



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

May 8, 2024

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

NOTICE OF THE 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 **1:00 p.m. Thursday, May 16, 2024**, at the George W. McCoy Facility, located at 1301 25th Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to HABD.org for more information.

Sincerely,

Dontrelle Young Foster
President/CEO

DYF: ab

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



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

Thursday, May 16, 2024
1:00 p.m.
Agenda

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

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
 - a. Approval of Minutes, Regular Meeting, April 18, 2024
 - b. President/CEO's Report
 - c. Resolution 2024 -12708 Approval of Charge-Offs for Period Ended April 30, 2024
- V. Old Business**
- VI. New Business**
- VII. Finance and Accounting**
 1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended April 30, 2024
 2. Approval of Revision to Fiscal Year (FY) 2024 Operating Budgets
 3. Approval of Public Housing Operating Budgets for FYE June 30, 2025
- VIII. Real Estate Development**
 1. Approval of Award of Contract for Property Assessment Services
 2. Approval of Award of Contract for Architectural and Engineering Services
 3. Approval of Authorization to Negotiate a Letter of Intent with Pennrose, LLC
 4. Approval of Authorization to Negotiate a Letter of Intent with Corporate Realty
 5. Approval of Authorization to Submit a FY24 Choice Neighborhood Planning Grant Application

Board Agenda
May 16, 2024
Page 2

- IX. Presentation of Person(s) Desiring to Speak before the Board of Commissioners**
- X. Executive Session**
- XI. Adjournment**

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

The Commissioners of the Housing Authority of the Birmingham District met in a regular session at 2:30 p.m. on April 18, 2024, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

PRESENT:

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

ONLINE:

DeJuana L. Thompson, Vice-Chair

ALSO, PRESENT:

Dontrelle Young Foster, President/CEO
Seth Embry, Senior Advisor and Chief Strategist
Denita Bearden, Chief Administrative Officer
Melanie Baker, Interim Chief Financial Officer
Larry Williams, Chief Housing and Programs Officer
Kathy Gregory, Posh Realty
Josephine Banks, Human Resources
Marquita Hall, Community
Armon Matthews, Client Support Services
Meagan Holland, Director of Public Relations
Toraine Clausell, Director of IT Infrastructure & Operations
Roger Malone, Public Safety Assistant
Christin French, General Counsel
Emily Nelson, Executive Assistant
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

Adoption of Agenda

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

Consent Agenda

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

- a. The Regular Meeting Minutes of March 21, 2024, were approved.
The Public Hearing Minutes of March 21, 2024, were approved.
- b. The President/CEO’s Report was accepted.
- c. The Cumulative Low-Income Housing Finance Report for the Period Ending March 31, 2024, was approved.
- d. **Resolution** 2024 - 12702 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 March 31, 2024, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 7,003.00
Southtown Court, Ala.1-4R-----	1,500.00
Marks Village, Ala.1-6 -----	21,862.24
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	212.00
Collegeville Center, Ala.1-13-----	225.00
Harris Homes, Ala. 1-14-----	5,374.00
North Birmingham Homes, Ala.1-16-----	5,776.00
Cooper Green Homes, Ala.1-17-----	6,238.00
Kimbrough Homes, Ala.1-18-----	8,655.00
Benjamin Green Village, Ala.1-23-----	2,061.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	0.00
	Total \$ 58,907.13

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

Old Business

For old business, President Foster expressed her condolences to the family of Ms. Robin Hooks, who recently passed away. Ms. Hooks was a Client Support Specialist in Property Operations and had been working for HABD for ten years. President Foster acknowledged her dedication to the organization and stated that she would be greatly missed.

Next, President Foster mentioned that April is Fair Housing Month. She also thanked Mr. Seth Embry for hosting informative sessions about the history and significance of Fair Housing. Vice-Chair Thompson's participation in raising awareness was much appreciated. President Foster encouraged everyone to tune in to the social media platform during the month of April to listen to these sessions.

Next, for old business, President Foster called on Mr. Larry Williams, Chief Housing and Programs Officer, to provide an update on the concern raised by a resident regarding the use of HABD vans. As a follow-up, Mr. Williams indicated that Ms. Foster and the staff met with Elyton Resident Council and the residents to discuss the transportation status. During the meeting, it was clarified that the vans would only be used for client services purposes. Transportation to the Board meeting would have been considered a courtesy. If residents want to attend the Board meeting in person, they would have to arrange their transportation. Alternatively, they could participate in the meeting via Zoom.

President Foster added that she met with the CPAB, and the information was well received in addressing the residents' concerns.

New Business

For new business, President Foster requested an update on Cybersecurity from Mr. Toraine Clausell, Director of Information Technology and Infrastructure. Mr. Clausell briefly informed the Board of the Cybersecurity measures in place at HABD. He explained that HABD's data is safeguarded and managed by the IT solution providers. Additionally, HABD will be conducting updates to ensure the internal network's cybersecurity status is up-to-date.

Finance and Accounting

1. Approval of the Energy Performance Contract Agreement

Chairman Pantazis acknowledged the Approval of the Energy Performance Contract Agreement. Ms. Melanie Baker, the Interim Chief Financial Officer, explained that this agreement would help manage the expenses incurred in utilities. The energy studies will focus on identifying ways to reduce costs in utilities. HABD is expected to expend funds not to exceed \$500,000 for energy studies, technical assistance, legal services, engineering, architectural, pre-construction pricing, and other services related to program design for an energy performance contract. HABD intends and reasonably expects the expenditures made for such efforts will be reimbursed for the \$350,000 portion through the proceeds of

an anticipated tax-exempt municipal lease-purchase agreement for HABD's EPC Contract. Capital Grant Funding will reimburse the \$150,000 portion for the leak analysis. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted.

RESOLUTION NO. 12703

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District hereby authorizes the President/CEO the use of \$350,000 for predevelopment activities associated with the Energy Performance Contract Agreement and \$150,000 for water metering and leak analysis and to execute all required documents associated with the approval and utilization of these funds.

When called upon, the following voted as indicated:

YEA

Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

Property Operations

1. **Approval of Award of Contract for Landscaping Services and Alternatives for HABD Properties**

Chairman Pantazis acknowledged the Approval of Award of Contract for Landscaping Services and Alternatives for HABD Properties. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of this request was to obtain Board approval to proceed with the recommended contractor to provide landscaping maintenance services for Tom Brown Village and Rev. Dr. Morrell Todd Homes. An IFB was issued. Eleven (11) contractors submitted bids in response to the IFB. The bids were reviewed, and Green's Complete Lawn Care, LLC, submitted the lowest responsible and responsive bid. Therefore, management recommended awarding a contract to Green's Complete Lawn Care, LLC. Additionally, HABD identified alternate contractors to provide landscaping maintenance services at various properties. It was noted that in the event of the contractor's inability to fulfill their contractual obligations, HABD would move on to the next lowest responsible and responsive bidder. Upon motion by Commissioner Hood and seconded by Commissioner Barnes, the following resolution was unanimously adopted:

RESOLUTION NO. 12704

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 with Green's Complete Lawn Care, LLC. to provide lawn care/landscaping services for

Tom Brown Village & Rev. Dr. Morrell Todd Homes.

RESOLVED FURTHER by the Board of Commissioners of the Housing Authority of the Birmingham District to authorize the President/CEO to designate alternates to provide lawn care/landscaping services for Marks Village and Harris Homes-Royal Hill Landscaping, Elyton Village and Smithfield Court-The Moppers, Vacant Lots and North Birmingham-Royal Hill Landscaping, Cooper Green/Kimbrough Homes/Southtown Court-Royal Hill Landscaping, Freedom Manor/Tuxedo Terrace I&II (vacant lot & Prince Hall) Royal Hill Landscaping, Roosevelt City and Benjamin Green-CJ Lawn, McCoy Building/Warehouse/Dixie/Vault and Central Office-The Moppers.

RESOLVED FURTHER by the Board of Commissioners of the Housing Authority of the Birmingham District that if the contractor is unable to fulfill their contractual obligations, HADB will proceed to the next lowest responsible and responsive bidder.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated that said motion carried.

2. **Approval of Award of Contract for Casualty Fire Units**

Chairman Pantazis acknowledged the Approval of Award of Contract for Casualty Fire Units. Mr. Larry Williams indicated that the purpose of this request is to obtain Board approval to provide construction and repair services for three (3) burned units. An Invitation For Bid (IFB) was issued and emailed to 34 companies and 35 individuals. Three (3) contractors submitted bids in response to the IFB. The bids were reviewed. Safford Building Company submitted the lowest responsive and responsible bid. Therefore, management recommends awarding a contract to Safford Building Company in the amount of \$255,350.00. The three units are located in Elyton Village. After a brief discussion, upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted:

RESOLUTION NO. 12705

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 with Safford Building Company to provide construction and repair services of casualty fire units.

When called upon, the following voted as indicated:

YEA
Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

Executive

1. Approval to Execute the Above-Baseline Services Agreement with BPD

Chairman Pantazis acknowledged the Approval to execute the Above-Baseline Services Agreement with BPD. Mr. Larry Williams indicated that the purpose of this request is to seek board approval to enter into an agreement with the Birmingham Police Department to provide above-baseline police services to increase and enhance the safety, security, and welfare of HABD clients. The contract agreement reflects personnel changes for seven police officers, one sergeant, and one lieutenant to provide needed security functions in HABD’s housing communities. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted:

RESOLUTION NO. 12706

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District hereby authorize the President/CEO to execute the agreement of the Above Baseline Services with the Birmingham Police Department.

When called upon, the following voted as indicated:

YEA
Chairman Pantazis
Commissioner Hood
Commissioner Barnes

NAY

ABSTAINED

Chairman Pantazis indicated that said motion carried.

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

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

Executive Session

There was no business to discuss in an executive session.

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

Chairman

ATTEST:

Secretary



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

To: HABD Board of Commissioners

From: Dontrelle Young Foster 

Subject: President/CEO's Report

Date: May 16, 2024

1. On May 10, HABD leadership and staff attended a tour of Kipling Meadows in Foley, AL. Kipling Meadows is a 118-unit Build-to-Rent (BTR) single-family community less than 20 minutes from the Gulf Coast in Baldwin County, Alabama.
2. On May 8 and 9, HABD leadership and staff held a Strategic Planning Retreat with Quire Consulting. The retreat focused on hearing data and research collected from internal, external stakeholder interviews and resident community meetings as well as collaborative development of our next five year strategic plan. The final HABD Strategic Plan will be released this summer.
3. On May 7, HABD was awarded Fiscal Year 2024 capital funds in the amount of \$16,773,357 for capital improvements.
4. On May 6, HABD's Annual and 5-Year Plans were approved by HUD. These comprehensive plans outline our goals and efforts on the horizon and detail our agency's housing portfolio, programs, partnerships, and more.
5. On April 30, HABD staff attended the Annual Fair Housing Luncheon at the Vestavia Civic Center. The luncheon included keynote speakers and a panel discussion on the impact of mortgage lending and appraisal bias discrimination.
6. On April 26, HABD held an All-Staff Meeting at Smithfield Community Center. High-level updates were given from HABD leadership and staff about our progress this year and the direction HABD is moving in.
7. On April 23-25, HABD leadership, staff, and commissioners attended the Purpose Built Communities National Conference in Birmingham, AL. Purpose Built Communities is an initiative that aims to support local communities in catalyzing transformative change. Purpose Built Communities works with dynamic local leaders to cultivate and nourish an ecosystem of high-capacity, collaborative partners who invest directly in community-led

projects that uplift the legacy and support the vision of the people who have long called that neighborhood home

8. On April 15-18, Youthbuild case managers traveled to Philadelphia, Pennsylvania to attend the 2024 Peer-to-Peer Conference. While there, they engaged in various workshops centered around partnerships strategies, grant management, safety planning and more. Opportunities such as conferences and workshops, support professional development, and help represent our agency in new spaces.
9. On April 15, HABD was proud to welcome the HUD Region 4 Administrator to our Campus of Hope at Mark's Village. HABD was joined by representatives from various partner organizations for a roundtable discussion to share how we are working to promote the self-sufficiency of our residents.
10. The Office of Constituent Concerns (OCC) received a total of thirty-three (33) concerns for the month of April 2024. Twenty-eight (28) concerns for Rental Assistance Programs/Section 8, with the areas of concern mainly related to property inspections, non-rent payments, waiting lists, and voucher status. Five (5) concerns were received for Property Operations relating to maintenance and housing assistance/ Intake. A completion rate of 99% was achieved for the period. The remaining issues are being addressed and are expected to be completed in a few days.

DYF/en



President and CEO
Dontrelle Young Foster

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

May 16, 2024

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

RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of The Birmingham District that the President/CEO is hereby authorized to charge-off as April 30, 2024 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	\$22,077.00
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$4,218.26
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$11,044.15
Morrell Todd	ALA 1-11	\$41,427.00
Collegeville Center	ALA 1-13	\$0.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$749.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$33,892.00
Benjamin Greene	ALA 1-23	\$ 1,881.00
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	\$2,360.00
Total		\$ 117,648.41

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 MAY 16, 2024)

FOR PERIOD ENDED APRIL 30, 2024

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	5	21,480.00	-	822.00	-	-	(225.00)	-	22,077.00	7,003.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	1,500.00
Marks Village AL 1-6	4	4,218.26	-	-	-	-	-	-	4,218.26	21,862.24
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	4	11,116.15	-	32.00	-	-	(104.00)	-	11,044.15	-
Morell Todd AL 1-11	7	39,655.00	-	1,772.00	-	-	-	-	41,427.00	212.00
Collegeville AL 1-13	0	-	-	-	-	-	-	-	-	225.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	5,374.00
North Birmingham AL 1-16	1	749.00	-	-	-	-	-	-	749.00	5,776.00
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	6,238.00
Kimbrough AL1-18	5	33,217.00	-	1,050.00	-	-	(375.00)	-	33,892.00	8,655.00
Benjamin Greene AL 1-23	1	1,881.00	-	-	-	-	-	-	1,881.00	2,061.89
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	-
Tuxedo Court II AL-135	1	2,660.00	-	-	-	-	(300.00)	-	2,360.00	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
Grand Total	28	114,976.41	-	3,676.00	-	-	(1,004.00)	-	117,648.41	58,907.13

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
October 2022	17	18,584.00	30	41,691.41	1,799.60	17	41,691.41	414.71	39,477.10
November 2022	10	24,781.58	25	62,676.13	1,026.00	25	62,676.13	594.23	61,055.90
December 2022	23	18,805.22	19	21,076.91	1,857.60	19	21,076.91	659.06	18,560.25
January 2023	34	69,597.59	62	94,617.31	783.43	62	94,617.31	-	93,833.88
February 2023	41	89,143.74	32	54,328.81	6,895.87	32	54,328.81	4,156.28	43,276.66
March 2023	25	31,217.40	19	37,872.40	8,261.13	19	37,872.40	-	29,611.27
April 2023	25	27,526.51	20	50,123.94	2,267.33	20	50,123.94	-	47,856.61
May 2023	22	20,155.15	20	59,180.13	-	20	59,180.13	-	59,180.13
June 2023	7	7,158.57	25	42,829.57	1,859.87	25	42,829.57	-	40,969.70
July 2023	42	86,272.96	39	104,396.01	973.00	39	104,396.01	-	103,423.01
August 2023	30	60,973.64	40	94,608.77	3,583.79	40	94,608.77	-	91,024.98
September 2023	23	33,390.07	36	86,380.50	813.18	36	86,380.50	-	85,567.32
October 2023	30	41,691.41	36	99,568.27	275.89	36	99,568.27	-	99,292.38
November 2023	25	62,872.13	20	109,535.11	1,157.40	20	109,535.11	-	108,377.71
December 2023	19	21,076.91	13	32,479.71	1,582.00	13	32,479.71	-	30,897.71
January 2024	62	94,617.31	22	88,948.16	3,395.26	22	88,948.16	-	85,552.90
February 2024	32	54,328.81	24	59,179.87	11,027.30	24	59,179.87	-	48,152.57
March 2024	19	37,872.40	39	58,907.13	8,271.68	39	58,907.13	-	50,635.45
April 2024	20	50,123.94	28	117,648.41	-	-	-	-	117,648.41
Running Year Total		850,189.34	549	1,316,048.55	55,830.33	508	1,198,400.14	5,824.28	1,254,393.94

Dontrelle Young-Foster
President/CEO

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

HABD Staff Representative: Melanie Baker, /Interim CFO

Date: Friday, May 3, 2024

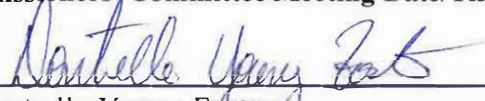
Department Finance

Board of Commissioners' Meeting Date: Thursday, May 16, 2024, at 1:30 p.m.

Board Agenda item(s):

1. Monthly Financial Report
2. Approval of Site, Central Office, Project-Based Rental Assistance Operating Budgets
3. Charge-Offs for the April of April 2024
4. Contract Register

Board of Commissioners' Committee Meeting Date/Time: Tuesday, May 7, 2024, at 10:00 a.m.

Approved by:  / 5/9/2024
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, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be pre entered to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action ().

BABD Board Committee Member: Chairman Pantazis Date: 05/07/24

HABD Board Committee Member: Commissioner Barnes Date: 05/07/24

HABD Staff Member: Melanie Baker, CFO Date: 05/07/24

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

Approval of Public Housing Operating Budgets for Fiscal Year Ending June 30, 2025

May 16, 2024

INTRODUCTION

The Authority implemented Project-Based Accounting and Asset Management Budget effective July 1, 2024, through June 30, 2025. A HUD requirement for implementing Project-Based Accounting is Board Approval of all Public Housing Operating Budgets.

PURPOSE/OBJECTIVE

The purpose of this action is to obtain Board approval of the detailed Public Housing Operating Budgets prepared in accordance with HUD accounting guidance.

DESCRIPTION/JUSTIFICATION

HUD accounting and asset management guidance prescribes detailed budgeting models and guidelines for implementing project-based budgeting and accounting. The budgets have been prepared in accordance with this guidance.

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. At the end of the HUD fiscal year, September, a proration factor is issued. The LIPH funding level is adjusted to HUD's proration factor. For budgeting purposes, a 94% proration factor in funding was factored into the annual budget.

POLICY IMPACT

Approval of the operating budget is required for compliance with HUD regulations.

ECONOMIC IMPACT/FUNDING SOURCE

The budget provides an efficient and effective measurement tool for evaluating the performance of the Asset Management for the Project-Based Rental Assistance Program.

ATTACHMENTS

Public Housing Operating Budget

ALTERNATIVES

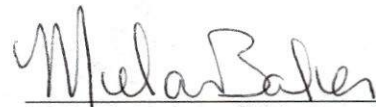
No other alternatives were considered.

RECOMMENDATION

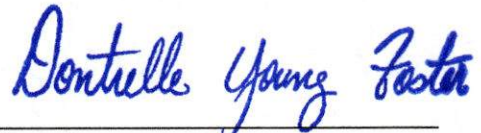
The President/CEO recommends that the Board approve this Request.

CERTIFICATION

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



Melanie Baker, CPA, Interim/CFO



Dontrelle Young Foster,
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION 2024-12709

**RESOLUTION APPROVING OF THE PUBLIC HOUSING OPERATING BUDGET FOR
THE FISCAL YEAR ENDING JUNE 30, 2025**

WHEREAS, the Commissioners of the Housing Authority of the Birmingham District have reviewed the following Operating Budget for the fiscal year ending June 30, 2025:

Public Housing Operating Budget

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, 2025, Operating Budget, copies of which are attached, for the Public Housing Operating Budget, 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 16th day of May 2024.

SECRETARY

CHAIRPERSON

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

HABD Staff Representative: Christie Hilliard, Real Estate Project Manager

Date: May 7, 2024

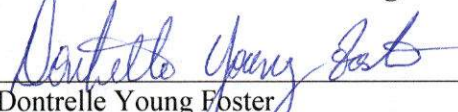
Department: Real Estate Development

Board of Commissioners' Meeting Date: Thursday, May 16, 2024, at 1:30 p.m.

Board Agenda Item(s):

1. Approval of Award of Contract for Property Assessment Services
2. Approval of Award of Contract for Architectural and Engineering Services
3. Approval of Authorization to Negotiate a Letter of Intent with Pennrose, LLC
4. Approval of Authorization to Negotiate a Letter of Intent with Corporate Realty
5. Approval of Authorization to Submit a FY24 Choice Neighborhood Planning Grant Application

Board of Commissioners' Committee Meeting Date/Time: Tuesday, May 7, 2024 at 1:30 p.m.

Approved by:  / 5/9/2024
Dontrelle Young Foster / Date
President/CEO/Contracting Officer

Duration of Presentation: 10 Minutes

Board Agenda Topic (Narrative): **HABD routinely utilizes services from third-party providers for architectural, engineering, environmental, and other related services. The two agenda items are to authorize the President and CEO to contract with such providers.**

Extract from Minutes of Committee Meeting: None

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: 5/7/2024

HABD Board Committee Member: Commissioner Barnes Date: 5/7/2024

HABD Staff Member: Christie Hilliard Date: 5/7/2024

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR PROPERTY ASSESSMENT SERVICES

May 16, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) routinely utilizes the services of firms that provide support for applications to HUD, including RAD applications and Demolition/Disposition applications, and services to evaluate conditions of HABD-owned real estate. These services include environmental assessments, physical needs assessments, and more.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to award contracts for property assessment services to selected firms.

DESCRIPTION AND JUSTIFICATION

On March 15, 2024, HABD issued Request for Qualifications (RFQ) No. Q24009 for Property Assessment Services. HABD requested Qualification Based Proposals (QBP) from qualified firms who are interested in being placed in a pool of providers. Anticipated services include environmental assessments and testing, physical needs assessments, and RAD Comprehensive Needs Assessments.

The selected firms will be provided a specific project scope for each project assigned and pricing will be negotiated at the time of project assignment. Upon review of price submittals, HABD may choose to negotiate with more than one firm in the professional pool.

HABD received four proposals, and after review and scoring, management recommends award of contract to the four entities: EDT-THA Architecture, LLC, AEI Consultants, ECS Southeast, LLC, and Dominion Due Diligence Group.

POLICY IMPACT

None.

ECONOMIC IMPACT/FUNDING SOURCE

Funding for work assigned to firms awarded contracts under this Board action will come from a variety of sources, to include Capital Fund Program, non-Federal/COCC sources, or HCV administrative fees. At the time a project is planned, a funding source will be identified.

ATTACHMENTS

RFQ No. Q24009, Buyer's Workbench, Tabulation Form

ALTERNATIVE

None

RECOMMENDATION

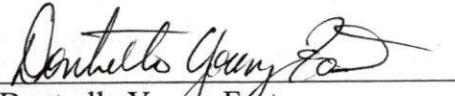
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12710

RESOLUTION APPROVAL OF AWARD OF CONTRACT FOR PROPERTY ASSESSMENT SERVICES

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with: EDT-THA Architecture, LLC, AEI Consultants, ECS Southeast, LLC, and Dominion Due Diligence Group for property assessment services.

Adopted this 16th day of May 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AWARD OF CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES

May 16, 2024

INTRODUCTION

The Housing Authority of the Birmingham District (HABD) routinely utilizes the services of architecture and engineering firms to support construction, modernization, and development projects. These firms provide critical services and expertise to HABD.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to award contracts for architect and engineering services to selected firms.

DESCRIPTION AND JUSTIFICATION

On March 6, 2024, HABD issues Request for Qualifications (RFQ) No. Q24008 for Architect and Engineering Services. HABD requested Qualification Based Proposals (QBP) from Architect and/or Engineering firms who are interested in being placed in HABD's "A/E Services Pool." Anticipated services include architectural design, engineering studies; preparation of drawings; specifications; site plans; structural, electrical and mechanical engineering; landscape architecture; cost estimates; bidding and contract administration; construction oversight/inspections; and energy audits.

The selected firms will be provided a specific project scope for each project assigned and pricing will be negotiated at the time of project assignment. Upon review of price submittals, HABD may choose to negotiate with more than one firm in the professional pool.

HABD received nine proposals, and after review and scoring, management recommends award of contract to the following entities: MBA Engineers, Inc., R. E. Warner & Associates, Inc., CCR Architecture & Interiors, Aho Architects, LLC, Dynamic Civil Solutions, Sherman Carter Barnhart Architects, and EDT-THA Architecture, LLC.

POLICY IMPACT

None

ECONOMIC IMPACT/FUNDING SOURCE

Funding for work assigned to firms awarded contracts under this Board action will come from a variety of sources, to include Capital Fund Program, non-Federal/COCC sources, or HCV administrative fees. At the time a project is planned, a funding source will be identified.

ATTACHMENTS

RFQ No. Q24008, Buyer's Workbench, Tabulation Form

ALTERNATIVE

None

RECOMMENDATION

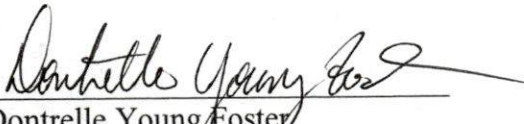
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12711

**RESOLUTION APPROVING AWARD OF CONTRACT FOR ARCHITECTURAL AND
ENGINEERING SERVICES**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with MBA Engineers, Inc., R. E. Warner & Associates, Inc., CCR Architecture & Interiors, Aho Architects, LLC, Dynamic Civil Solutions, Sherman Carter Barnhart Architects, and EDT-THA Architecture, LLC for architectural and engineering services.

Adopted this 16th day of May 2024 .

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AUTHORIZATION TO NEGOTIATE A LETTER OF INTENT WITH PENNROSE, LLC

May 16, 2024

INTRODUCTION

In support of HABD's mission to provide the highest standard of affordable housing, the Agency seeks to acquire Glenbrook at Oxmoor Valley from its current owner pursuant to a strategy to ensure the long-term sustainability of the property.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to negotiate a Letter of Intent with Pennrose-BLOC, LLC for the acquisition of Glenbrook at Oxmoor Valley.

A Letter of Intent will signal HABD's intent to negotiate a purchase agreement for the property, which would be executed only with the future approval of the Board of Commissioners.

DESCRIPTION AND JUSTIFICATION

Glenbrook at Oxmoor Valley is a 100-unit affordable (Low-Income Housing Tax Credit program) housing complex comprised of 50 public housing and 50 unsubsidized apartments constructed under the Hope VI program. HABD executed a Right of First Agreement for the property in 2008 which entitles HABD to purchase the project for Fair Market Value.

Following an initial outreach from Pennrose in 2020, HABD now wishes to begin formal negotiations to enter into a definitive purchase agreement with Pennrose for Glenbrook at Oxmoor Valley. The purchase agreement will outline the purchase price, any assumption of assets and liabilities, and enable HABD to reposition the property for long-term economic and physical viability.

HABD anticipates a nominal purchase price in consideration of the debt and capital needs of the property, to be further determined through due diligence processes.

POLICY IMPACT

None.

ECONOMIC IMPACT/FUNDING SOURCE

None.

ATTACHMENTS

None.

ALTERNATIVE

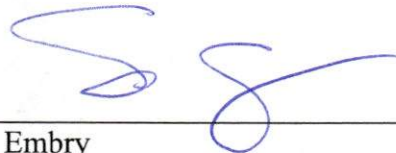
None.

RECOMMENDATION

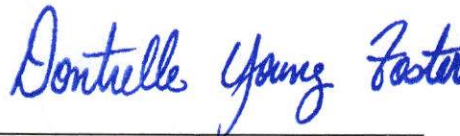
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12712

RESOLUTION FOR APPROVAL OF AUTHORIZATION TO NEGOTIATE A LETTER OF
INTENT WITH PENNROSE-BLOC, LLC

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to negotiate a letter of intent with Pennrose-BLOC, LLC for the acquisition of Glenbrook at Oxmoor Valley.

Adopted this 16th day of May 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AUTHORIZATION TO NEGOTIATE A LETTER OF INTENT WITH CORPORATE REALTY

May 16, 2024

INTRODUCTION

Corporate Realty is the owner and developer of The Star Uptown, the project to redevelop the former Carraway Hospital site. Corporate Realty approached HABD concerning a partnership to develop housing on lots owned by Corporate Realty in the Norwood and Druid Hills neighborhoods north of the redevelopment site.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the President and CEO to negotiate a Letter of Intent with Corporate Realty for the development of rental or for sale housing in on land currently owned by Corporate Realty. Early conversations have centered on single-family homes for sale, however market studies and assessments of the land available will be used to determine the highest and best use of the land, in accordance with HABD's mission and goals.

A Letter of Intent will signal HABD's intent to negotiate a purchase, joint development, or other cooperation agreement for construction of housing. Any final agreements will be brought before the Board of Commissioners for approval prior to execution.

DESCRIPTION AND JUSTIFICATION

HABD's goals include expanding the supply of affordable housing, increasing housing options, and advancing homeownership. A partnership with Corporate Realty resulting in the development of new affordable housing in the Norwood and Druid Hills neighborhoods advances these goals and positions HABD as a leader in community revitalization efforts.

HABD will consider all of its options and resources in negotiating the agreement, and will prioritize the needs of our residents and the Agency's strategic plans. The Letter of Intent will identify the sites to be built on, timeline of development, identification of any additional partners, and other factors.

POLICY IMPACT

None.

ECONOMIC IMPACT/FUNDING SOURCE

None.

ATTACHMENTS

None.

ALTERNATIVE

None.

RECOMMENDATION

The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12713

RESOLUTION FOR APPROVAL OF AUTHORIZATION TO NEGOTIATE A LETTER OF INTENT WITH CORPORATE REALTY

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to negotiate a Letter of Intent with Corporate Realty for the development of housing in connection with The Star Uptown development.

Adopted this 16th day of May 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

REQUEST FOR BOARD ACTION

APPROVAL OF AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE FY 2024 CHOICE NEIGHBORHOOD PLANNING GRANT

May 16, 2024

INTRODUCTION

HABD endeavors to explore all means available to facilitate the comprehensive redevelopment of its public housing properties, and to create vibrant, inclusive communities. In support of that goal, HABD seeks to apply for a Choice Neighborhood Planning Grant.

PURPOSE AND OBJECTIVE

The purpose of this request is to obtain Board approval to authorize the submission of an application for a Fiscal Year 2024 Choice Neighborhood Planning grant, with all required documentation and certifications by the President and CEO and Chairman of the Board of Commissioners.

DESCRIPTION AND JUSTIFICATION

HUD offers two types of grants under the Choice Neighborhoods program: Planning Grants and Implementation Grants. Planning Grants have a maximum award amount of \$500,000 and are used to develop a comprehensive neighborhood revitalization strategy, or "Transformation Plan."

HABD will partner with the City of Birmingham, neighborhood-based groups and other entities to support the development of the application. If awarded the grant, HABD will have 30 months to create the Transformation Plan. Also allowed under the grant are Early Action Activities, which are limited, physical neighborhood improvements undertaken during the planning process to support the planning process through engaging the community, building capacity, fostering social cohesion, or otherwise reinforcing the planning process.

POLICY IMPACT

None.

ECONOMIC IMPACT/FUNDING SOURCE

None.

ATTACHMENTS

None.

ALTERNATIVE

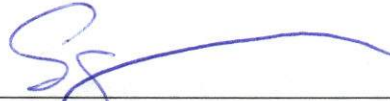
None.

RECOMMENDATION

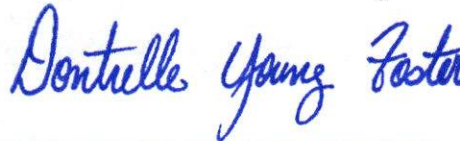
The President/CEO recommends adoption of this Resolution.

CERTIFICATION

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



Seth Embry
Senior Advisor and Chief Strategist



Dontrelle Young Foster
President/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2024-12714

RESOLUTION FOR APPROVAL OF AUTHORIZATION TO SUBMIT AN APPLICATION
FOR THE FY 2024 CHOICE NEIGHBORHOOD PLANNING GRANT

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO and Chairman of the Board of Commissioners are hereby authorized to submit an application for the FY 2024 Choice Neighborhood Planning grant, and to execute all documents necessary for the submission of said application.

Adopted this 16th day of May 2024

Attest:

Chairperson

Dontrelle Young Foster, Secretary

(Seal)