



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

May 4, 2023

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

### NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District is scheduled for **1:30 p.m. Thursday, May 18, 2023**, at the George W. McCoy Facility, located at 1301 25<sup>th</sup> Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to [HABD.org](http://HABD.org) for more information.

Sincerely,

  
**Dontrelle Young Foster**  
President/CEO

DYF: ab



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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

**Regular Board of Commissioners Meeting**  
**George W. McCoy Building**  
**1301 25<sup>th</sup> Avenue North**  
**Birmingham, AL 35204**

**Thursday, May 18, 2023**  
**1:30 p.m.**  
**Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
  - a. Approval of Minutes, Regular Meeting, April 20, 2023
  - b. President/CEO's Report
  - c. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2023
  - d. Resolution 12649 -2023 - Approval of Charge-Offs for Period Ended April 30, 2023
- V. Old Business**
- VI. New Business**
- VII. Property Operations**
  1. Approval of Revision to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing Over-Income Policy
- VIII. Rental Assistance Programs**
  1. Approval of Award of Contract for Call Center for the Housing Choice Voucher Program

**IX. Policy and Government Affairs**

1. Approval of Award of Contract for Legal Services

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

**XI. Executive Session**

**XII. Adjournment**

**MINUTES OF REGULAR MEETING OF THE COMMISSIONERS  
OF HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT  
HELD ON APRIL 20, 2023**

The Commissioners of the Housing Authority of the Birmingham District met in a regular session on April 20, 2023, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairman Pantazis, and upon roll call, those present and absent were as follows:

**PRESENT:**

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

**ABSENT:**

None

**ALSO, PRESENT:**

Dontrelle Young Foster, President/CEO  
Seth Embry, Chief of Policy and Government Affairs  
Christy French, General Counsel  
Ken Foreman, Director of Community Safety  
Calandra Jefferson Mitchell, Director of Human Resources  
Nicole Earle, Chief Real Estate Officer  
Kangi Drake, Director of Rental Assistance Programs  
Larry Williams, Senior Vice President of Operations/Programs  
Kelleigh Gamble, VP of Strategic Initiatives  
Peggy Hayden, Resident Freedom Manor  
Armon Matthews, Interim VP of Community Engagement  
Melanie Baker, Interim Chief Financial Officer  
Denita Bearden, Chief Administrative Officer  
Reginald Sims, Adroit Enterprise, LLC  
Adriene Gadsden, Community  
Ronald Wyer, Hope Inspired Ministries  
Meagan Holland, Director of Public Relations  
Torraine Clausell, Director of IT Infrastructure & Operations  
Alicia Bibbs, Executive Office Coordinator

Chairman Pantazis declared a quorum was present.

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

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

- a. The Minutes of the Regular Meeting on March 16, 2023, were approved.
- b. The President/CEO’s Report was accepted.
- c. The Cumulative Low-Income Housing Financial Report for the period ending March 31, 2023, was accepted.
- d. Resolution 12643-2023 – 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 February 28, 2023, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$2,653.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	16,333.00
Smithfield Court, Ala. 1-9-----	2,498.00
Tom Brown Village, Ala.1-10-----	2,416.83
Morrell Todd Homes, Ala.1-11-----	3,723.02
Collegeville Center, Ala.1-13-----	6,701.00
Harris Homes, Ala. 1-14-----	594.00
North Birmingham Homes, Ala.1-16-----	5,111.60
Cooper Green Homes, Ala.1-17-----	817.00
Kimbrough Homes, Ala.1-18-----	11,352.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34-----	2,129.36
Tuxedo II Ala 1-35-----	0.00
	<b>\$54,328.81</b>

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

Elyton Village, Ala. 1-1-----	\$7,308.00
Southtown Court, Ala.1-4R-----	0.00
Marks Village, Ala.1-6-----	7,538.11
Smithfield Court, Ala. 1-9-----	9,137.40
Tom Brown Village, Ala.1-10-----	0.00
Morrell Todd Homes, Ala.1-11-----	867.00
Collegeville Center, Ala.1-13-----	1,459.00
Harris Homes, Ala. 1-14-----	0.00
North Birmingham Homes, Ala.1-16-----	10,533.00
Cooper Green Homes, Ala.1-17-----	2,513.00
Kimbrough Homes, Ala.1-18-----	1,885.00
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Freedom Manor Ala 1-21-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Tuxedo I Ala 1-34-----	2,356.00
Tuxedo II Ala 1-35-----	0.00
	<b>\$37,872.40</b>

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated said motion carried.

**Old Business**

There was no old business for discussion.

**New Business**

For new business, President Foster informed the Board of an incident on one of our public housing sites. She indicated that an investigation was being conducted, and counseling was available for residents and staff. An increase in police patrol was in place to deter any other occurrences on the site. Chairman Pantazis asked that President Foster keep the Board updated on this matter.

Next, President Foster reported that HABD held a Groundbreaking at Edgehill at Southtown. Construction began on the first phase of the family building. The senior building was anticipated to close sometime in May. President Foster publicly thanked the staff for a job well done on the groundbreaking event.

HABD was selected as a finalist for the Choice Neighborhood Implementation Grant. A CNI site visit with the HUD officials was scheduled for HABD on May 11th.

HABD was awarded \$5 Million for the Housing Choice Vouchers Program. The funds were an increase from last year’s award. The funds will be used for the Homeownership Program and to administer additional vouchers to our participants.

Chairman Pantazis congratulated President Foster and the staff for their hard work and a job well done on the groundbreaking and the HCV Award. Chairman Pantazis said he would like a continuing update on how our developer partners propose to develop connectivity in our new buildings regarding Wi-Fi access. He wants to ensure there is current infrastructure for Wi-Fi, internet, and connectivity for the residents.

**Human Resources**

**1. Approval of Award of Contract for Temporary Services**

Chairman Pantazis acknowledged the Approval of the Award of a Contract for Temporary Staffing Services. The Director of Human Resources indicated that a Request for Proposal (RFP) solicitation was issued to secure Temporary Employee firms. Eight (8) contractors/individuals submitted proposals in response to the RFP. All were deemed responsible and responsive. HABD recommends awarding a contract to the top four (4) highest-ranked proposals, Spherion Staffing Services, Snelling Staffing, Infojini Consulting, and Corporate Temp. The firms will be utilized according to the requested positions and qualifications the contractors specialize in to fill Clerical/Administrative, Finance, and Maintenance/Laborer positions. The contract is not to exceed \$1,200,000 a year for two years, with the option to renew once a year for up to three years. After a brief discussion, upon motion by Vice-Chair Thompson and seconded by Commissioner Hood, the following resolution was adopted:

**RESOLUTION NO. 12644**

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 Temporary Employee Services contracts with Spherion Staffing Services, Snelling Staffing, Infojini Consulting, and Corporate Temp.

When called upon, the following voted as indicated:

**YEA**

**NAY**

**ABSTAINED**

Chairman Pantazis  
Vice Chair Thompson  
Commissioner Hood  
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

**Property Operations**

**1. Approval of Award of Contract to Purchase Hydraulic Dump Trailers**

Chairman Pantazis acknowledged the Approval of Contract to Purchase Hydraulic Dump Trailers. The Senior VP of Property Operations, Mr. Larry Williams indicated that an Invitation for Bid (IFB) solicitation was issued to procure up to eight (8) Hydraulic Dump Trailers. The tow behind trailers are to be utilized in assisting staff with heavy lifting of larger discarded items. Two (2) contractors submitted bids in response to the IFB and all were deemed responsible and responsive. HABD recommends awarding a contract to Shaver Specialty Services & Sales. If the lowest bidder cannot provide units in a timely manner, HABD will proceed to the next lowest bidder which is Dominic Equipment Sales. Upon a motion by Commissioner Hood and second by Vice Chair Thompson, the following resolution was adopted:

**RESOLUTION NO. 12645**

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 HABD to purchase up to eight (8) Hydraulic Dump Trailers from Shaver Specialty Services, Inc.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairman Pantazis  
Vice Chair Thompson  
Commissioner Hood  
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

**Real Estate Development**

**1. Approval of Award of Contracts for Landscaping Maintenance Services for Vacant Houses and Lots**

Chairman Pantazis acknowledged the Approval of the Award of the Contract for Landscaping Maintenance Services for Vacant Houses and Lots. The VP of Strategic Initiatives, Mr. Kelleigh Gamble, indicated that an Invitation for Bid (IFB) solicitation was issued to secure landscaping maintenance services. The services include but are not limited to; mowing the grass, pruning, shearing, and trimming of bushes and groundcovers, and debris removal. The landscaping and maintenance will be performed on vacant houses and lots totaling forty-one parcels throughout the Birmingham Area. Eight (8) contractors submitted bids in response to the IFB and seven (7) were deemed



responsible and responsive. The bids were reviewed and evaluated. Management recommends awarding a contract to the following contractors, Royal Hill, Frontline Landscaping, Henley & Young. After a brief discussion, upon motion by Vice-Chair Thompson and seconded by Commissioner Hood, the following resolutions were adopted:

**RESOLUTION NO. 12647**

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 Landscaping Maintenance Services for Vacant Houses and Lots with Royal Hill, Henley & Young, and Frontline Landscaping.

When called upon, the following voted as indicated:

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

Chairman Pantazis indicated said motion carried.

2. **Approval of Bridge Loan Agreement to the Benoit Group for the Southtown Senior Development**

Chairman Pantazis acknowledged the Approval of the Bridge Loan Agreement to the Benoit Group for the Southtown Senior Development. The Chief Real Estate Officer, Ms. Nicole Earle, indicated that the purpose of this approval is to authorize HABD to provide a commitment letter and a \$1,000,000 Bridge Loan Agreement to the Benoit Group (TBG). The Bridge Loan will be used to fill the funding gap for the closing of the Southtown Senior project created by the timing of the City of Birmingham’s HUD 108 loan approval. The Bridge Loan will be issued at a 1% rate with a maximum term of 12 months.

Chairman Pantazis noted that he reviewed the Board's action and had no objections to the request. Commissioner Barnes noted her concern regarding the verbiage in the Purpose and Objection section that pertained to “the maximum term of 12 months or until the HUD 108 loan funds have been released”. She recommended that the language be consistent with the resolution. Chairman Pantazis confirmed that the Board was voting on the language stated in the resolution. President Foster stated if the Board prefers to add the language “*or six months with a maximum of 12 months,*” we can certainly make the change. Commissioner Hood did not have any objections and noted that he was comfortable with the resolution as is. Chairman Pantazis stated that he would not want to delay the closing any further and asked if there were any other questions or concerns. There were no other questions or comments. After the discussion, upon motion by Commissioner Hood and seconded by Vice Chair Thompson, the following resolutions were adopted:

**RESOLUTION NO. 12648**

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 HABD entering a Bridge Loan Agreement with a maximum term of 12 months at an interest rate of 1% to the Benoit Group for the Southtown Senior project and to authorize the President and CEO or her designee to sign all the required documents to execute the loan closing.

When called upon, the following voted as indicated:

YEANAYABSTAINED

Chairman Pantazis  
Vice Chair Thompson  
Commissioner Hood  
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

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

Chairman Pantazis acknowledged persons desiring to speak before the Board and called on Ms. Adriene Gadsden. Ms. Gadsden made brief remarks and thanked the Board and President Foster for the opportunity to complete her goals on the Family Self-Sufficiency Program. She stated that she would not be here without HABD. Commissioner Barnes congratulated Ms. Gadsden and offered her a scholarship to the Barnes School of Real Estate. A round of applause was made.

**Executive Session**

Chairman Pantazis acknowledged the executive session to discuss a legal matter. Attorney Christy French acknowledged the subject matter was appropriate under Alabama Code 36-25A-7 for an executive session to discuss a legal matter. Upon motion by Commissioner Barnes and seconded by Commissioner Hood, the Board went into executive session for approximately 30 minutes.

When called upon, the following voted as indicated:

YEANAYABSTAINED

Chairman Pantazis  
Vice Chair Thompson  
Commissioner Hood  
Commissioner Barnes

Chairman Pantazis indicated said motion carried.

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

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:** May 10, 2023

1. The Strategic Initiatives department was proud to receive a \$1,000 grant from First Horizon Bank Foundation for HABD's 501(c)(3), the *Magic City Housing Development Corporation*.
2. On May 12, 2023, the Board of Commissioners held its quarterly Work Session. The purpose of the Work Session was to present the PHA score indicators and their roles, discuss various department updates, and review Committee material.
3. The FSS and ROSS team hosted their Family Self-Sufficient Graduation ceremony. Many participants obtained their GED, started a business, or found gainful employment. We could not be more proud of their success or our Program Coordinators for their efforts to equip participants with the tools they need to thrive. Congratulations to the team for a wonderful event.
4. HABD hosted a site tour with HUD Officials for the CNI Grant. HABD is one of eight finalists for a \$50 million HUD Choice Neighborhoods Implementation grant! Should HABD be named an awardee, we will partner with our co-applicant - the City of Birmingham - to transform Smithfield Court and the larger Smithfield, Graymont, and College Hills neighborhoods.
5. The second round of meetings with Cooper Green residents was held to discuss the future plans of the property as they pertained to our *Thrive 2035* plan. The meetings were open to HABD staff, residents, and the Board and provided an opportunity for updates and to answer any new questions that residents may have had.
6. The Office of Constituent Concerns (OCC) received the following concerns: Eight (8) concerns for the Rental Assistance Programs and Section 8 regarding rent payments, landlord inquiries, and housing assistance, one (1) concern for Procurement and four (4) concern for Public Housing regarding housing assistance. We had a 100% completion rate for the period.

DYF/

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

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

**Date:** Friday, May 5, 2023

**Department** Finance

**Board of Commissioners' Meeting Date:** Thursday, May 18, 2023, at 1:30 p.m.

**Board Agenda Item(s):**

1. Monthly Financial Report
2. April Charge-Off's
3. Contract Register

**Board of Commissioners' Committee Meeting Date/Time:** Friday, May 12, 2023, at 9:50 a.m.

Approved by: Dontrelle Young Foster / 5/9/2023  
Dontrelle Young Foster Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):**

**Extract from Minutes of Committee Meeting:**

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

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, 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: 05/12/2023

**HABD Board Committee Member:** Commissioner Barnes Date: 05/12/2023

**HABD Staff Member:** Melanie Baker, CFO Date: 05/12/2023

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

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Projected
	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	March 31, 2023	April 30, 2023	April 30, 2023	Variance	May 30, 2023
<b>Revenue:</b>																		
Tenant Rental Revenue	446,121	435,833	419,045	450,554	462,772	436,624	452,277	421,921	459,425	457,230	473,083	471,718	480,119	670,846	583,193	516,667	66,527	435,833
Other Tenant Revenue	25,999	8,608	15,203	1,663	5,373	17,673	25,416	20,287	4,941	8,268	0	48,545	5,041	5,947	7,523	16,667	(9,144)	8,608
Operating Subsidy	2,175,252	2,166,605	2,166,635	3,130,427	3,130,427	2,508,297	2,586,618	2,586,618	2,508,297	2,558,127	2,644,318	2,913,832	2,872,536	1,890,290	1,890,290	2,267,777	(377,487)	2,508,297
Management Fees - Capital Fund		435,863	47,556	631,452	535,411	397,545	295,006	83,969	98,383	84,595	214,451	214,451	214,451	214,451	214,451	214,451	0	275,000
Insurance Proceeds	20,470		35,133			8,006	3,500	86,000	4,385							5,667	(5,667)	3,912
<b>Total Revenue</b>	<b>2,667,842</b>	<b>3,046,909</b>	<b>2,683,572</b>	<b>4,214,096</b>	<b>4,133,982</b>	<b>3,368,145</b>	<b>3,362,816</b>	<b>3,198,795</b>	<b>3,075,431</b>	<b>3,108,220</b>	<b>3,331,852</b>	<b>3,648,547</b>	<b>3,572,146</b>	<b>2,781,534</b>	<b>2,695,457</b>	<b>3,021,228</b>	<b>(325,771)</b>	<b>3,231,650</b>
<b>Expenses:</b>																		
<b>Administration:</b>																		
Salaries/Benefits/Adm Exp	605,552	627,339	721,809	408,175	345,844	353,588	376,065	367,924	373,088	321,094	734,855	438,585	499,675	541,529	589,755	713,000	(123,245)	482,102
<b>Total Administration</b>	<b>605,552</b>	<b>627,339</b>	<b>721,809</b>	<b>408,175</b>	<b>345,844</b>	<b>353,588</b>	<b>376,065</b>	<b>367,924</b>	<b>373,088</b>	<b>321,094</b>	<b>734,855</b>	<b>438,585</b>	<b>499,675</b>	<b>541,529</b>	<b>589,755</b>	<b>713,000</b>	<b>(123,245)</b>	<b>482,102</b>
<b>Asset Management Fee</b>																		
<b>Tenant Services</b>																		
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	83,932	71,587	148,333	(76,747)	175,000
<b>Total Tenant Services</b>	<b>114,216</b>	<b>129,076</b>	<b>128,758</b>	<b>102,797</b>	<b>107,819</b>	<b>285,310</b>	<b>113,957</b>	<b>137,685</b>	<b>120,455</b>	<b>105,525</b>	<b>131,265</b>	<b>81,094</b>	<b>80,616</b>	<b>83,932</b>	<b>71,587</b>	<b>148,333</b>	<b>(76,747)</b>	<b>175,000</b>



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

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Projected
	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	March 31, 2023	April 30, 2023	April 30, 2023	Variance	May 30, 2023
<b>Utilities:</b>																		
Water	31,626	97,148	137,498	164,445	183,553	91,199	122,174	124,143	136,298	367,744	176,610	358,086	644,965	68,572	172,377	139,525	32,852	145,000
Electricity	115,128	176,210	174,271	212,150	234,835	185,876	106,773	146,490	318,727	678,991	241,714	40,214	218,620	182,318	149,144	122,017	27,126	202,500
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	76,599	87,872	20,621	57,551	(36,930)	26,000
Sewer	115,492	550,166	169,985	663,976	668,349	491,264	520,693	267,134	230,596	489,439	142,359	501,817	260,819	182,835	476,745	371,098	105,647	400,125
<b>Total Utilities</b>	<b>294,469</b>	<b>868,410</b>	<b>515,885</b>	<b>1,066,587</b>	<b>1,109,295</b>	<b>788,923</b>	<b>780,835</b>	<b>608,719</b>	<b>747,847</b>	<b>1,568,032</b>	<b>603,598</b>	<b>953,801</b>	<b>1,201,003</b>	<b>521,597</b>	<b>818,886</b>	<b>690,192</b>	<b>128,695</b>	<b>773,625</b>
<b>Maintenance:</b>																		
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	794,205	693,632	1,208,333	(514,702)	669,750
<b>Total Maintenance</b>	<b>560,848</b>	<b>526,110</b>	<b>777,591</b>	<b>487,753</b>	<b>644,959</b>	<b>651,286</b>	<b>670,719</b>	<b>759,025</b>	<b>598,936</b>	<b>540,012</b>	<b>948,996</b>	<b>730,335</b>	<b>770,336</b>	<b>794,205</b>	<b>693,632</b>	<b>1,208,333</b>	<b>(514,702)</b>	<b>669,750</b>
<b>Protective Services:</b>																		
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	141,093	0	137,235	(137,235)	137,235
<b>Total Protective Services</b>	<b>85,592</b>	<b>2,659</b>	<b>0</b>	<b>208,794</b>	<b>389,973</b>	<b>3,215</b>	<b>3,208</b>	<b>3,213</b>	<b>828,724</b>	<b>274,470</b>	<b>4,823</b>	<b>411,706</b>	<b>0</b>	<b>141,093</b>	<b>0</b>	<b>137,235</b>	<b>(137,235)</b>	<b>137,235</b>
<b>General Expenses:</b>																		
Insurance	156,766	156,766	156,766	156,766	167,628	156,766	125,461	140,701	153,692	153,692	140,701	140,701	159,898	150,663	151,248	107,000	44,248	156,766
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	1,236	501	22,292	(21,791)	71,250
Mixed Finance Operating Subsidy	19,593	19,593	0			5,141	0	0	557,259	148,207	170,751	87,685	74,103	34,226	227,101	81,588	145,513	19,593
<b>Total General Expenses</b>	<b>196,095</b>	<b>473,493</b>	<b>162,916</b>	<b>172,407</b>	<b>195,690</b>	<b>337,471</b>	<b>127,796</b>	<b>141,313</b>	<b>724,771</b>	<b>306,047</b>	<b>311,452</b>	<b>229,313</b>	<b>234,867</b>	<b>186,124</b>	<b>378,850</b>	<b>210,880</b>	<b>167,970</b>	<b>247,609</b>
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	94,667	54,329	37,872	50,124	54,838	(4,714)	34,950
<b>Total Collection Loss</b>	<b>89,144</b>	<b>31,217</b>	<b>27,527</b>	<b>20,155</b>	<b>7,159</b>	<b>86,273</b>	<b>60,974</b>	<b>33,390</b>	<b>41,691</b>	<b>62,676</b>	<b>20,177</b>	<b>94,667</b>	<b>54,329</b>	<b>37,872</b>	<b>50,124</b>	<b>54,838</b>	<b>(4,714)</b>	<b>34,950</b>
<b>Total Routine Operating Expenses</b>	<b>1,945,937</b>	<b>2,658,305</b>	<b>2,334,486</b>	<b>2,466,669</b>	<b>2,800,738</b>	<b>2,506,065</b>	<b>2,133,554</b>	<b>2,051,270</b>	<b>3,435,513</b>	<b>3,177,856</b>	<b>2,755,165</b>	<b>2,939,501</b>	<b>2,840,826</b>	<b>2,306,351</b>	<b>2,602,833</b>	<b>3,162,811</b>	<b>(559,978)</b>	<b>2,520,271</b>
<b>Debt Service on Energy Performance Contract</b>	<b>251,075</b>	<b>251,075</b>	<b>251,075</b>	<b>251,075</b>	<b>251,075</b>	<b>260,878</b>	<b>260,878</b>	<b>260,878</b>	<b>67,189</b>	<b>67,189</b>	<b>67,189</b>	<b>267,705</b>	<b>267,705</b>	<b>267,705</b>	<b>268,705</b>	<b>267,705</b>	<b>1,000</b>	<b>251,075</b>
<b>Cash Flow - (Use of Reserves)</b>	<hr/>																	

**Housing Authority of the Birmingham District  
Revenue and Expense Statement  
For Period Ended April 30, 2022**

	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	February 28, 2022	March 31, 2022	April 30, 2022
<b>Revenue:</b>												
Tenant Rental Revenue	417,514	657,852	445,084	425,053	411,998	441,835	441,835	441,607	451,167	446,121	435,833	419,045
Other Tenant Revenue	29,329	2,426	39,521	26,246	11,375	11,375	4,657	24,925	9,021	25,999	8,608	15,203
Operating Subsidy	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	2,175,252	2,166,605	2,166,635
Management Fees - Capital Fund	0	7,495,960	0	41,468	69,152	0	63,949	0	0		435,863	47,556
Insurance Proceeds	(505,407)	466,360	189,391	5,669	0	31,224		0	0	20,470		35,133
Other Income	25,001	(38,538)	2,450	4,601	4,667	10,958	738	886				
CARES Act		2,902,165	74,996	654,397	258,710	176,030						
<b>Total Revenue</b>	<b>2,429,622</b>	<b>14,219,227</b>	<b>3,017,965</b>	<b>3,435,996</b>	<b>3,052,245</b>	<b>2,876,413</b>	<b>8,139,586</b>	<b>5,117,208</b>	<b>2,635,431</b>	<b>2,667,842</b>	<b>3,046,909</b>	<b>2,683,572</b>
<b>Expenses:</b>												
<b>Administration:</b>												
Salaries/Benefits/Adm Exp	772,965	3,911,481	586,872	812,708	798,490	332,714	738,181	732,347	681,966	605,552	627,339	721,809
<b>Total Administration</b>	<b>772,965</b>	<b>3,911,481</b>	<b>586,872</b>	<b>812,708</b>	<b>798,490</b>	<b>332,714</b>	<b>738,181</b>	<b>732,347</b>	<b>681,966</b>	<b>605,552</b>	<b>627,339</b>	<b>721,809</b>
<b>Tenant Services</b>												
Salaries/ben/other	197,593	884,680	182,118	188,479	134,631	119,199	155,242	170,197	118,326	114,216	129,076	128,758
<b>Total Tenant Services</b>	<b>197,593</b>	<b>884,680</b>	<b>182,118</b>	<b>188,479</b>	<b>134,631</b>	<b>119,199</b>	<b>155,242</b>	<b>170,197</b>	<b>118,326</b>	<b>114,216</b>	<b>129,076</b>	<b>128,758</b>
<b>Utilities:</b>												
Water	100,837	154,317		143,400	68,144	42,600	203,231	222,251	36,314	31,626	97,148	137,498
Electricity	106,070	(124,894)		149,313	107,515	23,497	157,960	346,581	70,998	115,128	176,210	174,271
Gas	36,496	(6,047)	588	19,140	1,149	34,367	50,148	12,854	19,286	32,242	44,886	34,131
Trash	42,403	62,982		30,952		32,373	39,505	39,292	0	115,492	550,166	169,985
Sewer	329,269	182,925		412,867	189,634	129,423	575,731	677,515	51,609			
<b>Total Utilities</b>	<b>615,075</b>	<b>269,283</b>	<b>588</b>	<b>755,672</b>	<b>366,442</b>	<b>262,260</b>	<b>1,026,575</b>	<b>1,298,494</b>	<b>178,207</b>	<b>294,489</b>	<b>868,410</b>	<b>515,885</b>





# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

## REQUEST FOR BOARD ACTION

May 18, 2023

### RESOLUTION

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

Development	No.	Amount
Elyton	ALA 1-1	443.00
Southtown	ALA 1-4	0.00
Marks Village	ALA 1-6	5,387.60
Smithfield Court	ALA 1-9	0.00
Tom Brown Village	ALA 1-10	0.00
Morrell Todd	ALA 1-11	6,391.00
Collegetown Center	ALA 1-13	11,231.00
Harris Homes	ALA 1-14	1,349.00
North Birmingham Homes	ALA 1-16	14,164.73
Cooper Green Homes	ALA 1-17	7,566.00
Kimbrough Homes	ALA 1-18	0.00
Benjamin Greene	ALA 1-23	0.00
Roosevelt City	ALA 1-30	0.00
Freedom Manor	ALA 1-21	0.00
Mason City I	ALA 1-40	0.00
Mason City III	ALA 1-42	0.00
Tuxedo I	ALA 1-34	0.00
Tuxedo II	ALA 1-35	3,591.61
<b>Total</b>		<b>50,123.94</b>

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 18, 2023)**

FOR PERIOD ENDED APRIL 30, 2023

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	1	293.00	-	225.00	-	-	(75.00)	-	443.00	7,308.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	4	2,607.60	-	2,780.00	-	-	-	-	5,387.60	9,137.40
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	0	-	-	-	-	-	-	-	-	867.00
Morell Todd AL 1-11	5	5,584.00	-	807.00	-	-	-	-	6,391.00	1,459.00
Collegeville AL 1-13	1	11,306.00	-	-	-	-	(75.00)	-	11,231.00	-
Harris Homes AL 1-14	1	929.00	-	495.00	-	-	(75.00)	-	1,349.00	10,533.00
North Birmingham AL 1-16	5	12,154.73	-	2,010.00	-	-	-	-	14,164.73	2,513.00
Cooper Green AL 1-17	2	7,716.00	-	-	-	-	(150.00)	-	7,566.00	1,885.00
Kimbrough AL1-18	0	-	-	-	-	-	-	-	-	1,814.00
Benjamin Greene AL 1-23	0	-	-	-	-	-	-	-	-	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	2,356.00
Tuxedo Court II AL-135	1	3,591.61	-	-	-	-	-	-	3,591.61	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>20</b>	<b>44,181.94</b>	<b>-</b>	<b>6,317.00</b>	<b>-</b>	<b>-</b>	<b>(375.00)</b>	<b>-</b>	<b>50,123.94</b>	<b>37,872.40</b>

	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
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	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	-	-	-	-	-	-	-
<b>Running Year Total</b>		<b>564,807.19</b>	<b>459</b>	<b>756,503.82</b>	<b>64,578.63</b>	<b>445</b>	<b>756,503.82</b>	<b>123,286.57</b>	<b>568,638.62</b>

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:** Friday, May 12, 2023

**Department:** Property Operations

**Board of Commissioners' Meeting Date:** Thursday, May 18, 2023

**Board Agenda Item(s):**

1. Revisions to the Admissions and Continued Occupancy Policies

**Board of Commissioners' Committee Meeting Date/Time:** Thursday, May 18, 2023, at 1:30 p.m.

**Approved by:** Dontrelle Young Foster / 5/9/2023  
Dontrelle Young Foster / Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):** The purpose of this Request for Board Action is to revise the public housing Admissions and Continued Occupancy Policies related to Over-Income Families

**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: 05/12/2023

**HABD Board Committee Member:** Commissioner Barnes Date: 05/12/2023

**HABD Staff Member:** Larry Williams Date: 05/12/2023

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**REQUEST FOR BOARD ACTION**

**Revisions to the Admissions and Continued Occupancy Policies**

**May 18, 2023**

**INTRODUCTION**

The Housing Opportunities Through Modernization Act of 2016 (HOTMA) establishes an income limitation for continued occupancy in public housing. The statute requires that after a family's income has exceeded the over-income limit for two consecutive years, a PHA must either terminate the family's tenancy within six months or charge the family the alternative non-public housing rent. HABD instituted a policy to adjust the rent of over income families starting in 2021, and recent Federal Register and PIH Notices provided additional guidance for PHAs to implement the requirement.

**PURPOSE/OBJECTIVE**

The purpose of this Request for Board Action is to obtain Board approval to revise the public housing Admissions and Continued Occupancy Policies related to Over-Income Families. HUD requires PHAs to fully implement the requirements by June 14, 2023.

**DESCRIPTION/JUSTIFICATION**

Public housing is a resource to provide affordable housing to low-income families. Thus, the Federal government has determined that it is in the public interest to ensure all public housing units are occupied by households that do not have an income in excess of the over-income limit. The over-income limit is the income limit for a very low-income (VLI) family multiplied by 2.4. As an example, the current income limit for a VLI family is \$33,950 (family of two). The over-income limit for a two-person household would therefore be \$81,480.

Families that are determined to exceed the over-income limit have 24 months before HABD will take any action. The alternative rent is the higher of the Fair Market Rent or the per unit month subsidy<sup>1</sup>.

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<sup>1</sup> The per unit month subsidy, or PUM, is the combined monthly amount of operating subsidy and Capital Fund grant provided to the property, per unit.

HABD has the option of either allowing the family to stay in the unit or terminating the family's lease. At this time, HABD has determined it will allow families to continue to reside in the unit and pay the alternative rent. Currently, 48 households have incomes that exceed the over-income limit. Those families will be notified in person and case managed to explore their options for both housing and supportive services to continue economic growth and graduate from public housing.

This ACOP revision largely continues the policy in effect, and thus no additional public hearing is required. However, the current public housing lease will have to be modified and a non-public housing over income lease will have to be created. Both of those documents will be presented to the Board of Commissioners for approval. HABD will provide at least 30-day notice to tenants and the CPAB to provide an opportunity for the submission of written comments on the updated modified public housing lease.

Additional revisions bring ancillary policy into compliance with the new regulations.

### **POLICY IMPACT**

This action is consistent with HUD regulations and ensures continued compliance.

### **ECONOMIC IMPACT/FUNDING SOURCE**

This policy will have a negligible economic impact as a small minority of families (approximately 1%) will be impacted by this policy.

### **ATTACHMENTS**

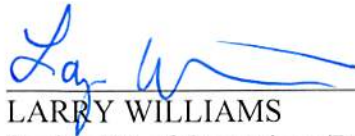
The proposed revisions are attached to this request.

### **ALTERNATIVES**

As stated in this request, HABD determined to allow over-income families to remain in the unit and pay an alternative rent. HABD does have the option to terminate the tenancy of over-income families in accordance with HUD regulation.

### **CERTIFICATION**

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



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LARRY WILLIAMS  
Senior VP of Operations/Programs



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DONTRELLE YOUNG FOSTER  
PRESIDENT/CEO

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

RESOLUTION NO. 2023-12650

**Resolution approving revisions to the public housing Admissions and Continued  
Occupancy Policies related to Over-Income Families**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the Chairman is authorized to execute required documents for the approval of the implementation of the revision of the Public Housing Admissions and Continued Occupancy Policies.

RESOLVED FURTHER that the President/CEO is authorized to implement the revision of the Public Housing Admissions and Continued Occupancy Policies effective immediately.

Adopted this 18<sup>th</sup> day of May 2023

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)



#### SECTION 4. DEFINITION OF TERMS

ALTERNATIVE NON-PUBLIC HOUSING RENT - Alternative non-public housing rent (alternative rent) is the monthly amount a PHA must charge non-public housing over-income (NPHOI) families, if allowed by PHA policy to remain in a public housing unit, after they have exceeded the 24 consecutive month grace period. The alternative rent is defined at 24 CFR 960.102, as the higher of the Fair Market Rent (FMR) or per unit monthly subsidy. The monthly subsidy provided for the unit, is determined by adding the per unit assistance provided to a public housing property as calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund.

NON-PUBLIC HOUSING OVER-INCOME FAMILY – a family that has exceeded the over-income limit for 24 consecutive months who remains in a public housing unit, as allowed by PHA policy, paying the alternative rent. These families are no longer public housing program participants and are unassisted tenants.

OVER-INCOME FAMILY - a family whose annual income (not adjusted income) exceeds the OI limit. This term includes families that are in the grace period or afterwards, but prior to termination and are still public housing program participants.

OVER-INCOME LIMIT – the maximum amount of income a household can have and remain a public housing resident. This amount is determined by multiplying the applicable income limit for a very low-income (VLI) family, as defined in 24 CFR 5.603(b), by a factor of 2.4 (i.e., 120 percent of the AMI).



## **APPENDIX C**

### **OVER-INCOME FAMILIES**

#### **24 CFR 960, Subpart E**

##### **Policy on Families Exceeding the Income Limit**

No family may live in a public housing unit with an income exceeding the over-income limit for more than 24 consecutive months.

If HABD determines a family has exceeded the over-income limit, HABD will provide written notice to the family of the over-income determination no later than 30 days after the income examination, stating their responsibility to pay the alternative rent at the end of a 24-month grace period. The family may request a hearing in accordance with HABD policy if it disputes the determination that its income exceeds the over-income limit.

Families with incomes exceeding the over-income limit will be provided a 24-month grace period starting from the date HABD determined the family exceeded the over-income limit.

Twelve months from the initial determination, HABD will conduct an income examination if the family's income has not already fallen under the over-income limit. HABD will provide written notification of the results of the reexamination within 30 days of its completion, including the family's responsibility to pay the alternative rent after the conclusion of the grace period, if the family has remained over income for 12 consecutive months. HABD will provide the current alternative rent in the notice as an estimate. The family may request a hearing in accordance with HABD policy if it disputes the determination that the family exceeded the over-income limit.

Twenty-four months after the initial determination of over-income status, HABD will conduct an income examination to verify the over-income status unless the family has already reported income under the over-income limit. If HABD determines the family exceeded the over-income limit for 24 consecutive months, HABD will provide the family a notice within 30 days of the income examination. The family may request a hearing in accordance with HABD policy if it disputes the determination that the family exceeded the over-income limit.

Families that have exceeded the over-income limit for 24 consecutive months will be charged the alternative rent and required to execute a new, non-public housing lease within 60 days of the notice. There are no exceptions to this policy.

Families that fail to execute the non-public housing lease within 60 days of the notice will be terminated. Families must exceed the over-income limit for 24 consecutive months to be subject to the alternative rent.

An over-income family will continue to be a public housing program participant until the family executes a new non-public housing lease or HABD terminates the tenancy of the family.

Non-public housing over-income (NPHOI) families cannot participate in public housing programs, participate in resident councils, or receive a utility allowance. NPHOI families may only be admitted to HABD's public housing program according to HABD's eligibility and admission policies.

HABD will submit a report annually to HUD that specifies, as of the end of the prior calendar year, the number of families residing in public housing with incomes exceeding the over-income limit and the number of families on the waiting lists for admission to public housing projects. The report will be publicly available.

### 2023 Over-Income Limits

Persons in Family	1	2	3	4	5	6	7	8
Very Low Income Limit (50% of AMI)	\$ 29,700	\$ 33,950	\$ 38,200	\$ 42,400	\$ 45,800	\$ 49,200	\$ 52,600	\$ 56,000
Over-Income Limit	\$71,280	\$81,480	\$91,680	\$101,760	\$109,920	\$118,080	\$126,240	\$134,400

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

**HABD Staff Representative:** Kangi Drake

**Date:** Friday, May 12, 2023

**Department:** Rental Assistance Programs

**Board of Commissioners' Meeting Date:** Thursday, May 18, 2023

**Board Agenda Item(s):**

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

**Board of Commissioners' Committee Meeting Date/Time:**

**Approved by:** Dontrelle Young Foster 5/5/2023  
Dontrelle Young Foster Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 5 Minutes

**Board Agenda Topic (Narrative):** The purpose of this request is to obtain Board approval for the award for contract for call center services for the Housing Choice Voucher Program

**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: 5/12/2023

**HABD Board Committee Member:**

Date:

**HABD Staff Member:**

Kangi Drake

Date: 5/12/2023

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL OF AWARD FOR CONTRACT FOR CALL CENTER FOR HOUSING CHOICE VOUCHER PROGRAM**

May 18, 2023

#### **INTRODUCTION**

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified agencies that are capable of providing call center services for the Housing Choice Voucher Program. The successful proposer will timely answer, respond to, and direct calls from applicants, program participants, property owners, and other stakeholders. The live response call center provides information to callers and attempts to resolve their issues or concerns during their initial phone call per HABD policy and procedures. The call center includes system access for status reporting upon requests.

#### **PURPOSE AND OBJECTIVE**

The purpose of this request is to obtain Board approval to procure call center services for the Housing Choice Voucher Program. The HCV Program receives, at minimum 400-600 calls per day inquiring about a variety of subject matters. Employees are expected to professionally and timely respond to, and answer, all calls, emails, and voice mail messages within 48 hours. Within the past year, the HCV Program's voucher allocation size has increased approximately 1,092 units. We anticipate continuing the growth of our department and expanding other special program options, opportunities, and available programs. The current call volume and increasing program size is, at this point, beyond the capacity that we can facilitate, along with other required daily activities and objectives.

#### **DESCRIPTION AND JUSTIFICATION**

A Request for Proposal (RFP), No. P23004, was published. The RFP was emailed to 357 contractors/individuals. Additionally, it was available in the HABD Central Office as well as posted on the HABD and the Housing Agency Marketplace websites. Lastly, the solicitation was advertised in the Birmingham News and Birmingham Times Papers.

Fifteen (15) contractors/individuals submitted proposals in response to the RFP and all were deemed responsible and responsive. The proposals submitted were evaluated by the appointed evaluation committee. Gilson Call Center Services received an overall score of 88 points and submitted a responsive and responsible offer. Therefore, Management recommends the award of a contract to Gilson Reception and Call Center Services to provide call center services for the Housing Choice Voucher Program.



**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 Administrative Fees

Gilson Call Center Services \$4,500/week; (\$900 per day)

**ATTACHMENTS**

- List of Contractors that viewed RFP No. P23004
- Copy of RFP

**ALTERNATIVES**

N/A

**RECOMMENDATIONS**

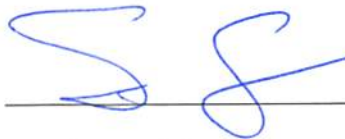
The President/CEO recommends adoption of this Resolution.

**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 Affairs



\_\_\_\_\_  
DONTRELLE YOUNG FOSTER  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2023-12651**

**Resolution approving the award of contract for Call Center Services for the Housing Choice Voucher Program**

**RESOLVED** by the Board of Commissioners for the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute the required documents for approval of HABD to procure call center services with Gilson Reception Call Center Services.

**Adopted this 18<sup>th</sup> day of May 2023**

**Attest:**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Dontrelle Young Foster, Secretary**

**(Seal)**

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

**HABD Staff Representative:** Seth Embry

**Date:** Friday, May 12, 2023

**Department:** Policy & Government Affairs

**Board of Commissioners' Meeting Date:** Thursday, May 18, 2023

**Board Agenda Item(s):**

1. Legal Services Contracts

**Board of Commissioners' Committee Meeting Date/Time:**

**Approved by:** Dontelle Young Foster / 5/9/2023  
Dontelle Young Foster Date  
President/CEO/

**Duration of Presentation:** 5 Minutes

**Board Agenda Topic (Narrative):** The purpose of this Request for Board Action is to obtain Board approval to enter into contracts for legal services.

**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: 5/12/2023

**HABD Board Committee Member:** Commissioner Barnes Date: 5/12/2023

**HABD Staff Member:** Seth Embry Date: 5/12/2023

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL OF AWARD OF CONTRACTS FOR**

#### **Legal Services**

**May 18, 2023**

#### **INTRODUCTION**

The Housing Authority of the Birmingham District (HABD) has determined to fulfill its need for legal services through the use of external legal firms in several areas, namely, General Counsel and Litigation, Real Estate, Employment, and Evictions. This board action relates to all of the aforementioned areas with the exception of Employment.

#### **PURPOSE/OBJECTIVE**

The purpose of this Request for Board Action is to obtain Board approval to award contracts to legal firms to provide legal services to HABD.

#### **DESCRIPTION/JUSTIFICATION**

HABD currently retains five legal firms to provide legal services to the Agency. To ensure HABD is receiving the best services as competitive prices, Request for Proposal (RFP) No. P23002 was published on January 4, 2023 to secure the services of qualified legal firms to assist HABD in all aspects. The RFP was posted and emailed to 636 firms and individuals with 21 viewers. In addition, it was available in the HABD Central Office as well as posted on the HABD and Housing Agency Marketplace websites. The solicitation was also advertised in the Birmingham News and Birmingham Times.

HABD received responses from five (5) firms and all were deemed responsible and responsive. A selection committee was appointed by the President/CEO according to Agency policy and evaluated the submissions. All firms were also interviewed to provide additional context to their responses. After evaluating all firms, staff recommended that contracts be awarded to the below listed firms for the areas indicated.

- General Counsel/Litigation: Petway, French, and Ford, LLC
- Real Estate: Reno & Cavanaugh and Wallace, Jordan, Ratliff, & Brandt
- Evictions: Cloud, Willis, & Ellis



Due to the significant workload for legal services, staff recommend two firms be offered contracts for real estate legal services. Together, the selected real estate firms will provide HABD with the right blend of local and national expertise to ensure HABD has the best possible outcomes as it relates to ongoing and future redevelopment activities.

Contracts under this solicitation will have an initial term of two years, with options to extend in one-year periods, for a total of up to five years. Legal work under these contracts will be assigned under task orders.

### **POLICY IMPACT**

The recommended contracts will allow HABD to receive the counsel and services required to navigate legal issues presented in the normal course of business.

### **ECONOMIC IMPACT/FUNDING SOURCE**

To date this fiscal year, HABD has spent approximately \$300,000 on legal services. HABD anticipates spending similar amounts over the course of the contracts to be issued per this request, however, real estate legal services are likely to increase due to the cost selected firms and the expected increase in development activity. The funding source for the firms will vary depending on the services rendered, for example HCV Administrative fees, COCC, or the Capital Fund grant.

### **ATTACHMENTS**

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

### **ALTERNATIVES**

Other than an internal legal department, there are no alternatives to the requested action.

### **RECOMMENDATION**

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

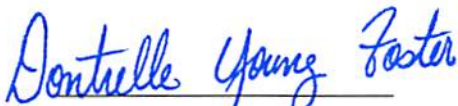
### **CERTIFICATION**

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



**Seth Embry**

**Chief of Policy and Government Affairs**



**Dontrelle Young Foster**

**President/CEO**

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2023-12652**

**Resolution Approving the Award of Legal Services Contracts**

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

Adopted this 18th day of May 2023

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)