



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

March 13, 2023

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

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

NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District is scheduled for **9:00 a.m. Thursday, March 16, 2023**, at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to HABD.org for more information.

Sincerely,

Dontrelle Young Foster
President/CEO

DYF: ab

TIME CHANGE***TIME CHANGE*****TIME CHANGE*****TIME CHANGE**



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, March 16, 2023
9:00 a.m.
Agenda

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, February 16, 2023
 - b. President/CEO's Report
 - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended February 28, 2023
 - d. Resolution 12638 -2023 - Approval of Charge-Offs for Period Ended January 31, 2023
- V. Presentation in Honor of Former CPAB President, Ms. Bertha Davis**
- VI. Old Business**
- VII. New Business**
- VIII. Property Operations**
 - 1. Approval of Award of Contract for On-Call Painting Services
 - 2. Approval of Award of Contract for On-Call Electrical Services
 - 3. Approval of Award of Contract for On-Call Plumbing Services

IX. Rental Assistance Programs

1. Approval of the Revision of Section 8 Administrative Plan

X. Public Hearing for the Presentation of HABD's Annual Plan for Fiscal Year 2024

1. Approval of the HABD Annual Plan for (FY) 2024

XI. Executive Session

XII. Adjournment

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS FOR THE
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
HELD ON FEBRUARY 16, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session at 1:30 p.m. on February 16, 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

ABSENT:

Abra A. Barnes, Commissioner
Willie J. Lewis, Commissioner

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Samuel Ford, General Counsel
Ken Foreman, Director of Community Safety
Larry Williams, Senior Vice President of Operations/Programs
Meagan Holland, Director of Public Relations
Toraine Clausell, Director of Information Infrastructure
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

Adoption of Agenda

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

Consent Agenda

Chairman Pantazis acknowledged the approval of the consent agenda and asked if there was any item that should 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 as presented.

- a. The Minutes for the Annual Meeting and Regular Meeting on January 19, 2023, were approved.
- b. The President's Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending December 31, 2022, was accepted.
- d. Resolution 12629-2023 – 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 December 31, 2022, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$3,573.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6 -----	3,182.20
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	7,380.00
Collegeville Center, Ala.1-13-----	2,471.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	1,907.98
Cooper Green Homes, Ala.1-17-----	1,408.13
Kimbrough Homes, Ala.1-18-----	35.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	1,119.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	0.00
	\$21,076.31

The following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Vice-Chair Thompson
Commissioner Hood

Chairman Pantazis indicated motion carried.

Procurement

Chairman Pantazis acknowledged presentations by Procurement. After all the Procurement

Request for Board Actions were presented, upon motion by Vice-Chair Thompson and seconded by Commissioner Hood, the following resolutions were adopted:

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

Ms. Meagan Holland, Director of Public Relations, presented the approval of award of contract for Public Relations and Community Engagement services. Ms. Holland indicated that a Request for Proposal (RFP) was emailed to 553 consultants, with 33 viewers downloaded the solicitation. Five (5) consultants and individuals submitted proposals in response to the RFP, and all were deemed responsible and responsive. Management recommended to award a one-year contract to ReBirth Marketing, LLC, to provide consulting services for HABD Public Relations and Community Engagement needs. Upon motion and second, the following resolution was adopted:

RESOLUTION NO. 12630

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

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

2. Approval of Award of Contracts for Landscaping Maintenance Services

Mr. Larry Williams, Senior VP of Property Operations and Programs, presented the approval of award of contracts for Landscaping Maintenance Services. Mr. Williams indicated that the purpose of the request was to obtain board approval to proceed with the recommended contractors to provide landscaping maintenance services at various housing communities, the McCoy Building, and HABD Central Office. The services include but are not limited to mowing grass, pruning, shearing, trimming bushes and groundcovers, and debris removal. Ten (10) contractors submitted bids in response to the Invitation For Bids (IFB), and all were reviewed and deemed responsible and responsive bids. Management recommended to award contracts to the following contractors, DLN Lawn Services, Frontline Landscaping, MPM Lawn Services, Real Woodsmen, and Special Care Lawn Services. Upon motion and second, the following resolution was adopted:

RESOLUTION NO. 12631

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

RESOLVED FURTHER that the President/CEO is authorized to implement the contracts, effective immediately.

3. Approval of Award of Contracts for Vacant Unit Preparation

Next, Mr. Larry Williams presented the approval of award of Vacant Unit Preparation. Mr. Williams indicated that the purpose of the request was to obtain board approval to proceed with the recommended contractors to provide painting, flooring, dry-wall repair, and door and window replacement services. Six (6) contractors and individuals submitted bids in response to the Invitation For Bid (IFB), and all were reviewed and deemed responsible and responsive bids. Management recommended a contract be awarded to the following contractors, Adroit Enterprise, Reese Services, LLC., Robinson & Associates, and Supreme Clean. Mr. Williams indicated that the lowest bidder would be entitled to the first vacant unit preparation services option; and if the lowest bidder could not provide timely services, HABD would rotate to the next lowest bidder. Upon motion and second, the following resolution was adopted:

RESOLUTION NO. 12632

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

RESOLVED FURTHER that the President/CEO is authorized to implement the contracts, effective immediately.

4. Approval of Award of Contracts to provide Dumpster Roll-Off Services

Next, Mr. Larry Williams presented the approval of award of contract to provide dumpster roll-off services. Mr. Williams indicated that HABD was utilizing Republic Services on a purchase-order basis. The request aimed to retain a contractor to provide the roll-off dumpster and dumping services. An Invitation For Bid (IFB) was issued, and the solicitation was advertised on the HABD website and in the local newspapers. HABD received only one bid. Republic Services was the only bid submitted. Republic Services were deemed a "Single Bid." Management recommended a contract be awarded to Republic Services to provide dumping and roll-off services. After a brief discussion, upon motion and second, the following resolution was adopted:

RESOLUTION NO. 12633

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

RESOLVED FURTHER that the President/CEO is authorized to implement the contract, effective immediately.

5. Approval to Award Contract for Paint and Supplies

Lastly, Mr. Larry Williams presented the approval to award a contract for Paint and painting supplies. Mr. Williams indicated that the purpose of the request was to obtain board approval to enter into a contract with Sherwin-Williams Paint Supply. HABD continues to do business with Sherwin-Williams, and not to disrupt any ongoing or current projects being filled, HABD was requesting to piggyback off the NCPA Contract (National Cooperative Purchasing Alliance Contract #02-56. There were no questions or comments. Upon motion and second, the following resolution was adopted:

RESOLUTION NO. 12634

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for approval of HABD Piggybacking of the NCPA Contract for Sherwin-Williams to provide paint and supplies.

RESOLVED FURTHER that the President/CEO is authorized to implement the contract, effective immediately.

Real Estate Development and Capital Improvements

1. Approval of a Predevelopment Loan Agreement with Zimmerman Properties SE, LLC

The Real Estate Development Director, Ms. Nicole Earle, presented the approval of a Predevelopment Loan Agreement with Zimmerman Properties SE, LLC. Ms. Earle indicated that the purpose of the request was to obtain board approval to enter into a predevelopment loan agreement not to exceed \$500,000 with Zimmerman Properties SE, LLC for the redevelopment of Collegeville. Upon motion by Commissioner Hood and seconded by Vice-Chair Thompson, the following resolution was adopted:

RESOLUTION NO. 12636

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

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis
Vice Chairman Thompson
Commissioner Hood

Chairman Pantazis indicated motion carried.

Before adjourning, President Foster announced that due to the threat of severe weather, the Housing Authority would close for business at 2:00 p.m.

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: March 6, 2023

1. On February 15th, HABD joined SDC before the Birmingham City Council Committee of the Whole to make its formal request for financial support of the Southtown family and senior residential redevelopments. The Committee requested two weeks to review information pertaining to the request and, on February 28th, the Council approved the request of \$3.5M. As a result, closing processes on the two residential developments could proceed.
2. On Tuesday, February 21st, a meeting was held with HABD's new HUD Portfolio Management Specialist, Lisa Likely. The purpose of the meeting was to introduce Ms. Likely to pertinent team members at HABD who she will communicate with regarding Housing Operations, Section 8, Strategic Initiatives, and general HABD communications.
3. HABD staff and community members attended the Homegoing of former CPAB President, Ms. Bertha Davis. HABD Board of Commissioners presented a resolution to the family in honor of her leadership to the residents of the Housing Authority of the Birmingham District.
4. Members of the HABD team attended the annual A.G. Gaston Conference on February 21st and 22nd, learning more about vendor and supplier diversity and connecting with current and potential partners.
5. I'm pleased to share that HABD was awarded \$16,021,075.00 in Fiscal Year (FY) 2023 Capital Fund Program (CFP) Formula Grant Awards, which is \$4 million more than funds received in previous years. These funds will support the continued modernization and management of our properties.
6. On March 9th -10th, I held a *HABD Table Talk* with every Department. The Table Talks roundtables allowed staff to share their concerns, questions, and ideas for the agency openly and candidly. I was able to hear directly from staff as we continually work to make agency-wide improvements in communication and operations.
7. On Friday, March 3rd, I was elected to the Big Brothers Big Sisters of Greater Birmingham (BBBS BHM) Board of Directors by unanimous vote. I look forward to supporting the mission of BBBS BHM in the volunteer role and working to strengthen the partnership between HABD and BBBS BHM.

8. On Sunday, March 5th, 23 HABD youth residents visited Selma for the 58th Annual *Jubilee*. The children had an opportunity to see and hear President Biden speak, meet Congresswoman Terri Sewell, and learn more about how the commemoration of "Bloody Sunday" is vital to our collective continued fight for civil and fundamental rights. Thank you to the members of staff who accompanied the youth on this trip.
9. Following our receiving of formal support from the Birmingham City Council for our Southtown redevelopment, HABD Relocation Specialists visited residents of Southtown to take additional measures to ensure residents are informed of their options as we inch nearer to the official groundbreaking of the Southtown redevelopment.
10. HABD was awarded a ROSS Grant for \$511,500 from HUD to continue the work through our Resident Opportunities and Self Sufficient (ROSS) Program. The program supports residents as they progress to achieve economic independence, housing self-sufficiency, or improved living conditions.
11. On Monday, March 20th, meetings with Cooper Green residents will be held to provide an overview of HABD's RAD Program and the redevelopment of Cooper Green Homes.
12. The Office of Constituent Concerns (OCC) received thirty-four (34) concerns for the month of February. Twenty-eight (28) concerns were for the Rental Assistance Programs and Section 8 regarding rent payments, landlord inquiries, waitlists, and inspections. Four (4) concerns were for Property Operations and Intake regarding maintenance and housing assistance. Two (2) concerns were for Community Engagement and Workforce Development. 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, CPA/VP of Finance/CFO

Date: Tuesday, March 07, 2023

Department: Finance

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

Board Agenda Item(s):

1. Financial Statements
2. Approval of Charge-Off's for periods ending January 31, 2023
3. Contract Register

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

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

Duration of Presentation: 15 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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

Department's Committee's Certification:

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

HABD Board Committee Member: Chairman Pantazis

Date: 03/07/23

HABD Board Committee Member: Commissioner Barnes

Date: 03/07/23

HABD Staff Member: Melanie Baker

Date: 03/07/23

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

													Actual	Budget		Projected	Prior Year
	February 28, 2022	March 31, 2022	April 30, 2022	May 31, 2022	June 30, 2022	July 31, 2022	August 31, 2022	September 30, 2022	October 31, 2022	November 30, 2022	December 31, 2022	January 31, 2023	February 28, 2023	February 28, 2023	Variance	March 31, 2023	February 28, 2022
Revenue:																	
Tenant Rental Revenue	446,121	435,833	419,045	450,554	482,772	438,824	452,277	421,921	459,425	457,230	473,083	471,718	480,119	518,887	(38,548)	435,833	418,582
Other Tenant Revenue	25,999	8,608	15,203	1,683	5,373	17,873	25,418	20,287	4,941	8,268	0	48,545	5,041	18,887	(11,628)	8,608	10,655
Operating Subsidy	2,175,252	2,168,805	2,168,635	3,130,427	3,130,427	2,508,297	2,588,818	2,588,818	2,508,297	2,558,127	2,844,318	2,913,832	2,872,538	2,267,777	604,759	2,508,297	2,060,883
Management Fees - Capital Fund		435,883	47,556	631,452	535,411	397,545	295,006	83,989	98,383	84,595	214,451	214,451	214,451	214,451	0	275,000	104,515
Insurance Proceeds	20,470		35,133			8,008	3,500	88,000	4,385					5,887	(5,887)	3,912	0
Other Income/CARES Act																	834,489
Total Revenue	2,667,842	3,048,909	2,683,572	4,214,096	4,133,982	3,368,145	3,362,816	3,198,795	3,075,431	3,108,220	3,331,852	3,648,647	3,572,146	3,021,228	650,919	3,231,650	3,228,064
Expenses:																	
Administration:																	
Salaries/Benefits/Adm Exp	605,552	627,339	721,809	408,175	345,844	353,588	376,065	367,924	373,888	321,094	734,855	438,585	499,675	713,000	(213,325)	482,102	655,757
Total Administration	605,552	627,339	721,809	408,175	345,844	353,588	376,065	367,924	373,888	321,094	734,855	438,585	499,675	713,000	(213,325)	482,102	655,757
Asset Management Fee																	
Tenant Services																	
Salaries/ben/other	114,216	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	80,616	148,333	(67,717)	175,000	127,215
Total Tenant Services	114,216	129,076	128,758	102,797	107,819	285,310	113,957	137,685	120,455	105,525	131,265	81,094	80,616	148,333	(67,717)	175,000	127,215

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

													Actual	Budget		Projected	Prior Year
	February 28, 2022	March 31, 2022	April 30, 2022	May 31, 2022	June 30, 2022	July 31, 2022	August 31, 2022	September 30, 2022	October 31, 2022	November 30, 2022	December 31, 2022	January 31, 2023	February 28, 2023	February 28, 2023	Variance	March 31, 2023	February 28, 2022
Utilities:																	
Water	31,826	97,148	137,498	164,445	183,553	91,199	122,174	124,143	136,298	387,744	176,810	358,086	644,965	139,525	505,440	145,000	155,430
Electricity	115,128	176,210	174,271	212,150	234,835	185,876	108,773	146,480	318,727	678,991	241,714	40,214	218,820	122,017	96,603	202,500	93,843
Gas	32,242	44,886	34,131	26,016	22,557	20,583	31,195	70,952	62,226	31,859	42,915	53,684	78,599	57,551	19,048	26,000	47,175
Sewer	115,492	550,166	169,685	663,976	668,349	491,264	520,693	267,134	230,596	489,439	142,359	501,817	260,819	371,098	(110,278)	400,125	636,508
Total Utilities	294,489	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	690,192	510,812	773,625	932,956
Maintenance:																	
Labor/Ben/Materials	560,848	526,110	777,591	487,753	644,959	651,286	670,719	759,025	598,936	540,012	948,996	730,335	770,336	1,208,333	(437,997)	669,750	622,091
Total Maintenance	560,848	526,110	777,591	487,753	644,959	651,286	670,719	759,025	598,936	540,012	948,996	730,335	770,336	1,208,333	(437,997)	669,750	622,091
Protective Services:																	
Protective Services - Other	85,592	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	0	137,235	(137,235)	137,235	49,191
Total Protective Services	85,592	2,659	0	208,794	389,973	3,215	3,208	3,213	828,724	274,470	4,823	411,706	0	137,235	(137,235)	137,235	49,191
General Expenses:																	
Insurance	156,766	156,766	156,766	156,766	167,828	156,766	125,481	140,701	153,692	153,692	140,701	140,701	158,898	107,000	52,898	156,766	151,968
Other General Expenses	19,736	297,134	6,150	15,641	28,062	175,564	2,335	612	13,821	4,148	0	927	865	22,292	(21,427)	71,250	1,290
Mixed Finance Operating Subsidy	19,593	19,593	0			5,141	0	0	557,259	148,207	170,751	67,685	74,103	81,588	(7,485)	19,593	
Total General Expenses	196,095	473,493	162,916	172,407	195,690	337,471	127,786	141,313	724,771	306,047	311,452	229,313	234,867	210,880	23,987	247,609	153,258
Other:																	
Collection Loss (Bad Debt Expense)	89,144	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,691	62,676	20,177			54,838	(54,838)	34,950	
Total Other	89,144	31,217	27,527	20,155	7,159	86,273	60,974	33,390	41,691	62,676	20,177	0		54,838	(54,838)	34,950	
Total Routine Operating Expenses	1,945,937	2,658,305	2,334,486	2,466,669	2,600,738	2,506,065	2,133,554	2,051,270	3,435,513	3,177,856	2,755,165	2,844,834	2,766,498	3,162,811	(376,313)	2,520,271	2,540,468
Debt Service on Energy Performance Contract																	
Debt Service on Energy Performance Contract	251,075	251,075	251,075	251,075	251,075	260,878	260,878	260,878	67,189	67,189	67,189	267,705	267,705	67,189	200,516	251,075	215,190

Housing Authority of the Birmingham District
Revenue and Expense Statement For Period Ended January 31, 2022
For Period Ended January 31, 2022

	January 31, 2021	February 28, 2021	March 31, 2021	April 30, 2021	May 31, 2021	June 30, 2021	July 31, 2021	August 31, 2021	September 30, 2021	October 31, 2021	November 30, 2021	December 31, 2021	January 31, 2022
Revenue:													
Tenant Rental Revenue	318,982	418,562	417,613	428,059	417,514	657,852	445,084	425,053	411,998	441,835	441,835	441,607	451,167
Other Tenant Revenue	(381)	10,655	9,840	16,323	29,329	2,426	39,521	26,246	11,375	11,375	4,657	24,925	9,021
Operating Subsidy	2,060,853	2,060,863	2,279,989	2,279,989	2,463,185	2,733,002	2,266,523	2,278,562	2,296,343	2,204,991	7,628,407	4,649,790	2,175,243
Management Fees - Capital Fund	234,494	104,515	1,938	1,132,749	0	7,495,960	0	41,468	69,152	0	63,949	0	0
Insurance Proceeds		0	23,800	0	(505,407)	486,360	189,391	5,669	0	31,224		0	0
Other Income	731	13,215	16,471	3,347	25,001	(38,538)	2,450	4,601	4,667	10,958	738	886	
CARES Act		621,254	0	235,558		2,902,165	74,996	654,397	258,710	176,030			
Total Revenue	2,614,679	3,229,064	2,749,451	4,086,025	2,429,622	14,219,227	3,017,965	3,435,996	3,052,245	2,876,413	8,139,586	5,117,208	2,635,431
Expenses:													
Administration:													
Salaries/Benefits/Adm Exp	744,380	655,757	625,741	750,405	772,965	3,911,481	586,872	812,708	798,490	332,714	738,181	732,347	681,966
Total Administration	744,380	655,757	625,741	750,405	772,965	3,911,481	586,872	812,708	798,490	332,714	738,181	732,347	681,966
Tenant Services													
Salaries/ben/other	131,816	127,215	149,887	119,526	197,593	884,680	182,118	188,479	134,631	119,199	155,242	170,197	118,326
Total Tenant Services	131,816	127,215	149,887	119,526	197,593	884,680	182,118	188,479	134,631	119,199	155,242	170,197	118,326
Utilities:													
Water	62,003	155,430	41,599	96,754	100,837	154,317		143,400	68,144	42,600	203,231	222,251	36,314
Electricity	98,215	93,843	77,026	51,341	106,070	(124,894)		149,313	107,515	23,497	157,960	346,581	70,998
Gas	28,241	47,175	47,175	37,351	36,496	(6,047)	588	19,140	1,149	34,367	50,148	12,854	19,286
Trash	39,067	31,048	31,552	26,879	42,403	62,982		30,952		32,373	39,505	39,292	0
Sewer	292,710	636,508	156,579	458,902	329,269	182,925		412,867	189,634	129,423	575,731	677,515	51,609
Total Utilities	520,236	964,004	353,931	671,227	615,075	269,283	588	755,672	366,442	262,260	1,026,575	1,298,494	178,207

January 31, 2021	February 28, 2021	March 31, 2021	April 30, 2021	May 31, 2021	June 30, 2021	July 31, 2021	August 31, 2021	September 30, 2021	October 31, 2021	November 30, 2021	December 31, 2021	January 31, 2022
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Cash Flow - (Use of Reserves)



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

March 16, 2023

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as January 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	2,181.00
Southtown	ALA 1-4	1,243.00
Marks Village	ALA 1-6	7,538.11
Smithfield Court	ALA 1-9	10,921.00
Tom Brown Village	ALA 1-10	1,113.00
Morrell Todd	ALA 1-11	13,158.00
Collegeville Center	ALA 1-13	32,032.00
Harris Homes	ALA 1-14	1,579.00
North Birmingham Homes	ALA 1-16	9,882.20
Cooper Green Homes	ALA 1-17	4,860.00
Kimbrough Homes	ALA 1-18	1,232.00
Benjamin Greene	ALA 1-23	24.00
Roosevelt City	ALA 1-30	323.00
Freedom Manor	ALA 1-21	273.00
Mason City I	ALA 1-40	0.00
Mason City III	ALA 1-42	363.00
Tuxedo I	ALA 1-34	7,895.00
Tuxedo II	ALA 1-35	0.00
Total		94,617.31

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

TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS
(TO BE CHARGED OFF AS OF MARCH 16, 2023)

FOR PERIOD ENDED JANUARY 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	2	1,556.00		775.00	-		(150.00)	-	2,181.00	3,573.60
Southtown AL 1-4R	1	1,318.00	-	-	-	-	(75.00)	-	1,243.00	-
Marks Village AL 1-6	7	4,935.47	-	2,602.64	-	-	-	-	7,538.11	3,182.20
Smithfield Court AL 1-9	5	10,975.00	-	321.00	-	-	(375.00)	-	10,921.00	-
Tom Brown AL 1-10	2	(2.00)	-	1,265.00	-	-	(150.00)	-	1,113.00	-
Morell Todd AL 1-11	12	10,958.00	-	2,200.00	-	-	-	-	13,158.00	7,380.00
Collegeville AL 1-13	7	31,339.00	-	1,143.00	-	-	(450.00)	-	32,032.00	2,471.00
Harris Homes AL 1-14	2	1,729.00	-	-	-	-	(150.00)	-	1,579.00	-
North Birmingham AL 1-16	8	8,017.20	-	1,940.00	-	-	(75.00)	-	9,882.20	1,907.98
Cooper Green AL 1-17	4	5,010.00	-	-	-	-	(150.00)	-	4,860.00	1,408.13
Kimbrough AL 1-18	4	1,266.00	-	266.00	-	-	(300.00)	-	1,232.00	35.00
Benjamin Greene AL 1-23	1	(1.00)	-	100.00	-	-	(75.00)	-	24.00	-
Roosevelt City AL 1-30	2	373.00	-	100.00	-	-	(150.00)	-	323.00	1,119.00
Tuxedo Court I AL-134	3	7,895.00	-	-	-	-	-	-	7,895.00	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
mason City Homes III AL-142	1	363.00	-	-	-	-	-	-	363.00	-
Freedom Manor AL-621	1	8.00	-	493.00	-	-	(228.00)	-	273.00	-
Grand Total	62	85,739.67	-	11,205.64	-	-	(2,328.00)	-	94,617.31	21,076.91

	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
September 2021	22	31,833.78	22	30,571.45	-	22	30,571.45	2,569.31	28,002.14
October 2021	36	19,552.40	17	18,584.00	-	17	18,584.00	3,550.63	15,033.37
November 2021	40	51,947.73	10	24,781.58	139.72	10	24,781.58	676.31	24,105.27
December 2021	29	26,188.01	23	18,805.22	-	23	18,805.22	2,459.23	16,345.99
January 2022	32	54,274.82	34	69,597.59	-	34	69,597.59	-	69,597.59
February 2022	30	39,347.83	41	89,143.74	1,302.07	41	89,143.74	225.49	87,616.18
March 2022	39	38,582.11	25	31,217.40	15,148.04	25	31,217.40	41,444.63	(25,375.27)
April 2022	26	29,284.38	25	27,526.51	1,420.67	25	27,526.51	9,494.45	16,611.39
May 2022	10	5,184.99	22	20,155.15	3,197.46	22	20,155.15	8,072.67	8,885.02
June 2022	28	26,295.97	7	7,158.57	6,846.46	7	7,158.57	48,913.65	(48,601.54)
July 2022	25	27,414.52	42	86,272.96	3,431.00	42	86,272.96	3,245.97	79,595.99
August 2022	14	8,007.07	30	60,973.64	2,536.26	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	-	61,650.13
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	-	19,219.31
January 2023	34	69,597.59	-	-	7,041.00	-	-	-	(7,041.00)
Running Year Total		520,253.45	395	643,622.33	55,818.92	381	643,622.33	124,673.25	463,269.88

Dontrelle Young-Foster
President/CEO

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

HABD Staff Representative: Larry Williams

Date: March 2, 2023

Department: Property Operations

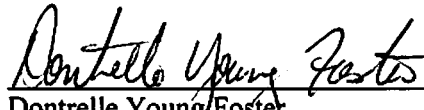
Board of Commissioners' Meeting Date: Thursday, March 16, 2023, at 1:30 p.m.

Board Agenda Item(s):

1. Approval of Award of Contract for On-Call Painting Services
2. Approval of Award of Contract for On-Call Electrical Services
3. Approval of Award of Contract for On-Call Plumbing Services

Board of Commissioners' Committee Meeting Date/Time: Property Operations, Tuesday, March 7, 2023, at 4:00 p.m.

Approved by:


Dontrelle Young Foster
President/CEO/Contracting Officer

3/3/2023
Date

Duration of Presentation: 15 Minutes

Board Agenda Topic (Narrative):

Extract from Minutes of Committee Meeting:

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

Department's Committee's Certification:

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

HABD Board Committee Member: Chairman Pantazis

Date: 03/07/2023

HABD Board Committee Member: Commissioner Lewis

Date: 03/07/2023

HABD Staff Member: Larry Williams

Date: 03/07/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACTS FOR ON CALL PAINTING SERVICES

March 16, 2023

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) is seeking qualified contractors to provide on-call painting services for residents. The contractors will be furnishing all labor, materials, and equipment to provide on-call painting services at various housing communities, HABD's Central Office, and the McCoy Building. The units are categorized by bedroom size and the number of paint coats.

PURPOSE/OBJECTIVE

The purpose of this Request for Board Action is to obtain Board approval to proceed with recommended contractors to provide the needed services to ensure our residents reside in decent, safe, and sanitary housing. The On-Call Painting Services includes interior and exterior painting. For interior services, the contractor is responsible for but not limited to moving all furniture, covering of furniture, wall preparation, priming, and painting.

DESCRIPTION/JUSTIFICATION

An Invitation for Bid (IFB) solicitation was published to secure paint contractors. The IFB was posted and emailed to 1,023 contractors/individuals with 18 viewers. In addition, it was available in the HABD Central Office as well as posted on the HABD and Housing Agency Marketplace websites. Last, the solicitation was advertised in the Birmingham News and Birmingham Times.

Four (4) contractors/individuals submitted bids in response to the IFB and all were deemed responsible and responsive. Management recommends the award of four contracts to the overall lowest bidders per unit sizes. The following contractors listed below are in lowest to highest order and will be awarded a contract:

1. D.B.C. General Services
2. Eruh Solutions, LLC
3. The Moppers, LLC
4. The M. Mitchell Group, LLC

The lowest bidder is entitled to be the first option for On-Call Painting services. If the lowest bidder cannot provide timely services, then HABD will rotate to the next lowest bidder.

POLICY IMPACT

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

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Operations.

ATTACHMENTS

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

ALTERNATIVES

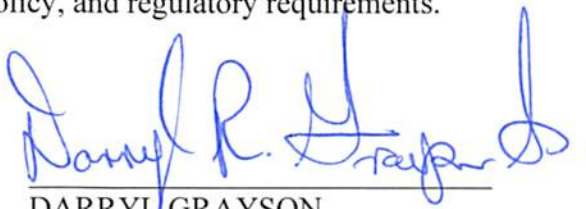
N/A

RECOMMENDATION

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



DARRYL GRAYSON
Interim Procurement Manager



LARRY WILLIAMS
Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12639

Resolution Approving the Award of On-Call Painting Services

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 the On-Call Painting Services contracts with D.B.C. General Services, Eruh Solutions LLC, The Moppers LLC, and The M Mitchell Group LLC.

Adopted this 16th day of March 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL AWARD FOR CONTRACTORS TO PROVIDE ON-CALL ELECTRICAL SERVICES

March 16, 2023

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide on-call electrical services at various Housing Communities, located throughout the City of Birmingham. In addition, the contractor will provide as needed electrical services for the HABD's Central Administration Office and Leased Housing/Section 8 Office. Requested services will be performed by two (2) contractors to expedite the response time for each location that requires on-call electrical services, contractors will be identified as primary and alternate.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for on-call electrical services.

DESCRIPTION AND JUSTIFICATION

An Invitation for Bid (RFP) B23008 was published. The IFB was emailed mailed to twenty-five (25) firms and posted on the HABD website for (30) consecutive days and advertised in the Birmingham News, The Birmingham Times.

Two (2) contractors/individuals submitted bids in response to the IFB and all were deemed responsible and responsive. Management recommends the award of four contracts to the overall lowest bidders per unit sizes. The following contractors listed below are in lowest to highest order and will be awarded a contract:

1. Lee Electrical Service, Inc.
2. T & F, Inc

The lowest bidder is entitled to be the first option for On-Call Painting services. If the lowest bidder cannot provide timely services, then HABD will rotate to the next lowest bidder.

POLICY IMPACT

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

ECONOMIC IMPACT/FUNDING SOURCE

Rates / Costs are as follows with the funding source being **Property Operations**

Lee Electrical Service, Inc.

- Master Electrician - \$143.50/hr.
- Journeyman Electricians - \$123.50

T&F, Inc.

- Master Electrician - \$145.00/hr.
- Journeyman Electricians - \$125.00/hr.

ATTACHMENTS

- List of contractors that viewed IFB B23008.
- Copy of IFB

ALTERNATIVES

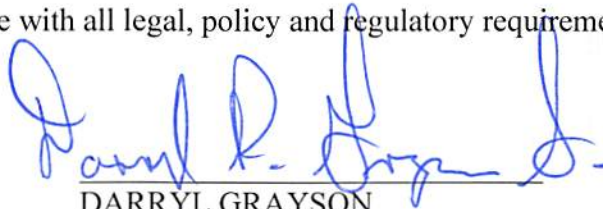
N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



DARRYL GRAYSON
Interim Procurement Manager



LARRY WILLIAMS
Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12640

Resolution Approving to enter into a contract with Lee Electrical Service, Inc. and T&F, Inc.

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President / CEO is hereby authorized to execute required documents for approval of HABD entering into a contract with Lee Electrical Service, Inc. and T&F, Inc.

Adopted this 16th day of March 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL AWARD FOR CONTRACTORS TO PROVIDE ON-CALL PLUMBING SERVICES

March 16, 2023

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide on-call plumbing services at various Housing Communities, located throughout the City of Birmingham. In addition, the contractor will provide as needed Plumbing Services for the HABD's Central Administration Office and Leased Housing/Section 8 Office.

PURPOSE / OBJECTIVE

The purpose of this request is to obtain approval to proceed with awarding a contract for on-call plumbing services.

DESCRIPTION AND JUSTIFICATION

An Invitation for Bid (RFP) B23005 was published. The IFB was emailed mailed to thirty-one (31) firms and posted on the HABD website for (30) consecutive days and advertised in the Birmingham News, The Birmingham Times.

After extending the original IFB for additional days, during that time HABD staff conducted a vendor outreach session for plumbers only. After that, the IFB was extended for an additional 30 days. Only one vendor submitted a proposal in response to the IFB. The proposal was reviewed and deemed responsive and responsible. Apollo Plumbing & Heating, Inc. submitted the bid. Management recommends award of a contract to Apollo Plumbing & Heating, Inc. to function as the primary contractor and HABD will issue another solicitation for plumbers.

The following types of plumbers will be part of this award

- Master Plumber
- Journeyman Plumber
- Apprentice Plumber
- Plumber Laborer/Helper
- Backhoe/Mini-excavator

POLICY IMPACT

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

ECONOMIC IMPACT/FUNDING SOURCE

The source of these funds is Property Operations.

ATTACHMENTS

- Apollo Plumbing & Heating, Inc. – Rate Sheet
- List of contractors that viewed IFB B23005
- Copy of IFB

ALTERNATIVES

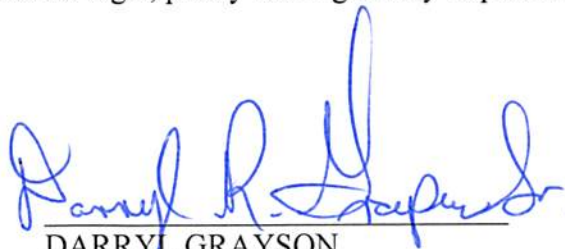
N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



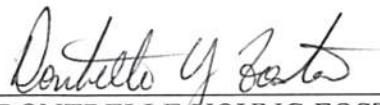
DARRYL GRAYSON

Interim Procurement Manager



LARRY WILLIAMS

Senior VP of Operations/Programs



DONTRELLE YOUNG FOSTER

President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12641

Resolution Approving to enter into a contract with Apollo Plumbing & Heating Inc.

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President / CEO is hereby authorized to execute required documents for approval of HABD entering into a contract with Apollo Plumbing & Heating Inc.

Adopted this 16th day of March 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

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

HABD Staff Representative: Kangi Drake

Date: Tuesday, March 7, 2023

Department: Rental Assistance Programs

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

Board Agenda Item(s):

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

Board of Commissioners' Committee Meeting Date/Time:

Approved by: Dontelle Young Foster, 3/3/2023
Dontelle Young Foster Date
President/CEO/Contracting Officer

Duration of Presentation: 5 Minutes

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

Extract from Minutes of Committee Meeting:

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

Department's Committee's Certification:

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

HABD Board Committee Member: Chairman Pantazis

Date: 3/07/2023

HABD Board Committee Member: Commissioner Lewis

Date: 3/07/2023

HABD Staff Member:

Kangi Drake

Date: 3/07/2023

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
REQUEST FOR BOARD ACTION
APPROVAL OF REVISION OF SECTION 8 ADMINISTRATIVE PLAN

March 16, 2023

INTRODUCTION

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

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

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

PURPOSE AND OBJECTIVE

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

DESCRIPTION AND JUSTIFICATION

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

POLICY IMPACT

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

ECONOMIC IMPACT/FUNDING SOURCE

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

ATTACHMENTS

Revisions to the Administrative Plan

ALTERNATIVES

N/A

RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



KANGI DRAKE

Director of Rental Assistance Programs



SETH EMBRY

Chief of Policy and Government Relations



DONTRELLE YOUNG FOSTER
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023- 12636

Resolution Approving the Revision of the Section 8 Administrative Plan

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

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

Adopted this 16th day of March 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

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

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

HUD's Verification Hierarchy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION XLV

Reexamination of Income and Family Circumstances

Annual Reexamination

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

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

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

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

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

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

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

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

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

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

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

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

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

Interim Redetermination of Rent

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

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

SECTION LI

Administrative Fee Reserve Expenditures

Administrative Fees

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

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

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

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

Eligible Expenses That May be Paid:

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

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

Administrative Fee Reserves 24 CFR 982.155

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

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

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

Administrative Fee Reserve Expenditures

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

SECTION LVIX

Greater Choice of Housing Opportunities for Housing Voucher Holders

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

~~EXHIBIT E~~

~~Temporary Provisions to the Administrative Plan~~

~~Option to use when verifying annual income:~~

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

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

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

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

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

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

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

Program Transfer

Participants that have reached the time limit allotted for the FYI Program (3 years or 5 years max) who are currently housed under the program when their time expires, may request to be transferred to the regular tenant-based voucher program as a special admissions family. Participants that are in good standing with program requirements are eligible for transfer.

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of the HABD Annual Plan for Fiscal Year (FY) 2024

March 16, 2023

INTRODUCTION

The HABD is required to submit a Five Year and Annual Plan to HUD in accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The Public Housing Authority (PHA) plan is a comprehensive guide to policies, programs, operations, and strategies for meeting goals related to local housing needs. The HABD PHA Plan was prepared in accordance with established HUD rules and regulations. It is through the PHA plan that the Authority receives capital funding and operating subsidy. The Authority is not eligible for funding under these programs if HUD does not approve the Authority's PHA Plan.

On October 23, 2015, HUD issued Notice PIH 2015-18 requiring the use of a revised streamlined PHA Five-Year and Annual Plan template (50075). According to the notice, the Authority is only required to provide information that has been revised or modified from the previous Annual Plan.

PURPOSE/OBJECTIVE

The purpose of this Request for Board Action is to obtain Board approval of the FY2024 PHA Annual Plan. The Authority is required to submit the PHA Annual Plan to comply with current HUD regulations and continue to receive HUD funding.

DESCRIPTION/JUSTIFICATION

The Authority has met the requirements under the QHWRA regarding resident participation through the Resident Advisory Board (RAB). The Authority provided copies of the plan to the members of the RAB. Additionally, the Authority posted the FY 2024 Plan elements on the HABD website, www.habd.org, in the Birmingham News and Birmingham Times. HABD staff met with the RAB on February 13, 2023 to discuss the plans and the comments are available for review. The public hearing requirement is being met on March 16, 2023.

POLICY IMPACT

This action is consistent with the Authority's policy to comply with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The submission and approval of the Authority's FY 2024 PHA Annual Plan will allow the Authority to continue to receive funding as indicated in the above introduction.

ATTACHMENTS

The HABD FY 2024 PHA Annual Plan was previously provided to the Board.

ALTERNATIVES

No alternatives were considered.

DRAFT RESOLUTION

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 required documents for submission of the HABD FY 2024 PHA Annual Plan 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 documents as referenced above.

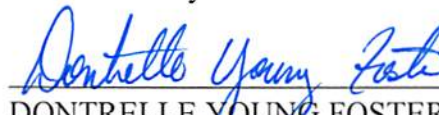
CERTIFICATION

The requested action is in conformance with all legal policy, regulatory requirements, and existing procurement practices and policies.



SETH EMBRY

Chief of Policy and Government Affairs



DONTRELLE YOUNG FOSTER

PRESIDENT/CEO

RESOLUTION NO. 2023-12642

Approval of the HABD Annual Plan for Fiscal Year (FY) 2024

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 required documents for submission of the HABD FY 2024 PHA Annual Plan 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 documents as referenced above.

Adopted this 16th day of March 2023

Attest:

Chairperson

Dontrelle Young Foster, Secretary