



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
Willie J. Lewis, Commissioner

February 1, 2023

Mr. D.G. Pantazis, Jr., Chairman
Ms. DeJuana L. Thompson, Vice-Chairperson
Mr. Anthony C. Hood, Commissioner
Ms. Abra A. Barnes, Commissioner
Ms. Willie J. Lewis, 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. **Thursday, February 16, 2023**, at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live streamed via Zoom. To access the meeting, go to 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

Board of Commissioners
D. G. Pantazis, Jr., Chairman
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Regular Board of Commissioners Meeting
George W. McCoy Building
1301 25th Avenue North
Birmingham, AL 35204

Thursday, February 16, 2023
1:30 p.m.
Agenda

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, January 19, 2023
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended January 31, 2023
 - d. Resolution 12629 -2023 - Approval of Charge-Offs for Period Ended December 31, 2022
- V. Old Business**
- VI. New Business**
- VII. Procurement**
 1. Approval of Award of Contract for Public Relations, and Community Engagement
 2. Approval of Award of Contract for Landscaping Maintenance Services
 3. Approval of Award of Contract for Vacant Unit Preparation
 4. Approval of Award of Contract for Roll-Off Dumpster and Dumping Services
 5. Approval of Award of Contract for Paint Supplier

VIII. Rental Assistance Programs

1. Approval of Revision to the Section 8 Administrative Plan

X. Real Estate Development and Capital Improvements

1. Approval of Predevelopment Loan Agreement with Zimmerman for Collegeville

XI. Presentation(s) by Person(s) Desiring to Speak Before HABD Board of Commissioners

XII. Executive Session

XIII. Adjournment

**MINUTES OF THE ANNUAL MEETING AND REGULAR MEETING
OF THE COMMISSIONERS FOR THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

HELD ON JANUARY 19, 2023

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 19, 2023, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Hood, and upon roll call, those present and absent were as follows:

PRESENT:

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

ABSENT: None

ALSO, PRESENT:

Dontrelle Foster, President/CEO
Seth Embry, Chief of Policy and Government Relations
Denita Bearden, Chief Administrative Officer
Courtney French, General Counsel
Ken Foreman, Director of Community Safety
Christie Hilliard, Project Manager
Kangi Drake, Director of Rental Assistance Programs
Larry Williams, Senior Vice President of Operations/Programs
James Hawkins, Project Manager
Connie McLaurin, Director of Maintenance
Calandra Jefferson-Mitchell, Director of Human Resources
Jacqueline French, Director of Workforce Development
Meagan Holland, Director of Public Relations
Willie Wilkerson, Tuxedo Terrace Community
Armon Matthews, Interim VP of Community Engagement
Toraine Clausell, Director of Information Infrastructure
Michelle Collins, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairman Hood declared a quorum was present.

A moment of silence was observed.

Adoption of Agenda

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

Election of Officers for Calendar Year 2023

Chairman Hood acknowledged the Election of Officers for the Calendar Year 2023. The floor was opened for nominations for Chairman. Commissioner Barnes nominated D.G. Pantazis. No other nominations came before the Board, and the floor was closed on Commissioner Pantazis. Upon motion by Commissioner Barnes and seconded by Commissioner Lewis, all voted in favor of D. G. Pantazis as Chairman of the Board for the calendar year 2023.

Next, the floor was opened for the vice chair. Commissioner Barnes nominated Commissioner Thompson as Vice-Chair. No other nominations came before the Board, and the floor was closed on DeJuana Thompson. Upon motion by Commissioner Barnes and seconded by Chairman Pantazis, all voted in favor of DeJuana Thompson as Vice-Chair of the Board for the calendar year 2023.

Chairman Pantazis thanked the commissioners for their confidence in him and stated that it is his mission to continue working with the Board and staff to move the agency in the right direction. Chairman Pantazis chaired the rest of the meeting.

Consent Agenda

Chairman Pantazis acknowledged the approval of the consent agenda. There were no objections to the consent agenda, and upon motion by Vice-Chairman Thompson and seconded by Commissioner Barnes, the consent agenda was approved as presented.

- a. The Minutes for the Regular Meeting on December 15, 2022, was approved.
- b. The President’s Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending December 31, 2022, was accepted.
- d. Resolution 12624-2023 – 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, 2022, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$2,960.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6 -----	15,296.00

Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	3,778.00
Morrell Todd Homes, Ala.1-11-----	7,939.00
Collegeville Center, Ala.1-13-----	10,579.00
Harris Homes, Ala. 1-14-----	3,377.00
North Birmingham Homes, Ala.1-16-----	18,747.00
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	0.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	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
Freedom Manor Ala 1-21-----	0.00
	\$62,676.13

The following voted as indicated:

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

Chairman Pantazis indicated motion carried.

Old Business

There was no old business for discussion.

New Business

For new business, President Foster congratulated the newly elected officers to the Board. President Foster stated that she is looking forward to working with the new officers to do great things for the agency.

Ms. Foster stated that HABD was awarded a Family Self Sufficiency (FSS) grant for \$232,878 from the U.S. Department of Housing and Urban Development. The funds will be used to support the salaries of our FSS coordinators to connect our public housing residents and Section 8 participants with employment opportunities and economic empowerment resources.

Ms. Foster introduced the new executive member, Mr. Kelleigh Gamble, Vice President of Strategic Initiatives, and gave a brief background. Mr. Gamble thanked the Board for the

opportunity to work with the Housing Authority of the Birmingham District and with the Magic City Housing Development Corporation. He is excited about the opportunities the Magic City Housing Development Corporation will bring to the agency and looks forward to being a part of the team.

Lastly, Ms. Foster acknowledged two HABD staff members for their achievements. Meagan Holland, Director of Public Relations, on being selected to the Kiwanis Club of Birmingham's Inaugural Emerging Leaders cohort, and Mr. Seth Embry, Chief of Policy and Government Relations, on completing the PHADA Executive Director Education Program. A round of applause was made.

Property Operations

1. Approval of HABD Section 3 Policy Revision

Ms. Jacqueline French, Director of Workforce Development, presented the approval of revisions to the Section 3 Policy. Ms. French indicated that the Housing Authority of the Birmingham District (HABD) proposes to revise the Section 3 Policy to comply with the regulations of the Department of Housing and Urban Development (HUD) Act of 1968. The purpose of this request is to obtain Board approval to revise the Section 3 Policy by updating the verbiage to coincide with the new regulations. The Section 3 Policy revision will include the following key changes; *Interim Rule is now the Final Rule located at 24 CFR 75, Percentage of New Hire Compliance Standard is now Percentage of Total Hours, Qualifying Section 3 Participant Definition, Qualifying Section 3 Business Concern Definition, Section 3 Busine Concern Preference, Non-Construction contracts (Professional Services Contracts), Procurement Documentation.*

Chairman Pantazis reiterated the suggestions discussed in the Committee meeting to ensure we review our contracts and ensure we have what we need to enforce the new regulations for the Section 3 program. President Foster also mentioned to Ms. French to make sure legal counsel reviews the contracts before executing. After the discussion, upon motion by Commissioner Hood and seconded by Vice-Chair Thompson, the following resolution was unanimously adopted:

RESOLUTION NO. 12626

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for the implementation of the revised Section 3 Policy.

RESOLVED FURTHER that the President/CEO is authorized to implement the revision of the Section 3 Policy effective immediately.

When called upon, the following voted as indicated:

YEANAYABSTAINED

Chairman Pantazis
 Vice Chairman Thompson
 Commissioner Hood
 Commissioner Barnes
 Commissioner Lewis

Chairman Pantazis indicated motion carried.

Real Estate Development and Capital Improvements

1. Approval of Development Agreement with Integral/Rule

The Real Estate Development Consultant, Ms. Cindi Herrera, presented the approval of the Master Development Agreement with Integral/Rule for the redevelopment of Smithfield Court and Tom Brown Village. Ms. Herrera indicated that Smithfield Court is anticipated to be completed under the Choice Neighborhood Program, and the application has been submitted for the property. We are optimistic that it will be successful. The Real Estate Counsel has negotiated, reviewed, and approved the development agreement incorporating the business terms as previously approved by the Board. During the work session, the Board recommended adding a provision that the developer will provide training to HABD staff in the property management component as the property is redeveloped. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12622

RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve a development agreement with Integral/Rule for the redevelopment of Smithfield Court and Tom Brown Village in a final legal format as approved by Real Estate Legal Counsel.

2. Approval of Development Agreement with Paces Preservation Partners

Ms. Cindi Herrera presented the approval of the Master Development Agreement with Paces Preservation Partners for the redevelopment of Cooper Green and Rev. Dr. Morrell Todd Homes. The Board of Commissioners approved the preliminary business terms with Paces for the redevelopment projects. The Real Estate Counsel has negotiated, reviewed, and approved the development agreement incorporating the business terms. Cooper Green will be a rehab project with no relocation and is anticipated to begin this year, 2023. Todd Homes will be a demolition and new construction project and is expected to begin in 2025. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12621

RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve a development agreement with Paces Preservation Partners for the redevelopment of Cooper Green and Todd Homes in a final legal format as approved by the Real Estate Legal Counsel.

3. Approval to Close Southtown Family Housing

Ms. Cindi Herrera presented the approval to close on the Southtown Family Housing community. HABD entered into a Master Development Agreement with Southside Development Company to redevelop Southtown Housing Community. BREC will serve as the developer of replacement for family housing. The MDA sets forth a commitment from HABD for developing the affordable housing component that includes a 99-year ground lease and 60 project-based vouchers. This project has a right of first refusal for HABD at the end of 15 years. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12628

RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve the closing of the Southtown Family project, including a 99-year ground lease, and allocation of 60 project-based vouchers; and authorizes the Chief Executive Officer to sign all necessary documents to effectuate said closing based on final approval of Real Estate Legal Counsel.

4. Approval to Close Southtown Senior Housing

Ms. Cindi Herrera presented the approval to close on the Southtown Senior Housing. The Benoit Group is the developer of Southtown's replacement housing for seniors. HABD's commitments for the Southtown Senior community include a 99-year ground lease, 143 project-based vouchers, and a cash flow loan for 5.5 million dollars. This project has a right of first refusal for HABD at the end of 15 years. After a brief discussion, upon a motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12627

RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve the closing of the Southtown Senior project, including a 99-year ground lease and allocation of 143 project-based vouchers; and a cash flow loan in the amount of \$5.5 million from non-federal funding sources; and, authorizes the Chief Executive Officer to sign all necessary documents to effectuate said closing based on final approval of Real Estate Legal Counsel.

When called upon, the following voted as indicated:

Chairman Pantazis
 Vice Chairman Thompson
 Commissioner Hood
 Commissioner Barnes
 Commissioner Lewis

Chairman Pantazis indicated motion carried.

Vice-Chairman Thompson stated that she would like an update after the meeting with Southtown on how the relocation would potentially impact the residents. She also commented that HABD does all it can for those residents who cannot return to Southtown.

Presentation of Person(s) Desiring to Speak before the Board

Chairman Pantazis acknowledged persons desiring to speak before the Board and called on the virtual attendees first.

Ms. Jacquice Reynolds, a resident of Southtown Court, attended the meeting virtually and stated there was a misunderstanding as to what was told to the residents concerning Southtown. Ms. Reynolds stated that the residents were told that they could return to the site without any problems. However, now the residents may not be able to return due to the Section 18 rule. The residents need clarity as to what is about to happen at Southtown, said Ms. Reynolds.

Chairman Pantazis responded that a meeting is scheduled next week with the residents to discuss the plans for Southtown and suggested Ms. Reynolds attend the meeting to express her concerns.

Next, Mr. Willie Wilkerson, a Tuxedo Terrace resident, observed Tuxedo Terrace and stated that the property needed a lot of work. Some work has been done, but more is needed. Mr. Wilkerson mentioned several items that needed repairing, including replacing signs, the parking lot backlighting needed to be replaced, the sidewalk in disarray, and the front doors needed a reset.

President Foster asked Mr. Wilkerson to schedule a meeting with Mr. Larry Williams, the Senior Vice President of Operations/Programs.

Executive Session

There was no Executive Session.

President Foster publicly thanked Commissioner Hood for his support in moving the agency forward.

Chairman Pantazis also publicly thanked Commissioner Hood for his work as Chairman. He stated that he would continue to support the Board and HABD team.

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

Chairman

ATTEST:

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
Willie J. Lewis, Commissioner

To: HABD Board of Commissioners

From: Dontrelle Young Foster 

Subject: President/CEO's Report

Date: February 7, 2023

Old Business

In the January Board meeting, a resident of Tuxedo Terrace requested a community walk, no loitering signs, and appropriate lighting. We contacted the representative from Alabama Power Company, and they are addressing the replacement lighting as well as the lights HABD are responsible for. Concerning the signage, we currently have both loitering, and parking signs posted and have scheduled a walkthrough to determine if and where additional signs may be needed.

1. The Real Estate Development team hosted two informational meetings with the residents of Southtown. 26 attendees were present, and we are making direct calls to residents to ensure those not in attendance receive the same information. Development and resource partners presented and assisted in addressing questions and concerns (including homeownership and voucher opportunities), returning to Southtown, and overall development updates. During the meetings, specific questions were asked by residents regarding the factors that determine eligibility to return, the accessibility features or challenges of the senior development, and the flow of traffic given the current renderings of Blocks B and C. Staff and partners were able to provide the factors that will determine eligibility, which include income restrictions and criminal background checks. Beyond that response, staff assured residents that other options will be available to those who are ineligible to return based on not meeting eligibility requirements set by each property management company. Staff and partners also provided attendees with the number of elevators that will be available in the senior development, ensuring that access to, from, and around the building would not be impeded for residents, emergency services, or otherwise. Overall, the meeting was a success, providing us another opportunity to share development updates with those in attendance. Moving forward, and as updates are made available, we intend to hold additional meetings to keep residents informed, engaged, and excited about the Southtown development.
2. On January 25th, HABD Regional Property Manager Jennifer Leonard represented the agency at the Birmingham Housing Forum hosted by the City of Birmingham's Community Development Department and AARP Alabama. Ms. Leonard shared important information about the resources we provide to Birmingham seniors and gave an update on how the senior development at Southtown will support the needs of seniors.

3. Representatives from the Alabama Department of Human Resources and the regional offices of the USDA and Administration for Children and Families met with Campus of Hope staff on Wednesday, January 25, 2023, to discuss the success and expansion of the HABD's Campus of Hope programming.
4. HABD released the draft Annual Plan to the Board of Commissioners and the general public for a 45-day review and comment period, which closes on March 3, 2023. The draft plan can be viewed on the HABD website and is available in our main offices. HABD encourage the general public to view the draft plan and provide any comments or recommendations before the end of the 45 days so that they may be considered when finalizing and presenting during the public hearing.
5. On Saturday, February 4th, young black men from multiple HABD communities attended and participated in the first annual Birmingham Black Male Summit. The young men were present from 2-6PM and had the opportunity to learn about career and professional development, the importance of education, the value of understanding and appreciating differences in one another, and more.
6. For the first time since 2019, the Housing Choice Voucher waiting list for the Mainstream Voucher Program opened on February 7, 2023, and closed on February 13, 2023. The Mainstream Voucher Program is designed to assist non-elderly disabled individuals or families with qualifying household members.
7. Two separate meetings were held with myself, Vice President of Strategic Initiatives Kelleigh Gamble, Sheriff Pettway, and the Woodlawn Foundation to discuss possible future developments as we ramp up our MCHDC efforts.
8. On February 6th, a meeting was held with myself, Ms. Holland, and the Birmingham Times (BT) to discuss our partnership moving forward and how the BT and HABD can work together to best tell HABD's story to the BT's audience and overall Birmingham community.
9. On February 15th, HABD and its development partners in the Southtown redevelopment effort met before the Birmingham City Council Committee of the Whole to discuss development plans and address any questions from City Councilors.
10. The Office of Constituent Concerns (OCC) received a total of eleven (11) concerns. Ten (10) concerns were for the Rental Assistance Programs/Section 8 regarding rent payments, landlord inquiries, move-outs, and inspections. One (1) was for Tuxedo Terrace concerning the waitlist. We had a 100% completion rate for the period.
11. It was with great sadness that we informed the Board and general public of the passing of our Council President Advisory Board (CPAB) President and friend, Ms. Bertha Davis. Ms. Davis was a faithful leader in the community. She served as Resident President for over 10 years. Our thoughts and prayers are with Ms. Davis' family.

DYF/



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Office of Constituent Concerns

TO: Dontrelle Young Foster, President/Chief Executive Officer
FROM: Alicia Bibbs, Executive Office Coordinator *AB*
RE: January Monthly Report
Date: February 1, 2023

For the month of January 2023, the Office of Constituent Concerns received a total of 11 concerns. A completion rate of 100% was achieved for the period. The following are the concerns received for this month:

Rental Assistance Program/Section 8

The Rental Assistance Programs received a total of 10 concerns. The primary areas of concerns were related to rent payments, landlord inquiries, move-outs, and inspections.

Mixed Housing

Mixed Housing received a total of 1 concern. The primary areas of concerns were related to waitlist for Tuxedo Terrace.

Concerns were received from the following housing communities:

c: Seth Embry, Chief Operations Officer

1	Department/ Community	DATE RECEIVED	Concern	NAME OF PERSON THAT RESOLVED CONCERN	DATE RESOLVED	RESOLUTION	Outstanding	INITIALS AND DATE OF FOLLOW-UP CALL/ff	Property Operations	Section 8	Intake	Finance	Procurement	Mixed Housing	Comm Engagem ent	Other
		2-Jan	A change of income form	Bosede	3-Jan	This client was contacted and paperwork was sent.				1						
		3-Jan	Ms Walker has been trying to reach someone in Section 8 to update her employment status. The landlord has been inquiring about their rent payment. Please respond and update OCC	Bosede	6-Jan	This tenant has been contacted about her concern and the matter has been resolve.				1						
		9-Jan	requested an updated memorandum	Bosede	13-Jan	Ms. Ogunleye spoke with Ms. Chambers about her concerns and sent the tenant her most recent lease memorandum.				1						
		9-Jan	Request to move	Kdrake	11-Jan	Ms. Tyus is scheduled to pick up a voucher 1/12/2023.				1						
		9-Jan	rent increase in the rent an they're saying bc lack of payment	Bosede	10-Jan	The client had a RI that was not processed by the previous housing specialist for 01/2022. That has now been processed and the client and landlord will be contacted as the difference will be paid with the 02/2023 HAP Payments.				1						
		12-Jan	Income change and request to move	Kdrake	13-Jan	Ms. Keye spoke with Ms. Copeland. She wants to add income from a job before she receives a new voucher and our new interim change policy does not permit her to add income until her reexam. She is upset because of this and states we want her to live in Westend only. Ms. Brown spoke with Ms. Copeland to explain that we can not add increased income to her household at this time.				1						
		12-Jan	Request to move was denied.	Bosede	1/12/2023	Ms. Orr has been contacted on multiple occasions. She has not complied with our process and probably suspects termination.				1						
		12-Jan	Mold in unit/Hunter Ridge	Kdrake	12-Jan	This property has been scheduled for inspections. We will proceed further based on the results and our standard protocol.				1						
		12-Jan	Landlord have not received payment for 7 months	Kdrake	13-Jan	Contact was made with the landlord yesterday. 1/12/2023 and the issue has been resolved.				1						
		13-Jan	Landlord interested in Section 8 Program	Kdrake	13-Jan	Contact was just made with Mr. Moore. He is a new landlord that just received a vendor number. He wanted additional information about the process of renting out his unit and how to go about listing it. I provided him with information regarding affordablehousing.com. Additionally, I emailed his landlord portal registration information.				1						
		23-Jan	Waitlist	Vholmes	25-Jan	The waiting list for Tuxedo Terrace is closed so we should not be receiving applications through rent call. Checked the current waiting list to see if applicant applied previously and will call her to let her know her status.								1		
		16-Jan	Landlord needing to get matter resolved to start receiving rental payments.	Keye	17-Jan	This was resolved today. Contact was made with this vendor and necessary paperwork was submitted for processing.				1						

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

HABD Staff Representative: Melanie Baker, CPA/VP of Finance/CFO

Date: Wednesday February 1, 2023

Department Finance


Board of Commissioners' Meeting Date: Thursday, February 16, 2023, at 1:30 p.m.

Board Agenda Item(s):

1. Financial Statements
2. Approval of Charge-Offs for period ending December 31, 2022
3. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Finance and Accounting, Tuesday, February 7, 2023, at 10:00 a.m.

Approved by: _____


Dontrelle Young Foster
President/CEO/Contracting Officer

Date: 2/3/2023

Duration of Presentation: 15 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: Chairman Pantazis Date: 2/7/2023

HABD Board Committee Member: Commissioner Barnes Date: 2/7/2023

HABD Staff Member: Melanie Baker Date: 2/7/2023

**Housing Authority of the Birmingham District
Revenue and Expense Statement
For the Fiscal Year Ended June 30, 2023**

	January 31, 2022	February 28, 2022	March 31, 2022	April 30, 2022	May 31, 2022	June 30, 2022	July 31, 2022	August 31, 2022	September 30, 2022	October 31, 2022	November 30, 2022	December 31, 2022	Actual January 31, 2023	Budget January 31, 2023	Variance	Projected		
																February 28, 2023	March 31, 2023	April 30, 2023
Revenues:																		
Tenant Rental Revenue	451,167	446,121	435,833	419,045	450,554	462,772	436,624	452,277	421,921	459,425	457,230	473,083	471,718	516,667	(44,948)	446,121	435,833	459,156
Other Tenant Revenue	9,021	25,999	8,608	15,203	1,663	5,373	17,673	25,416	20,287	4,941	8,268	0	48,545	16,667	31,879	25,999	8,609	7,694
Operating Subsidy	2,175,243	2,175,252	2,166,605	2,166,835	3,130,427	3,130,427	2,508,297	2,598,618	2,586,618	2,508,297	2,558,127	2,644,318	2,913,832	2,267,777	646,056	2,508,297	2,508,297	2,231,443
Management Fees - Capital Fund	0		435,863	47,558	631,452	535,411	397,545	295,006	83,969	98,383	84,595	214,451	214,451	214,451	0	282,000	275,000	294,000
Insurance Proceeds		20,470		35,133			8,006	3,500	86,000	4,385				5,667	(5,667)	3,912	3,912	3,912
Total Revenue	2,635,431	2,667,842	3,046,909	2,683,572	4,214,096	4,133,982	3,368,145	3,382,816	3,188,795	3,075,431	3,108,220	3,331,852	3,648,547	3,021,228	627,319	3,266,329	3,231,650	2,996,405
Expenses:																		
Administration:																		
Salaries/Benefits/Adm Exp	681,966	605,552	627,339	721,809	409,175	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	713,000	(274,415)	460,315	482,102	482,102
Total Administration	681,966	605,552	627,339	721,809	409,175	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	713,000	(274,415)	460,315	482,102	482,102
Asset Management Fee																		
Tenant Services																		
Salaries/ben/other	118,326	114,216	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	148,333	(67,239)	175,000	175,000	175,000
Total Tenant Services	118,326	114,216	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	148,333	(67,239)	175,000	175,000	175,000

**Housing Authority of the Birmingham District
Revenue and Expense Statement
For the Fiscal Year Ended June 30, 2023**

	January 31, 2022	February 28, 2022	March 31, 2022	April 30, 2022	May 31, 2022	June 30, 2022	July 31, 2022	August 31, 2022	September 30, 2022	October 31, 2022	November 30, 2022	December 31, 2022	Actual January 31, 2023	Budget January 31, 2023	Variance	Projected		
																February 28, 2023	March 31, 2023	April 30, 2023
Utilities:																		
Water	36,314	31,626	97,148	137,488	164,445	183,553	91,199	122,174	124,143	136,298	367,744	176,610	358,086	139,525	218,561	144,000	145,000	140,000
Electricity	70,998	115,128	176,210	174,271	212,150	234,835	185,876	106,773	146,490	318,727	678,991	241,714	40,214	122,017	(81,804)	201,750	202,500	200,000
Gas	19,286	32,242	44,686	34,131	26,016	22,557	20,563	31,195	70,952	62,226	31,859	42,915	53,684	57,551	(3,867)	25,000	26,000	25,500
Sewer	51,609	115,492	550,166	169,985	663,976	668,349	491,264	520,693	267,134	230,596	489,439	142,359	501,817	371,098	130,719	388,500	400,125	455,000
Total Utilities	178,208	294,489	868,410	515,885	1,066,587	1,109,295	788,923	760,835	608,719	747,847	1,568,032	603,598	953,801	690,192	263,609	789,250	773,625	820,500
Maintenance:																		
Labor/Ben/Materials	576,871	560,848	526,110	777,591	487,753	644,959	651,288	670,719	759,025	598,936	540,012	948,996	730,335	1,208,333	(477,998)	650,000	669,750	669,750
Total Maintenance	576,871	560,848	526,110	777,591	487,753	644,959	651,288	670,719	759,025	598,936	540,012	948,996	730,335	1,208,333	(477,998)	650,000	669,750	669,750
Protective Services:																		
Protective Services - Other	2,659	85,592	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	137,235	274,470	137,235	137,235	137,235
Total Protective Services	2,659	85,592	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	137,235	274,470	137,235	137,235	137,235
General Expenses:																		
Insurance	156,766	156,766	156,766	156,766	156,766	167,628	156,766	125,461	140,701	153,692	153,692	140,701	140,701	107,000	33,701	156,766	156,766	156,766
Other General Expenses	20,674	19,736	297,134	6,150	15,641	28,062	175,564	2,335	612	13,821	4,148	0	927	22,292	(21,365)	78,930	71,250	71,250
Mixed Finance Operating Subsidy	19,593	19,593	19,593	0	0	0	5,141	0	0	557,259	148,207	170,751	87,685	81,588	6,097	19,593	19,593	19,593
Total General Expenses	197,033	196,095	473,493	162,916	172,407	195,690	337,471	127,796	141,313	724,771	306,647	311,452	229,313	210,880	18,433	255,289	247,609	247,609
Collection Loss (Bad Debt Expense)	69,598	89,144	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,691	62,676	20,177		54,638	(54,638)	27,527	34,950	28,000
Total Other	69,598	89,144	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,691	62,676	20,177		54,638	(54,638)	27,527	34,950	28,000
Total Routine Operating Expenses	1,824,660	1,945,937	2,658,305	2,334,486	2,466,669	2,800,738	2,506,065	2,133,554	2,051,270	3,435,513	3,177,656	2,755,165	2,844,634	3,162,811	(317,977)	2,474,615	2,520,271	2,560,196
Debt Service on Energy Performance Contract	251,075	251,075	251,075	251,075	251,075	251,075	260,878	260,878	260,878	67,189	67,189	67,189	267,705	67,189	200,515	251,075	251,075	251,075

**Housing Authority of the Birmingham District
Revenue and Expense Statement
For the Calendar Year Ended December 31, 2021**

	January 31, 2021	February 28, 2021	March 31, 2021	April 30, 2021	May 31, 2021	June 30, 2021	July 31, 2021	August 31, 2021	September 30, 2021	October 31, 2021	November 30, 2021	December 31, 2021
Revenue:												
Tenant Rental Revenue	318,982	418,562	417,613	428,059	417,514	657,852	445,084	425,053	411,998	441,835	441,835	441,607
Other Tenant Revenue	(381)	10,655	9,840	16,323	29,329	2,426	39,521	26,246	11,375	11,375	4,657	24,925
Operating Subsidy	2,060,853	2,060,863	2,279,989	2,279,989	2,463,185	2,733,002	2,266,523	2,278,562	2,296,343	2,204,991	7,628,407	4,649,790
Management Fees - Capital Fund	234,494	104,515	1,938	1,132,749	0	7,495,960	0	41,468	69,152	0	63,949	0
Insurance Proceeds		0	23,600	0	(505,407)	466,360	189,391	5,669	0	31,224		0
Other Income	731	13,215	16,471	3,347	25,001	(38,538)	2,450	4,601	4,667	10,958	738	886
CARES Act		621,254	0	235,558		2,902,165	74,996	654,397	258,710	176,030		
Total Revenue	2,614,679	3,229,064	2,749,451	4,096,025	2,429,622	14,219,227	3,017,965	3,435,996	3,052,245	2,876,413	8,139,586	5,117,208
Expenses:												
Administration:												
Salaries/Benefits/Adm Exp	744,380	655,757	625,741	750,405	772,965	3,911,481	586,872	812,708	798,490	332,714	738,181	732,347
Total Administration	744,380	655,757	625,741	750,405	772,965	3,911,481	586,872	812,708	798,490	332,714	738,181	732,347
Tenant Services												
Salaries/ben/other	131,816	127,215	149,887	119,526	197,593	884,680	182,118	188,479	134,631	119,199	155,242	170,197
Total Tenant Services	131,816	127,215	149,887	119,526	197,593	884,680	182,118	188,479	134,631	119,199	155,242	170,197
Utilities:												
Water	62,003	155,430	41,599	96,754	100,837	154,317		143,400	68,144	42,600	203,231	222,251
Electricity	98,215	93,843	77,026	51,341	106,070	(124,894)		149,313	107,515	23,497	157,960	346,581
Gas	28,241	47,175	47,175	37,351	36,496	(6,047)	588	19,140	1,149	34,367	50,148	12,854
Trash	39,067	31,048	31,552	26,879	42,403	62,982		30,952		32,373	39,505	39,292
Sewer	292,710	636,508	156,579	458,902	329,269	182,925		412,867	189,634	129,423	575,731	677,515
Total Utilities	520,236	964,004	353,931	671,227	616,075	269,283	588	755,672	366,442	262,260	1,026,575	1,298,494



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

February 16, 2023

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, 2022 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	3,573.00
Southtown	ALA 1-4	0.00
Marks Village	ALA 1-6	3,182.20
Smithfield Court	ALA 1-9	0.00
Tom Brown Village	ALA 1-10	0.00
Morrell Todd	ALA 1-11	7,380.00
Collegeville Center	ALA 1-13	2,471.00
Harris Homes	ALA 1-14	0.00
North Birmingham Homes	ALA 1-16	1,907.98
Cooper Green Homes	ALA 1-17	1,408.13
Kimbrough Homes	ALA 1-18	35.00
Benjamin Greene	ALA 1-23	0.00
Roosevelt City	ALA 1-30	1,119.00
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
Total		21,076.31

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 16, 2023)

FOR PERIOD ENDED DECEMBER 31, 2022

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	1	3,207.60	-	100.00	341.00	-	(75.00)	-	3,573.60	3,156.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	4	2,606.00	-	576.20	-	-	-	-	3,182.20	15,296.13
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	3,778.00
Morell Todd AL 1-11	4	6,880.00	-	500.00	-	-	-	-	7,380.00	7,939.00
Collegeville AL 1-13	2	2,010.00	-	350.00	261.00	-	(150.00)	-	2,471.00	10,579.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	3,377.00
North Birmingham AL 1-16	2	1,377.00	-	530.98	-	-	-	-	1,907.98	18,747.00
Cooper Green AL 1-17	4	1,308.13	-	400.00	-	-	(300.00)	-	1,408.13	-
Kimbrough AL 1-18	1	-	-	35.00	-	-	-	-	35.00	-
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	1	1,094.00	-	100.00	-	-	(75.00)	-	1,119.00	-
Tuxedo Court I	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II	0	-	-	-	-	-	-	-	-	-
Grand Total	19	18,482.73	-	2,592.18	602.00	-	(600.00)	-	21,076.91	62,872.13

	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
August 2021	30	39,942.92	14	8,007.07	-	14	8,007.07	2,136.31	5,870.76
September 2021	22	31,833.78	22	30,571.45	-	22	30,571.45	2,569.31	28,002.14
October 2021	36	19,552.40	17	18,584.00	-	17	18,584.00	3,550.63	15,033.37
November 2021	40	51,947.73	10	24,781.58	139.72	10	24,781.58	676.31	24,105.27
December 2021	29	26,188.01	23	18,805.22	-	23	18,805.22	2,459.23	16,345.99
January 2022	32	54,274.82	34	69,597.59	-	34	69,597.59	-	69,597.59
February 2022	30	39,347.83	41	89,143.74	1,302.07	41	89,143.74	225.49	87,616.18
March 2022	39	38,582.11	25	31,217.40	15,148.04	25	31,217.40	41,444.63	(25,375.27)
April 2022	26	29,284.38	25	27,526.51	1,420.67	25	27,526.51	9,494.45	16,611.39
May 2022	10	5,184.99	22	20,155.15	3,197.46	22	20,155.15	8,072.67	8,885.02
June 2022	28	26,295.97	7	7,158.57	6,846.46	7	7,158.57	48,913.65	(48,601.54)
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	2,535.26	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	-	61,650.13
December 2022	23	18,805.22	19	21,076.91	1,857.60	-	-	-	19,219.31
Running Year Total		490,598.78	409	651,629.40	48,777.92	376	630,552.49	126,809.56	476,181.64


Dontrelle Young Foster
President, CEO

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

HABD Staff Representative: Meagan Holland, Director of Public Relations

Date: Thursday, February 2, 2023

Department Public Relations

Board of Commissioners' Meeting Date: Thursday, February 16, 2023, at 1:30 p.m.

Board Agenda Item(s):

1. Approval of Award of Contract for Public Relations and Community Engagement

Board of Commissioners' Committee Meeting Date/Time: Finance/Procurement, Tuesday, February 7, 2023, at 10:00 a.m.

Approved by:  / 2/3/2023
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 15 Minutes

Board Agenda Topic (Narrative): The purpose of this request is to obtain Board approval of the contract partnership between HABD and Rebirth Marketing, LLC, to support the agency's marketing/communications and engagement needs and goals.

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 Pantazis Date: 2/7/2023

HABD Board Committee Member: Commissioner Barnes Date: 2/7/2023

HABD Staff Member: Meagan Holland Date: 2/7/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT

February 16, 2023

INTRODUCTION

In an effort to support the communications and engagement needs of the Housing Authority of the Birmingham District (HABD), HABD has carried out contractual consultant agreements with local Communications/Marketing firms for a number of years. The support garnered from those consultants has supplemented the number of in-house staff and resources assigned to carrying out communications, engagement, and events in order to best, reach HABD's more than 22,000 residents, more than 2,000 community partners, and the general public.

HABD serves an array of residents whose educational backgrounds, preferred method of communication, and program/resource interests widely vary. By having an agreement in place outlining the partnership between HABD and a local Marketing/Engagement consultant, HABD can be better equipped and positioned to reach its target audiences and carry out impactful engagements and events.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval of the contract partnership between HABD and Rebirth Marketing, LLC, to support the agency's marketing/communications and engagement needs and goals.

DESCRIPTION AND JUSTIFICATION

After a review of the current scope of work needed compared to the readily available in-house staff and resources of HABD, it was determined that the supplemental support of an external Public Relations and Community Engagement consultant was needed. The awarding of this contract is to improve the effectiveness, reach, and sustainability of the agency's marketing overall and project-specific marketing, community engagement, and events management.

A Request for Proposal (RFP) solicitation was published to secure Consulting Services for Community Engagement and Public Relations. The RFP was emailed to 553 consultants/individuals with 33 viewers that downloaded the solicitation. In addition, it was available in the HABD Central Office, and posted on the HABD and Housing Agency Marketplace websites. Last, the solicitation was advertised in the Birmingham News and Birmingham Times.

Five (5) consultants/individuals submitted proposals in response to the RFP, and all were deemed

responsible and responsive. The proposals submitted were evaluated by a committee appointed by the President/CEO. ReBirth Marketing LLC received an overall score of eighty-eight (88) points and submitted a responsive and responsible offer. Therefore, Management recommends the award of a year contract to ReBirth Marketing, LLC to provide consulting services for HABD public relations and community engagement needs.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

Public Housing and/or Central Office Cost Center Operations, depending on task or event.

ATTACHMENTS

RFP solicitation
RFP solicitation viewers
Submissions Tab Sheet

ALTERNATIVES

N/A

RECOMMENDATIONS

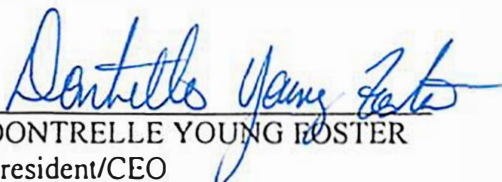
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



MEAGAN HOLLAND
Director of Public Relations



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12630

Resolution Approving the Award Of Contract For Public Relations And Community Engagement

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of the implementation of the Public Relations and Community Engagement contract with Rebirth Marketing, LLC.

RESOLVED FURTHER that the President/CEO is authorized to implement the contract with the consultant referenced above effective immediately.

Adopted this 16^h day of February 2023

Attest:

Chairperson

Secretary

(Seal)

Compilation of all 3 Evaluators (In ranked order)

Proposer	Factor No. 1	Factor No. 2	Factor No. 3	Factor No. 4	Factor No. 5	Factor No. 6	Total	Avg. Points
Max Points:	15	10	15	15	30	15		
Rebirth Marketing & Consulting	35	25	38	41	77	42	258	86
The Jones Group	38	26	36	41	64	37	242	81
Bgrace Media	39	22	30	32	60	37	220	73
Cecintel Public Relations	38	16	21	23	50	18	166	55
Agency 54	16	17	25	24	45	22	149	50
*Top-rated Proposer								

Buyer's Workbench

In: Feb 02, 2023
09:27 AM CST

Vendors Who Have Downloaded Solicitation #: P23001 - Public Relations Services

Total # of companies: 33
Total # of individuals: 33

Do you wish the prospective proposers to see this list? NO

Note: Date/Time Viewed and Submission Status will NOT be shown to vendors.

Currently prospective proposers CANNOT see this list.

[Click here for Submission Status definitions](#)

Company	Date/Time Downloaded	Contact Name	Phone	City, State	HWBE Status	Submission Status
Agency54	11/22/2022 09:45 AM CST	Jasmine Jennings	205-532-6791	Birmingham, AL	African-American Business Enterprise	Will Submit
Awesum Enterprises LLC	11/21/2022 10:47 AM CST	Felicia Williams	619-431-9458	San Diego, CA	Woman-owned Business Enterprise African-American Business Enterprise	
BGrace Media	01/03/2023 03:01 PM CST	Chasiti Shepherd	205-420-1762	Birmingham, AL	Woman-owned Business Enterprise African-American Business Enterprise	
Big Marketing & Communications, Inc.	11/30/2022 02:25 PM CST	Niki Lim	251-753-6912	Birmingham, AL		
Brooks Jeffrey Marketing Inc	11/21/2022 07:54 AM CST	Stephanie Basinger		Mountain Home, AR	Woman-owned Business Enterprise	
Cecintel LLC	11/28/2022 07:28 AM CST	Cecilia Cheeks	404-909-9540	Atlanta, GA	Woman-owned Business Enterprise African-American Business Enterprise	Responded 01/02/2023 05:41 PM
Create a "Hard Copy" Reveal Notice						
Construct Connect	11/22/2022 01:18 AM CST	Rock Bebero	323-602-5079 Ext. 75300	Norcross, GA	Native American Business Enterprise	
Crown Staffing Inc	11/21/2022 10:17 AM CST	Alexandri A Brown	205-203-2428	Bessemer C, AL	Woman-owned Business Enterprise	Might Bid
Darby Enterprise Global Solutions	12/12/2022 01:15 AM CST	Lava Darby	205-222-5893	Vestavia Hills, AL	Woman-owned Business Enterprise African-American Business Enterprise	
Del Richardson & Associates Inc, Project Control	12/30/2022 01:53 PM CST	Mantsa Garcia	310-645-3729 Ext. 229	Inglewood, CA	Woman-owned Business Enterprise African-American Business Enterprise	
Del Richardson & Associates, Inc.	12/23/2022 03:32 PM CST	Nevon Watson	424-541-6705	Inglewood, CA	Woman-owned Business Enterprise African-American Business Enterprise	Might Bid
DH & Company	11/20/2022 10:10 PM CST	Dara Harsh	888-447-2348 Ext. 48	Maricopa, AZ		
Dodge Data and Analytics	11/19/2022 04:47 AM CST	Brandi Flanagan	817-527-8232	Grand Prairie, TX		N/A
Georgia Landscape and Tree Service, Inc.	11/29/2022 05:31 PM CST	Melissa Chandler	404-484-5704	Tucker, GA	African-American Business Enterprise	Will Submit
GLOBALRFPUB	11/21/2022 06:57 AM CST	Brian Smith	647-916-1235	North Pole, AK		
Integrated Marketing Systems	11/20/2022 10:00 PM CST	Brannon Cody	858-490-8800	San Diego, CA		
Intermark Group	11/23/2022 10:14 AM CST	Josh Simpson	205-803-0000	Birmingham, AL		

J&F Veterans Support Center	01/03/2023 11:40 AM CST	Aslyn Bonds	770-686-3176	Lawrenceville,, GA	Woman-owned Business Enterprise African-American Business Enterprise	
Lean Professional Services	11/18/2022 04:38 PM CST	Jonathan Johnson	601-467-7705	Huntsville, AL	Woman-owned Business Enterprise African-American Business Enterprise	Will Submit
Linnett Loving	12/05/2022 08:31 AM CST	Samantha Linnett	518-937-4449	Midlothian, VA		Might Bid
Market Decisions Research	12/02/2022 07:45 AM CST	Melissa Tozier	207-767-6440	Portland, ME		
McIntosh & Moon Strategies, LLC	11/19/2022 08:10 AM CST	Oliver Spurgeon III	202-788-1612	Washington, DC	African-American Business Enterprise	
moonstar construction inc	12/02/2022 01:57 AM CST	Mike Holms	705-820-9300	Alasa, AK	Asian Pacific-American Business Enterprise	
Multimedia Marketing Group, Inc.	12/13/2022 04:41 AM CST	Joseph Arco	779-774-3188	Loves Park, IL	Woman-owned Business Enterprise	
North America Procurement Council Inc., PBC	11/19/2022 07:55 AM CST	Eric Johnson	302-450-1923 Ext. 00	Grand Junction, CO		
o2ideas	11/29/2022 05:32 PM CST	Sherri Stewart	205-767-6676	Birmingham, AL	African-American Business Enterprise	
Patterson & Associates Consulting, LLC	12/16/2022 12:04 PM CST	Craig Patterson	210-724-0355	San Antonio, TX	Woman-owned Business Enterprise African-American Business Enterprise	
PWXPRESS	11/27/2022 08:03 AM CST	Mary Miller	408-676-8941	Jacksonville, FL	Woman-owned Business Enterprise	
R3 Management Services LLC	12/06/2022 08:46 AM CST	Rishu Pathania	408-717-5422	Montgomery, AL	Woman-owned Business Enterprise	
ReBirth Marketing & Consulting	11/21/2022 10:25 PM CST	Rashida Reese	205-538-0717	Birmingham, AL	Woman-owned Business Enterprise	Will Submit
Sevenoutsources	11/22/2022 04:24 AM CST	Steve Waise	315-308-7852	Newark, DE		
SkyView Staffing Solutions, Inc	11/29/2022 01:14 PM CST	Ladarius Williams	205-417-1629	Leeds, AL	African-American Business Enterprise	
The Jones Group, LLC	11/21/2022 01:27 PM CST	Lindsey Mcadory	205-745-5927	Birmingham, AL	African-American Business Enterprise	Responded 12/31/2022 10:51 AM

Create a "Hard Copy" Reveal Notice

Supplier Diversity Classification Totals

PLEASE NOTE: Some firms may be classified in multiple categories, which may result in percentages being more than 100%.

African-American Business Enterprise: 15 (45%)
 Asian Pacific-American Business Enterprise: 1 (3%)
 Native American Business Enterprise: 1 (3%)
 None (not Woman- or Minority-owned): 10 (30%)
 Woman-owned Business Enterprise: 15 (45%)

Section 3 Business: 4 (12%)

Contact

Customer Support: 1-866-526-9266

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

HABD Staff Representative: Larry Williams

Date: Wednesday, February 1, 2023

Department Property Operations

Board of Commissioners' Meeting Date: Thursday, February 16, 2023, at 1:30 p.m.

Board Agenda Item(s):

1. Approval of Award of Contract for Landscaping Maintenance Services
2. Approval of Award of Contract for Vacant Unit Preparation
3. Approval of Award of Contract for Roll-Off Dumpster and Dumping Services
4. Approval of Award of Contract for Paint Supplier

Board of Commissioners' Committee Meeting Date/Time: Finance and Procurement, Tuesday, February 7, 2023, at 10:00 a.m.

Approved by: 
Dontrelle Young Foster
President/CEO/Contracting Officer

1 2/3/2023
Date

Duration of Presentation: 15 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: Chairman Pantazis Date: 2/7/2023

HABD Board Committee Member: Commissioner Barnes Date: 2/7/2023

HABD Staff Member: Larry Williams Date: 2/7/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACTS FOR LANDSCAPING MAINTENANCE SERVICES

February 16, 2023

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) is seeking qualified contractors to provide landscaping maintenance services. The contractors will be providing seasonal landscaping services to include mowing, trimming, removal of leaves, etc. This service will ensure that the grounds and surroundings of HABD's buildings are attractive, safe, and sanitary.

PURPOSE/OBJECTIVE

The purpose of this Request for Board Action is to obtain Board approval to proceed with recommended contractors to provide landscaping maintenance services. Landscaping maintenance will be performed at various housing communities, the McCoy Building, and HABD Central Office. The services include but not limited to:

- Mowing the grass
- Pruning, shearing, and trimming of bushes and groundcovers
- Debris Removal

DESCRIPTION/JUSTIFICATION

An Invitation for Bid (IFB) solicitation was published to secure landscaping maintenance contractors. The IFB was posted and emailed to 835 contractors/individuals with 38 viewers. In addition, it was available in the HABD Central Office as well as posted on the HABD and Housing Agency Marketplace websites. Last, the solicitation was advertised in the Birmingham News and Birmingham Times.

Ten (10) contractors submitted bids in response to the IFB and all were deemed responsible and responsive. The bids were reviewed resulting in the following contractors submitting the lowest responsive and responsible bids for the housing communities and administrative buildings:

- DLN Lawn Services
- Frontline Landscaping
- MPM Lawn Services

- Real Woodsmen
- Special Care Lawn Service

Management recommends the award of contracts to the above contractors to provide lawncare services. The bid tabulations are available upon request.

POLICY IMPACT

Contracting with the contractors will allow HABD to be in compliant with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Capital Funds.

ATTACHMENTS

- List of Firms that viewed the IFB
- Copy of the IFB

ALTERNATIVES

None

RECOMMENDATION

The President/CEO recommends that the Board of Commissioners approve this request.

CERTIFICATION

This request action conforms with legal, policy, and regulatory requirements.



Larry Williams
Senior VP, Operations/Programs



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12631

Resolution Approving the Award of Landscaping Maintenance Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of the implementation of the Landscaping Maintenance Services contract with DLN Lawn Services, Frontline Landscaping, MPM Lawn Services, Real Woodsmen, and Special Care Lawn Services.

RESOLVED FURTHER that the President/CEO is authorized to implement the contract with the consultant referenced above effective immediately.

Adopted this 16^h day of February 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

Buyer's Workbench

Thu Feb 02, 2023
02:39 PM CST

Vendors Who Have Downloaded Solicitation #: B23004 - Landscaping Maintenance Services

Total # of companies: 38
Total # of individuals: 38

Do you wish the prospective proposers to see this list? NO ▼

Note: Date/Time Viewed and Submission Status will NOT be shown to vendors.

Currently prospective proposers CANNOT see this list.

[Click here for Submission Status definitions](#)

Company	Date/Time Downloaded	Contact Name	Phone	City, State	MWBE Status	Submission Status
A&W Lawn Kare, LLC	01/04/2023 01:56 PM CST	Erin Adderhold	256-239-8288	Piedmont, AL		
ADROIT ENTERPRISE LLC	12/12/2022 08:48 PM CST	Reginald Sims	205-213-7253	Madison, AL	African-American Business Enterprise	
B&B Universal LLC	12/19/2022 08:10 AM CST	Bryan Brower	334-538-2687	Huntsville, AL		
Birmingham Construction Industry Authority	01/11/2023 05:06 PM CST	Kimberly Baylor Bivins	205-324-6202	Birmingham, AL	Woman-owned Business Enterprise African-American Business Enterprise Hispanic-American Business Enterprise Native American Business Enterprise Asian Pacific-American Business Enterprise Asian Indian-American Business Enterprise Hassidic Jew-American Business Enterprise	
C&J Lawncare, LLC	01/10/2023 01:06 PM CST	Tanesha Howard	205-910-2847	Helena, AL	Woman-owned Business Enterprise African-American Business Enterprise	Will Submit
C. Michael Consulting, LLC	12/20/2022 11:41 AM CST	Carl Edwards	205-283-9699	Garden City, GA	African-American Business Enterprise	
Cedslawncare & Janitorial ser llc	01/18/2023 06:23 AM CST	Andre Berry	205-261-9848	Sylvan Springs, AL	African-American Business Enterprise	Will Submit
constructconnect	12/13/2022 02:05 AM CST	Sara Hutchison	800-364-2059 Ext. 7069	Cincinnati, OH		
DAVEN LANDSCAPING LLC	12/20/2022 04:32 PM CST	Thomas Davenport	904-703-6774	Jacksonville, FL	African-American Business Enterprise	
DH & Company	12/13/2022 10:03 PM CST	Dara Harsh	888-447-2348 Ext. 48	Maricopa, AZ		
DLN LLC	01/30/2023 06:58 PM CST	Antoine Williams	205-920-0375	Fultondale, AL	African-American Business Enterprise	
Dodge Data and Analytics	12/13/2022 04:03 AM CST	Brandi Flanagan	817-527-8232	Grand Prairie, TX		N/A
G & P Landscaping	01/22/2023 11:45 AM CST	Grady Singleton Jr.	205-965-2757	Hueytown, AL	African-American Business Enterprise	
Grace complete services	12/31/2022 10:50 AM CST	Antwion Holloway	904-945-8761	Birmingham, AL	African-American Business Enterprise	Will Submit
Henley & Young LLC	01/07/2023 09:19 AM CST	Dexter Young	205-396-7909	Bessemer, AL	African-American Business Enterprise	Will Submit
Integrated Marketing Systems	12/12/2022 09:36 PM CST	Brannon Cody	858-490-8800	San Diego, CA		

J&F Veterans Support Center	01/03/2023 11:49 AM CST	Aslyn Bonds	770-686-3176	Lawrenceville,, GA	Woman-owned Business Enterprise African-American Business Enterprise	
Jc & co undertaking llc	12/26/2022 10:05 PM CST	Wilneron Jean Charles	407-371-1985	Orlando, FL	African-American Business Enterprise	
Lawns By Devlin LLC	12/19/2022 07:21 AM CST	Devlin Cleveland	864-399-0993	Hampton, GA	African-American Business Enterprise	
Le'Bella Lawn Care LLC	12/13/2022 08:14 AM CST	Mecca Scarver	202-585-0758	Hoover, AL	Woman-owned Business Enterprise African-American Business Enterprise	
moonstar construction inc	12/20/2022 12:35 AM CST	Mike Holms	705-820-9300	Alasa, AK	Asian Pacific-American Business Enterprise	
MPM ENTERPRISE	12/18/2022 10:11 PM CST	Martez Adams	205-830-1003	Birmingham, AL	African-American Business Enterprise	Will Submit
Nature Lawn Care Service	01/22/2023 10:28 AM CST	Michael Gulley	205-218-1481	Birmingham, AL	African-American Business Enterprise	
North America Procurement Council Inc., PBC	12/18/2022 11:55 PM CST	Eric Johnson	302-450-1923 Ext. 00	Grand Junction, CO		
Outdoor Concepts	12/14/2022 09:08 AM CST	Colin Lassitter	334-703-9837	Opelika, AL		
PWXpress	12/18/2022 04:14 AM CST	Mary Miller	408-676-8941	Jacksonville, FL	Woman-owned Business Enterprise	
Rc Lawn Service LLC	12/18/2022 06:26 PM CST	Randell Cooper	205-579-5887	Birmingham, AL	African-American Business Enterprise	
Real woodsmen Landscaping LLC	12/19/2022 03:34 PM CST	Steven Holloway	205-422-6820	Pleasant Grove , AL	African-American Business Enterprise	
Rotolo Consultants, Inc. (RCI)	12/22/2022 01:45 PM CST	K. Scott Brewer	901-331-1247	Slidell, LA		
Royal Hill Landscaping	12/19/2022 10:12 AM CST	Dax Butler	205-745-7296	Birmingham, AL	African-American Business Enterprise	Will Submit
SkyView Staffing Solutions, Inc	12/13/2022 10:46 AM CST	Ladarius Williams	205-417-1629	Leeds, AL	African-American Business Enterprise	
Special care lawn service	12/29/2022 11:04 PM CST	Lorenzo Hudson	205-915-8956	Bessemer, AL	African-American Business Enterprise	Will Submit
Steven's Wack-n-Sack Inc	12/13/2022 07:23 AM CST	Tim Cash	205-527-8990 Ext. 2	Maylene, AL		
Supreme Clean LLC	12/20/2022 09:44 AM CST	Veronica Bell	205-541-0048	Birmingham, AL	Woman-owned Business Enterprise	
The Frontline Landscaping, LLC	12/19/2022 01:30 PM CST	Doug Taylor	205-914-3539	Birmingham, AL	African-American Business Enterprise	Will Submit
The M Mitchell Group, LLC	12/14/2022 08:29 AM CST	Marcus Mitchell	678-664-0293	Carrollton, GA	African-American Business Enterprise	
The Moppers	01/16/2023 10:02 AM CST	Frida Tende	205-538-4511	Hoover, AL	Woman-owned Business Enterprise African-American Business Enterprise	Will Submit
TShayenterprisg	12/13/2022 06:16 AM CST	Tamara Shay	253-985-6691	Tacomn, WA		

Supplier Diversity Classification Totals

PLEASE NOTE: Some firms may be classified in multiple categories, which may result in percentages being more than 100%.

African-American Business Enterprise: 24 (63%)
Asian Indian-American Business Enterprise: 1 (3%)
Asian Pacific-American Business Enterprise: 2 (5%)
Hassidic Jew-American Business Enterprise: 1 (3%)
Hispanic-American Business Enterprise: 1 (3%)
Native American Business Enterprise: 1 (3%)
None (not Woman- or Minority-owned): 11 (29%)
Woman-owned Business Enterprise: 7 (18%)

Section 3 Business: 6 (16%)

Contact

Customer Support: 1-866-526-9266

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HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACTS FOR VACANT UNIT PREPARATION

February 16, 2023

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) is seeking qualified contractors to provide vacant unit preparation services for incoming residents. The contractors will be providing services such as repairs and improvements to bring the units back to industry standard conditions. The units are categorized by bedroom size and physical conditions.

PURPOSE/OBJECTIVE

The purpose of this Request for Board Action is to obtain Board approval to proceed with recommended contractors to provide the needed services to ensure our residents reside in decent, safe, and sanitary housing. The Vacant Unit Preparation work includes but not limited to:

- Painting
- Flooring
- Dry-Wall Repair
- Repairs and Replacement of doors/windows

The services will be performed at various housing communities.

DESCRIPTION/JUSTIFICATION

An Invitation for Bid (IFB) solicitation was published to secure vacant unit preparation contractors. The IFB was posted and emailed to 1,609 contractors/individuals with 34 viewers. In addition, it was available in the HABD Central Office as well as posted on the HABD and Housing Agency Marketplace websites. Last, the solicitation was advertised in the Birmingham News and Birmingham Times.

Six (6) contractors/individuals submitted bids in response to the IFB, and all were deemed responsible and responsive. Management recommends the award of four (contracts) to the overall lowest bidders per unit size and physical conditions. The following contractors will be awarded contracts:

- Adroit Enterprise

- Reese Services, LLC
- Robinson & Associates, LLC
- Supreme Clean

The lowest bidder is entitled to be the first option for Vacant Unit Preparation services. If the lowest bidder cannot provide timely services, then HABD will rotate to the next lowest bidder.

POLICY IMPACT

Contracting with the contractors will allow HABD to be in compliant with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Capital Funds.

ATTACHMENTS

- List of Firms that viewed the IFB
- Copy of the IFB
- Selected Contractor's Pricing per Unit and Housing Community

ALTERNATIVES


None

RECOMMENDATION

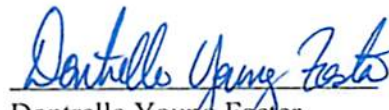
The President/CEO recommends that the Board of Commissioners approve this request.

CERTIFICATION

This request action conforms with legal, policy, and regulatory requirements.



Larry Williams
Senior VP, Operations/Programs



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12632

Resolution Approving the Award of Vacant Unit Preparation

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of the implementation of the Vacant Unit Preparation contract with Adroit Enterprise, Reese Services, Robinson & Associates, and Supreme Clean.

RESOLVED FURTHER that the President/CEO is authorized to implement the contract with the consultant referenced above effective immediately.

Adopted this 16^h day of February 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

Buyer's Workbench

Thu, Feb 02, 2023
01:10 PM CST

Vendors Who Have Downloaded Solicitation #: B23006 - Vacant Unit Preparation

Total # of companies: 34
Total # of individuals: 34

Do you wish the prospective proposers to see this list? NO

Note: Date/Time Viewed and Submission Status will NOT be shown to vendors.

Currently prospective proposers CANNOT see this list.

[Click here for Submission Status definitions](#)

Company	Date/Time Downloaded	Contact Name	Phone	City, State	MWBE Status	Submission Status
ADROIT ENTERPRISE LLC	01/07/2023 10:19 AM CST	Reginald Sims	205-213-7253	Madison, AL	African-American Business Enterprise	
B&B Universal LLC	01/22/2023 11:06 PM CST	Bryan Brower	334-538-2687	Huntsville, AL		
Blue collar contracting	01/09/2023 02:47 AM CST	Leon Howard	412-863-3096	Austintown, OH	African-American Business Enterprise	
C. Michael Consulting, LLC	01/17/2023 12:50 PM CST	Carl Edwards	205-283-9699	Garden City, GA	African-American Business Enterprise	Might Bid
CHASE CONSTRUCTION & DEVELOPMENT GROUP, LLC	01/20/2023 09:12 AM CST	Alan Shaw	513-382-7588	mason, OH	African-American Business Enterprise	
ConstructConnect	01/10/2023 12:19 PM CST	Desirre Sibala	323-602-5079 Ext. 75331	Norcross, GA		
constructconnect	01/10/2023 03:22 AM CST	Sara Hutchison	800-364-2059 Ext. 7069	Cincinnati, OH		
Dan Dean Investments	01/17/2023 04:30 PM CST	Dan Dean	847-489-4991	Island Lake, IL		
Darby Enterprise Global Solutions	01/29/2023 11:59 PM CST	Lava Darby	205-222-5893	Vestavia Hills, AL	Woman-owned Business Enterprise African-American Business Enterprise	
DH & Company	01/08/2023 11:27 PM CST	Dara Harsh	888-447-2348 Ext. 48	Maricopa, AZ		
Podge Data and Analytics	01/09/2023 02:41 AM CST	Brandi Flanagan	817-527-8232	Grand Prairie, TX		N/A
Door and Window Guard Systems, Inc.	01/07/2023 07:40 AM CST	Brandon Buhai	847-878-7183	Chicago, IL		
H&E HEATING AND AIR LLC	01/29/2023 03:54 PM CST	Howard Lee	205-789-2848	Adamsville, AL	African-American Business Enterprise	Will Submit
Henley & Young LLC	01/07/2023 07:44 AM CST	Dexter Young	205-396-7909	Bessemer, AL	African-American Business Enterprise	
Hiecap LLC	01/07/2023 05:52 AM CST	James Harrison	256-786-9595	Camp Hill, AL	African-American Business Enterprise	Might Bid
Integrated Marketing Systems	01/08/2023 10:22 PM CST	Brannon Cody	858-490-8800	San Diego, CA		
Jay's Home Improvement	01/07/2023 05:55 AM CST	Jalil Mohammad	757-920-4514	Huntsville, AL	Woman-owned Business Enterprise African-American Business Enterprise	Will Submit
L&T PAINTING	01/11/2023 12:55 PM CST	Eugene Lockett	615-821-6983	Nashville, TN	African-American Business Enterprise	
moonstar construction inc	01/12/2023 01:21 AM CST	Mike Holms	705-820-9300	Alasa, AK	Asian Pacific-American Business Enterprise	
Pegasus LLC (Property Group)	01/25/2023 06:19 PM CST	Ronald Neal	904-347-1640	Grady, AL	African-American Business Enterprise	
Precision & CO Contractors LLC	01/19/2023 03:43 PM CST	James Schwennesen	210-727-9269	San Antonio, TX		

PWXPRESS	01/15/2023 07:52 AM CST	Mary Miller	408-676-8941	Jacksonville, FL	Woman- owned Business Enterprise	
Rc Lawn Service LLC	01/26/2023 09:59 AM CST	Randell Cooper	205-579-5887	Birmingham, AL	African- American Business Enterprise	
ReBirth Marketing & Consulting	01/25/2023 03:39 PM CST	Rashida Reese	205-538-0717	Birmingham, AL	Woman- owned Business Enterprise	
Reese Services LLC	01/18/2023 07:43 AM CST	Quinton Reese	205-586-0004	Mount Olive, AL	African- American Business Enterprise	
Robinson And Associates LLC	01/17/2023 07:56 PM CST	Cameron Robinson	205-541-4431	Adamsville, AL	African- American Business Enterprise	Will Submit
Roz Holdings	01/23/2023 03:39 PM CST	Luke Rozanski	850-559-5600	Alpharetta, GA		
Safford Building Company, LLC	01/09/2023 11:32 AM CST	Clifford Safford	205-873-9157	Bessemer, AL		Will Submit
Sharp Edge Construction Company	01/08/2023 01:53 PM CST	Khaliq Wells	215-941-2348	Philadelphia, PA	African- American Business Enterprise	
Spot-Less Cleaning & Sanitizing	01/10/2023 01:40 PM CST	Chester Mcclinton	205-420-9927	Birmingham, AL	Woman- owned Business Enterprise	
Supreme Clean LLC	01/19/2023 01:00 PM CST	Veronica Bell	205-541-0048	Birmingham, AL	Woman- owned Business Enterprise	
The Blue Book of Building & Construction	01/23/2023 07:20 PM CST	Daedri Peters	800-431-2584	Jefferson Valley, NY		
The M Mitchell Group, LLC	01/09/2023 07:42 AM CST	Marcus Mitchell	678-664-0293	Carrollton, GA	African- American Business Enterprise	Will Submit
The Moppers	01/16/2023 10:29 AM CST	Frida Tende	205-538-4511	Hoover, AL	Woman- owned Business Enterprise African- American Business Enterprise	Will Submit

Supplier Diversity Classification Totals

PLEASE NOTE: Some firms may be classified in multiple categories, which may result in percentages being more than 100%.

African-American Business Enterprise: 17 (50%)
Asian Pacific-American Business Enterprise: 1 (3%)
None (not Woman- or Minority-owned): 12 (35%)
Woman-owned Business Enterprise: 7 (21%)

Section 3 Business: 10 (29%)

Contact

Customer Support: 1-866-526-9266

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Housing Authority of the Birmingham District

Vacant Unit Preparation

IFB# B23006

BID OPENING

Vacant Unit Preparation

REESE SERVICES

SITE NAME & NO.		ELYTON VILLAGE HOUSING COMMUNITY					
SITE ADDRESS		31 4 th COURT WEST BIRMINGHAM, AL 35204					
YEAR BUILT		1940 Some Units Renovated 2013-2017					
TOTAL # BUILDINGS		78					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		BENJAMIN GREENE VILLAGE/ROOSEVELT CITY HOUSING COMMUNITY					
SITE ADDRESS		5828 BREWER DRIVE BIRMINGHAM, AL 35233					
YEAR BUILT		1975					
TOTAL # BUILDINGS		55					
		1BR	2BR	3BR	4BR	5BR	6BR
GROSS SF OF EACH BR SIZE							
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

Housing Authority of the Birmingham District
 Vacant Unit Preparation
 IFB B23006

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SITE NAME & NO.		MARKS VILLAGE HOUSING COMMUNITY					
SITE ADDRESS		7521 66 TH STREET SOUTH BIRMINGHAM, AL 35212					
YEAR BUILT		1953					
TOTAL # BUILDINGS		116					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		KIMBROUGH HOMES					
SITE ADDRESS		2817 WALCE COVINGTON CIRCLE BIRMINGHAM, AL 35211					
YEAR BUILT		1975					
TOTAL # BUILDINGS		35					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4100	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1000	\$ 1250

SITE NAME & NO.		SMITHFIELD COURT HOUSING COMMUNITY					
SITE ADDRESS		150 8 TH AVENUE NORTH BIRMINGHAM, AL 35204					
YEAR BUILT		1938 Renovated Mid 90s					
TOTAL # BUILDINGS		76					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4100	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1000	\$ 1250

Housing Authority of the Birmingham District
 Vacant Unit Preparation
 IFB B23006

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SITE NAME & NO.		TOM BROWN VILLAGE					
SITE ADDRESS		4165 5 TH COURT NORTH BIRMINGHAM, AL 35222					
YEAR BUILT		1961 Renovated Mid 90s					
TOTAL # BUILDINGS		43					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		MORTON SIMPSON HOUSING COMMUNITY NOW KNOW AS TODD HOMES					
SITE ADDRESS		4600 8 TH COURT NORTH BIRMINGHAM, AL 35212					
YEAR BUILT		1960					
TOTAL # BUILDINGS		68					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		COLLEGEVILLE CENTER HOUSING COMMUNITY					
SITE ADDRESS		3031 29 TH AVENUE NORTH BIRMINGHAM, AL 35207					
YEAR BUILT		1964 Renovated Mid 90s					
TOTAL # BUILDINGS		60					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

Housing Authority of the Birmingham District
 Vacant Unit Preparation
 IFB B23006

(page 4)

SITE NAME & NO.		HARRIS HOMES HOUSING COMMUNITY					
SITE ADDRESS		514 CHESTER AVENUE BIRMINGHAM, AL 35212					
YEAR BUILT		1968 Renovated Mid 90s					
TOTAL # BUILDINGS		31					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		NORTH BIRMINGHAM HOMES HOUSING COMMUNITY					
SITE ADDRESS		3127 43 RD AVENUE NORTH BIRMINGHAM, AL 35207					
YEAR BUILT		1972					
TOTAL # BUILDINGS		46					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

SITE NAME & NO.		COOPER GREEN HOMES HOUSING COMMUNITY					
SITE ADDRESS		1513 ARTHUR SHORES DRIVE BIRMINGHAM, AL 35211					
YEAR BUILT		1972 Renovated 2012					
TOTAL # BUILDINGS		46					
		1BR	2BR	3BR	4BR	5BR	6BR
COST/PER UNIT CONDITION	GOOD	\$ 3700	\$ 4000	\$ 4300	\$ 4600	\$ 4900	\$ 5300
	FAIR	\$ 3900	\$ 4200	\$ 4500	\$ 4800	\$ 5100	\$ 5500
	POOR	\$ 4100	\$ 4400	\$ 4700	\$ 5000	\$ 5300	\$ 5700
	CLEAN & SANITIZE	\$ 750	\$ 750	\$ 1000	\$ 1000	\$ 1250	\$ 1250

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT TO PROVIDE DUMPSTER ROLL-OFF SERVICES

February 16, 2023

INTRODUCTION

The HABD uses about 40 Roll-off Dumpsters for approximately 11 Sites. IFB B23003 was issued to retain a qualified contractor to provide these services on a weekly basis.

PURPOSE AND OBJECTIVE

The purpose of this action is to retain a contractor to provide Roll-Off Dumpster and Dumping Services on a weekly basis. These Dumpsters will be utilized daily by on-property tenants to dump garbage and trash items.

DESCRIPTION AND JUSTIFICATION

IFB B23003 was issued on December 1, 2023 for Roll-Off Dumpster and Dumping Services. The solicitation was advertised on the HABD website and two local newspapers. The bidding process closed on January 17, 2023. Regardless of the several advertising avenues, we received only one bid. HABD Procurement staff conducted the public bid opening on that day. Republic Services was the only bid submitted; therefore, Republic Services were deemed a "Single Bid."

Currently HABD are utilizing the services of Republic Services on a purchase order basis. They have provided excellent service and also in a timely fashion.

HABD is requesting to enter into contract with Republic Services to provide Roll-Off dumpsters and Dumping Services on a weekly basis.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The cost is a weekly rate of \$3,120.00. The source of these funds is Property Operations

ATTACHMENTS

- Copy of IFB B23003
- List of contractors that viewed IFB B23003
- Attachment A - Cost

ALTERNATIVES

N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

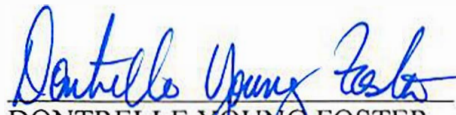
The requested action is in conformance with all legal, policy and regulatory requirements.



DARRYL GRAYSON
Interim Procurement Manager



LARRY WILLIAMS
Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12633

Resolution Approving to enter into a contract with Republic Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of HABD entering into a contract with Republic Services to provide dumping services.

RESOLVED FURTHER that the President/CEO is authorized to enter into contract with Republic Services effective immediately.

Adopted this 16th day of February 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

Vendors Who Have Downloaded Solicitation #: B23003 - Roll-Off Dumpster and Dumping Services

Total # of companies: 14
Total # of individuals: 14

Do you wish the prospective proposers to see this list? NO

Note: Date/Time Viewed and Submission Status will NOT be shown to vendors.

Currently prospective proposers CANNOT see this list.

[Click here for Submission Status definitions](#)

Company	Date/Time Downloaded	Contact Name	Phone	City, State	MWBE Status	Submission Status
Birmingham Construction Industry Authority	12/02/2022 09:46 AM CST	Ashley Orl	205-324-6210	Birmingham, AL	Woman-owned Business Enterprise African-American Business Enterprise Hispanic-American Business Enterprise Native American Business Enterprise Asian Pacific-American Business Enterprise Asian Indian-American Business Enterprise Hassidic Jew-American Business Enterprise	
CJ's Ventures	12/07/2022 08:55 AM CST	Linda Lockart	205-436-5121	Hueytown, AL	African-American Business Enterprise	
Construct Connect	12/13/2022 06:01 AM CST	Rock Bebero	323-602-5079 Ext. 75300	Norcross, GA	Native American Business Enterprise	
constructconnect	12/19/2022 04:03 AM CST	Sara Hutchison	800-364-2059 Ext. 7069	Cincinnati, OH		
Darby Enterprise Global Solutions	12/12/2022 01:13 AM CST	Lava Darby	205-222-5893	Vestavia Hills, AL	Woman-owned Business Enterprise African-American Business Enterprise	
DH & Company	12/01/2022 10:13 PM CST	Dara Harsh	888-447-2348 Ext. 48	Maricopa, AZ		
envirobidnet.com	12/02/2022 12:10 PM CST	John Falcone	888-888-0900	Port Charlotte, FL		
Integrated Marketing Systems	12/01/2022 10:07 PM CST	Brannon Cody	858-490-8800	San Diego, CA		
moonstar construction inc	12/02/2022 02:00 AM CST	Mike Holms	705-820-9300	Alasa, AK	Asian Pacific-American Business Enterprise	
North America Procurement Council Inc., PBC	12/18/2022 11:50 PM CST	Eric Johnson	302-450-1923 Ext. 00	Grand Junction, CO		
PWXPRESS	12/18/2022 04:25 AM CST	Mary Miller	408-676-8941	Jacksonville, FL	Woman-owned Business Enterprise	
Republic Services	12/07/2022 03:03 PM CST	Larry Mcgee	205-281-4687	Birmingham, AL		Will Submit
SkyView Staffing Solutions, Inc	12/07/2022 05:20 PM CST	Ladarius Williams	205-417-1629	Leeds, AL	African-American Business Enterprise	
Solid State Construction LLC	12/01/2022 06:27 PM CST	Ajani Azizi	912-321-6303	Midway, GA	African-American Business Enterprise	

Supplier Diversity Classification Totals

PLEASE NOTE: Some firms may be classified in multiple categories, which may result in percentages being more than 100%.

INVITATION FOR BIDS (IFB) No. B23003, Roll-Off Dumpster and Dumping Services

FORM OF BID
(IFB Attachment A)

(This Form must be fully completed and placed under Tab No. 1 of the initial Step #1 "hard copy" tabbed bid submittal.)

(6) **Non-Collusive Affidavit.** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said bid are true.

(7) **Bidder's Statement.** The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this bid submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the bid submittal, and by entering the costs where provided, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency in hard copy, including an agreement to execute the attached Sample Contract form. Pursuant to all IFB Documents, this Form of Bid, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided.

(7) **Bid Amount.**

Total Roll-off Dumpster and Service Cost per Week \$ 3,120.00


Signature

1/11/23
Date

CAROL K WILSON
Print Name

Republic Services
Company

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL TO AWARD CONTRACT FOR PAINT AND SUPPLIES

February 16, 2023

INTRODUCTION

The HABD utilizes a large amount of paint and supplies to maintain the various Housing Communities. HABD would like to contract with a company that will provide quality paint at established pricing.

PURPOSE AND OBJECTIVE

The purpose of this contract is to retain a contractor to provide paint and related supplies to HABD on an as-needed basis. Paint and Supplies are utilized for vacant unit prep and repairing damaged units. As required by HUD regulation, an "equal" or "same as" product, as long as such product is substantially equivalent to the products identified.

DESCRIPTION AND JUSTIFICATION

Authorization is requested to enter in contract with Sherwin Williams. HABD wants to continue to do business with Sherwin-Williams and not disrupt any ongoing projects that's current or being filled, so HABD is requesting to piggyback off the NCPA Contract (National Cooperative Purchasing Alliance Contract #02-56. The NCPA is national government purchasing cooperative to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. The NCPA also follows the requirement of the Alabama State Bid Law.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Property Operations

ATTACHMENTS

Award Letter to Sherwin-Williams from NCPA
Copy of Sherwin-Williams Paint Pricing

ALTERNATIVES

N/A

RECOMMENDATIONS

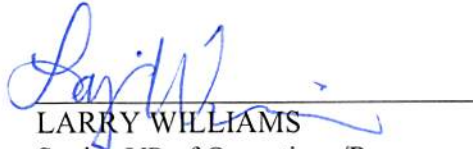
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



DARRYL GRAYSON
Interim Procurement Manager



LARRY WILLIAMS
Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12634

Resolution Approving Piggybacking of the NCPA Contract for Sherwin-Williams

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of HADB Piggybacking of the NCPA Contract for Sherwin-Williams to provide Paint and Supplies. Administrative Plan.

RESOLVED FURTHER that the President/CEO is authorized to enter into contract with Sherwin-Williams effective immediately.

Adopted this 16th day of February 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, August 6th, 2018

The Sherwin Williams Company
ATTN: Craig Mackay
101 W. Prospect Ave.
Cleveland, OH 44115

Dear Craig:

Region XIV Education Service Center is happy to announce that The Sherwin Williams Company has been awarded a NCPA contract for Paint and Supplies based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on August 31st, 2021. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and The Sherwin Williams Company.

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in blue ink that reads "Shane Fields". The signature is written in a cursive, flowing style.

Shane Fields
Region XIV, Executive Director



**SHERWIN
WILLIAMS®**

HABD NCPA 02-56 Pricing

HOUSING AUTHORITY BHAM DISTRICT

Quote Presented By:
Andrew Varner
SALES- Sales Representative PC
Commercial

1-205-368-1208
andy.varner@sherwin.com

SHERWIN-WILLIAMS
1501 3RD AVE S
BIRMINGHAM, AL 35233 1609
(205) 251-4125

January 30, 2023



ACCOUNT # 6650-4366-7
 HABD NCPA 02-56 Pricing
 QUOTE # 6537291

VALID FROM: JAN 30, 2023 - MAR 31, 2023

PROJECT: HABD NCPA 02-56 Pricing

Purchase Type: Annual Purchase

Description	Sales #	Rex #	Qty	Price	Extended Price
ProMar 200 Zero VOC Interior Latex	650187214	B31W02651-5 GAL	5	\$26.87	\$134.35
Comments: List price \$86.99-30%=\$60.89 (\$304.45 per pail); Local pricing applied at \$26.87 per gallon or \$134.35 per 5-gallon pail					
ProMar 200 Zero VOC Interior Latex Primer	650259195	B28W02600-5 GAL	5	\$18.38	\$91.90
Comments: List price \$59.89-30%=\$41.92 (\$209.60 per pail); Local pricing applied at \$18.38 per gallon or \$91.90 per 5-gallon pail					
ProMar Interior Latex Ceiling Paint	650868102	A27W05050-5 GAL	5	\$21.57	\$107.85
Comments: List price \$77.99-30%=\$54.60 (\$273 per pail); Local pricing applied at \$21.57 per gallon or \$107.85 per 5-gallon pail					
A-100 Exterior Acrylic Latex	650047319	A08T00154-5 GAL	5	\$36.39	\$181.95
Comments: List price \$61.49-30%=\$43.04 (\$215.20 per pail); Local pricing applied at \$36.39 per gallon or \$183.85 per 5-gallon pail					
Pro Industrial Multi-Surface Acrylic	650962863	B66T01554-5 GAL	5	\$42.73	\$213.65
Comments: List price \$137.49-30%=\$96.24 (\$481.20 per pail); Local pricing applied at \$42.73 per gallon or \$213.65 per 5-gallon pail					
SW CS MINI ROLLERS STRIPED WOVEN 4" X 3/8	650858491	994000538-4 INCH	1	\$8.40	\$8.40
Comments: List Price \$11.99-30%= \$8.40					
3" ONE COAT TRIM/WAL	9810573	996620300-3 INCH	1	\$5.18	\$5.18
Comments: List Price \$7.39-30%= \$5.18					
CS POLY KNIT 9 X 1/2	650970890	104302900-9 INCH	1	\$4.26	\$4.26
Comments: List Price \$6.09-30%= \$4.26					
CS POLY KNIT 9 X 3/4	650970916	104303900-9 INCH	1	\$4.68	\$4.68



ACCOUNT # 6650-4366-7
HABD NCPA 02-56 Pricing
QUOTE # 6537291

VALID FROM: JAN 30, 2023 - MAR 31, 2023

Description	Sales #	Rex #	Qty	Price	Extended Price
Comments: List Price \$6.69-30%= \$4.68					

Total Price: \$752.22*

We thank you for consideration of Sherwin-Williams products and look forward to supplying these products to you.

NOTICE: Please take notice that the quotation set forth above is not a contract and is subject to and conditioned upon approval by Sherwin-Williams. In the event such approval is not obtained, you will be provided with a revised quotation and the quotation set forth above shall be null, void and of no force or effect. The pricing and recommendations detailed in this proposal represent confidential information provided by Sherwin-Williams. We request that it not to be copied or shared with others outside your firm. Please refer to product data pages for surface prep, mixing and application instructions.

Square footage amounts were estimated or given. Coverage of materials are estimated and actual coverages may differ. These guidelines should not be used as absolutes. Sherwin-Williams cannot assume responsibility for job site conditions.

The purchase of the products set forth in this price quote is subject to The Sherwin-Williams Company Terms and Conditions of Sale, which are incorporated in full by this reference and are available at <https://www.sherwin-williams.com/terms-and-conditions>. Sherwin-Williams limits acceptance of the price quote to these Terms and Conditions of Sale, and objects to any different terms in any purchase order, issuance of which indicates purchaser's acceptance of such Terms and Conditions of Sale.

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

HABD Staff Representative: Kangi Drake

Date: Thursday, February 2, 2023

Department: Rental Assistance Programs

Board of Commissioners' Meeting Date: Thursday, February 16, 2023,

Board Agenda Item(s):

1. Approval of the Revision of the Section 8 Administrative Plan

Board of Commissioners' Committee Meeting Date/Time:

Approved by:  / 2/3/2023
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 5 Minutes

Board Agenda Topic (Narrative): The purpose of this request is to obtain Board approval to revise the Section 8 Administrative Plan.

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 Pantazis Date: 2/07/2023

HABD Board Committee Member: Commissioner Lewis Date: 2/07/2023

HABD Staff Member: Kangi Drake Date: 2/07/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF REVISION OF SECTION 8 ADMINISTRATIVE PLAN

February 16, 2023

INTRODUCTION

In accordance with 24 CFR 982.54, the Housing Authority of the Birmingham District (HABD) must adopt a written Administrative Plan that establishes local policies for administration of the program in accordance with HUD requirements. The Administrative Plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. The Administrative Plan states PHA policy on matters for which the PHA has discretion to establish local policies.

The Administrative Plan must be in accordance with HUD regulations and requirements. The Administrative Plan is a supporting document to the PHA Plan (24 part 903) and must be available for public review. The PHA must revise the Administrative Plan if needed to comply with HUD requirements.

The HABD must administer the program in accordance with the PHA Administrative Plan.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to revise the Section 8 Administrative Plan to be in compliance with HUD regulations and overall agency goals by updating verbiage to coincide with the requested policy changes.

DESCRIPTION AND JUSTIFICATION

After a review of the current Administrative Plan by HABD staff, it was determined that updates and some revisions were needed. All recommended changes as a result of additions, deletions, or modifications are to improve procedural guidelines and performance standards for effectively administering the program.

POLICY IMPACT

This action is consistent with HABD policy and complies with federal regulation.

ECONOMIC IMPACT/FUNDING SOURCE

No funds will be expended as a result of this Board Action.

ATTACHMENTS

Revisions to the Administrative Plan

ALTERNATIVES

N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



KANGI DRAKE
Director of Rental Assistance Programs



SETH EMBRY
Chief of Policy and Government Relations



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023- 12636

Resolution Approving the Revision of the Section 8 Administrative Plan

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of the implementation of the revision of the Section 8 Administrative Plan.

RESOLVED FURTHER that the President/CEO is authorized to implement the revision of the Section 8 Administrative Plan effective February 1, 2023.

Adopted this 16^h day of February 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

46. Family Share: The portion of rent and utilities paid by the family.
47. Family Unit Size: The appropriate number of bedrooms for a family. Family unit size is determined by the HA under the HA subsidy standards.
48. Fixed Income: Periodic payments at reasonably predictable levels from one or more of the following sources:
- i. Social Security, Supplemental Security Income, Supplemental Disability Insurance
 - ii. Federal, state, local, or private pension plans
 - iii. Annuities or other retirement benefits programs, insurance policies, disability or death benefits, or other similar types of periodic receipts
 - iv. Any other source of income subject to adjustment by verifiable COLA or current rate of interest
49. Foster Children: With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:
- A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available;
 - B. The Landlord's obligation to make reasonable accommodation for handicapped persons.
50. Full -Time Student: A member of a family (other than the head of household or spouse) who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school [24 CFR 5.603]. The attended educational institution will supply verification.
51. Funding Increment: Each commitment of budget authority by HUD to an HA under the consolidated ACC for the HA program.
52. Gross Rent: The sum of the rent to owner plus any utility allowance.
53. Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live- in aid).
54. Guest: A guest is a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of the lease apply to a guest as so defined.

1. Head of Household is required to complete a written certification (zero income packet) every 120 days in person at the HABD office.
2. Head of Household is required to provide information/verification regarding their means of basic subsistence, such as food, utilities (3 months of bills), transportation, etc., for each time period.
3. If the family's expenses exceed their known income, the HABD will make inquiry of the Head of Household as to the nature of the family's accessible resources.
4. If the family's expenses exceed their known income, the HABD, will use the zero income packet to calculate their anticipated income.
5. Families who report zero income will be referred to the Family Self-Sufficiency program, the HABD Section 3 program, and to other self-sufficiency oriented workshops or classes.

HUD's Verification Hierarchy

HUD authorizes the PHA to use five methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires the PHA to use the most reliable form of verification that is available and to document the reasons when the HABD uses a lesser form of verification. In order of priority, the forms of verification that the HABD will use are:

1. Up-front Income Verification (UIV) whenever available;
2. Third-party Written Verification;
3. Third-party Oral Verification;
4. Review of Documents;
5. Self-Certification.

Before an applicant is issued a voucher, and at subsequent annual/**triennial** recertifications, the HABD must verify all information that is used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect the information. Applicants and program participants must cooperate with the verification process as a condition of receiving assistance. The HABD will not pass on the cost of verification to the family.

Third-party verification is considered to be the most effective means of verifying information provided by the family. The HABD will include verification forms in the annual/**triennial** recertification package with a request for return by the appropriate third-party source within a specified timeframe. The HABD will use any source available for verifying income, including inquiries with the Internal Revenue Service (IRS). Each client file contains a record

unit's failure to comply with housing quality standards, in accordance with the HQS of the HCV program.

If a family or government official reports a condition that is life-threatening (i.e., the HABD would require the owner to make the repair within no more than 24 hours in accordance with 24 CFR 982.404(a)(3)), then the HABD must inspect the housing unit within 24 hours of when the HABD received the notification. If the reported condition is not life-threatening (i.e., the HABD would require the owner to make the repair within no more than 30 calendar days), then the HABD must inspect the unit within 15 days of when the HABD received the notification. In the event of extraordinary circumstances, such as if a unit is within a Presidentially declared disaster area, HUD may waive the 24-hour or the 15-day inspection requirement until such time as an inspection is feasible.

Re-Inspections: Inspections that are performed by HA staff for the purpose of verifying that deficiencies noted in the previous inspection have been corrected and meet HQS.

Quality Control Inspections: The Leased Housing Manager will re-inspect a minimum of five (5) percent, with an annual goal of ten (10) percent, based on a random sample of the total number of Section 8 units under HAP contract to insure that inspections are being performed in compliance with HQS standards. The Vice President of Assisted Housing may perform some of the inspections, as needed. The Leased Housing Manager will maintain a file that documents the quality control inspections.

Special Inspections: These types of inspections may be necessary when a Federal Official visits the HA to perform a compliance review and/or the Owner may request a special inspection be performed to document the condition of the unit.

Landlord Excellence Program (24 CFR 982.405 (a)): ~~Effective July 1, 2014, PHAs may establish a policy for performing unit inspections biennially rather than annually. This policy criterion could apply to some or all assisted units. PHAs still have the option to inspect every unit annually.~~

~~The HABD will offer the Landlord Excellence Program that will allow the PHA to inspect units on a Biennial basis. The HABD plans to begin implementing the biennial inspections process where specific "qualified units" pass their inspections on the first attempt and have not had a complaint/special inspection during the current HAP contract year.~~

~~The HABD will establish criteria to use to determine if when selecting "qualified units" for either "Annual" (within 12 months) or "Biennial" (within 24 months) HQS (Housing Quality Standards) inspections for any housing unit.~~

- ~~• Helps qualified families in need of affordable housing~~
- ~~• Increase the inventory of quality affordable rental unit in the private market place to provide access to housing units in safe, secure, and sanitary conditions.~~
- ~~• Achieve the maximum possible program cost and efficient service delivery in all facets of the HCV program~~

~~**Biennial HQS Inspections Qualified Unit Criteria:** An HQS inspection may be conducted every other year (within a 24-month period), dependent on the following general “qualified unit” criteria:~~

- ~~● If the unit successfully passed the prior year’s HQS inspection,~~
- ~~● If the landlord and/or tenant has not requested a Special or Emergency HQS inspection to be done by HABD or its agent since the last required HQS inspection, and~~
- ~~● If there have been no HQS complaints about the unit from the tenant,~~
- ~~● Adherence to HUD policy for SEMAP review of HQS inspections~~

~~**Removal of Qualified Unit Status and Returning to Annual Inspections:** Each unit under HAP contract must be inspected annually within 24 months of the last full HQS inspection. If a unit is found to have a life-threatening HQS fail, the owner of that unit will be required to participate (i.e. return) in annual inspections for all units for the period of 24 months before returned to biennial inspections. This does not apply to life-threatening HQS fails caused by participants. One or more substantiated complaints will also require the owner of that unit to participate in annual inspections for all units for the period of 24 months before returned to biennial inspections. The HABD reserves the right to require annual inspections of any owner at any time.~~

SECTION XLV

Reexamination of Income and Family Circumstances

Annual Reexamination

Once each year, or as required by HABD, the HABD must reexamine the income and family composition of all families participating in the Section 8 program. Verifications acceptable to the HABD shall be obtained and determinations made. In the event of failure or refusal of the family to report the necessary information, the HABD may terminate the assistance.

Records shall be maintained by the HABD to ensure that every participant's income and family composition has been reexamined within a 12-month period.

Upon completion of reexamination and verification, the participant shall be notified in writing no later than 30 days prior to the effective date of the following:

- Any change in rent and the date on which it becomes effective;
- Any change required because of a change in the composition of the family.

Note: The family may not receive 30 days' notice if the family has delayed in providing required information and/or verifications.

Streamlined Income Determination for Fixed Income Sources 24 CFR 982.516(b)

PHAs are permitted to implement streamlined requirements for verifying and adjusting fixed income sources over a three-year cycle for families with an unadjusted income consisting of 90 percent or more from fixed income sources. HABD establishes the flexibility to implement the streamlined-income process for eligible households.

In the initial year (first year) of the three-year cycle, HABD will complete a full annual income determination, applicable with all HUD regulations, guidance, and HABD requirements. Year two and year three of the three-year cycle, HABD will obtain a certification from the family stating that their fixed income sources have not changed from the prior year and that their household income is still made of at least 90 percent from fixed sources. If the certification for years two and three are provided, HABD will adjust the fixed income sources based on the Cost-of-Living Adjustment (COLA) that is applicable to said income source. Non-fixed income from the previous year's calculation will be used.

When using the streamlined income determinations, the family's fixed income must be adjusted using a COLA or current interest rate that applies to each specific source of fixed income and is available from a public source or through tenant-provided, third party-generated documentation. If no public verification or tenant-provided documentation is

available, third-party verification of the income amounts must be requested to calculate the change in income for the source.

HABD will create a special application for families eligible for the stream-lined process, to include a certification section, along with assets and deduction certifications. The application will also include HUD's required forms 9886 and 9887. Additional forms will be added as needed or required by HUD.

HABD must continue to abide by the Enterprise Income Verification (EIV) discrepancy requirements by addressing any discrepancies or new income sources reported in HUD's EIV system.

For any income determined pursuant to a streamlined income determination, third party verification of all income sources and amounts must be conducted every three years.

Interim Redetermination of Rent

Rent, as determined at admission or Annual Reexamination, will remain in effect for the period between regular rent determinations unless change in family circumstances occurs. The participant is required and agrees to report, in writing, the following specified changes in family income and composition within ten calendar days of occurrence:

- Loss or addition to family composition of any kind through birth, death, marriage, divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such addition, other than birth, must be approved by the HABD in advance, and must qualify the same as an applicant or any prospective new participant;
- The following changes may be reported by the family prior to the annual reexamination:
 - Employment, unemployment or changes representing a decrease in income for employment of a permanent nature of the family, head, spouse or other wage earner eighteen years of age or older;
 - The stopping of, or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, TANF, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments or benefits from any of the above sources which constitute the sum of monthly payments for a preceding year paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time;
 - Cost of living increases in Social Security or public assistance grants need not be reported until next reexamination and redetermination of rent;

SECTION LI

Ongoing and Reserve Administrative Fee Reserve Expenditures

Administrative Fees

Administrative Fees are paid by HUD to the PHA to administer the Housing Choice Voucher (HCV) Program. Administrative fees may be used for any of the following purposes:

- Ongoing administrative fee
- Costs to help families who experience difficulty finding or renting appropriate housing under the program
- Extraordinary costs approved by HUD, such as
 - Costs to cover necessary additional expenses incurred by the PHA to provide reasonable accommodation for persons with disabilities
 - Costs of audit by an independent public accountant
 - Other extraordinary costs determined necessary by HUD Headquarters
 - Preliminary fee
 - Costs to coordinate supportive service for families participating in the family self-sufficiency (FSS) Program

HABD will afford, with administrative discretion, families of the following programs to request specific services to be paid through the usage of administrative fees:

- Single Room Occupancy (SRO) transfers to the HCV Program
- Foster Youth to Independence (FYI) transfers to the HCV Program
- Mainstream Voucher applicants being newly admitted to the program
- Program participants requiring assistance as a reasonable accommodation that deem them eligible due to a financial hardship, that is of no fault of their own and must be relocated due to a subpar property failing HQS inspections 2 or more times

Eligible Expenses That May be Paid:

- Security deposit assistance -not to exceed 1 month's rent or what is acceptable by law (whichever is lower)
- Utility deposit assistance/utility arrears
- Application fees/non-refundable administrative or processing fees/ refundable application deposit assistance/broker fees
- Holding fees

**Eligible expenses will only be paid once per qualifying applicant/participant, unless approved as a reasonable accommodation in order to afford an equal opportunity to housing*

Administrative Fee Reserves 24 CFR 982.155

The PHA must maintain an administrative fee reserve for the HCV Program. The following amounts are credited to the single fee reserve accounts:

- Amounts paid by HUD for a fiscal year that exceed the program's administrative expenses for the fiscal year
- Interests earned on the administrative fee reserves

Funds from the reserves account must be used to pay HCV administrative expenses in excess of administrative fees paid by HUD for a fiscal year. If the funds are not needed to cover PHA administrative expenses (through the last expiring funding increment under the consolidated ACC), the PHA may use the funds for other housing purposes permitted by State and local law.

Administrative Fee Reserve Expenditures

Expenditures from the administrative fee reserve of the Section 8 Programs in excess of \$5,000.00 will be approved by the board of commissioners of the HA.

SECTION LVIX

Greater Choice of Housing Opportunities for Housing Voucher Holders

The HABD will provide families with the broadest geographical choice of units, both within and outside the HABD's jurisdiction by utilizing the mobility and portability features of the Housing Voucher. The HABD will cooperate with other HAs by participating in inter-jurisdictional mobility arrangements which permit Housing Voucher holders to seek housing in the broadest possible areas. The portability features of the Voucher program provide the Voucher holder with the ability to move outside the HABD's jurisdiction with continued assistance.

EXHIBIT E

Temporary Provisions to the Administrative Plan

Option to use when verifying annual income:

~~In determining annual income, The Housing Authority of the Birmingham District (HABD) will use the projected future income method. Currently, annual income includes income that is anticipated to be received from a source outside the family during the 12-month period following the effective date of admission or annual reexamination.~~

Households to self-certify when assets are less than \$5,000:

~~Tenants with assets below \$5,000 typically generate minimal income from these HABD will accept a family's self-declaration of the amount of assets of less than \$5,000, and the amount of income expected to be received from those assets. HABD's application and reexamination documentation, which is signed by all adult family members, will serve as the declaration. Where the family has net family assets equal to or less than \$5,000, HABD will not request supporting documentations (e.g., bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. Where the family has net family assets in excess of \$5,000, HABD must obtain supporting documentation (e.g., bank statements) from the family to confirm the assets. Any assets will continue to be reported on HUD Form 50058.~~

Annual reexaminations for elderly families and disabled families on fixed incomes:

~~HABD will conduct a streamlined reexamination process of income for elderly families and disabled families when 100 percent of the family's income consists of fixed income. In a streamlined reexamination, HABD will recalculate family incomes by applying any published cost-of-living adjustments to the previously verified income amount.~~

~~For purposes of the temporary notice, the term 'fixed income' includes income from:~~

- ~~1. Social Security payments to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI);~~
- ~~2. Federal, State, local, and private pension plans; and~~
- ~~3. Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amounts from year to year.~~

Program Transfer

Participants that have reached the time limit allotted for the FYI Program (3 years or 5 years max) who are currently housed under the program when their time expires, shall be transferred to the regular tenant-based voucher program as a special admissions family. This will afford participants of the FYI Program to be continuously assisted with housing subsidy. The special admissions afford the families to not apply for or have a preference on the tenant-based HCV waiting list.

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

HABD Staff Representative: Nicole Earle/ Cindi Herrera

Date: February 3, 2023

Department: Real Estate Development

Board of Commissioners' Meeting Date: February 16, 2023

Board Agenda Item(s):

1. Approval of Predevelopment Loan Agreement with Zimmerman Development

Board of Commissioners' Committee Meeting Date/Time: Tuesday, February 7, 2023, at 11:00 a.m.

Approved by:  / 2/7/2023
Dontrelle Young Foster / 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 and the related and supportive documents and 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: 2/7/2023

HABD Board Committee Member: Commissioner Barnes Date: 2/7/2023

HABD Staff Member: Cindi Herrera/Nicole Earle Date: 2/7/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

**APPROVAL OF PREDEVELOPMENT LOAN AGREEMENT WITH ZIMMERMAN
PROPERTIES SE, LLC**

February 16, 2023

INTRODUCTION

The resolution is to approve a Predevelopment Loan Agreement with Zimmerman Properties SE, LLC for the redevelopment of Collegeville.

On May 27, 2021, a Request for Qualification (“RFQ”) was issued for Development Partners for the planning and construction of Public Housing Replacement units on existing Public Housing sites; or on other sites owned by the Authority, or other sites identified by the Developer. On November 18, 2021, the Authority’s Board of Commissioners approved the selection of Zimmerman Properties SE, LLC to redevelop the Collegeville Public Housing Community and to develop other sites to be identified in the future by the Authority and the Developer.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval of the Predevelopment Loan Agreement with Zimmerman Properties SE, LLC for the redevelopment of Collegeville.

DESCRIPTION/JUSTIFICATION

To address the backlog of capital needs, HUD has encouraged PHA’s to convert public housing units to the voucher platform, which allows access to private capital. HABD has embarked on a plan to reposition all properties in partnership with private developers to assist in the repositioning plans. The predevelopment loan between HABD and Zimmerman Properties SE, LLC is needed to proceed with the redevelopment of Collegeville.

POLICY/IMPACT

The requested action will enable HABD to enter into a Predevelopment Loan Agreement with Zimmerman Properties SE, LLC, for the redevelopment of Collegeville.

ECONOMIC IMPACT/FUNDING SOURCE

The redevelopment of Collegeville is anticipated to be financed with tax-exempt bonds for 9% and or 4% Low-Income Housing Tax Credits.

RECOMMENDATIONS

The President/CEO recommends the approval of a Predevelopment Loan with Zimmerman Properties SE, LLC, not to exceed \$500,000 for the redevelopment of Collegeville.

CERTIFICATION

The requested action conforms to legal, policy, and regulatory requirements.



Nicole Earle
Chief Real Estate Officer



Dontrelle Young Foster
President and CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12636

**A RESOLUTION TO APPROVE PREDEVELOPMENT LOAN WITH
ZIMMERMAN PROPERTIES SE, LLC**

RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve a predevelopment loan not to exceed \$500,000 with Zimmerman Properties SE, LLC, for the redevelopment of Collegeville in a final legal format as approved by Real Estate Legal Counsel.

Adopted this 16th day of February, 2023

Attest:

Chairman

Dontrelle Young Foster, Secretary