



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

June 1, 2023

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

NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District is scheduled for **1:30 p.m. Thursday, June 15, 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
DeJuanna L. Thompson, Vice-Chairman
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner
Willie J. Lewis, Commissioner

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

Thursday, June 15, 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, May 18, 2023
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended May 31, 2023
 - d. Resolution 12653 -2023 - Approval of Charge-Offs for Period Ended May 31, 2023
- V. Old Business
- VI. New Business
- VII. Executive Session
- VIII. Finance and Accounting
 1. Approval of Site, Central Office, Project Based Rental Assistance and Section 8 Budgets for FYE June 30, 2024

IX. Real Estate Development

1. Approval to Authorize Submission of Rental Assistance Demonstration (RAD) Application for Cooper Green Homes
2. Approval of Predevelopment Loan Agreement with Park Development
3. Approval of Predevelopment Loan Agreement with AHDVS/Carlson

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

XI. Adjournment

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS
OF HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON MAY 18, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session on May 18, 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
Anthony C. Hood, Commissioner
Abra A. Barnes, Commissioner
Willie J. Lewis, Commissioner

ABSENT:

DeJuana L. Thompson, Vice-Chair

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Seth Embry, Chief of Policy and Government Affairs
Courtney French, General Counsel
Samuel Ford, General Counsel
Ken Foreman, Director of Community Safety
Nicole Earle, Chief Real Estate Officer
Kangi Drake, Director of Rental Assistance Programs
Larry Williams, Senior Vice President of Operations/Programs
Kelleigh Gamble, VP of Strategic Initiatives
Peggy Hayden, Resident Freedom Manor
Bertha Manning, Resident Freedom Manor
Bobbie McMeans, Resident Freedom Manor
Mary Hawkins, Resident Kimbrough Homes
Cassidy Moore, Resident, Marks Village
Barbara Merchant, Resident Harris Homes
Morrell Todd, Community
Cardell Davis, Community
Barbara Sturdivant, Resident Tom Brown
Hylia Davis, Community
Kobe Mitchell, Community
Armon Matthews, Interim VP of Community Engagement
Meagan Holland, Director of Public Relations
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.

Chairman Pantazis acknowledged the approval of the consent agenda and asked if there were comments or any items that needed to be removed. There were no objections to the consent agenda, and upon motion by Commissioner Hood and seconded by Commissioner Barnes, the consent agenda was approved.

- a. The Minutes of the Regular Meeting on April 20, 2023, were approved.
- b. The President/CEO’s Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending April 30, 2023, was accepted.
- d. Resolution 12649-2023 – 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 April 30, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 443.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	5,387.60
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	6,391.00
Collegeville Center, Ala.1-13-----	11,231.00
Harris Homes, Ala. 1-14-----	1,349.00
North Birmingham Homes, Ala.1-16-----	14,164.73
Cooper Green Homes, Ala.1-17-----	7,566.00
Kimbrough Homes, Ala.1-18-----	0.00
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-----	<u>3,591.61</u>
	\$50,123.94

When called upon, the following voted as indicated:

YEA

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated said motion carried.

Old Business

President Foster called on Mr. Kelleigh Gamble, Director of Strategic Initiatives, for old business to give a brief update on HABD's vacant lots. In giving his report, Mr. Gamble indicated that Strategic Initiatives conducted a search on all of HABD's current properties. HABD has an inventory of 281 parcels throughout Birmingham. A meeting was held with GIS at the City of Birmingham to discuss including additional information to the existing base map. Mr. Gamble circulated a copy of the map to the Board. The purpose of the additions is to identify continuous parcels for the potential of a larger residential and/or commercial development and to obtain an interagency agreement between HABD and the Land Bank Authority. Mr. Gamble indicated that Strategic Initiatives would continue to engage the GIS team and other partners to continue researching and identifying vacant properties of HABD throughout the city. An electronic copy will be provided to the Board once the additions to the map are completed. Mr. Gamble indicated that a spreadsheet of our properties is available, and a copy would be provided to the Board.

Chairman Pantazis suggested adding photos of the properties to the map would be helpful. The Board also suggested compiling a file of all our properties for future reference.

Chairman Pantazis stated that the Board has had some productive work sessions and requested to add this topic to the work session and maybe some site visits once the mapping is completed. President Foster indicated that internal visits are being done to identify new areas we feel are important to be seen by the Board by the next session.

New Business

There was no new business for discussion.

Property Operations

1. Approval of Revision to the Admissions and Continued Occupancy Policies

Chairman Pantazis acknowledged the Approval of Revisions to the Admissions and Continued Occupancy Policies. The Senior VP of Operations and Programs, Mr. Larry Williams, indicated that the purpose of this Request for Board Action is to obtain approval as it relates to Over-income Families. The HOTMA establishes an income limitation for continued occupancy in public housing. The statute requires that after a family's income exceeds the over-income limit

for two consecutive years, a PHA must either terminate the family's tenancy within six months or charge the family the alternative non-public housing rent. HABD instated a policy to adjust the rent of over-income families starting in 2021. HUD requires PHA's to fully implement the requirements by June 14, 2023. The policy will economically impact a small minority of families, approximately 1%. Upon a motion by Commissioner Hood and second by Commissioner Barnes, the following resolution was adopted:

RESOLUTION NO. 12650

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is authorized to implement the revision of the Public Housing Admissions and Continued Occupancy Policies effective immediately.

When called upon, the following voted as indicated:

YEA

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated said motion carried.

Rental Assistance Programs

1. Approval of Award of Contract for Call Center for the Housing Choice Voucher Program

Chairman Pantazis acknowledged the Approval of Award of Contract for Call Center Services for the Housing Choice Voucher Program. The Director of Rental Assistance Programs, Ms. Kangi Drake, indicated that the purpose of this request is to obtain Board approval to procure call center services for the Housing Choice Voucher Program. A Request for Proposal was posted and emailed to 357 contractors/individuals. Fifteen (15) contractors/individuals submitted proposals in response to the RFP; all were deemed responsible and responsive. HABD recommended awarding the contract to Gilson Reception and Call Center to provide call center services for the Housing Choice Voucher Program.

Chairman Pantazis noted that if the Board Action passes, he would like a follow-up on the Call Center Services marketing strategy to the residents and, secondly, a 3-month update on how the services are going.

Upon a motion by Commissioner Barnes and second by Commissioner Hood, the following resolution was adopted:

RESOLUTION NO. 12651.

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 approval of HABD to procure call center services with Gilson Reception Call Center Services.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

Policy and Government Affairs

1. Approval of Award of Contract for Legal Services

Chairman Pantazis acknowledged the Approval of Award of Contract for Legal Services. The Chief of Policy and Government Affairs, Mr. Seth Embry, indicated HABD has determined to fulfill its need for legal services through the use of external legal firms in the areas of General Counsel and Litigation, Real Estate, Employment, and Evictions. A Request for Proposal (RFP) was published on January 4, 2023, to secure services for qualified legal firms. HABD received responses from five (5) firms, all deemed responsible and responsive.

After evaluating all firms, an award of contract was recommended to the following firms as indicated, General Counsel and Litigation to Petway, French and Ford, LLC, Real Estate to Reno & Cavanaugh and Wallace, Jordan, Ratliff, & Brandt, and Evictions to Cloud, Willis, & Ellis. Contracts under this solicitation will have an initial term of two years, with options to extend in one-year periods for a total of up to five years. Mr. Embry noted that the funding source for the firms would vary depending on the services rendered, for example, HCV Administrative fees, COCC, or the Capital Fund grant.

After a brief discussion, upon motion by Commissioner Hood and seconded by Commissioner Barnes, the following resolutions were adopted:

RESOLUTION NO. 12652

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is authorized to execute required documents to enter into contracts with law firms to provide Legal Services in the following areas: General Counsel and Litigation, Real Estate, and Evictions.

When called upon, the following voted as indicated:

YEA
Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated said motion carried.

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

There were no speakers desiring to speak before the Board.

Executive Session

There were no subject matters to discuss in an executive session.

At this time, Chairman Pantazis acknowledged the Special Award Presented to Willie J. Lewis for her years of service as commissioner for HABD. Chairman Pantazis commended Ms. Lewis for her dedication to HABD and the residents of Birmingham. He considered her a mentor and an advocate for the residents. It was an honor working with her. Several remarks and acknowledgments were made by the other Board members, President/CEO, CPAB Presidents, and members of the public.

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
DeJuanna L. Thompson, Vice-Chairman
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: June 8, 2023

1. On May 16, I had the pleasure of speaking at the BJCTA's Faith-Based Luncheon. The luncheon focused on ways agencies like HABD and BJCTA can partner with faith leaders and organizations to further and create opportunities for the communities we serve.
2. On May 17, I joined Board Commissioners and leaders from organizations like Southern Research, UAB, the City of Birmingham, and others to engage in a Master Development planning session with HR&A for our Edgehill at Southtown community.
3. From May 19-23, I attended EDEP training in Denver, Colorado. The training was a part of PHADA's Executive Director Education Program. While at the training, I had the opportunity to meet with Executive Directors of other PHAs around the country, exchanging ideas and best practices.
4. On Friday, May 26, HABD hosted an agency-wide Wellness Day at Railroad Park for all employees. The Wellness Day was an opportunity for employees to pause from their day-to-day activities, engage in team bonding, and learn more about how to prioritize wellness in and outside of the workplace.
5. On Saturday, May 27, I was proud to join Summit Media for an interview. During the interview, we discussed HABD and our redevelopment efforts while sharing opportunities for residents.
6. Smithfield Community Center staff hosted several events in full preparation for HABD Youth Summer Camp. In addition, staff hosted Human Resources events to assist in orientation of more than 100 Summer Camp workers at all sites and will also host training for the Summer Lunch Program with Birmingham City Schools.
7. Following a fatal incident at our Todd Homes community on Memorial Day, HABD leadership and the City of Birmingham leadership expedited conversations around limiting access to and from the community to mitigate trespassing and other criminal activity.

8. On Tuesday, May 30, we held our first Resident Meetings at Collegeville to begin conversations with residents as it pertains to redevelopment. The meetings were at 10:30am and 5:30pm to accommodate resident schedules.
9. On Wednesday, May 31, HABD Executive Leadership and Department Heads kicked off our *Demonstrating Leadership* initiative at the City of Birmingham with Chief of Staff, Cedric Sparks, and Chief Operations Officer, Chaz Mitchell. The initiative will help place HABD leadership before leaders from other organizations so that we may learn more about their roles, operations, and best practices.
10. On Thursday, June 1, HABD leadership and staff hosted a Resident Meeting at Todd Homes to address resident concerns as they pertained to Maintenance, Pest Control, Redevelopment Plans, and Public Safety.
11. The Office of Constituent Concerns (OCC) received the following concerns. Fourteen (14) concerns were for Rental Assistance Programs and Section 8 regarding rent payments, landlord inquiries, waitlist, and inspections. Three (3) were for Public Housing concerning maintenance and housing assistance. We had a 100% completion rate for the period.

DYF/

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

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

Date: Thursday, June 1, 2023

Department Finance

Board of Commissioners' Meeting Date: Thursday, June 15, 2023 at 1:30 p.m.

Board Agenda Item(s):

1. Monthly Financial Report
2. May 2023 Charge Off's
3. Approval of Site, Central Office, & Section 8 Budgets for FY 2024
4. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Tuesday June 6, 2023, at 10:00 a.m.

Approved by: Dontrelle Young Foster / 06/2/2023
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 20 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: 06/06/2023

HABD Board Committee Member: Commissioner Barnes Date: 06/06/2023

HABD Staff Member: Melanie Baker, CFO Date: 06/06/2023

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

	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	January 31, 2023	February 28, 2023	March 31, 2023	April 30, 2023	Actual May 31, 2023	Budget May 31, 2023
Revenue:																
Tenant Rental Revenue	435,833	419,045	450,554	462,772	436,624	452,277	421,921	459,425	457,230	473,083	471,718	480,119	670,846	583,193	481,648	518,667
Other Tenant Revenue	8,608	15,203	1,663	5,373	17,673	25,416	20,287	4,941	8,268	0	48,545	5,041	5,947	7,523	7,925	16,667
Operating Subsidy	2,166,605	2,160,635	3,130,427	3,130,427	2,508,297	2,586,618	2,586,618	2,508,297	2,558,127	2,644,318	2,913,832	2,872,536	1,890,290	1,890,290	1,890,285	2,267,777
Management Fees - Capital Fund	435,863	47,556	831,452	535,411	397,545	295,006	83,969	98,383	84,595	214,451	214,451	214,451	214,451	214,451	214,451	214,451
Insurance Proceeds		35,133			8,006	3,500	86,000	4,385								5,667
Total Revenue	3,046,909	2,683,572	4,214,096	4,133,982	3,388,145	3,382,816	3,198,795	3,075,431	3,108,220	3,331,852	3,648,547	3,572,148	2,781,534	2,895,457	2,594,307	3,021,228
Expenses:																
Administration:																
Salaries/Benefits/Adm Exp	627,339	721,809	408,175	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	499,675	541,529	589,755	612,624	713,000
Total Administration	627,339	721,809	408,175	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	499,675	541,529	589,755	612,624	713,000
Asset Management Fee																
Tenant Services																
Salaries/benefits/other	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	80,616	83,932	71,587	180,079	146,333
Total Tenant Services	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	80,616	83,932	71,587	180,079	146,333

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

	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	January 31, 2023	February 28, 2023	March 31, 2023	April 30, 2023	Actual May 31, 2023	Budget May 31, 2023
Utilities:																
Water	97,148	137,498	164,445	183,553	91,199	122,174	124,143	136,298	367,744	176,610	358,066	644,965	68,572	172,377	121,304	139,525
Electricity	176,210	174,271	212,150	234,835	185,876	106,773	146,490	318,727	678,991	241,714	40,214	218,620	182,318	149,144	292,982	122,017
Gas	44,886	34,131	26,016	22,557	20,583	31,195	70,952	62,226	31,859	42,915	53,684	76,599	87,872	20,621	17,382	57,551
Sewer	550,166	169,985	663,976	668,349	491,264	520,693	267,134	230,596	489,439	142,359	501,817	260,819	182,835	476,745	112,813	371,098
Total Utilities	868,410	515,885	1,066,587	1,109,295	788,923	780,835	608,719	747,847	1,568,032	603,598	953,801	1,201,003	521,597	818,886	544,481	690,192
Maintenance:																
Labor/Ben/Materials	526,110	777,591	487,753	644,959	651,286	670,719	759,025	598,936	540,012	948,996	730,335	770,336	794,205	693,632	813,157	1,208,333
Total Maintenance	526,110	777,591	487,753	644,959	651,286	670,719	759,025	598,936	540,012	948,996	730,335	770,336	794,205	693,632	813,157	1,208,333
Protective Services:																
Protective Services - other	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	0	141,093	0	3,858	137,235
Total Protective Services	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	0	141,093	0	3,858	137,235
General Expenses:																
Insurance	156,766	156,766	156,766	187,628	156,766	125,461	140,701	153,692	153,692	140,701	140,701	159,898	150,663	151,248	163,995	107,000
Other General Expenses	297,134	6,150	15,641	28,062	175,564	2,335	612	13,821	4,148	0	927	865	1,236	501	9,249	22,292
Mixed Finance Operating Subsidy	19,593	0	0	0	5,141	0	0	557,259	148,207	170,751	87,885	74,103	34,226	227,101	88,136	81,588
Total General Expenses	473,493	162,916	172,407	195,690	337,471	127,796	141,313	724,771	306,047	311,452	229,313	234,867	186,124	378,850	261,360	210,880
Collection Loss (Bad Debt Expense)	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,891	62,676	20,177	94,667	54,329	37,872	50,124	58,180	54,838
Total Collection Loss	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,891	62,676	20,177	94,667	54,329	37,872	50,124	58,180	54,838
Total Routine Operating Expenses	2,658,305	2,334,488	2,466,609	2,806,738	2,506,965	2,133,554	2,051,270	3,435,513	3,177,856	2,755,185	2,939,501	2,946,826	2,306,351	2,602,833	2,473,759	3,162,811
Debt Service on Energy Performance Contract	251,075	251,075	251,075	251,075	260,878	260,878	260,878	67,189	67,189	67,189	267,705	267,705	267,705	268,705	268,705	267,705



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

June 15, 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 of May 31, 2023, the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	0.00
Southtown	ALA 1-4	86.00
Marks Village	ALA 1-6	15,539.13
Smithfield Court	ALA 1-9	0.00
Tom Brown Village	ALA 1-10	0.00
Morrell Todd	ALA 1-11	1,713.00
Collegeville Center	ALA 1-13	630.00
Harris Homes	ALA 1-14	15,395.00
North Birmingham Homes	ALA 1-16	7,757.60
Cooper Green Homes	ALA 1-17	1,267.00
Kimbrough Homes	ALA 1-18	13,458.21
Benjamin Greene	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	3,334.19
Tuxedo II	ALA 1-35	0.00
Total		59,180.13

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 JUNE 15, 2023)

FOR PERIOD ENDED MAY 31, 2023

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	0	-	-	-	-	-	-	-	-	443.00
Southtown AL 1-4R	1	161.00	-	-	-	-	(75.00)	-	86.00	-
Marks Village AL 1-6	5	12,857.40	-	2,681.73	-	-	-	-	15,539.13	5,387.60
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	-
Morell Todd AL 1-11	1	1,713.00	-	-	-	-	-	-	1,713.00	6,391.00
Collegeville AL 1-13	2	730.00	-	50.00	-	-	(150.00)	-	630.00	11,231.00
Harris Homes AL 1-14	4	14,862.00	-	833.00	-	-	(300.00)	-	15,395.00	1,349.00
North Birmingham AL 1-16	3	7,187.60	-	570.00	-	-	-	-	7,757.60	14,164.73
Cooper Green AL 1-17	1	1,342.00	-	-	-	-	(75.00)	-	1,267.00	7,566.00
Kimbrough AL1-18	2	13,440.20	-	18.01	-	-	-	-	13,458.21	-
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	1	3,326.05	-	8.14	-	-	-	-	3,334.19	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	3,591.61
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	20	55,619.25	-	4,160.88	-	-	(600.00)	-	59,180.13	50,123.94

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HADB General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
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	2,536.26	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	-	-	-	-	59,180.13
Running Year Total		558,774.33	476	847,002.67	66,845.96	442	787,822.54	120,827.34	659,329.37

Dontrelle Young-Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of Site, Central Office, Project Based Rental Assistance and Section 8 Budgets for Fiscal Year Ending June 30, 2024

June 15, 2023

INTRODUCTION

The Authority implemented Project Based Accounting and Asset Management effective July 1, 2006. A HUD requirement for implementing Project Based Accounting is Board Approval of all Site, Central Office, Project Based Rental Assistance and Section 8 Operating Budgets.

PURPOSE/OBJECTIVE

To obtain Board approval of the detailed Site, Central Office, Project Based Rental Assistance, and Section 8 Operating Budgets prepared in accordance with HUD accounting guidance.

DESCRIPTION/JUSTIFICATION

HUD accounting and asset management guidance has prescribed detailed budgeting models and guidelines on how to implement project-based budgeting and accounting. The budgets have been prepared in accordance with this guidance.

POLICY IMPACT

Voucher Administrative Funding:

HUD funds each agency based on the number of vouchers under lease each month. Each quarter HUD reconciles prior funding with actual vouchers under lease. At that point, HUD provides the agency the worksheet that adjusts the funding level for administration income.

LIPH Funding:

Annually each agency provides an operating submission to HUD based on the prior fiscal year data. HUD then provides an annual funding level for each AMP based on the data. This fiscal year, HUD allowed a 22 percent increase for utility cost. At the end of HUD fiscal year, September, a proration factor is issued. The LIPH funding level is adjusted to HUD's proration factor. For budgeting purposes, a 95% proportion factor in funding and a 22% increase in utility cost were factored in the annual budget.

ECONOMIC IMPACT/FUNDING SOURCE

Multiple funding source proceeds include Low Rent Public Housing (LIPH), Capital Fund, Project Based Rental Assistance, Housing Choice Voucher, and other Section 8 programs.

ATTACHMENTS

Summary Budgets for Sites, Central Office, Project Based Rental Assistance, and Section 8.

ALTERNATIVES

No other alternatives were considered.

RECOMMENDATION

The President/CEO recommends that the Board approve this Request.

CERTIFICATION

The requested action complies with legal, policy, and regulatory requirements.

Melanie Baker

**Melanie Baker, CPA, Interim
VP of Finance/CFO**

Dontrelle Young Foster

Dontrelle Young Foster, President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION 2023-12654

**RESOLUTION APPROVING THE FISCAL YEAR ENDING
JUNE 30, 2024 OPERATING BUDGETS**

WHEREAS, the Commissioners of the Housing Authority of the Birmingham District have reviewed the following Operating Budgets for the fiscal year ending June 30, 2024:

Low Rent Public Housing
Housing Choice Vouchers
Central Office Cost Center
Freedom Manor-Project Based Rental Assistance Contract

WHEREAS, the proposed expenditures are necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly, and the disabled.

WHEREAS, the financial plan is reasonable in that it includes sources of funding and reserves adequate to cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED, that the fiscal year ending June 30, 2024 Operating Budgets, copies of which are attached, for Low Rent Public Housing, Housing Choice Voucher Program, Central Office Cost Center, and Freedom Manor Project Based Rental Assistance, are hereby approved by the Board of Commissioners of the Housing Authority of the Birmingham District and the Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

Passed by the Board of Commissioners of The Housing Authority of the Birmingham District this 15th day of June, 2023.

Chairperson

Dontrelle Young Foster, Secretary



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

ATTACHMENT TO RESOLUTION SIGNIFICANT BUDGET CHANGES FROM THE 2022/2023 BUDGETS AND THE 2023/2024 BUDGETS

New positions added to the 2023/2024 Budget:

- | | | |
|--------------------------|-----------------------------------|-------------|
| • COCC/HVC BUILDINGS | MAINTENANCE TECHNICIAN | |
| • COCC - Executive Admin | HOMEOWNERSHIP FACILITATOR | |
| • COCC - Executive Admin | PARTNERSHIP AND GRANT SPECIALIST | |
| • COCC - Executive Admin | LEGAL SERVICES LIAISON | |
| • COCC - Human Resources | CHIEF HUMAN RESOURCES OFFICER*** | |
| • COCC – Executive | CHIEF EXTERNAL AFFAIRS OFFICER*** | |
| • COCC – Real Estate | CONSTRUCTION MANAGER*** | |
| • Housing Choice Voucher | TRANSACTIONS SPECIALIST | 1 Position |
| • Housing Choice Voucher | COMPLIANCE SPECIALIST | 1 Position |
| • Housing Choice Voucher | HOUSING CLERK | 3 Positions |

*** These new positions do not have an impact on the presented budget compared to FY 2023.

For Low Income Public Housing (LIPH) HUD requires an annual submission to apply for annual operating subsidy.

- The agency and associated discrete compote units qualified for \$32,675,156 in funding
- HUD increased funding by 6% due to the Project Expense Level (PEL) inflation factor
- HUD included in the Operating Subsidy a 22.53% Utility Expense Level (UEL) inflation factor

HUD does not announce the national prorated allocation funding levels until after the August 15th revision deadline. For budget purposes, 95% was used as a discretionary adjustment to funding.

HABD received an increased 2023 Capital Fund grant award. The LIPH received 20% of the 2023 Capital Fund and the Central Office Cost Center (COCC) received 10%.

- 2021 award: \$12,867,051 (utilized in the 2022/2023 budget period)
- 2022 award: \$16,062,838
- 2023 award: \$16,021,075

The proposed budget captures the increase in HUD operating assistance for FY 2023 as a new baseline. A 22% increase was factored into 12 months of projected utility cost.

The FY 2024 operating budget has a decrease in some maintenance costs as we are utilizing the capital fund for vacancy turn costs, which has not been the case in prior years.

Funding for a new paperless document system was included under the administrative portion of the budget.

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: June 2, 2023

Department: Real Estate Development

Board of Commissioners' Meeting Date: June 15, 2023

Board Agenda Item(s):

1. Approval to authorize the submission of a Rental Assistance Demonstration application for Cooper Green Homes
2. Approval of a pre-development loan agreement with Park Development
3. Approval of a pre-development loan agreement with AHDVS/Carlson Development

Board of Commissioners' Committee Meeting Date/Time: Tuesday, June 6, 2023, at 11:00 a.m.

Approved by: Dontrelle Young Foster , 6/9/2023
Dontrelle Young Foster Date
President/CEO/Contracting Officer

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: 6/6/2023

HABD Board Committee Member: Commissioner Barnes Date: 6/6/2023

HABD Staff Member: Nicole Earle Date: 6/6/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL TO AUTHORIZE THE SUBMISSION OF A RENTAL ASSISTANCE DEMONSTRATION APPLICATION FOR COOPER GREEN HOMES

June 15, 2023

INTRODUCTION

The Rental Assistance Demonstration (RAD) is a HUD tool that allows PHAs (Public Housing Authorities) to convert traditional Public Housing to the Section 8 platform to secure private funding to address capital needs. The Housing Authority of the Birmingham District (HABD) intends to submit RAD applications to convert the majority of the Public Housing communities to Project Based Vouchers under the guidelines of PIH Notice 2019-23, REV 4, and any successor Notices.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to submit a RAD application to the RAD Resource Desk to allow the Housing Authority to convert Cooper Green public housing units to RAD units. This RAD application will allow HABD to obtain a RAD CHAP, which stands for Commitment to Enter into a Housing Assistance Payments Contract. In preparation for the RAD application, staff held two successful meetings to discuss what the RAD program is and what RAD means to the residents.

DESCRIPTION/JUSTIFICATION

The Housing Authority originally built Cooper Green Homes in 1972 as a public housing site with 227 units ranging from 1 bedroom to 5 bedrooms. Under a development agreement with PACES Preservation Partners, HABD will renovate 227 units under the RAD program as a substantial rehabilitation financed with 4% Low-Income Housing Tax Credits and tax-exempt bonds.

POLICY/IMPACT

Upon approval of the RAD application, HABD will have meetings to discuss the plans and specs with the Board of Commissioners and residents.

ECONOMIC IMPACT/FUNDING SOURCE

The project has an estimated total development cost of \$79 million and will produce 227 rehabilitated units.

ATTACHMENTS

Life Cycle of the RAD Conversion Process

ALTERNATIVES

A physical needs assessment was completed on Cooper Green Homes and it was determined that

the cost to repair/renovate the units is estimated at \$90,000 per unit. Conversion under the RAD Program will enable the completion of the capital improvement needs for the project.

RECOMMENDATIONS

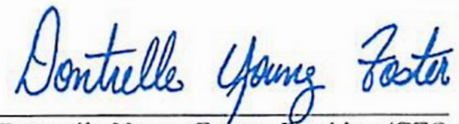
The President/CEO recommends the submission of the Rental Assistance Demonstration application for Cooper Green Homes.

CERTIFICATION

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



Nicole Earle, Chief Real Estate Officer



Dontrelle Young Foster, President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12655

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF A RENTAL ASSISTANCE
DEMONSTRATION APPLICATION FOR COOPER GREEN HOMES**

WHEREAS, HABD has committed to maintaining safe living environments in its public housing communities and,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District to approve the submission of a Rental Assistance Demonstration application to HUD's RAD Resource Desk Special Applications Center for Cooper Green Homes and authorizes the Chief Executive Officer to execute all necessary documents for the application.

Adopted this 15th' day of June 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)



The Life-cycle of a RAD Conversion

**The RAD
Process Takes
Approximately
2- 3 Years**

Strategic Planning

- What do you want to do with your asset and what tools are available?

RAD Application

- Confirm Project Eligibility
- Ensure resident and Board awareness

CHAP Award

- Reserves conversion authority under the cap
- Sets forth the contract rents

Pre-Financing Plan Approvals

- Upfront civil rights review; transfer of assistance; PHA Plan

Financing Plan

- Demonstrate physically and financially viability and compliance with program requirements

RAD Conversion Commitment (RCC)

- HUD approval of the Financing Plan
- Sets out terms of closing and construction

Closing & Conversion

- Removal from Public Housing
- Entry into Section 8

Rehabilitation/ Construction

- If applicable, work completed in accordance with RCC

Thrive
2035

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF A PRE-DEVELOPMENT LOAN AGREEMENT WITH PARK DEVELOPMENT

June 15, 2023

INTRODUCTION

The resolution is to approve a Pre-development Loan Agreement with Park Development for the redevelopment of Ralph Kimbrough Homes.

On May 21, 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 Park Development to redevelop the Ralph Kimbrough Homes 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 Pre-development Loan Agreement with Park Development to redevelop the Ralph Kimbrough Homes Public Housing Community and to develop other sites to be identified in the future by the Authority and the Developer Park Development.

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 pre-development loan between HABD and Park Development is needed to proceed with the redevelopment of Ralph Kimbrough Homes.

POLICY/IMPACT

The requested action will enable HABD to enter into a Pre-development Loan Agreement with Park Development, for the redevelopment of Ralph Kimbrough Homes.

ECONOMIC IMPACT/FUNDING SOURCE

Pre-development funds will be funded from Capital Funds. The redevelopment of Ralph Kimbrough Homes is anticipated to be financed with 9% and/or 4% Low-Income Housing Tax Credits and tax-exempt bonds and produce a minimum of 231 replacement units.

ATTACHMENTS

None

ALTERNATIVES

None

RECOMMENDATIONS

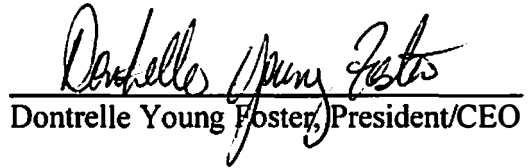
The President/CEO recommends the approval of a Pre-development Loan with Park Development, not to exceed \$500,000 for the redevelopment of Ralph Kimbrough Homes.

CERTIFICATION

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



Nicole Earle, Chief Real Estate Officer



Dontrelle Young Foster, President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

RESOLUTION NO. 2023-12657

**RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN
AGREEMENT WITH PARK DEVELOPMENT**

WHEREAS, HABD has committed to maintaining safe living environments in its public housing communities and,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve a pre-development loan not to exceed \$500,000 with Park Development for the redevelopment of Ralph Kimbrough Homes in a final legal format as approved by Real Estate Legal Counsel.

Adopted this 15th day June 2023

Attest:

D. G. Pantazis, Jr, Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

**APPROVAL OF A PRE-DEVELOPMENT LOAN AGREEMENT WITH AHDVS/
CARLSON DEVELOPMENT**

June 15, 2023

INTRODUCTION

The resolution is to approve a Pre-Development Loan Agreement with AHDVS/Carlson Development for the redevelopment of Harris Homes.

On May 21, 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 AHDVS/Carlson Development to redevelop the Harris Homes 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 Pre-Development Loan Agreement with AHDVS/Carlson Development to redevelop the Harris Homes Public Housing Community and to develop other sites to be identified in the future by the Authority and the Developer AHDVS/Carlson.

DESCRIPTION/JUSTIFICATION

To address the backlog of capital needs, HUD has encouraged Public Housing Authorities (PHA) to convert public housing units to the project base 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 AHDVS/Carlson is needed to proceed with the redevelopment of Harris Homes.

POLICY/IMPACT

The requested action will enable HABD to enter into a Pre-development Loan Agreement with AHDVS/Carlson, for the redevelopment of Harris Homes.

ECONOMIC IMPACT/FUNDING SOURCE

Pre-Development funds will be funded from Capital funds. The redevelopment of Harris Homes is anticipated to be financed with 9% and/or 4% Low-Income Housing Tax Credits.

ATTACHMENTS

None

ALTERNATIVES

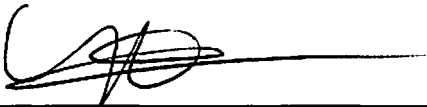
None

RECOMMENDATIONS

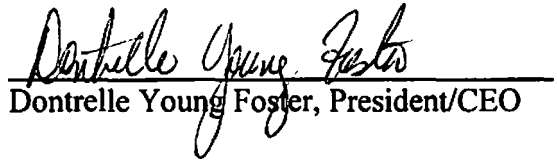
The President and CEO recommends the approval of a Pre-Development Loan agreement with AHDVS/ Carlson, not to exceed \$500,000 for the redevelopment of Harris Homes.

CERTIFICATION

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



Nicole Earle, Chief Real Estate Officer



Dontrelle Young Foster, President/CEO

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12659

**A RESOLUTION TO APPROVE A PRE-DEVELOPMENT LOAN WITH AHDVS/
CARLSON**

WHEREAS, HABD has committed to maintaining safe living environments at its public housing communities, and,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Birmingham District approve a pre-development loan not to exceed \$500,000 with AHDVS/Carlson, for the redevelopment of Harris Homes in a final legal format as approved by Real Estate Legal Counsel.

Adopted this 15th day June 2023

Attest:

D. G. Pantazis, Jr, Chairperson

Dontrelle Young Foster, Secretary

(Seal)