.77	3,583.79	40	94,608.77	-	91,024.98
September 2023	23	33,390.07	36	86,380.50	813.18	36	86,380.50	-	85,567.32
October 2023	23	33,390.07	36	99,568.27	275.89	36	99,568.27	-	99,292.38
November 2023	17	62,872.13	20	109,535.11	1,157.40	20	109,535.11	-	108,377.71
December 2023	19	21,076.91	13	32,479.71	1,582.00	-	-	-	30,897.71
<b>Running Year Total</b>		<b>670,938.58</b>	<b>531</b>	<b>1,172,001.65</b>	<b>49,176.39</b>	<b>504</b>	<b>1,139,521.94</b>	<b>12,676.45</b>	<b>1,110,148.81</b>

Dontrelle Young-Foster  
President/CEO



President and CEO  
**Dontrelle Young Foster**

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

### REQUEST FOR BOARD ACTION

**February 13, 2024**

**Board of Commissioners**  
D. G. Pantazis, Jr., Chairman  
DeJuana L. Thompson, Vice-Chairperson  
Anthony C. Hood, Commissioner  
Abra A. Barnes, Commissioner

### RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as January 31, 2024 the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per attached sheet.

<b>Development</b>	<b>No.</b>	<b>Amount</b>
Elyton	ALA 1-1	\$19,988.00
Southtown	ALA 1-4	\$6,471.00
Marks Village	ALA 1-6	\$3,338.00
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$0.00
Morrell Todd	ALA 1-11	\$12,254.08
Collegeville Center	ALA 1-13	\$4,464.00
Harris Homes	ALA 1-14	\$23,683.08
North Birmingham Homes	ALA 1-16	\$7,368.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$0.00
Benjamin Greene	ALA 1-23	\$11,382.00
Roosevelt City	ALA 1-30	\$0.00
Freedom Manor	ALA 1-21	\$0.00
Mason City I	ALA 1-40	\$0.00
Mason City III	ALA 1-42	\$0.00
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
<b>Total</b>		<b>\$88,948.16</b>

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

**TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS  
(TO BE CHARGED OFF AS OF FEBRUARY 13, 2024)**

FOR PERIOD ENDED JANUARY 31, 2024

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	5	19,838.00	-	450.00	-	-	(300.00)	-	19,988.00	1,048.00
Southtown AL 1-4R	1	6,546.00	-	-	-	-	(75.00)	-	6,471.00	-
Marks Village AL 1-6	1	3,338.00	-	-	-	-	-	-	3,338.00	2,871.71
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	5,685.00
Morell Todd AL 1-11	2	12,154.08	-	100.00	-	-	-	-	12,254.08	1,391.00
Collegeville AL 1-13	2	4,614.00	-	-	-	-	(150.00)	-	4,464.00	-
Harris Homes AL 1-14	7	23,794.00	-	389.08	-	-	(500.00)	-	23,683.08	-
North Birmingham AL 1-16	3	7,178.00	-	190.00	-	-	-	-	7,368.00	-
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	10,893.00
Kimbrough AL1-18	0	-	-	-	-	-	-	-	-	9,210.00
Benjamin Greene AL 1-23	1	11,382.00	-	-	-	-	-	-	11,382.00	1,381.00
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>22</b>	<b>88,844.08</b>	<b>-</b>	<b>1,129.08</b>	<b>-</b>	<b>-</b>	<b>(1,025.00)</b>	<b>-</b>	<b>88,948.16</b>	<b>32,479.71</b>

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged Off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
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September 2022	22	30,571.45	23	33,390.07	10,073.04	22	33,390.07	910.72	22,406.31
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August 2023	30	60,973.64	40	94,608.77	3,583.79	40	94,608.77	-	91,024.98
September 2023	23	33,390.07	36	86,380.50	813.18	36	86,380.50	-	85,567.32
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December 2023	19	21,076.91	13	32,479.71	1,582.00	-	-	-	30,897.71
January 2024	62	94,617.31	22	88,948.16	-	-	-	-	88,948.16
<b>Running Year Total</b>		<b>765,555.89</b>	<b>553</b>	<b>1,260,949.81</b>	<b>49,176.39</b>	<b>504</b>	<b>1,139,521.94</b>	<b>12,676.45</b>	<b>1,199,096.97</b>

Dontrelle Young-Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners' Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Seth Embry, Chief of Policy and Government Affairs

**Date:** February 2, 2024

**Department** Executive

**Board of Commissioners' Meeting Date:** Tuesday, February 13, 2024, at 1:30 p.m..

**Board Agenda Item(s):**

1. Revisions to Fleet Policy

**Board of Commissioners' Committee Meeting Date/Time:** Executive, Tuesday, February 6, 2024, at 2:00 p.m.

**Approved by:** Dontrelle Young Foster / 2/2/2024  
Dontrelle Young Foster / Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):** The purpose of this request is to obtain Board approval of revisions to the Control of Fleet Vehicles Policy and Procedures Manual. Limited revisions were made to modify and clarify the Manual, and to reflect changes in practice.

**Extract from Minutes of Committee Meeting:**

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

**HABD Board Committee Member:** Chairman D.G. Pantazis, Jr. 2/6/2024

**HABD Board Committee Member:** Dr. Anthony C. Hood 2/6/2024

**HABD Staff Member:** Seth Embry 2/6/2024

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **Approval of Revisions to the Control of Fleet Vehicles Policy and Procedures Manual**

**February 13, 2024**

#### **INTRODUCTION**

HABD maintains a Control of Fleet Vehicles Policy and Procedures Manual to ensure HABD-owned vehicles are operated, maintained, and stored in a safe and secure manner. The Manual applies to all employees and vehicles, and is provided to employees at the time of hire.

#### **PURPOSE AND OBJECTIVE**

The purpose of this request is to obtain Board approval of revisions to the Control of Fleet Vehicles Policy and Procedures Manual. Limited revisions were made to modify and clarify the Manual, and to reflect changes in practice.

#### **DESCRIPTION AND JUSTIFICATION**

Following, are the significant changes made to the policy:

1. To emphasize the significance of the prohibition on operating vehicles under the influence of alcohol or other substances, the following clause was added:
  - a. “Drivers may not take HABD vehicles to events where they intend to drink alcohol. In the event that a driver, due to consumption of any alcohol, or for any other reason, are not able to drive a vehicle, they are responsible for the vehicle is parked in a safe location, preferably on HABD property.”
2. To reiterate that the use of HABD vehicles is restricted to the conduct of HABD business, the following clause was added:
  - a. “Drivers may not take HABD vehicles to social functions, including receptions, networking opportunities or similar events, particularly outside of business hours, when their attendance is not mandatory. This prohibition applies to events that are sponsored by institutional partners of HABD.”
3. To clarify the proper storage and access of HABD vehicles, the following sections were added:
  - a. “Drivers assigned vehicles will ensure vehicles are parked at their work location and keys returned to the Motor Pool Monitor by the end of the business day, except in the case when performing official duties beyond 5:00 p.m. or if the employee is on-call. Drivers must return vehicles promptly at the end of official duties. Unless authorized by the President/CEO, drivers assigned vehicles are not permitted to take those vehicles home. The Departments of Human Resources and Finance will

maintain the list of employees approved to take vehicles home, along with the written authorization from the President/CEO.”

- b. “In no event should a vehicle be away from HABD property when the employee assigned the vehicle is on pre-approved leave (sick, vacation, etc.) or otherwise not working such as during holidays and on weekends. HABD may arrange to retrieve a vehicle when an employee has an unexpected or long-term absence while in possession of a vehicle off-site.”

## **POLICY IMPACT**

Based on Federal guidelines, HUD has restricted the use of vehicles purchased with Federal funds to official business only. HABD is choosing to implement these restrictions consistently, regardless of the funding source of the vehicle, unless there is good cause for an exception. The policy additions comply with HUD guidelines.

## **ECONOMIC IMPACT/FUNDING SOURCE**

The Policy changes are not expected to have an economic impact on the Agency.

## **ATTACHMENTS**

Control of Fleet Vehicles Policy and Procedures Manual with proposed revisions.

## **ALTERNATIVE**

No alternatives.

## **RECOMMENDATION**

The President/CEO recommends adoption of this Resolution.

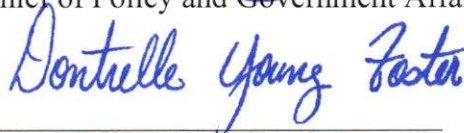
## **CERTIFICATION**

The requested action is in conformance with all legal, policy and regulatory requirements.



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Seth Embry  
Chief of Policy and Government Affairs



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Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2024-12690**

Resolution Authorizing Revisions to the Control of Fleet Vehicles Policy and Procedures  
Manual

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to revise the Control of Fleet Vehicles Policy and Procedures Manual as presented, including any additional minor or grammatical changes necessary.

Adopted this 13<sup>th</sup> day of February 2024.

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)



**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners' Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Denita Clara Bearden, Chief Administrative Officer

**Date:** February 1, 2024

**Department** Procurement

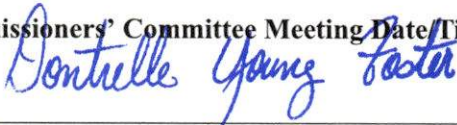
**Board of Commissioners' Meeting Date:** Tuesday, February 13, 2024

**Board Agenda Item(s):**

1. Procurement General Update
2. Approval of Revisions to the HABD Procurement Policy

**Board of Commissioners' Committee Meeting Date/Time:** Tuesday, February 6, 2024

**Approved by:**

  
Dontrelle Young Foster  
President/CEO/Contracting Officer

2/2/2024  
Date

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):** Revisions to the Procurement Policy include increasing the small purchase threshold and contracts for Board approval

**Extract from Minutes of Committee Meeting:**

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

**HABD Board Committee Member:** Chairman D.G. Pantazis Date: February 6, 2024

**HABD Board Committee Member:** Dr. Anthony C. Hood Date: February 6, 2024

**HABD Staff Member:** Denita Bearden  Date: February 6, 2024

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **Approval of Revisions to the HABD Procurement Policy and Procedures Manual**

**February 13, 2024**

#### **INTRODUCTION**

HABD maintains the Procurement Policy and Procedures Manual to ensure HABD remains in compliance with HUD requirements under the Annual Contributions Contract (ACC) and according to 2 CFR 200.317-326, HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies," and state and local guidelines. The Procurement policy guides the way the agency gains its necessary goods, supplies, construction and services to serve our clients and employees.

#### **PURPOSE AND OBJECTIVE**

The purpose of this request is to obtain Board approval of revisions to the Procurement Policy. According to the Federal Acquisition Regulation issued in July 2020, micro purchase limits and the simplified purchase threshold increased to \$10,000 and \$250,000 respectively. While we have already obtained Board approval to utilize the maximum micro purchase limit in February 2021, the agency seeks to increase its small purchase limit and contract threshold for Board approval. After review of our policy and procedures, other than threshold increases, limited revisions were made to modify and clarify the policy, and to reflect changes in practice.

#### **DESCRIPTION AND JUSTIFICATION**

Following, are the significant changes made to the policy:

1. To increase the contract threshold for Board approval from \$100,000 to \$150,000
2. To clarify increase of small purchases and agreements to more than \$10,000 and less than \$150,000

#### **POLICY IMPACT**

This action allows for HABD to comply with HUD guidelines, while adding flexibility in general procedures.

#### **ECONOMIC IMPACT/FUNDING SOURCE**

The Policy changes are not expected to have an economic impact on the Agency.

**ATTACHMENTS**

Attached is the Procurement Policy changes in Section I Part III - Purchasing Methods

**ALTERNATIVE**

No alternatives.

**RECOMMENDATION**

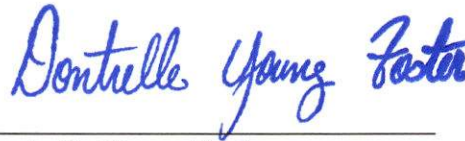
The President/CEO recommends adoption of this Resolution.

**CERTIFICATION**

The requested action is in conformance with all legal, policy and regulatory requirements.



Denita C. Bearden  
Chief Administrative Officer



Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2024 - 12694**

Resolution Authorizing Revisions to the HABD Procurement Policy and Procedures Manual

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to revise the Procurement Policy and Procedures Manual as presented, including any additional minor or grammatical changes for clarity, if necessary.

Adopted this 13<sup>th</sup> day of February 2024

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)

### **C. Small Purchase Procedures**

Under small purchase procedures, the HABD shall obtain a reasonable number of quotes (preferably three); however, for any amounts above the Micro Purchase ceiling, but not exceeding ~~\$100,000~~150,000.00, the HABD may use small purchase procedures. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the HABD. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The HABD shall not break down requirements aggregating more than the Small Purchase threshold into several purchases that are less than the applicable threshold merely to permit use of the Small Purchase procedures.

**Note:** Documentation of all quotes must be maintained in the procurement file.

### **D. Sealed Bids**

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the HABD publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring contracts and purchases such as materials and construction services that are expected to exceed ~~\$100,000~~150,000.00.

#### **1. Conditions for Using Sealed Bids**

HABD shall use the sealed bid method if the following conditions are present:

- a complete, adequate, and realistic statement of work, specification, or purchase description is available;
- two or more responsible bidders are willing and able to compete effectively for the work;
- the contract can be awarded based on a firm fixed price, and;
- The selection of the successful bidder can be made principally on the lowest price.

#### **2. Solicitation and Receipt of Bids**

An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

#### **3. Bid Opening and Award**

Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

4. **Mistakes in Bids**

Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or email notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices, or other provisions of bids prejudicial to the interest of the HABD or fair competition shall not be permitted.

**E. Competitive Proposals**

Unlike sealed bidding, the competitive proposal method, for contracts greater than \$150,000 permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the HABD, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

1. **Conditions for Use**

Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

2. **Form of Solicitation**

Other than A/E services, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub-factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The HABD may assign price a specific weight in the evaluation criteria or the HABD may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

3. **Evaluation**

The proposals shall be evaluated only on the criteria stated in the RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee of at least three members selected by the President/CEO. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

4. **Negotiations**

Negotiations shall be conducted with all offerors who submit a proposal determined to have

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Nicole Earle, Chief of Real Estate Development

**Date:** February 5, 2024

**Department:** Real Estate Development

**Board of Commissioners' Meeting Date:** Tuesday, February 13, 2024, at 1:30 pm

**Board Agenda Item(s):**

1. Approval authorizing HABD to submit a 9% Low-Income Housing Tax Credit application for the redevelopment of Collegeville

**Board of Commissioners' Committee Meeting Date/Time:** Wednesday, February 7, 2024 @11:00am

**Approved by:**

*Dontrelle Young Foster*  
Dontrelle Young Foster  
President/CEO/Contracting Officer

*2/5/2024*  
Date

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):**

**Extract from Minutes of Committee Meeting:**

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

**HABD Board Committee Member:** Vice-Chair Thompson

Date: 2/7/2024

**HABD Board Committee Member:** Commissioner Barnes

Date: 2/7/2024

**HABD Staff Member:** Nicole Earle

Date: 2/7/2024

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL AUTHORIZING HABD TO SUBMIT A 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR THE REDEVELOPMENT OF COLLEGEVILLE**

**February 13, 2024**

#### **INTRODUCTION**

This resolution is to authorize The Housing Authority of the Birmingham District (HABD) President/CEO to provide commitments for Project Based Vouchers and Secondary Financing and to execute all necessary documents to support the submission of a 9% Low-income Housing Tax Credit (LIHTC) application to the Alabama Housing Finance Authority (AHFA) for the Phase I RAD Conversion of the Collegeville Public Housing Community.

HABD partnered with Zimmerman Properties for the redevelopment of the Collegeville community. The redevelopment plan is a multi-phased project. Phase I is a RAD/Section 18 Blend Transfer of Assistance project to transfer 110 units offsite to the former site of Ensley School to newly constructed housing. Of the total 110 units, 66 will be RAD vouchers and the remaining 44 units will be Section 18 vouchers which carry a higher rent level than the RAD vouchers. HUD will fund new vouchers for this RAD transaction.

HABD will also provide secondary financing in the amount of \$3.3 million dollars from the Capital Fund Program. This loan will be amortized over 40 years at 2% interest with annual loan payments equal to 50% of the available cash flow. Pursuant to the Business Terms previously approved by the Board, HABD and the Developer will share in the developer fee and remaining cash flow on an 80/20 basis only for Phase I of the project. MCHDC Collegeville-Ensley, LLC will be a 20% member of the general partner. HABD will retain a Purchase Option and Right of First Refusal at the end of the initial 15-year LIHTC compliance period. The management agreement for the project will also include the training program provisions for HABD staff.

#### **PURPOSE AND OBJECTIVE**

The objective of the request is to obtain authorization for the HABD President/CEO to execute the required documents for a 9% LIHTC application to support the first phase of redevelopment at Collegeville.

#### **DESCRIPTION AND JUSTIFICATION**

The Master Development Agreement prioritizes the construction of replacement housing in the first phase of the Collegeville redevelopment. Phase I of construction will include the construction of 110-unit family units to be located on the former Ensley High School property. A potential 9% LIHTC allocation will provide tax credit equity to complete the capital stack. HABD has obligated \$3.3 million in capital funds to help with funding gaps along with providing 110 project-based vouchers. Attached are the loan commitment and project-based voucher commitment letters. HABD under the MCHDC Collegeville-Ensley, LLC will participate as a member of the development team for a 20% developer fee.

To prepare a successful 9% LIHTC application submission, HABD and 2301 Ensley 1, LP will need to submit certain documents to the Alabama Housing State Finance Agency. Preliminary commitment



letters are required by AHFA for submission of the 9% LIHTC application.

The documents authorized for HABD's execution by this Resolution include but are not limited to the following:

1. Loan Commitment Letter
2. PBV Rental Subsidy Commitment Letter

### **POLICY IMPACT**

The requested action is consistent with the Authority's plan to improve the quality of assisted housing and to provide an improved living environment.

### **ECONOMIC IMPACT/FUNDING SOURCE**

The projected total development cost for Collegeville Phase 1 (Collegeville-Ensley) is over \$35.6 million. (See attached sources and uses) \$3.3 million in capital funds was approved in 2021 under FY 2022 grant.

### **ATTACHMENTS**

1. Loan Commitment Letter
2. PBV Rental Subsidy Commitment Letter
3. Sources and Uses

### **ALTERNATIVE**

None

### **RECOMMENDATION**

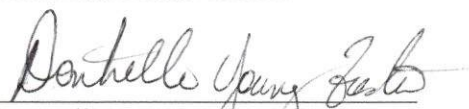
The President/CEO recommends that the Boards approve this request.

### **CERTIFICATION**

The requested action is in conformance with all legal, policy, and regulatory requirements.



Nicole Earle  
Chief Real Estate Officer

  
Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO: 2024-12695**

**APPROVAL AUTHORIZING HABD TO SUBMIT A 9% LOW-INCOME HOUSING TAX  
CREDIT APPLICATION FOR THE REDEVELOPMENT OF COLLEGEVILLE**

RESOLVED, that the Board of Commissioners of the Housing Authority of the Birmingham District authorizes the President/CEO of HABD to execute the documents related to the 2024 9% Low-Income Housing Tax Credit application on behalf of HABD and to take such further actions as may be necessary and proper to accomplish the submission of the 9% LIHTC application to the Alabama Housing Finance Authority.

This Resolution shall take effect immediately.

Adopted this 13th day of February 2024

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster,  
President/CEO

(Seal)

# 2301 Ensley

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- Total site 6.22 acres
- Family Housing –110 units
  - 22 - 1bdr
  - 44 - 2bdr
  - 44 - 3bdr
- Washer & Dyer included in each unit
- Playground, Exercise room, Community room with computer center and Early Learning Facility
- Star-C on-site program



# Wraparound Coaching Services

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- ▣ **Housing, Workforce and Success Coaching**
- ▣ Rent subsidies
- ▣ Homebuyer education
- ▣ Credit Repair
- ▣ Hustle- Small Business Micro Grants
- ▣ Community Garden
- ▣ Tutoring for families
- ▣ Financial management
- ▣ Mitigation funds (Education, transportation, childcare)
- ▣ Holiday resources

# Development Schedule

- Apply Financing -February 2024
- Award Notification -December 2024
- Financial Closing -March 2025
- Construction Start -April 2025
- Completion -September 2026
- Move In -November 2026

