



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

January 8, 2024

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

NOTICE OF THE ANNUAL MEETING AND REGULAR MEETING

Notice is hereby given that the annual meeting and regular session of the Board of Commissioners of the Housing Authority of the Birmingham District will be held at 1:30 p.m. **Thursday, January 18, 2024**, 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
DeJuana L. Thompson, Vice-Chairperson
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**The Annual Meeting and
Regular Board of Commissioners Meeting
George W. McCoy Building
1301 25th Avenue North
Birmingham, AL 35204**

**Thursday, January 18, 2024
1:30 p.m.
Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Election of Officers for Calendar Year 2024**
- V. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, November 9, 2023
Approval of Minutes, Special Meeting/Public Hearing, November 16, 2023
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended December 31, 2023
 - d. Resolution 12682 -2024 - Approval of Charge-Offs for Period Ended October 2023 and November 2023
- VI. Old Business**
- VII. New Business**
- VIII. Executive Session**

IX. Property Operations

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

X. Rental Assistance Programs

1. Approval of Award of Contract for Employment and Income Verification Services
2. Approval of Award of Contracts for Housing Choice Voucher Consulting Services

XI. Real Estate Development

1. Approval to Submit a Demolition Application for Eight (8) Fire-Damaged Units at Kimbrough Homes
2. Approval of Development Agreement and Predevelopment Loan Agreement with Gorman and Company
3. Approval to enter into a Master Ground Lease with Southside Development Company
4. Approval to Transfer Farrington Manor from Arlington Properties to the Housing Authority of the Birmingham District

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

XII. Adjournment

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON NOVEMBER 9, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session on November 9, 2023, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

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

ABSENT:

None

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Seth Embry, Chief of Policy and Government Affairs
Denita Bearden, Chief Administrative Officer
Nicole Earle, Chief Real Estate Officer
Melanie Baker, Chief Financial Officer
Larry Williams, SVP of Operations and Programs
Kelleigh Gamble, VP of Strategic Initiatives
Armon Matthews, VP of Community Engagement
Ken Foreman, Director of Public Safety
Meagan Holland, Director of Public Relations
Toraine Clausell, Director of IT Infrastructure & Operations
Roger Malone, Public Safety Assistant
James Hawkins, Project Manager
Christie Hilliard, Project Manager
Paige Wells, General Counsel
Peggy Hayden, Resident, Freedom Manor
Willie Lewis, Resident, Freedom Manor
David Vargas, HABD Consultant
Emily Nelson, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present. Vice Chairman Thompson had not arrived yet.

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

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

- a. The Regular Meeting Minutes on August 17, 2023, were approved.
The Special Meeting Minutes on September 11, 2023, were approved.
The Special Meeting Minutes on October 12, 2023, were approved.
- b. The President/CEO’s Report was accepted.
- c. **Resolution 2023 -12671 RESOLVED** by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off, as of August 31, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$1,609.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	14,944.40
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	14,927.00
Collegeville Center, Ala.1-13-----	9,404.93
Harris Homes, Ala. 1-14-----	8,833.21
North Birmingham Homes, Ala.1-16-----	2,812.55
Cooper Green Homes, Ala.1-17-----	21.00
Kimbrough Homes, Ala.1-18-----	26,413.00
Benjamin Green Village, Ala.1-23-----	6,459.97
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34-----	9,330.00
Tuxedo II Ala 1-35-----	108.71
Tuxedo Trace Homes Ala 1-44-----	0.00
	Total \$94,863.77

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 September 30, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$20,065.50
Southtown Court, Ala.1-4R-----	400.00

Marks Village, Ala.1-6 -----	6,533.00
Smithfield Court, Ala. 1-9-----	1,890.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	29,449.00
Collegeville Center, Ala.1-13-----	15,355.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	5,996.00
Cooper Green Homes, Ala.1-17-----	2,692.00
Kimbrough Homes, Ala.1-18-----	4,000.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	0.00
Tuxedo Trace Homes Ala 1-44-----	0.00
	Total \$86,380.50

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

Old Business

There was no old business for discussion.

New Business

There was no new business for discussion. However, President Foster informed the Board that HABD will be closed on Friday, November 10, 2023, in observance of Veteran’s Day.

Next, President Foster acknowledged retired commissioner Ms. Willie Lewis for receiving a Resolution of Appreciation from the Alabama Association of Housing and Redevelopment Authority (AAHRA), honoring her for many years of service to the HABD Board and residents. Chairman Pantazis and the Board members presented the resolution and expressed words of appreciation for her dedication and commitment to the agency. A round of applause was made.

Finance and Accounting

- 1. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended**

September 30, 2023

Ms. Melanie Baker, Interim CFO, presented the Freedom Manor and Operations Financial Statement Reports for September 30, 2023. Ms. Baker briefly highlighted the details of the financial reports. Ms. Baker stated that with the pending government shutdown, HABD has been drawing down all eligible obligated funds we could possibly draw. This helps HABD stay one step ahead in case a government shutdown occurs. The funds are reflected on the monthly report. Ms. Baker proudly reported that HABD was within its budget in all categories. After giving her report, Ms. Baker asked if there were any questions. There were no questions from the Board, and the finance report was accepted.

At this time, Commissioner Barnes arrived at the meeting.

Executive Session

Chairman Pantazis acknowledged the executive session. Attorney Wells indicated that the subject matter was appropriate under Alabama Code 36-25A-6 & 7 for an executive session. Upon motion by Vice Chair Thompson and seconded by Commissioner Hood, the Board went into executive session for approximately one hour and would reconvene at the call of the chair.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

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

Executive

1. Approval of Award of Contract for Homeownership Single Family Units Capital Improvement

Chairman Pantazis acknowledged for Approval the Award of Contract for Homeownership Single Family Units Capital Improvement. Mr. Kelleigh Gamble, VP of Strategic Initiatives, indicated that the purpose of this board action was to obtain approval to proceed with the recommended contractor to provide general contracting services for single-family units in Tuxedo (Ensley), Mason City, and Fountain Heights for a total of 11 parcels. The services include but are not limited to new roofing systems, updated flooring systems, and energy efficiency upgrades. An Invitation for Bid (IFB) was published, and two (2) contractors submitted bids in response to the IFB, and both were deemed responsible and responsive. The bids were reviewed, and the following contractors submitted the lowest

responsive and responsible bids for the capital improvements. Therefore, management recommended an award of contract to Robinson & Associates and The Mitchell Group.

Chairman Pantazis stated that he was excited to see this was the first real step in turning some of our units into eligible homeownership properties. After a brief discussion, upon a motion by Commissioner Barnes and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12672

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is authorized to execute required documents for approval of the implementation of Robinson and Associates and the Mitchell Group for general contracting services for capital improvements for single-family units effectively immediately.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

2. **Approval of Award of Contract for Property Management Services**

Chairman Pantazis acknowledged for Approval the Award of Contract for Property Management Services. Mr. Gamble indicated that the purpose of this board action was to obtain approval to proceed with the recommended contractors to provide property management services at the Farrington property (104 units). The services include but are not limited to the lease-up of vacant units and maintaining the compliance of a LIHTC property. A Request for Proposal (RFP) was published to secure property management services providers. Two (2) property management companies submitted bids in response to the RFP, and both were deemed responsible and responsive. The bids were reviewed, and Castleberry Property Management Group received the highest score. Management recommended the award of contract to Castleberry Property Management Group to provide property management services at the Farrington property. After a brief discussion, upon a motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12673

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is authorized to execute a contract with Castleberry

Property Management Group to provide property management services for Farrington Property.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

Property Operations

1. Approval of Award of Contracts for Vacant Unit Preparation for Tuxedo Terrace

Chairman Pantazis acknowledged for Approval the Award of Contract for Vacant Unit Preparation for Tuxedo Terrace. Mr. Larry Williams, Senior VP of Operations and Programs, indicated that the purpose of the board action was to obtain approval for qualified contractors to provide vacant unit preparation services for Tuxedo freeze-damage units. The services include painting, flooring, dry-wall repair, and repairs and replacement of doors/windows. An invitation for Bid (IFB) was published. Four (4) contractors/individuals submitted bids in response to the IFB, and three (3) contractors were deemed responsible and responsive. The bids were reviewed, and Robinson & Associates, LLC submitted the lowest responsive and responsible bid. Management recommended awarding a contract to Robinson & Associates, LLC. Mr. Williams noted that the lowest bidder was entitled to the first option for vacant unit preparation services. If the lowest bidder cannot provide timely service, HABD will rotate to the next lowest bidder. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12675

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with Robinson & Associates, LLC in the amount of four hundred sixty-five thousand three hundred and five dollars and zero cents (\$465,305.00).

The President/CEO is hereby authorized to execute a contract with the second lowest bidder in the event of unforeseen circumstances.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

Rental Assistance Programs

1. Approval of Award of Contract for Construction Services for the McCoy Building Renovation

Chairman Pantazis acknowledged for Approval the Award of Contract for Construction Services for the McCoy Building Renovation. Mr. Seth Embry, Chief of Policy and Government Affairs, stated that he was excited to present this project to the Board. Mr. Embry indicated that the McCoy Building primarily serves as the office for the Rental Assistance and Housing Choice Voucher Program. Currently, the building needs a variety of upgrades to improve functionality, provide additional space for meetings, and modernize the building façade. Mr. Embry presented a diagram that illustrated the new construction. The scope of work included a new training room, two break-out spaces for small meetings, upgrades of existing bathrooms to include modification for accessibility, reconstruction of exterior windows and front doors, repair of landing, HVAC for newly constructed spaces, and exterior painting. An Invitation for Bid (IFB) was published to complete construction work for the McCoy Building. Two (2) companies submitted a responsible and responsive bid. Both bids were evaluated, and Jared Building Company received the highest score. Management recommended awarding a contract to Jared Building Company to complete construction services for the McCoy Building. A discussion was held concerning the construction budget estimate of construction. Mr. Embry noted that the estimate was due to an increase in cost. After the discussion, upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12674

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract for construction services for the McCoy Building with Jared Building Company.

When called upon, the following voted as indicated:

YEA
 Chairman Pantazis
 Vice Chair Thompson
 Commissioner Hood

NAY

ABSTAINED
 Commissioner Barnes

Chairman Pantazis indicated that said motion carried.

2. Next, Mr. Embry provided a brief update on the Payment Standards, and Utility Allowances for the Section 8 Housing Choice Voucher Program. Mr. Embry indicated that HABD was required to assess and review the energy cost of utilities each year. If there has been a change in utilities of 10% or more, HABD was required to update its utility allowances. An analysis of the utilities was completed, and the report indicated that there had been changes of more than 10% in a utility category. Therefore, HABD proposes to implement the updated utility allowances by December 1 or January 1, 2024, based on our staff capacity, stated Mr. Embry.

Next, Mr. Embry provided an update on the Payment Standards, and indicated that HUD issues Fair Market Rents (FMRs) annually for the Section 8 Housing Choice Voucher Program. The Housing Authority has 60 days of issuance of the FMRs to set the Payment Standards. HUD allows the Payment Standards at any level between 90% and 110% of the FMRs. HABD has maximized its Payment Standards for a number of years. Mr. Embry indicated that this update is to notify the Board that HABD proposes to implement the Payment Standards at 110% effective October 1, 2023.

Lastly, Mr. Embry reported that HUD recently issued a requirement for new housing authorities to use Small Area Fair Market Rents (SAFMRs). HABD voluntarily adopted SAFMRs for over several years. Based on the recent notice, the Housing Authority will be required to implement SAFMRs in every zip code, effective January 2025. The Board will be provided more information as HABD rolls out the implementation of the SAFMRs near Spring.

Real Estate Development

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

Chairman Pantazis acknowledged for Approval the Award of Contract for Kimbrough Homes Exterior Electrical. Ms. Nicole Earle, Chief Real Estate Officer, began with an introduction of the Real Estate Development team working with her on the two projects, Mr. James Hawkins, Project Manager for Kimbrough Homes, and Ms. Christie Hilliard, Project Manager for Smithfield Court.

Ms. Earle indicated that HABD was seeking approval to award a contract for Kimbrough Homes Electrical. An Invitation for Bid (IFB) was published. Four (4) contractors responded to the IFB, and only those considered responsive and responsible were shortlisted. T & F Electrical, Inc. was deemed the lowest responsive and responsible bidder. The scope of work was to update the heating and cooling system, replace the window units with central air. In addition, improve the safety and functionality of the building's electrical systems to operate the mini-split units that were installed in the first phase. The recommended contractor has worked with HABD for many years and was in good standing. Management recommended awarding a contract to T& F Electrical, Inc. After a brief discussion, upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12678

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with T & F Electrical, Inc. in the amount of seven hundred and seventy-four thousand, six hundred and fifty dollars and zero cents (\$774,650.00).

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

2. Approval of Development Agreement and Predevelopment Loan Agreement with Integral Properties and Rule Enterprises

Chairman Pantazis acknowledged the Approval of a Development Agreement and Predevelopment Loan Agreement with Integral Properties and Rule Enterprises. Ms. Earle indicated that Integral/Rule Properties was the developer partner selected for the Smithfield Choice Neighborhood/RAD redevelopment of the Smithfield Housing site. The item for the Board’s consideration was to approve the President/CEO to enter a contract for a predevelopment loan in the amount of \$500,000 and MDA subject to a final legal format and approval of the Real Estate legal counsel. After a brief discussion, upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12680

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorize the President/CEO to execute a development agreement and predevelopment loan agreement with Integral/Rule for the redevelopment of Smithfield Court in a final legal format as approved by the Real Estate Legal Counsel.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

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

There were no persons desiring to speak before the Board.

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

Chairman

ATTEST:

Secretary

**MINUTES OF THE PUBLIC HEARING OF THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON NOVEMBER 16, 2023**

The Commissioners of the Housing Authority of the Birmingham District held a public hearing on Thursday, November 16, 2023, at the Central Office located at 1826 3rd Avenue South, Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

D.G. Pantazis, Jr., Chairman
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner

ABSENT:

DeJuana L. Thompson, Vice-Chair

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Seth Embry, Chief of Policy and Government Affairs
Samuel Ford, General Counsel
Ken Foreman, Director of Public Safety
Nicole Earle, Chief Real Estate Officer
Kelley Terry, Compliance Analyst
Roger Malone, Public Safety Assistant
Denita Bearden, Chief Administrative Officer
Meagan Holland, Director of Public Relations
Emily Nelson, Executive Assistant
Toraine Clausell, Director of IT Infrastructure & Operations
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

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

Executive

1. Approval of the HABD Annual Plan Significant Amendment for FY 2024

Chairman Pantazis acknowledged the Approval of the HABD Annual Plan Amendment for Fiscal Year 2024. Mr. Seth Embry, Chief of Policy and Government Affairs, indicated that this board action is to obtain Board approval of the FY 2024 PHA Annual Plan

Amendment. In accordance with HUD regulations, the PHA may modify, amend, or change any policy, rule, regulation, or other aspects of its plan if the change is considered a "significant amendment" or substantial deviation or modifications as defined by the PHA. The proposed change was to add the Rental Assistance Demonstration (RAD) Program as a redevelopment tool for Smithfield Court to the previously submitted FY 2024 PHA Annual Plan. The Authority has met the requirements under the QHWRA, which include resident participation through the Resident Advisory Board (RAB), providing a copy of the plan to members of the RAB with the comments available for review, posting the plan on the HABD website, and The Birmingham Times, and present the plan in a public hearing. After a brief discussion, upon a motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12681

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman be and he is hereby authorized to execute the required documents for submission of the HABD FY 2024 PHA Annual Plan Amendment to HUD.

RESOLVED FURTHER that the President/CEO be and she hereby is authorized to attest to the submission of the HABD FY 2024 PHA Annual Plan Amendment documents as referenced above.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

Chairman Pantazis acknowledged the executive session. There was no business to discuss in an executive session.

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

To: HABD Board of Commissioners

From: Dontrelle Young Foster

Subject: President/CEO's Report

Date: January 18, 2024

1. Members of the Executive team attended PHADA's Commissioners Conference January 7-10 in San Diego, California, and were invited to be guest speakers on multiple panels.
2. On December 8th, we held the 30th Annual HABD Employee Recognition and Service Awards at the Florentine. This year, we've accomplished many things together from increased occupancy to securing our \$50M Choice Neighborhoods Implementation grant- and I hope each member of the HABD team knows just how valued and critical they are to the HABD mission.
3. On December 7th, I was honored to be recognized as a Birmingham Business Journal CEO of the Year finalist. A leader is only as great as their team, and I'm incredibly proud to lead the wonderful team we have at HABD.
4. On December 1st, we welcomed Dr. Josephine Banks to the HABD team as our new Chief Human Resources Officer. Dr. Banks joins our agency as our first CHRO and will guide HABD in best practices for training, employee development and retention, and performance management while reinforcing HABD as an employer of choice in the Birmingham region.
5. HABD received the Trailblazer Award during the Alabama Regional Medical Services' (ARMS) 40th Anniversary Gala. The award was a result of our support of ARMS' Articles of Incorporation.
6. On November 28th, we were awarded \$2,119,900 from HUD for its Housing Choice Voucher (Section 8) program. The funds will support HABD's expansion of housing choices for approximately 530 of its HCV families with children by increasing access to opportunity neighborhoods with high-performing schools, job opportunities, low crime rates, parks, and other amenities.

7. The Office of Constituent Concerns received the following concerns for the month of December 2023. One hundred and one (101) concerns for Rental Assistance Program/Section 8. Sixty-two (62) concerns for Property Operations. Four (4) concerns for Homeownership. The concerns are in the process of being resolved.

DYF/en



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

January 18, 2024

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

RESOLUTION

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

Development	No.	Amount
Elyton	ALA 1-1	\$15,048.06
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$0.00
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$17,143.00
Morrell Todd	ALA 1-11	\$830.00
Collegeville Center	ALA 1-13	\$23,792.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$10,473.00
Cooper Green Homes	ALA 1-17	\$8,544.47
Kimbrough Homes	ALA 1-18	\$33,704.58
Benjamin Greene	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
Tuxedo Homes	ALA 1-44	\$0.00
		\$109,535.11

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 JANUARY 18, 2024)

FOR PERIOD ENDED November 30, 2023

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	3	14,601.06	-	-	672.00	-	(225.00)	-	15,048.06	24,724.80
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	0	-	-	-	-	-	-	-	-	1,053.00
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	2	16,501.00	-	-	642.00	-	-	-	17,143.00	15,274.00
Morell Todd AL 1-11	2	830.00	-	-	-	-	-	-	830.00	21,460.00
Collegeville AL 1-13	5	23,781.00	-	311.00	-	-	(300.00)	-	23,792.00	12,575.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	14,521.00
North Birmingham AL 1-16	3	10,293.00	-	180.00	-	-	-	-	10,473.00	5,658.47
Cooper Green AL 1-17	2	8,694.47	-	-	-	-	(150.00)	-	8,544.47	-
Kimbrough AL1-18	3	32,641.58	-	1,288.00	-	-	(225.00)	-	33,704.58	2,553.00
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	1,689.00
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	20	107,342.11	-	1,779.00	1,314.00	-	(900.00)	-	109,535.11	99,508.27

	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
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	2,536.26	30	60,973.64	2,695.48	55,741.90
September 2022	22	30,571.45	23	33,390.07	10,073.04	22	33,390.07	910.72	22,406.31
October 2022	17	18,584.00	30	41,691.41	1,799.60	17	41,691.41	414.71	39,477.10
November 2022	10	24,781.58	25	62,676.13	1,026.00	25	62,676.13	594.23	61,055.90
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	659.06	18,560.25
January 2023	34	69,597.59	62	94,617.31	783.43	62	94,617.31	-	93,833.88
February 2023	41	89,143.74	32	54,328.81	6,895.87	32	54,328.81	4,156.28	43,276.66
March 2023	25	31,217.40	19	37,872.40	8,261.13	19	37,872.40	-	29,611.27
April 2023	25	27,526.51	20	50,123.94	2,267.33	20	50,123.94	-	47,856.61
May 2023	22	20,155.15	20	59,180.13	-	20	59,180.13	-	59,180.13
June 2023	7	7,158.57	25	42,829.57	-	25	42,829.57	-	42,829.57
July 2023	42	86,272.96	39	104,396.01	973.00	39	104,396.01	973.00	102,450.01
August 2023	30	60,973.64	40	94,608.77	3,583.79	40	94,863.77	3,583.79	87,441.19
September 2023	23	33,390.07	36	86,380.50	-	36	86,380.50	813.18	85,567.32
October 2023	30	41,691.41	36	99,568.27	-	-	-	275.89	99,292.38
November 2023	25	62,676.13	20	109,535.11	-	-	-	1,157.40	108,377.71
Running Year Total		684,262.98	525	1,146,680.51	50,334.51	455	937,832.13	68,393.36	1,027,952.64

Dontrelle Young-Foster
President/CEO

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

HABD Staff Representative: Larry Williams, Senior VP of Operations/Programs

Date: January 3, 2024

Department: Property Operations

Board of Commissioners' Meeting Date: Thursday, January 18, 2024

Board Agenda Item(s):

1. Dashboard
2. Approval of Award of Contract for Roof Replacement at Morrell Todd Homes

Board of Commissioners' Committee Meeting Date/Time: Monday, January 8, 2024, 10:00 a.m.

Approved by: Dontrelle Young Foster / 1/4/24
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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: 1/18/2024

HABD Board Committee Member:

Date:

HABD Staff Member: Larry Williams

Date: 1/18/2024

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

**APPROVAL OF AWARD OF CONTRACT FOR ROOF REPLACEMENT AT
MORRELL TODD HOMES**

JANUARY 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified companies or individuals to provide contractor services for roof replacement for the Morrell Todd Homes Community Center.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain approval to proceed with the recommended contractor to replace the roof for Morrell Todd Community Center due to normal wear and tear.

DESCRIPTION AND JUSTIFICATION

An Invitation for Bid (IFB) solicitation was published to secure a contractor to provide roof replacement at Morrell Todd Homes. The IFB was posted and emailed to 33 companies and 34 individuals. In addition, it was available in the HABD Central Office, as well as posted on the HABD and Housing Agency Marketplace websites. Lastly, the solicitation was advertised in the Birmingham News and Birmingham Times.

Two (2) contractors submitted bids in response to the IFB, and (1) were non-responsive. Both were deemed responsible and responsive. The bids were reviewed, resulting in Tecta America Southeast, LLC submitting the lowest responsive and responsible bid. Therefore, management recommends awarding a contract to Tecta America Southeast, LLC for \$112,735.00.

POLICY IMPACT

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

ECONOMIC IMPACT/FUNDING SOURCE

The funding source for these funds is **Capital Funds**. The funds shall not exceed \$112,735.00. Total square footage is 8800 approximately \$13.00 per square foot.

ATTACHMENTS

IFB No. B24004 for Morrell Todd Replacement
Contractor pricing/assignment

ALTERNATIVES

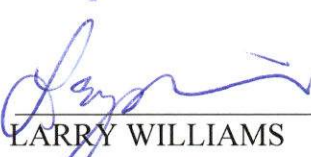
N/A

RECOMMENDATIONS

The President/CEO recommends the adoption of this Resolution.

CERTIFICATION

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



LARRY WILLIAMS
Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12684

Resolution Approving the Award of Contract for Roof Replacement at Morrell Todd Homes

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

Adopted this 18th day of January 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

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

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

Date: Monday, January 8, 2024

Department Rental Assistance Programs

Board of Commissioners' Meeting Date: Thursday, January 18, at 1:30 p.m.

Board Agenda Item(s):

1. Approval to Award a Contract for Employment and Income Verification Services
2. Approval to Award Contracts for HCV Consulting Services

Board of Commissioners' Committee Meeting Date/Time: Tuesday (Date) , at 10:00 a.m.

Approved by: _____

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

1/4/24
Date

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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

Department's Committee's Certification:

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

HABD Board Committee Member: D.G. Pantazis, Chairman

Date: January 8, 2024

HABD Board Committee Member:

Date:

HABD Staff Member: Seth Embry

Date: January 8, 2024

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval to Execute a Contract for Employment and Income Verification Services

January 18, 2024

INTRODUCTION

In accordance with HUD regulations at 24 CFR 982.516(a) and 24 CFR 960.259(c), the Housing Authority of the Birmingham District (HABD) must obtain third-party verification of reported family income and other factors that affect the determination of income and income-based rent. To streamline and increase the efficiency of the process to obtain such third-party verifications, HABD seeks to contract with a service provider that will provide income verification services. Currently, staff manually attempt to obtain the verification of income documentation submitted by assisted households, by sending letters to employers and waiting for the returned forms.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to execute a contract with a firm selected pursuant to an RFP for Employment and Income Verification Services. The RFP anticipated that HABD would initially award a contract for a period of one year, however, it is in the best interest of HABD to seek to award a contract for an initial period of two years.

DESCRIPTION AND JUSTIFICATION

HABD issued RFP No. P24003 on August 29, 2023. That RFP was published on the Housing Agency Marketplace and advertised on HABD's website and in local media. The Housing Agency Marketplace reported 22 viewers. HABD received three proposals, all were deemed responsive. The highest rated proposal was received from Online Rental Exchange.

Online Rental Exchange specializes in developing and providing tenant screening and collection services for the property management industry. They have a customer base of more than 4,000 rental companies, including more than 100 in Alabama. Online Rental Exchange successfully serves housing authorities, including in big markets in the United States, and has been in business for more than 30 years. The organization is based in North Carolina.

Online Rental Exchange provides information sourced from *The Work Number*, which is the largest central repository of payroll information in the United States, with over 2.9 million employers including small, medium, and Fortune 500 companies contributing payroll records. Importantly, this provider allows instant access to its products directly through their integration with Yardi's Voyager product, which HABD currently utilizes. This further adds to the gains in

efficiency that HABD will experience, as staff will not have to enter client information more than once.

POLICY IMPACT

Procuring a provider will support HABD's goal of complying with HUD requirements.

ECONOMIC IMPACT/FUNDING SOURCE

The funding source for these services will be HCV Administrative Fees and Public Housing Operating Subsidy, for the respective verifications. The cost of the service, per verification, is \$23.90. We estimate 4,100 verifications for public housing and 5,000 for the Housing Choice Voucher program, for a total of 9,100 transactions, annually. The total anticipated annual cost is \$97,990 for public housing (to be paid out of site budgets) and \$119,500 for the HCV program.

ATTACHMENTS

REF No. P24003, Bid Tabulation, and RFP viewers.

ALTERNATIVE

Manual verifications are time-intensive and inefficient. Due to procurement policies, HABD cannot utilize The Work Number directly without competitively procuring Equifax which owns The Work Number. Equifax did not submit a bid in response to HABD's solicitation.

RECOMMENDATION

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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

Seth Embry

Seth Embry
Chief of Policy and Government Affairs

Dontelle Young Foster
Dontelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12686

Resolution Authorizing the President/CEO to Execute a Contract for Employment and Income Verification Services

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

Adopted this 18th day of January 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval to Award Contracts for HCV Consulting Services

January 18, 2024

INTRODUCTION

HABD administers a large Housing Choice Voucher (HCV) program (also known as Section 8) in Jefferson County, AL. The program is currently allocated over 6,100 vouchers with a total budget that exceeds \$50 million. The program is highly specialized with general vouchers, project-based units, special purpose vouchers (such as HUD-Veterans Affairs Supportive Housing and Mainstream) and numerous regulatory and technical requirements. Optimization of program operations requires advanced skills in leadership, well-trained staff, and often, technical support from outside consultants.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to execute contracts for HCV Consulting Services. These services are necessary to provide support to the Department of Rental Assistance Programs in the following areas: Planning and Analysis, Management and Administration, New Initiatives and Program Development, and Training.

The services will be utilized on an as-needed basis by the selected firms over the course of the contracts. The consultants will complement our current workforce, and provide the foundation for the transformation of HABD's HCV program as the Agency executes its redevelopment and growth strategies.

We currently expect that the bulk of the costs will be accrued in the areas of Management and Administration and Training. The focus of the support will be to augment HABD staff in processing, or to train staff. Several staff have started employment in the last year and are due to complete a certification training. Additionally, HABD intends to hire 10-12 new staff in the next 30-60 days who will also need to be trained.

Planning and Analysis: Highly complex and specialized work to evaluate and plan for program success, to include unit and budget utilization, lease up schedules, payment standard analysis, success rate tracking, SEMAP scoring and certification, landlord outreach and recruitment, leveraging HABD's system of record (Yardi) or other technology products, and management plans.

Management and Administration: This category contains all of the core functions of a large HCV program and the work to oversee those functions. Those functions include, but are not limited to: waitlist administration and intake, annual and interim recertifications, moves, portability, HAP

contract administration (to include PBVs), and special purpose voucher program management. This does not include the HQS/NSPIRE inspection function, for which HABD currently maintains a separate contract.

New Initiatives and Program Development: This category includes any tasks to develop new programs, including completing grant applications, program design, and management. HABD anticipates these tasks will be distinct from any other category as the services will not be directly related to core business functions of the HCV program, but will be supportive of efforts to enhance the participation of tenants and landlords, rely on partnerships with third-parties, and leverage funding sources other than HCV Administrative Fees.

Training: Training will include informal trainings such as refresher courses, formal classroom-style trainings and certification courses in HCV/PBV areas such as Rent Calculation, Specialist, Financial Analysis or Management, Program Management, customer service, use of Yardi (processing and reporting functions) and others as needed. Work under this category will also include the production of training courses/programs based on HUD and Agency policies and “Train the Trainer” sessions. These services will equip Agency staff with the technical knowledge to perform necessary tasks, on-board staff, and maintain high performance.

DESCRIPTION AND JUSTIFICATION

HABD issued RFP No. P24005 on December 5, 2023. That RFP was published on the Housing Agency Marketplace and advertised on HABD’s website and in local media. Housing Agency Marketplace reported 43 viewers. HABD received eight proposals. A selection committee evaluated each proposal and recommended the following contractors: Section Eight Associates (Planning and Analysis), Quadel Consulting & Training and AMA Consulting (Alternate) (Management and Administration), Bronner Group (New Initiatives and Program Development) and Quadel Consulting & Training (Training). Contracts will be issued for an initial period of two years, per the RFP, with renewal periods not to exceed a total of three years.

HABD utilized a method of procurement known as Indefinite Delivery/Indefinite Quantity (ID/IQ) contracting for this solicitation. This method allows HABD to enter into a contract without a defined task or contract amount up front. HABD utilized this method because it enables the use of contractors on an as-needed basis throughout the contract term. For example, under Management and Administration, HABD may need a contractor to support its Intake and Eligibility team to process additional families in the first quarter of the year, and may not need the contractor again for several months to complete a separate task. This method of procurement is akin to having contractors on retainer for the agency, providing just-in-time delivery of services without the need for additional procurement activity. These contracts will enable HABD to respond to a changing landscape and operational postures, and will mediate the impact of personnel changes. Work will be assigned by Task Order.

POLICY IMPACT

Procuring these providers will support HABD’s goal of complying with HUD requirements and administering a well-run program.

ECONOMIC IMPACT/FUNDING SOURCE

The funding source for these services will be HCV Administrative Fees. HABD estimated that the cost of the contracts could be up to \$450,000 across two years.

ATTACHMENTS

REF No. P24005, Bid Tabulation, and RFP viewers.

ALTERNATIVE

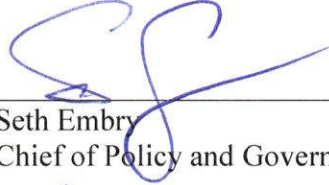
No alternatives are available.

RECOMMENDATION

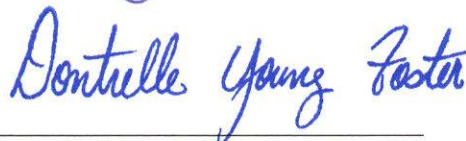
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Chief of Policy and Government Affairs



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12685

Resolution Authorizing the President/CEO to Execute Contracts for HCV Consulting Services

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

Adopted this 18th day of January 2024.

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

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

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

Date: January 4, 2024

Department: Real Estate Development

Board of Commissioners' Meeting Date: Thursday, January 18, 2024 at 1:30pm

Board Agenda Item(s):

1. Approval authorizing the Housing Authority to submit a demolition application for eight fire-damaged units at Ralph Kimbrough Homes
2. Approval authorizing the Housing Authority to enter a development agreement and pre-development loan agreement with Gorman and Company, Inc.
3. Approval authorizing the Housing Authority to enter into a Master Ground Lease with Southside Development Company, LLC

Board of Commissioners' Committee Meeting Date/Time: Tuesday, January 9, 2024 @4:00pm

Approved by: _____

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

Date

1/9/2024

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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

Department's Committee's Certification:

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

HABD Board Committee Member: Vice-Chair Thompson Date: 1/9/2024

HABD Board Committee Member: Commissioner Barnes Date: 1/9/2024

HABD Staff Member: Nicole Earle Date: 1/9/2024

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL AUTHORIZING THE HOUSING AUTHORITY TO SUBMIT A DEMOLITION APPLICATION FOR EIGHT FIRE-DAMAGED UNITS AT RALPH KIMBROUGH HOMES

January 18, 2024

INTRODUCTION

The resolution is to approve eight (8) identified fire-damaged casualty units at Ralph Kimbrough Homes. The units are structurally unsafe due to fire damage. An initial assessment was completed through an insurance claim, architectural and engineering site visit assessment, and environmental review. The final insurance summary and site visit revealed that the units are uninhabitable and have to be demolished. The Housing Authority of the Birmingham District completed a governmental consultation with the City of Birmingham and the CPAB board regarding the status of the eight (8) units.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain approval to submit a demolition application to the HUD Special Applications Center (SAC) to allow the Authority to demolish eight (8) fire-damaged units at Ralph Kimbrough Homes.

DESCRIPTION AND JUSTIFICATION

The Authority identified eight (8) units that are uninhabitable and infeasible for rehabilitation. Demolition of the units is necessary for the benefit of the health and safety of residents.

POLICY IMPACT

The units remain in HABD's public housing inventory and continue to count as vacant units which negatively impacts the PHAS (Public Housing Assessment System) score of the agency. A demolition application is needed to remove the units from the inventory and prepare for demolition.

ECONOMIC IMPACT/FUNDING SOURCE

The estimated cost of remediation and demolition is \$80,000, to be funded from the Capital Fund Budget.

ATTACHMENTS

1. Letter of Support from the City of Birmingham

ALTERNATIVE

A physical needs assessment and environmental assessment were completed for the eight (8) units that determined the replacement cost. HUD's guidelines require demolition if repair costs exceed 60% of the total development costs of replacement. The estimated cost of demolition is \$80,000.00.

RECOMMENDATION

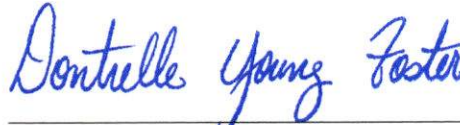
The President and CEO recommend the adoption of this Resolution.

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. 2024-12687

**RESOLUTION TO AUTHORIZE THE HOUSING AUTHORITY TO SUBMIT A
DEMOLITION APPLICATION FOR EIGHT FIRE-DAMAGED UNITS AT RALPH
KIMBROUGH HOMES**

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

Adopted this 18th day of January 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL AUTHORIZING A DEVELOPMENT AGREEMENT AND PRE-DEVELOPMENT LOAN AGREEMENT WITH GORMAN AND COMPANY, INC.

January 18, 2024

INTRODUCTION

The resolution is to approve a Master Development Agreement and Pre-development Loan Agreement with Gorman and Company, Inc., for the redevelopment of Marks Village.

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 Gorman and Company, Inc. to redevelop the Marks Village Public Housing Community and to develop other sites to be identified in the future by the Authority and the Developer. On February 17, 2022, the Authority’s Board of Commissioners approved Business Terms, which will govern all Development(s) under this Agreement. Phase 1 will require the demolition of 200 units and environmental soil remediation.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain approval of the Development Agreement and a Pre-development Loan Agreement with Gorman and Company, Inc. for the redevelopment of Mark Village and to authorize the President and CEO to execute these agreements.

DESCRIPTION AND 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 pre-development loan between HABD and Gorman and Company, Inc. is needed as a funding source to support the pre-development activities associated with the redevelopment of Marks Village, including site assessment and site design. It is anticipated that the site will be redeveloped in multiple phases over several years. The first phase will include environmental assessment and demolition of 200 vacant units. HABD will be part of the ownership entity for each phase of the development and will earn a 30% split of the developer fee.

POLICY/IMPACT

The requested action will enable HABD to enter into a development agreement and a pre-development loan agreement with Gorman and Company, Inc.

ECONOMIC IMPACT/FUNDING SOURCE

The redevelopment of Marks Village is anticipated to be financed with tax-exempt bonds and 4% Low-Income Housing Tax Credits. The total development cost for the redevelopment of Mark Village is approximately \$113 million. HABD will provide \$500,000 in capital funds for pre-development expenses.

ATTACHMENTS

1. Development Agreement
2. Pre-Development Loan Agreement

ALTERNATIVE

N/A

RECOMMENDATIONS

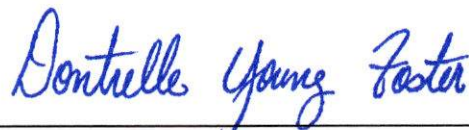
The President and CEO recommend the adoption of this Resolution.

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. 2024-12688

RESOLUTION TO APPROVE A DEVELOPMENT AGREEMENT AND PRE-DEVELOPMENT LOAN AGREEMENT WITH GORMAN AND COMPANY, INC.

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

Adopted this 18th day of January, 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL AUTHORIZING THE HOUSING AUTHORITY TO ENTER INTO A MASTER GROUND LEASE WITH SOUTHSIDE DEVELOPMENT COMPANY, LLC

January 18, 2024

INTRODUCTION

The Board approved the execution of a Master Development Agreement and a Commercial Development Agreement with Southside Development Company, LLC on September 23, 2019. In 2023, the Board directed HABD to negotiate a Master Ground Lease to govern the redevelopment of (Phase II) the commercial phase of the Southtown Courts redevelopment.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval of the Master Ground Lease (Ground Lease) with Southside Development Corporation for the commercial redevelopment of Blocks A, B, and C (Phase II) of Southtown Courts and to authorize the President and CEO to execute the agreement and subsequent project leases.

DESCRIPTION AND JUSTIFICATION

HABD (the Landlord) and SDC (the Tenant) will enter a Master Ground Lease (Ground Lease) that outlines the redevelopment plan for the last redevelopment phase of the former Southside Courts. The Ground Lease will ensure that the Southtown Court property will not be sold but remain the property of HABD while allowing it to be redeveloped at the highest and best use. SDC will compensate HABD at Fair Market Value based on the appraised value with an escalation of 1.75% every 12 months. The highest and best use calls for commercial development with a proposed plan for hotel, office, lab space and market rate housing. The development will also provide affordable housing units for all interested returning Southtown Court residents along with a negotiated package of resident benefits.

The ground lease affirms the terms of the MDA and amends and changes the following terms of the agreement:

1. The term of the Master Ground Lease is 99 years and expires in 2122, with an annual rent of \$100 per annum;
2. Tenant (SDC) is given the right to sublet any or part of the Leased Property. At the execution and closing of each lease, HABD will be paid a proportionate share of the land value;
3. Affirms the lot size as approximately 21 acres to be disposed of at a minimum Fair Market Value of \$25.81 per square feet;

4. Amends the formula and description of the \$450,000 special development fee to be paid at each finance closing;
5. Defines a project lease or financeable ground lease that will be used for each sub-lessee of each development project;
6. Provides the framework for the comprehensive redevelopment plan and a mechanism for approval of any substantial deviation;
7. Removes the ALDOT Parcel from the MDA and allows SDC to negotiate and directly pay ALDOT;
8. Maintains the commitment to affordable housing agreed to in the MDA and provides the terms for the creation of the additional affordable housing units in the commercial component;
9. Creates a robust resident benefits plan that builds upon the terms of the MDA and adds a developer commitment of \$50,000 at each closing;
10. Outlines the terms of remaining site work to be performed by contractors selected by SDC and approved by HABD, including an agreement for the demolition of Site A after the completion of both family and senior developments;
11. Defines the land recapture and reversion language, in the event that SDC does not commence on development within 4 years of signing the ground lease and each subsequent lease;
12. Outlines the required monthly reporting, notifications, and approval protocols.

POLICY/ IMPACT

There is no policy impact.

The Ground Lease must be approved by the HUD SAC office before HABD executes the Ground Lease. The requested action will enable HABD to enter a financeable Master Ground Lease with Southside Development Corporation to enable the development to begin the redevelopment of Sites A, B, and C (collectively Phase I) of the former Southtown Courts.

ECONOMIC IMPACT/FUNDING SOURCE

Funding source: Capital Funds

HABD has allocated capital funding for demolition and site work. Additionally, HABD may provide project-based vouchers as a subsidy to facilitate the creation of additional affordable housing units.

The economic value of the land will be paid over a number of years based on no less than \$25.81 per square feet. HABD will be paid a proportionate share of the total land value when SDC is paid by a sub-lessee at closing.

ATTACHMENTS

1. Ground Lease
2. Resident Benefits
3. Comprehensive Redevelopment Plan
4. Project Schedule and Phasing Plan

ALTERNATIVE

None

RECOMMENDATION

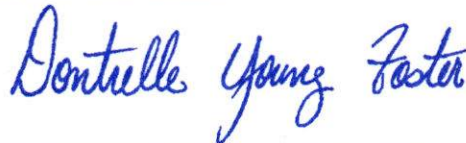
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Nicole Earle
Chief of Real Estate



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12689

A RESOLUTION TO APPROVE THE HOUSING AUTHORITY TO ENTER INTO A MASTER GROUND LEASE WITH SOUTHSIDE DEVELOPMENT COMPANY, LLC

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

Adopted this 18th day of January 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

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

HABD Staff Representative: Kelleigh Gamble, VP of Strategic Initiatives

Date: Wednesday, January 18, 2024

Department Executive/Strategic Initiatives

Board of Commissioners' Meeting Date: Thursday, (January 18, 2024) , at 1:30 p.m.

Board Agenda Item(s):

1. Approval to transfer Farrington Manor from Arlington Properties to the Housing Authority of the Birmingham District

Board of Commissioners' Committee Meeting Date/Time: .

Approved by: _____

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

Date

Duration of Presentation: 4 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:

HABD Board Committee Member: Commissioner Dr. Anthony Hood

Date:

HABD Staff Member: Kelleigh Gamble

Date: January 10, 2024

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL TO TRANSFER FARRINGTON MANOR FROM ARLINGTON PROPERTIES TO THE HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

January 18, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) is in the ownership structure for the Farrington Manor Apartments. Farrington Manor was a RAD Transfer of Assistance (TOA) transaction which HABD closed in June 2019. The TOA consisted of twenty-two (22) units that were transferred to Farrington Manor from the Tom Brown public housing community. Farrington Manor was an existing 104-unit HUD multi-family apartment complex with an HUD PBRA (Project Based Rental Assistance) contract for 82 of the 104 units. HABD partnered with Arlington Properties to complete \$8 million in renovations financed with 9% LIHTC equity and \$4.5 million dollars of HABD secondary financing. The renovations were completed in December 2020.

This transaction was a very complex combination of a Public Housing RAD Transfer of Assistance combined with a HUD Multi-family Mark to Market transaction (M2M). This appears to be the only transaction of this type completed in the country to date. Under the multi-family M2M program, existing FHA mortgage debt is forgiven if a qualified non-profit (QNP) takes ownership of the property and can demonstrate operational stability of the property for the term of the HAP subsidy contract.

PURPOSE/OBJECTIVE

The purpose of this Request for Board Action is to obtain Board approval to proceed with entering into a note between the Housing Authority of the Birmingham District and Arlington Properties to acquire Arlington's General Partnership interest in the above stated property. The terms of the note are as follows;

- i. Principal Amount of \$591,903.00
- ii. Term twelve (12) months
- iii. Interest rate: 0%.

DESCRIPTION/JUSTIFICATION

As a condition of closing this transaction, HABD agreed to have its related non-profit affiliate assume the general partner interest upon completion of the construction renovations and stabilization which would result in forgiveness of existing mortgage debt of approximately \$2.8 million. As noted above the rehab construction was completed in December 2020 and the property reached full stabilization by December 2022. HUD wanted to see the transfer occur by December 2023 or risk the cancellation of the debt forgiveness. An additional condition to which HABD agreed at the time of closing the initial transaction, was that deferred developer fee and/or GP loans would be paid to Arlington at the time of exit.

POLICY IMPACT

The transfer of the GP interest to HABD’s affiliate required approval of the LIHTC investor, Raymond James and the Alabama Housing Finance Agency (AHFA). All final approvals have been received including approval of transfer documents. HUD is waiting for submission of documentation demonstrating that the GP transfer has occurred.

The attached organizational chart outlines the ownership structure and the HABD affiliated entities.

ECONOMIC IMPACT/FUNDING SOURCE

The costs to HABD to complete the required transfer are detailed in the chart below. Since this was an initial RAD TOA transaction, HABD requested HUD approval to utilize public housing funds to pay for the transfer of the GP interest. HUD denied our request indicating that public housing funds cannot be used when the property is no longer public housing as has been the case since the transaction closed in 2019.

Item	Amount
General Partnership Loans	\$496,623
Deferred Fee	\$39,580
Title	\$22,500
Legal	\$33,200
Total	\$591,903

ATTACHMENTS

- Copy of the Raymond James approval
- Copy of the Alabama Housing Finance Authority approval for GP Transfer
- Copy of the Note between HABD and Arlington
- Organizational Chart Structure

ALTERNATIVES

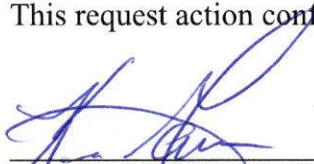
None

RECOMMENDATION

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

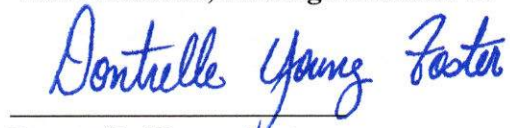
CERTIFICATION

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



Kelleigh Gamble

Vice President, Strategic Initiatives



Dontrelle Young Foster

President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12691

Resolution Authorizing the Transfer of Farrington Manor from Arlington Properties to Housing Authority of the Birmingham District.

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

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

Adopted this 18th day of January 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary