

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
MICROSOFT VIRTUAL TEAMS MEETING
DIAL IN: 915-255-2469
CONFERENCE ID: 932 797 999#
Waco, Texas
July 21, 2020
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - RAD calendar and possible site work ups
 - ST Development Model Financial Projections for the first five years
 - ST Tenant RAD meeting – July 22, 2020 at 2pm
 - Options for strategic planning
- VI. Department Reports
- VII. New Business
 - RESOLUTION NO. 3821 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$197,272.60 FOR REHAB OF 7 UNITS AT KATE ROSS AND 1 UNIT AT ESTELLA MAXEY
 - RESOLUTION NO. 3822 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$37,672.56 FOR STAIRCASE REPAIRS AT KATE ROSS APARTMENTS
 - BOARD MEETING DATE CHANGE & APPROVAL TO BEGIN OCT. 1 (BEGINNING NEW FISCAL YEAR).
- IX. Consideration of Future Agenda Items
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
Board Room
Waco, Texas
June 23, 2020
12:00 Noon

- I. Call to Order
Chair Malcolm Duncan Jr. called the meeting to order at 12:01 p.m.
- II. Establishment of Quorum
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos, Connie Mack
Commissioners absent: Shirley Langston
- III. Hearing from Visitors
 - Recognition of Officials
There were no officials present.
- IV. Approval of Minutes
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the February 2020 Board Meeting. Commissioner Susan Cowley made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- V. Updates
President/CEO Milet Hopping updated the Board on the RAD process and reported that we received the tax credit award from TDHCA. We have started our wish list for Estella Maxey on a homier, neighborhood look. Allied Orion reviewed our files at South Terrace with management and the files were in order and very clean. For COVID-19 we are currently operating under modified work hours. We are currently working diligently to ensure we are prepared for another shutdown to include purchasing a secure signature software, communications software, and virtual desktops for staff. It was agreed upon by all board members to postpone the President/CEO performance review to August.
- VI. Department Reports
Administrative Services and Information Technology – Vice President Annie Botsford
Administrative Services
Everything for Admin was usual business.

Information Technology
Everything for IT was usual business.

Operations –Vice President Gloria Dancer
Rising Images
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.
MOD
Everything for IT was usual business.

PUBLIC HOUSING
Everything for public housing was usual business.

MAINTENANCE
The Maintenance Department continues to work on make readies.

Section 8 and Community Services- President/CEO Milet Hopping
Section 8
Everything for S8 was usual business.

Community Services
Everything for CS was usual business.

FINANCE – Vice President Doris Holtman
Everything for Finance was usual business.

VII. New Business

- RESOLUTION NO. 3820 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO

Milet Hopping explained to the Board that this resolution is for the HUD Requirement of submitting the annual report to the City of Waco. Chair Malcolm Duncan Jr. asked for a motion to approve Resolution No. 3820. Vice Chair Susan Cowley made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3820

A copy of this resolution may be found in the resolution file

VIII. Consideration of Future Agenda Items

New Board Meeting date/times beginning October 1, 2020.

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:59 pm.

Secretary

Chair of the Board

Seal

Administrative Services Department June 2020 Report

- Offices opened to staff only May 26, 2020 with a staggered/reduced work schedule.

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **775** checks
- Travel and Training: *Rental Assistance Demonstration (RAD) Program 2020 Awardee Virtual Training* June 16, 17, 18, 23 & 24, 2020 – Milet Hopping, Rebecca Ellis, Annie Botsford, Gloria Dancer, and Edwina Viera attended the Webinar.
- Applications
 - **201** Public Housing (**up by 92** when compared to May 2020)
 - **0** VASH
- Processed **1,140** pieces of incoming mail
- Processed **5,791** pieces of outgoing mail
- Proofed all department monthly reports
- Made **10,217** copies for departments
- Sent out **176** Late Notices for Public Housing
- Sent out **249** Notices of Concern
- Sent out **524** Utility Notices

Clients and Visitors

For the month of March, there were a total of **0 persons** that checked into the computerized receptionist in the lobby. **0** of those checked in as “no appointment” and were taken care of by the Administrative Secretaries.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. For the month of June 2020 Raintree had a total of 80 units in the program, 37 very low income and 43 low income. Based on the compliance audit completed, 6 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. For the month of June 2020, Picadilly had 6 qualifying units in the program, 5 very low income and 1 low income. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. For the month of June 2020, Cimmaron had a total of 63 units in the program, 27 very low income and 36 low income. Based on the compliance audit completed, 4 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. For the month of June 2020, Hunnington had a total of 46 units in the program, 17 very low income and 29 low income. Based on the compliance audit completed 5 files was reviewed, no corrections were required and Hunnington was in compliance.

Information Technology (IT)

June 2020

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed with-in 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.

- **Web Page**

- Waco Housing Authority web page address is www.wacopha.org

- **Server, Computer, and Phone Systems Uptimes**

- Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network system had no down time.

- **Miscellaneous**

- Completed first virtual board meeting
- Started implementation of Secure sign for email delivered signature and data collection
- Procured laptop computers for key personnel, to allow flexible work options
- implemented webcams to applicable staff to allow for social distancing and virtual meetings between departments and outside resources
- Continue virtual job interview routine, to allow staff to fill jobs from a social distance, and provided training to Human Resources and Managers
- Completed our first virtual Court meeting over zoom (eviction proceedings, Rising Images property)
- Advancing our emergency preparation plan, work from home options, documents, and communications
- Working on solution for virtual orientations
- Held virtual Resident counsel meeting
- Sent out Digital opt in letter, and created a form on wacopha.org to opt in for digital business
- Procured web based outbound calling solution to provide staff with a method of getting text to clients, as well as notifications

JUNE WEB STATISTICAL

Total users



Pageviews (total traffic)



Sessions (total visits)

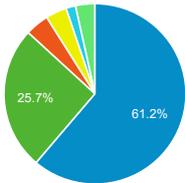


Pageviews by Page

Page	Pageviews
/ (Home PAGE)	2,262
/page/section_8	431
/page/waitinng_list	334
/page/homepage	285
/page/public_housing_ops	257
/page/contact_form	188
/page/departments	171
/page/forms	149
/page/employment	146
/page/helpful_links	145

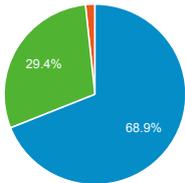
Users by (referral) Source

- google
- (direct)
- m.facebook.com
- bing
- facebook.com
- Other



Traffic by device

- mobile
- desktop
- tablet

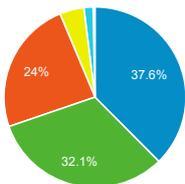


Pageviews by City

City	Pageviews
Waco	2,223
Dallas	724
San Antonio	343
Houston	166
Waxahachie	165
Austin	141
Fort Worth	108
Temple	72
McAllen	65
Killeen	45

Users by Operating System

- iOS
- Android
- Windows
- Macintosh
- Chrome OS
- Other



Rising Images, Inc.
Board Report for June 2020

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
Picadilly	6	0	100%
Raintree	156	5	97%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$47,937.42	\$50,210.00	\$49,673.75	100%
Hunnington	\$32,821.92	\$33,170.00	\$32,615.00	100%
Misty Square	\$7,566.00	\$7,695.00	\$7,690.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$4,224.00	\$4,224.00	100%
Raintree	\$88,615.00	\$92,005.00	\$86,521.39	94%

Contracts

Administration

Cimmaron and Hunnington are in compliance with the requirements for the Affordable Housing Program.

Raintree and Picadilly are in compliance with the requirements for the Affordable Housing Program.

Modernization Department

June 2020 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$982,944.60	83%	91%	August 15, 2023
2018/518	\$1,820,616.00	\$613,282.73	34%	44%	May 28, 2024
2019/519	\$1,904,253.00	\$571,275.90	15%	30%	April 15, 2025

Current Projects

Public Housing

- **Unit Rehab & Fire Damage Repair**
 - **Recommend awarding to Zamco Services for \$197,272.60**
 - **Resolution No. 3821 for approval on July Board Meeting agenda**

- **Staircase Repairs at Kate Ross**
 - **Recommend awarding to Zamco Services for \$37,672.56**
 - **Resolution No. 3822 for approval on July Board Meeting agenda**

Rising Images

Section 8 Board Report – June 2020

The Section 8 Department has leased a total of 2616 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	2411	2371
Hill County	268	225
Somervell County	424	20
Totals	3103	2616

The Waiting List is closed for McLennan County, Hill County and Somervell County.

There are 57 applicant families searching for a place to live currently.

Waco	57
Hill County	0
Somervell County	0
Total	57

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through July 2020.

Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number housed in Waco	63

Ineligible	140
Total	79 %

Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number Housed in Waco	47

Ineligible	18
Total	77 %

HUD Reports

No reports due currently.

Staff

There are four vacancies for caseworkers at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Housing Operations Monthly Report

June 2020

Public Housing Report

Staff

Total Employees – 10 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –762

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list

Notification for assistance mailed	0
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	0
Units rejected by applicant	0
Total applicants not qualified	13

There were (0 due to COVID) orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	13	2	11
Estella Maxey	24	24	0
South Terrace	20	20	0
Total	57	46	11

We have completed 99% of certifications for this month. According to PIC submission we have reported 99% certifications for the year.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	0	0	0
South Terrace	0	0	0
Total	0	0	0

Percentage of Rent Collected

94% of the rent for June was collected.

Last Quarterly Average was -99% for January –February-March

Occupancy Percentage

The occupancy percentage for June was 81%; we did not meet our goal of 97%.

Last Quarterly Average was 87% for January –February-March

Maintenance Report

Staff

Total Employees – 18, 3 Temporary Staff – 1 Vacant Tech. | Estella Maxey, 1 Vacant Aide A Estella Maxey, 1 Vacant Utility Laborer Kate Ross

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	77	82%	14
Estella Maxey	115	78%	26
South Terrace	63	96%	3
Total	255	85%	43

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.93 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	72	72	0
Over 24 hours	0	0	0
Total	72	72	0

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

June Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
0	0	0	0

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
123.86	42.13	6.16	172.15

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 163.83, this puts us over by 152 days. Due to staffing shortages and the recent high number of move outs staff have had problems turning enough units each week to reduce the turnover days.

June Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	218	286	76%
Estella Maxey	282	362	78%
South Terrace	224	248	90%
Overall Occupancy	724	896	81%

Public Housing consists of 902 dwelling units, six are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 19-20

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	153	153
Estella Maxey	362	134	134
South Terrace	248	100	100
Overall Occupancy	896	369	369

Fleet Vehicle Inspection

Total Vehicles Inspected – 0 No vehicle had major repairs for the month of June 2020

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes /Lighting Repairs (all sites/building lights and streetlights) Gas Meter Repair/Service/Pest Control (all sites)

Accident free days by staff FY 2019/2020

Maintenance staff has accumulated 184 accidents free days with (58) fifty-eight loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing prior to starting work is conducted daily at Maintenance.

Expenditures

Monthly Budget	\$30,248.34
June 2020	\$32,414.67

Security Report for June 2020

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY		1				
ASSAULTS						
Agg. Assault				1		
Sexual Offense	2	2		1		1
Simple Assault	2	13		2	2	7
Family Violence	6	20		8		3
BURGLARY						
Habitation		8	1	1	1	3
Auto	1	1			2	6
AUTO THEFTS	1	2		1		
ARSON						
CRIMINAL TRESPASS	1	7	2	5	2	5
CRIMINAL MISCHIEFS	3	8		3	3	9
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor		1		1		
DRUGS CONFISCATED		0.2gr		64gr		4.0gr
Pills						
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	21	118	5	42	9	62
Security	8	66	4	22	1	27
INCIDENT REPORTS						
Other Agency	16	93	5	37	8	56
Security	7	55	4	19	1	25
Assist						
SECURITY HOURS	171.25	1472.25	189.75	1561	184.25	1568.5

**Community Services Report
June 2020**

SENIOR SERVICES: Melissa Johnson, Coordinator; L.B.S.W. Coordinator

Site	Physical and Mental Health	Nutrition	Client Education Info	Social Activities	Referrals	Home Visits	Office Visits	Special Events
Estella Maxey	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due to Covid-19
Kate Ross	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due to Covid-19
South Terrace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due to Covid-19

Volunteer Hour for May: 0

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	30	Attempted Home Visits	0	Misty Square Visits	0
Home Visits	0	Center Visits	0	Office Visits	0

Other SW activities:

Met with Salvation Army & WISD regarding Sanctuary House Resident; Researched best practices for Covid Response in Public Housing; Coordinated Future Outreach with FHC; Newsletters sent to educate public housing residents about Covid and how to stay healthy; Volunteers to help with phone calls to aged and disabled residents; Ground visits with residents; Attended Homeless Coalition Meeting; Communication with BU about Fall Social Work Student; Attended Section 3 Webinar.

Agency Networking Contacts June 2020

Salvation Army, Sanctuary House, Adult Protective Services, Baylor University School of Social Work, Texas Home Health, Family Health Center, WISD Communities in Schools, Prosper Waco, Homeless Coalition, CRCG, Crestview NH

FAMILY SELF SUFFICIENCY PROGRAM: Coordinators: Judy Perry, L.B.S.W. & Theresa Salinas, L.B.S.W.

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	New Home
EM-11, KR-5, ST-10 PH-26 S8-65, VASH-0 TOTAL-91	1	2	0	0	1	0

FSS Advisory Board Meeting:

The next board meeting will be held September 2020.

FSS Orientation: Coordinators enroll individually unless there are several tenants interested in joining at one time.

FSS Meeting Report: FSS Meetings are cancelled until further notice due to Coronavirus & renovations at the church per Sandy.

2019 & 2020 FSS Calendar

June – No FSS Meeting due to Covid-19 & church renovations

July – No FSS Meeting held

August – No FSS Meeting held

September 22nd – FSS Annual Appreciation Banquet

FSS Clients' Goal Accomplishments

PH client graduated from the FSS Program, got married, & moved off PH subsidized housing assistance
Three FSS clients established an Escrow account
S8 cleaning up credit for home ownership later this year
S8 opened new account for escrow due to increase income and rent
S8 began receiving deposits in escrow again due to household income and rent increase

FSS Clients' Goal Accomplishments

PH FSS client graduated from the FSS Program
Two PH clients become eligible for Escrow deposits
S8 FSS client established Escrow account

Referrals

Economic Stimulus Check website link
EOAC Rental Assistance Program
Caritas S8
Crestview Food Pantry
Home Ownership Programs (Grassroots, NeighborWorks, Habitat)
HUD Explanation of rent
PIH HUD's Youth Art Competition
Resources available during Covid-19
WHA FSS Program – Escrow help
TWS – Job NOW resources, childcare, free internet, etc. & other resource info
Social Security Office Information

Other Activities

Worked with PH FSS client who had suicide ideation, sought help w/MHMR MCOT, resources due to financial hardship, & rent issues
Shared success story on former S8 FSS Grad & business owner
Assisted 2 S8 clients that faced financial hardship due to Covid, provided resources & utilized escrow
Discussion with S8 landlord regarding FSS client's income/rent change after hours, dealt with some complaints & visited w/S8 regarding matter to ensure no issues
Attended "Psychological Effects of Covid-19 Pandemic on Individuals and Families"
Attended Comprehensive Diag. Evaluations webinar – 1 free CEU
Registered for First Responder' Suicide Prevention webinar
Attended "Spiritual Perspectives in Personality Functioning" webinar
Requested update regarding Baylor Intern for 2020
Attended "Spirituality & Mental Health" webinar
Searched for resources for clients regularly
Attended "You, Your Teens & Covid-19" & CFPB, "Your Money, Your Goals..." webinars

Judy's Hours

Theresa's Hours

Admin	46	Admin	30.5
Client Time	26	Client Time	56.5
Escrow	11	Escrow	17.5
Comm/Mtgs	4	Comm/Mtgs	3
Conf. Trainings	9	Conf./Trainings	5
COVID-19(Home hours)	52	COVID-19(Home hours)	54
Family Leave	20	Family Leave	3.5
Sick Leave	10	Sick Leave	10
Grant	2		
TOTAL	180	TOTAL	180

RESIDENT SERVICES: Earnest Ward, Coordinator of Residents

South Terrace:

- Meeting cancelled

Kate Ross:

- Meeting cancelled

Estella Maxey:

- Meeting cancelled

June Time Totals: Resident Services

Administrative....	160 hrs.
HV:	0 hrs.
Com. Ser.	0 hrs.
Vacation	0hrs
Holiday	0 hrs.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant	Exempt
South Terrace	8	5	3	
Kate Ross	9	5	4	
Estella Maxey	11	7	4	

YOUTH SERVICES: Al Davis, Coordinator

Counseling	8	WISD Visits (12 hours)	0
Home Visits	16	Girl Scouts Meeting	
Personal Contacts	13	YMCA	2
Phone Contacts	10	Voice Inc.	1
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	
College Tour	0	Staff Meetings/Other	7
Acts Church	0	Teen Court (6 hours)	0
Juvenile Probation (4 hrs.)	1	Juvenile Court (2 hours)	0
Community Serv. Total	3	Truancy Court (9 hours)	0

TEEN LEARNING LAB: Kenneth Alexander, Coordinator:

Older Youth Program	Working with Students	Case Work	Outreach	Activities
15 enrolled 11 actively participating				<ul style="list-style-type: none">• Cancelled due to Covid-19

This program gives academic support for the youth of the Waco Housing Authority. Youth Training Coordinators work with young people ages 13-18 in Public Housing. They coordinate activities of students in the local schools by visiting with the students in non-school hours. This includes encouraging these students to participate in other youth organizations such as Boys & Girls Club or YMCA programs as well as WISD sports and related interest areas.

KIDZJAM: Coordinator Donnell Smith

Kidz Jam did not meet Wednesdays in June.

Kidz Breakfast program on Sunday mornings had an average of 15 children served each week in June.

COMMUNITY Connections Learning Centers: (CCLC) Technical Coordinator: Clint Colson:

LABS CLOSED DO TO COVID 19

Updated all labs to Windows 10 version 2004

Installed clear plastic protective Shields at each lab and for reception desk at Kate Ross

Placed social distancing stickers on the floor at each site.



Voice is closed due to Covid. In June they did meet kids at Kate Ross and South Terrace to give out care packages. They met outside and practiced social distancing requirements and wore masks.

Center Rentals-

Estella Maxey Senior Center Activity Calendar, 1809 J J Flewellen Rd, 799-3304

- July 1 - No Events Scheduled Due to Covid-19
- July 8 -
- July 15 -
- July 22 -
- July 29-

Kate Ross Senior Center Activity Calendar, 1115 Cleveland, 752-0324. Ext 284

- July 2 - No Events Scheduled Due to Covid-19
- July 9 -
- July 16 -
- July 23 -

Center Rentals

- JUNE- No Events Scheduled for Hall Rentals**
- JULY- No Events Scheduled for Hall Rentals**

Summary of Financial Statements

June 30, 2020

Public Housing

All Sites– Revenue

- Total HUD Contributions – The subsidy from HUD increased significantly in May and June. HUD’s funding was an estimate based on CY 2019 funding, for the first four months of the CY 2020. In May and June, HUD increased the funding for the first four months, accordingly to the actual subsidy eligibility funding for CY 2020.

Central Cost

- Sundry – The expense is over budget by \$10,000 because of the cost for computer equipment and software upgrade; however, these expenses are cover under the Cares Act Supplemental grant.

Kate Ross (KR)

- Dwelling Rental – Occupancy was at 77%; therefore, rental income was under budget by \$7,700.
- Labor – Maintenance labor is under budget for the vacancy of Utility Laborer.
- Contract Cost – A/c repair contract was over budget due to the replacement of three a/c units for the cost of \$10,098; and building repairs contract for roof and ceilings repairs for a total of \$2,052.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 79%; therefore, rental income was under budget by \$14,200.
- Labor – Maintenance labor is under budget for the vacancies of Maintenance Aide, and Maintenance Technician.
- Materials – Cost is over budget due to the purchase of new appliances for a total cost of \$16,498 for 30 gas stoves and six refrigerators.
- Contract Cost – Expenses were over budget because of repairs to fence panel, railing and removal of metal posts for a total cost of \$1,942; and the expense to replacement a transformer for \$7,000. Maintenance temporary labor expense was over budget by \$4,600 for the maintenance vacant positions.

South Terrace (ST)

- Materials – Cost is lower than budgeted amount for the month of June. Management decided to use available inventory and purchase inventory as needed before RAD conversion.
- Contract Cost – Expenses were over budget due to the replacement of two a/c units, and roof and ceiling repairs for a total cost of \$3,516.

Section 8 - Admin

- Sundry – This expense is over budget by \$5,000 because of the cost for computer equipment and software upgrade; however, these expenses are cover under the Cares Act Supplemental grant.

Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$778,629.
- Mainstream Voucher Program total HAP reserve is \$83,912.

Non-Profits

Raintree

- Administrative Salaries- This is over budget for the month due to the Construction Superintendent working more than budgeted on Raintree construction projects.
- Material- Two a/c units were purchased as replacements totaling \$1,456.
- Non-Apartment Public Relations- Membership dues were paid for WHA & Affiliates to Greater Waco Chamber of Commerce costing \$475.

Cimmaron

- Other Income- Vending commissions were over accrued by \$466 in May causing this to be under budget for the month.

Hunnington

- Collection Losses- This is a credit amount for June due to two tenants paying their outstanding balances due.

Misty

- Administrative Salaries- This is over budget for the month due to the Construction Superintendent working more than budgeted on Misty construction projects.
- Contract Cost- An a/c repair was done in one of the units costing \$738 and carpet was replaced in another unit in the amount of \$918.

Picadilly

- Material- An appliance was replaced in the amount of \$425.

WPFC II

- Interest Income- Funds continue to earn interest in the checking account.

Central Cost Income Statement
June 2020

Finance Board Reports for June 2020

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	26,190.00	19,642.50	5,147.40	21,336.23	1,693.73
3440 Mgmt./Adm.Fees fr.Non-Profits	562,100.00	421,575.03	47,334.74	428,721.07	7,146.04
3450 Asset Management Fee fr.Sites	741,750.00	556,312.50	82,540.68	597,936.38	41,623.88
3460 Mgmt./Adm.Fees fr.Sect.8	218,880.00	164,160.00	18,432.45	170,617.50	6,457.50
3470 Mgmt./Adm.Fees fr.CFP	187,620.00	140,251.59	39,671.95	164,531.25	24,279.66
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	1,960.00	1,469.97	626.83	4,679.92	3,209.95
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,000.00	749.97	-	624.02	(125.95)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,739,500.00	1,304,161.56	193,754.05	1,388,446.37	84,284.81
Total Income	1,739,500.00	1,304,161.56	193,754.05	1,388,446.37	84,284.81
EXPENSES					-
4110 Administrative Salaries	1,132,500.00	848,036.56	105,349.61	844,630.02	(3,406.54)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	570.50	570.50
4140 Staff Training	10,010.00	7,507.53	590.00	3,491.14	(4,016.39)
4150 Travel Convention & Meetings	22,650.00	16,987.50	-	8,319.73	(8,667.77)
4171 Auditing Fees	1,000.00	1,000.00	-	500.00	(500.00)
4190 Sundry	67,700.00	50,775.12	18,334.51	78,883.42	28,108.30
Total Admin Expense	1,233,860.00	924,306.71	124,274.12	936,394.81	12,088.10
4310 Water	10,800.00	5,292.00	239.60	2,124.61	(3,167.39)
4320 Electricity	15,200.00	11,400.03	1,063.33	9,556.05	(1,843.98)
4330 Gas	1,700.00	1,275.03	48.04	1,187.21	(87.82)
4390 Sewer	900.00	675.00	69.52	639.08	(35.92)
Total Utility Expense	28,600.00	18,642.06	1,420.49	13,506.95	(5,135.11)
4420 Material	4,850.00	3,637.53	229.22	3,551.30	(86.23)
4430 Contract Cost	43,490.00	32,617.53	4,009.37	28,760.77	(3,856.76)
Total Ordinary Maint. & Operation	48,340.00	36,255.06	4,238.59	32,312.07	(3,942.99)
4510.010 Workers Compensation	6,640.00	4,980.06	504.66	4,568.21	(411.85)
4510.040 Auto Insurance	1,960.00	1,469.97	159.58	1,436.22	(33.75)
4510.070 Crime / Dishonesty	90.00	67.50	5.38	48.42	(19.08)
4510.090 Fire & Extend Coverage	60.00	45.00	7.44	66.96	21.96
4540 Employee Benefit Payments	310,410.00	232,619.65	24,197.23	199,009.32	(33,610.33)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	319,160.00	239,182.18	24,874.29	205,129.13	(34,053.05)
Total Routine Expenses	1,629,960.00	1,218,386.01	154,807.49	1,187,342.96	(31,043.05)
EXPENSES					-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	1,629,960.00	1,218,386.01	154,807.49	1,187,342.96	(31,043.05)
Residual Receipts (Profit/Loss)	109,540.00	85,775.55	38,946.56	201,103.41	115,327.86

Kate Ross BR Income Statement					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
Dwelling Rental	665,400.00	499,050.00	47,746.99	447,865.34	(51,184.66)
Excess Utilities	85,300.00	59,710.00	4,149.89	52,656.64	(7,053.36)
Non-Dwelling Rental	72,000.00	54,000.00	6,000.00	54,000.00	-
Total Rental Income	822,700.00	612,760.00	57,896.88	554,521.98	(58,238.02)
Management Fee from CFP	60,040.00	44,881.02	12,695.02	52,650.01	7,768.99
CFP Trnsf. In-Site Expenses	63,740.00	47,805.03	12,804.89	29,515.86	(18,289.17)
Proceeds fr. Insurance Claims	-	-	1,000.00	1,000.00	1,000.00
Interest on Investments	22,620.00	16,965.00	2,385.14	22,163.03	5,198.03
Jr. League Grant	-	-	-	-	-
Other Income	76,700.00	57,525.03	2,024.72	41,507.15	(16,017.88)
Other Income-FSS Forfeitures	-	-	-	2,202.81	2,202.81
Other Income-Time Warner Cable	5,200.00	3,900.00	-	3,243.22	(656.78)
Operating Transfer In (1406)	60,630.00	45,472.50	53,527.59	155,689.31	110,216.81
Total Operating Income	288,930.00	216,548.58	84,437.36	307,971.39	91,422.81
Total HUD Contributions	1,077,900.00	812,409.72	106,416.50	854,652.00	(42,242.28)
Total Income	2,189,530.00	1,641,718.30	247,750.74	1,717,145.37	75,427.07
EXPENSES					
Administrative Salaries	191,850.00	143,672.21	14,046.79	118,738.52	(24,933.69)
Compensated Absences	-	-	-	-	-
Legal Expense	1,000.00	749.97	-	562.24	(187.73)
Staff Training	2,250.00	1,687.50	-	464.53	(1,222.97)
Travel & Conventions	3,870.00	2,902.50	-	540.71	(2,361.79)
Audit Fees	3,360.00	3,360.00	-	2,960.00	(400.00)
Sundry	79,860.00	59,894.91	5,698.72	67,168.94	7,274.03
Management Fees	296,820.00	222,466.05	37,981.48	236,048.59	13,582.54
Total Admin Expense	579,010.00	434,733.14	57,726.99	426,483.53	(8,249.61)
Tenant Services Salaries	118,590.00	88,802.32	9,172.05	81,605.46	(7,196.86)
Tenant Services-Recr., Etc.	12,000.00	9,000.00	272.63	7,125.82	(1,874.18)
Resident Council	4,020.00	3,015.00	1,625.00	2,250.00	(765.00)
Ten. Serv. Contr., Train., Spec. Needs	30.00	22.50	-	9.60	(12.90)
Total Tenant Expense	134,640.00	100,839.82	11,069.68	90,990.88	(9,848.94)
EXPENSES					
Water	61,100.00	47,658.00	5,785.30	52,214.69	4,556.69
Electricity	181,000.00	127,405.90	14,544.30	94,962.40	(32,443.50)
Gas	70,000.00	61,600.00	2,736.59	47,665.08	(13,934.92)
Other Utility Expense	75,200.00	56,400.03	7,761.43	69,185.72	12,785.69
Total Utility Expense	387,300.00	293,063.93	30,827.62	264,027.89	(29,036.04)
Labor	176,450.00	132,129.08	11,933.40	124,196.76	(7,932.32)
Material	106,950.00	86,462.44	9,425.14	62,851.11	(23,611.33)
Contract Cost	215,750.00	171,812.56	26,344.53	125,239.73	(46,572.83)
Total Ordinary Maint. & Operation	499,150.00	390,404.08	47,703.07	312,287.60	(78,116.48)
Protective Services Contract	76,650.00	57,487.50	6,646.73	58,046.74	559.24
Total Protective Services	76,650.00	57,487.50	6,646.73	58,046.74	559.24
Insurance	63,740.00	47,804.94	5,073.29	45,774.65	(2,030.29)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-
Employee Benefit Payments	209,990.00	157,412.07	11,590.85	112,579.25	(44,832.82)
Collection Losses	34,000.00	25,499.97	1,171.37	19,918.16	(5,581.81)
Total General Expenses	307,730.00	230,716.98	17,835.51	178,272.06	(52,444.92)
Total Routine Expenses	1,984,480.00	1,507,245.45	171,809.60	1,330,108.70	(177,136.75)
EXPENSES					
Extraordinary Maintenance	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
Total Operating Expenses	1,984,480.00	1,507,245.45	171,809.60	1,330,108.70	(177,136.75)
G/L Disposition of Nonexp. Equip.	-	-	-	(672.00)	(672.00)
Total Capital Expenses	-	-	-	(672.00)	(672.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Residual Receipts (Profit/Loss)	205,050.00	134,472.85	75,941.14	387,708.67	253,235.82

Estrella Maxey BR Income Statement					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
Dwelling Rental	897,800.00	673,350.03	60,608.91	602,084.00	(71,266.03)
Excess Utilities	118,000.00	81,420.00	4,708.21	73,132.66	(8,287.34)
Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	1,015,800.00	754,770.03	65,317.12	675,216.66	(79,553.37)
Management Fee from CFP	75,050.00	56,103.32	15,868.78	65,812.49	9,709.17
CFP Trnsf. In-Site Expenses	92,790.00	69,592.50	24,608.04	52,007.67	(17,584.83)
Proceeds fr. Insurance Claims	-	-	-	5,854.46	5,854.46
Interest on Investments	37,800.00	28,350.00	3,963.95	36,371.24	8,021.24
Jr. League Grant	-	-	-	-	-
Other Income	118,000.00	88,499.97	543.11	54,646.55	(33,853.42)
Other Income-FSS Forfeitures	-	-	-	445.78	445.78
Other Income-Time Warner Cable	8,440.00	6,330.00	-	4,245.11	(2,084.89)
Operating Transfer In (1406)	75,790.00	56,842.47	62,473.75	185,665.62	128,823.15
Total Operating Income	407,870.00	305,718.26	107,457.63	405,048.92	99,330.66
Total HUD Contributions	1,422,140.00	1,068,757.02	144,171.00	1,121,847.00	53,089.98
Total Income	2,845,810.00	2,129,245.31	316,945.75	2,202,112.58	72,867.27
EXPENSES					
Administrative Salaries	245,700.00	183,996.97	19,260.28	158,618.27	(25,378.70)
Compensated Absences	-	-	-	-	-
Legal Expense	2,000.00	1,500.03	42.44	2,449.34	949.31
Staff Training	2,560.00	1,919.97	-	580.67	(1,339.30)
Travel & Conventions	4,640.00	3,479.94	-	675.89	(2,804.05)
Audit Fees	4,200.00	4,200.00	-	3,700.00	(500.00)
Sundry	111,860.00	83,894.94	6,604.19	69,017.13	(14,877.81)
Management Fees	374,680.00	280,825.85	48,218.50	301,631.19	20,805.34
Total Admin Expense	745,640.00	559,817.70	74,125.41	536,672.49	(23,145.21)
Tenant Services Salaries	148,230.00	110,998.16	11,465.07	102,006.72	(8,991.44)
Tenant Services-Recr., Etc.	15,000.00	11,250.00	577.63	8,425.54	(2,824.46)
Resident Council	5,100.00	3,825.00	1,750.00	2,500.00	(1,325.00)
Ten. Serv. Contr., Train., Spec. Needs	40.00	29.97	-	12.00	(17.97)
Total Tenant Expense	168,370.00	126,103.13	13,792.70	112,944.26	(13,158.87)
EXPENSES					
Water	94,400.00	65,560.80	10,214.19	64,491.11	(1,069.69)
Electricity	244,000.00	156,160.00	19,400.66	134,107.93	(22,052.07)
Gas	95,000.00	83,799.50	2,420.81	63,295.75	(20,503.75)
Other Utility Expense	129,600.00	97,200.00	15,367.90	93,622.61	(3,577.39)
Total Utility Expense	563,000.00	402,720.30	47,403.56	355,517.40	(47,202.90)
Labor	299,300.00	224,121.42	15,464.43	146,441.53	(77,679.89)
Material	116,110.00	94,332.62	12,320.13	70,424.58	(23,908.04)
Contract Cost	310,240.00	242,680.09	37,515.92	204,624.18	(38,055.91)
Total Ordinary Maint. & Operation	725,650.00	561,134.13	65,300.48	421,490.29	(139,643.84)
Protective Services Contract	81,970.00	61,477.47	6,492.25	56,522.91	(4,954.56)
Total Protective Services	81,970.00	61,477.47	6,492.25	56,522.91	(4,954.56)
Insurance	67,260.00	50,444.91	4,998.24	47,362.61	(3,082.30)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-
Employee Benefit Payments	282,360.00	211,653.04	16,953.24	145,691.20	(65,961.84)
Collection Losses	48,700.00	36,524.97	2,747.85	26,887.65	(9,637.32)
Total General Expenses	398,320.00	298,622.92	24,699.33	219,941.46	(78,681.46)
Total Routine Expenses	2,682,950.00	2,009,875.65	231,813.73	1,703,088.81	(306,786.84)
EXPENSES					
Extraordinary Maintenance	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
Total Operating Expenses	2,682,950.00	2,009,875.65	231,813.73	1,703,088.81	(306,786.84)
G/L Disposition of Nonexp. Equip.	-	-	-	(840.00)	(840.00)
Total Capital Expenses	-	-	-	(840.00)	(840.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Residual Receipts (Profit/Loss)	162,860.00	119,369.66	85,132.02	499,863.77	380,494.11

South Terrace BR Income Statement					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
Dwelling Rental	759,500.00	569,625.03	61,173.20	571,435.85	1,810.82
Excess Utilities	30,200.00	26,274.00	1,021.52	21,478.80	(4,795.20)
Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	789,700.00	595,899.03	62,194.72	592,914.65	(2,984.38)
Management Fee from CFP	52,530.00	39,266.66	11,108.15	46,068.75	6,802.09
CFP Trnsf. In-Site Expenses	62,150.00	46,612.53	9,062.64	16,617.78	(29,994.75)
Proceeds fr. Insurance Claims	-	-	-	1,750.94	1,750.94
Interest on Investments	31,770.00	23,827.50	2,722.91	26,442.50	2,615.00
Jr. League Grant	-	-	-	-	-
Other Income	66,000.00	49,500.00	1,018.61	34,494.10	(15,005.90)
Other Income-FSS Forfeitures	-	-	-	3,349.60	3,349.60
Other Income-Time Warner Cable	5,100.00	3,825.00	-	5,794.80	1,969.80
Operating Transfer In (1406)	53,050.00	39,787.47	56,620.66	160,543.93	120,756.46
Total Operating Income	270,600.00	202,819.16	80,532.97	295,062.40	92,243.24
Total HUD Contributions	881,000.00	663,281.00	87,150.50	703,615.00	40,334.00
Total Income	1,941,300.00	1,461,999.19	229,878.19	1,591,592.05	129,592.86
EXPENSES					
Administrative Salaries	190,420.00	142,613.69	16,055.25	131,073.03	(11,540.66)
Compensated Absences	-	-	-	-	-
Legal Expense	1,000.00	749.97	(2,994.92)	491.96	(258.01)
Staff Training	2,100.00	1,575.00	-	406.47	(1,168.53)
Travel & Conventions	3,480.00	2,610.00	-	473.14	(2,136.86)
Audit Fees	2,940.00	2,940.00	-	2,590.00	(350.00)
Sundry	70,950.00	53,212.59	5,349.19	51,073.91	(2,138.68)
Management Fees	257,870.00	193,271.60	36,012.65	224,787.85	31,516.25
Total Admin Expense	528,760.00	396,972.85	54,422.17	410,896.36	13,923.51
Tenant Services Salaries	103,760.00	77,698.08	8,025.56	71,404.69	(6,293.39)
Tenant Services-Recr., Etc.	10,500.00	7,875.00	508.61	7,180.21	(694.79)
Resident Council	3,600.00	2,700.00	1,675.00	2,350.00	(350.00)
Ten. Serv. Contr., Train., Spec. Needs	30.00	22.50	-	8.40	(14.10)
Total Tenant Expense	117,890.00	88,295.58	10,209.17	80,943.30	(7,352.28)
EXP					

Section 8 Admin BR Income Statement

Mainstream Admin BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,459,200.00	1,094,400.00	122,395.00	1,133,962.00	39,562.00
3480 Proceeds fr. Insurance Claims	-	-	-	1,206.03	1,206.03
3610 Interest on on Admin Reserve	10,000.00	7,500.01	1,333.34	9,167.59	1,667.58
3690 Other Income	1,000.00	750.01	69,000.77	144,874.55	144,124.54
Total Admin Income	1,470,200.00	1,102,650.02	192,729.11	1,289,210.17	186,560.15
EXPENSES					-
4110 Administrative Salaries	736,770.00	551,704.40	61,364.06	506,456.45	(45,247.95)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	749.97	-	-	(749.97)
4140 Staff Training	5,880.00	4,410.00	-	1,050.00	(3,360.00)
4150 Travel Convention & Meetings	7,440.00	5,580.00	-	1,514.63	(4,065.37)
4171 Auditing Fees	7,000.00	7,000.00	-	6,200.00	(800.00)
4190 Sundry	125,920.00	95,674.94	18,598.35	119,483.48	23,808.54
4196 Management Fee	218,880.00	164,160.00	18,359.25	170,094.30	5,934.30
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	100.00	74.97	-	-	(74.97)
Total Admin Expense	1,102,990.00	829,354.28	98,321.66	804,798.86	(24,555.42)
4310 Water	3,000.00	1,590.00	95.17	855.74	(734.26)
4320 Electricity	4,800.00	3,120.00	233.41	2,600.31	(519.69)
4330 Gas	1,150.00	966.00	68.63	949.41	(16.59)
4390 Sewer	360.00	270.00	32.59	300.28	30.28
Total Utility Expense	9,310.00	5,946.00	429.80	4,705.74	(1,240.26)
4420 Material	3,990.00	2,992.41	298.78	2,312.87	(679.54)
4430 Contract Cost	18,750.00	14,062.59	2,544.72	13,785.98	(276.61)
Total Ordinary Maint. & Operation	22,740.00	17,055.00	2,843.50	16,098.85	(956.15)
4510.010 Workers Compensation	6,700.00	5,024.97	529.60	4,766.38	(258.59)
4510.020 General Liability Insurance	560.00	420.03	40.51	364.59	(55.44)
4510.040 Auto Insurance	1,710.00	1,282.50	169.13	1,522.17	239.67
4510.050 Public Officials Liability -E&O	990.00	742.50	64.11	576.99	(165.51)
4510.070 Crime / Dishonesty	70.00	52.47	5.38	48.42	(4.05)
4510.090 Fire & Extend Coverage	110.00	82.53	14.39	129.51	46.98
4540 Employee Benefit Payments	289,830.00	217,244.09	17,220.36	150,765.69	(66,478.40)
4590 Admin Fee	34,450.00	25,837.47	2,726.77	20,856.49	(4,980.98)
Total General Expenses	334,420.00	250,686.56	20,770.25	179,030.24	(71,656.32)
Total Routine Expenses	1,469,460.00	1,103,041.84	122,365.21	1,004,633.69	(98,408.15)
EXPENSES					-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	740.00	(391.82)	70,363.90	284,576.48	284,968.30

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	488.00	3,488.00	3,488.00
3610 Interest on on Admin Reserve	-	-	5.02	559.08	559.08
3690.070 Misc. Other Income	-	-	399.18	403.23	403.23
Total Admin Income	-	-	892.20	4,450.31	4,450.31
EXPENSES					-
4110 Administrative Salaries	-	-	103.90	1,644.25	1,644.25
4196 Admin Fees	-	-	73.20	523.20	523.20
4189 Sundry	-	-	32.83	44.28	44.28
Total Admin Expenses	-	-	209.93	2,211.73	2,211.73
4540 Employee Benefit Payments	-	-	18.10	161.56	161.56
4590 Admin Fee	-	-	-	415.25	415.25
4431 Building Repair Contract	-	-	39.54	39.54	39.54
Total General Expenses	-	-	57.64	616.35	616.35
Total Expenses	-	-	267.57	2,828.08	2,828.08
Residual Receipts (Profit/Loss)	-	-	624.63	1,622.23	1,622.23

Section 8 HAP Income Statement

	Current Period	YTD Budget
Housing Authority Waco		
INCOME		
3610.000 Interest on HAP Reserve	-	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	367.50	10,552.00
3690.020 Other Income FSS Forfeitures	-	4,938.01
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,349,047.00	11,916,880.00
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,349,414.50	11,932,370.01
EXPENSES		
4715.010 HAP Occupied Units	1,141,423.00	9,734,079.00
4715.020 HAP Parkside Occ. Units	19,188.00	185,028.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	1,475.00	13,987.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	60,288.83	496,525.51
4715.100 HAP Parkside-Portability-Out	2,001.00	22,978.60
4715.230 HAP Homeownership	4,951.00	39,679.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	22,712.00	197,022.00
4715.500 HAP Vet.Affs.Support.Hous.	23,218.00	196,189.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	104,184.00	814,296.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	9,072.00	49,964.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	13,214.00	122,557.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	13,461.00	106,070.00
4716.100 UAP Parkside Occ. Units	6.00	367.00
4716.130 UAP Tanglewood Occ. Units	-	9.00
4716.230 UAP Homeownership	-	910.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	349.00	1,482.00
4716.500 UAP Vet.Affairs Support Hous.	237.00	2,296.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	1,186.00	6,772.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	2,299.00	17,812.20
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,419,264.83	12,008,023.31
RESIDUAL RECEIPTS (Profit/Loss)	(69,850.33)	(75,653.30)

Mainstream HAP Income Statement

	Current Period	YTD Budget
Housing Authority Waco		
INCOME		
8026.800 Contr. Earned- Mainstream	12,957.00	62,344.00
TOTAL HAP INCOME	12,957.00	62,344.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	-	8,650.40
4715.800 HAP Mainstream	22,512.00	139,133.00
4716.800 UAP Mainstream	-	-
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	22,512.00	147,783.40
RESIDUAL RECEIPTS (Profit/Loss)	(9,555.00)	(85,439.40)

WHOC & WPFC II Income Statement
June 2020

Runnington BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	401,580.00	301,185.00	33,836.67	304,482.94	3,297.94
Total Rental Income	401,580.00	301,185.00	33,836.67	304,482.94	3,297.94
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	4,760.00	3,570.03	483.90	4,281.50	711.47
3690 Other Income	13,130.00	9,847.56	240.00	5,535.18	(4,312.38)
3999 Transfer In	-	-	-	-	-
Total Operating Income	17,890.00	13,417.59	723.90	9,816.68	(3,600.91)
Total Income	419,470.00	314,602.59	34,560.57	314,299.62	(302.97)
EXPENSES					
4110 Administrative Salaries	36,280.00	27,174.91	3,218.02	22,794.79	(4,380.12)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	249.90	249.90
4140 Staff Training & Convention	250.00	187.47	-	30.60	(156.87)
4150 Travel	190.00	142.47	-	-	(142.47)
4171 Auditing Fees	1,270.00	1,270.00	-	1,274.00	4.00
4180 Office Rent	-	-	-	-	-
4190 Sundry	9,900.00	8,099.88	534.05	6,720.96	(1,378.92)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	104,410.00	78,307.47	8,797.53	79,165.55	858.08
Total Admin Expense	152,300.00	115,182.20	12,549.60	110,235.80	(4,946.40)
4310 Water	19,410.00	14,557.50	1,897.12	15,479.99	922.49
4320 Electricity	9,510.00	6,847.20	680.07	5,809.50	(1,037.70)
4390 Sewer	16,180.00	11,972.40	1,943.89	15,202.41	3,230.01
Total Utility Expense	45,100.00	33,377.10	4,511.08	36,491.90	3,114.80
4410 Maint. & Operation Labor	37,130.00	27,804.84	3,268.42	26,844.08	(960.76)
4420 Material	13,130.00	9,847.53	998.88	5,755.16	(4,092.37)
4430 Contract Cost	38,530.00	28,897.56	2,547.23	23,207.47	(5,690.09)
Total Ordinary Maint. & Operation	88,790.00	66,549.93	6,814.53	55,806.71	(10,743.22)
4480 Contract Cost	290.00	217.53	22.78	205.02	(12.51)
Total Protective Services	290.00	217.53	22.78	205.02	(12.51)
4510.010 Workers Compensation	1,250.00	937.53	122.92	1,106.24	168.71
4510.020 General Liab Insurance	410.00	307.53	37.11	333.99	26.46
4510.040 Auto Insurance	140.00	105.03	11.16	100.44	(4.59)
4510.050 Public Officials Insurance	650.00	487.53	58.59	527.31	39.78
4510.090 Fire & Extend Coverage	4,590.00	3,442.50	510.81	4,597.29	1,154.79
4540 Employee Benefit Payments	28,150.00	21,102.45	2,138.36	17,690.56	(3,411.89)
4570 Collection Losses	450.00	337.50	(633.29)	(32.04)	(369.54)
4580 Interest Expense	-	-	-	-	-
Total General Expenses	35,640.00	26,720.07	2,245.66	24,323.79	(2,396.28)
Total Routine Expenses	322,120.00	242,046.83	26,143.65	227,063.22	(14,983.61)
EXPENSES					
4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	56,690.00	42,517.53	4,335.48	39,017.60	(3,499.93)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	56,690.00	42,517.53	4,335.48	39,017.60	(3,499.93)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	378,810.00	284,564.36	30,479.13	266,080.82	(18,483.54)
Residual Receipts (Profit/Loss)	40,660.00	30,038.23	4,081.44	48,218.80	18,180.57

Midcilly BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
46790.00	35,092.53	4,224.00	37,046.62	1,954.09	
46790.00	35,092.53	4,224.00	37,046.62	1,954.09	
-	-	-	-	-	
-	-	-	-	-	
3,610.00	2,707.47	356.59	3,433.70	726.23	
2,420.00	1,814.94	15.00	1,437.65	(377.29)	
-	-	-	-	-	
6,030.00	4,522.41	371.59	4,871.35	348.94	
52,820.00	39,614.94	4,595.59	41,917.97	2,303.03	
-	-	-	-	-	
3,400.00	2,546.96	296.11	2,537.63	(9.33)	
-	-	-	-	-	
-	-	-	29.40	29.40	
40.00	29.97	-	10.40	(19.57)	
20.00	15.03	-	4.88	(10.15)	
130.00	130.00	-	126.00	(4.00)	
-	-	-	-	-	
1,850.00	1,394.91	58.01	771.96	(622.95)	
-	-	-	-	-	
5,150.00	3,862.53	464.64	4,075.13	212.60	
10,590.00	7,979.40	818.76	7,555.40	(424.00)	
1,090.00	872.00	123.26	683.38	(188.62)	
940.00	855.40	11.07	209.81	(645.59)	
90.00	67.50	-	-	(67.50)	
2,120.00	1,794.90	134.33	893.19	(901.71)	
4,090.00	3,063.62	357.12	2,609.57	(454.05)	
2,170.00	1,627.47	428.81	2,727.60	1,100.13	
8,190.00	6,142.59	766.00	3,653.69	(2,488.90)	
14,450.00	10,833.68	1,551.93	8,990.86	(1,842.82)	
-	-	-	-	-	
140.00	105.03	11.78	106.06	1.03	
40.00	29.97	3.39	30.51	0.54	
20.00	15.03	1.31	11.79	(3.24)	
60.00	45.00	5.26	47.34	2.34	
740.00	555.03	82.56	743.04	188.01	
3,560.00	2,670.19	252.98	2,042.49	(627.70)	
-	-	-	-	-	
-	-	-	-	-	
4,560.00	3,420.25	357.28	2,981.23	(439.02)	
31,720.00	24,028.23	2,862.30	20,420.68	(3,607.55)	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
3,170.00	2,377.53	264.62	2,368.46	(9.07)	
-	-	-	-	-	
3,170.00	2,377.53	264.62	2,368.46	(9.07)	
-	-	-	-	-	
-	-	-	-	-	
34,890.00	26,405.76	3,126.92	22,789.14	(3,616.62)	
17,930.00	13,209.18	1,468.67	19,128.83	5,919.65	

WPFC II BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	-	-	2,286.42	22,526.94	22,526.94
3690 Other Income	-	-	-	-	-
Total Operating Income	-	-	2,286.42	22,526.94	22,526.94
3999.000 Transfer In	-	-	-	-	-
Total Income	-	-	2,286.42	22,526.94	22,526.94
EXPENSES					
4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	-	-	-	-	-
4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-
4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-
Total Admin Expense	-	-	-	-	-
4310 Water	-	-	-	-	-
4320 Electricity	-	-	-	-	-
4390 Sewer	-	-	-	-	-
Total Utility Expense	-	-	-	-	-
4410 Labor	-	-	-	-	-
4420 Material	-	-	-	-	-
4430 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	-	-	-	-	-
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Comp. Insurance	-	-	-	-	-
4510.020 General Liab Insurance	-	-	-	-	-
4510.040 Auto Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	-	-	-	-	-
4510.090 Fire & Extend Coverage	-	-	-	-	-
4540 Employee Benefit Payments	-	-	-	-	-
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	-	-	-	-	-
Total Routine Expenses	-	-	-	-	-
EXPENSES					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
6130 Special Items, Net Gain/Loss	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	-	-	2,286.42	22,526.94	22,526.94

Account Description	Account #	Bank Name	Interest Rate	Purchased	Maturity	Bal6/30/20	Total by Site
Waco Housing Authority							
<u>Central Cost</u>							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$ 1,679,831.66	
FSS Junior League Grant	20470381	Extraco	1.51%			\$ 12,003.38	
Employee Committee	20470258	Extraco	1.51%			395.04	
Payroll	20470340	Extraco	1.51%			103,361.71	
Central Cost Center	20470381	Extraco	1.51%			122,421.59	
							Central Cost sub-total
							\$ 1,918,013.38
<u>Estella Maxey</u>							
Public Fund Checking							
Estella Maxey-Operating	20470407	Extraco	1.51%			\$ 545,469.18	
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%			880.85	
1 Certificate of Deposit - 12 months	402637	Alliance Bank	1.90%	10/25/2019	10/25/2020	209,918.33	
2 Certificate of Deposit - 12 months	403196	Alliance Bank	1.80%	12/20/2019	12/20/2020	107,498.35	
3 Certificate of Deposit - 12 months	2827837	Central National	1.80%	12/28/2019	12/28/2020	457,243.98	
4 Certificate of Deposit - 13 months	2829019	Central National	1.80%	1/17/2020	2/17/2021	168,823.24	
5 Certificate of Deposit - 13-months	2829020	Central National	1.80%	1/17/2020	2/17/2021	51,973.10	
6 Certificate of Deposit - 12 months	403064	Alliance Bank	1.80%	12/12/2019	12/12/2020	499,497.38	
9 Certificate of Deposit - 12 months	56123	TFNB of McGr	1.20%	6/25/2020	6/25/2021	104,657.34	
10 Certificate of Deposit - 13 months	2828616	Central National	1.80%	10/7/2019	11/7/2020	106,549.15	
11 Certificate of Deposit - 12 months	56938	TFNB of McGr	1.20%	6/25/2020	6/25/2021	51,147.13	
Certificate of Deposit - 24 months	51165	TFNB of McGr	2.25%	2/25/2020	2/25/2022	325,759.34	\$ 2,629,417.37 EM
<u>Kate Ross</u>							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$ 289,420.41	
Public Housing FSS Escrow-KF	20573010	Extraco	1.51%			7,410.32	
1 Certificate of Deposit - 12 months	402638	Alliance Bank	1.90%	10/25/2019	10/25/2020	258,325.60	
2 Certificate of Deposit - 13 months	2829021	Central National	1.80%	1/17/2020	2/17/2021	211,029.04	
3 Certificate of Deposit - 13-months	2829022	Central National	1.80%	1/17/2020	2/17/2021	155,899.33	
5 Certificate of Deposit - 12 months	52814	TFNB of McGr	1.20%	6/25/2020	6/25/2021	255,285.71	
6 Certificate of Deposit - 12 months	50863	TFNB of McGr	1.20%	6/25/2020	6/25/2021	78,492.99	
7 Certificate of Deposit - 12 months	56050	TFNB of McGr	1.20%	6/25/2020	6/25/2021	76,720.69	
Certificate of Deposit - 24 months	57894	TFNB of McGr	2.25%	2/25/2020	2/25/2022	265,526.61	\$ 1,598,110.70 KR
<u>South Terrace</u>							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$ 427,817.77	
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%			20,779.30	
1 Certificate of Deposit - 12 months	140509	First National Bk.	2.00%	10/31/2019	10/31/2020	357,100.68	
2 Certificate of Deposit - 12 months	2827836	Central National	1.80%	12/28/2019	12/28/2020	420,495.86	
3 Certificate of Deposit - 12 months	403065	Alliance Bank	1.80%	12/12/2019	12/12/2020	348,448.06	
4 Certificate of Deposit - 13 months	2829023	Central National	1.80%	1/17/2020	2/17/2021	263,786.32	\$ 1,838,427.99 ST
							Public Housing sub-total
							\$ 6,065,956.06
<u>Section 8</u>							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$ 978,279.63	
Section 8- Mainstream	20969713	Extraco	1.51%			\$ 89,876.77	
Section 8 FSS Escrow	20470308	Extraco	1.51%			124,256.04	
1 Certificate of Deposit (Ike) - 12 month	139862	First National Bk.	2.00%	7/19/2019	7/19/2020	25,329.86	
							Section 8 sub-total
							\$ 1,217,742.30
Non-Profit Corporations							
<u>Waco Housing Opportunities Corporation</u>							
WHOC Public Fund Checking	20470423	Extraco	1.52%			340,167.28	
2 CD: Picadilly/Hunington - 12 months	402635	Alliance Bank	1.90%	10/25/2019	10/25/2020	209,918.33	
3 CD: Picadilly/Hunington - 12 months	403063	Alliance Bank	1.80%	11/25/2019	11/25/2020	53,059.61	
							WHOC sub-total
							\$ 603,145.22
<u>Waco Public Facilities Corporation</u>							
Misty Public Fund Checking	20470126	Extraco	1.52%			53,141.46	
Cimmaron Public Fund Checking	20469920	Extraco	1.52%			361,054.05	
2 CD: Cimmaron - 12 months	402636	Alliance Bank	1.90%	10/25/2019	10/25/2020	52,479.57	
3 CD: Cimmaron - 12 months	403061	Alliance Bank	1.80%	11/25/2019	11/25/2020	106,119.19	\$ 53,141.46 Misty
							\$ 519,652.81 Cimm
							WPFC sub-total
							\$ 572,794.27
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%			360,294.20	
Raintree Scholarship Fund	20470100	Extraco	1.51%			1,077.32	
2 CD: Raintree - 12 months	402634	Alliance Bank	1.90%	10/25/2019	10/25/2020	78,719.36	
3 CD: Raintree - 12 months	403062	Alliance Bank	1.80%	11/25/2019	11/25/2020	159,178.83	
5 CD: Raintree - 12 months	402863	Alliance Bank	1.00%	6/21/2020	6/21/2021	104,648.16	
CD: Raintree - 13 months	2829075	Central National	1.80%	2/24/2020	3/24/2021	257,287.10	\$ 961,204.97 RT
<u>Waco Public Facilities Corporation II</u>							
WPFC II Public Fund Checking	20868733	Extraco	1.51%			1,856,829.66	\$ 1,856,829.66 WPFC II
							Non-profits sub-total
							\$ 3,993,974.12
							Total WHA & Affiliates
							\$ 13,195,685.86

Weighted average maturity: 104.77 days



Edwina Viera 7/20/2020
Vice President, Financial Services Date

Bank	Balance @ 6/30/2019	
1 Extraco	7,374,767.62	55.89%
2 Central National	2,093,087.12	15.86%
3 Alliance Bank	2,187,810.77	16.58%
4 First National Bk.	382,430.54	2.90%
5 TX First State Bk.	-	0.00%
6 Pioneer Bank	-	0.00%
7 Incommons Bank	-	0.00%
8 TFNB of McGr	1,157,589.81	8.77%
	<u>13,195,685.86</u>	<u>1.00</u>

Resolution No. 3821

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$197,272.60 FOR REHAB OF 7 UNITS AT KATE ROSS AND 1 UNIT AT ESTELLA MAXEY

WHEREAS, the Modernization Department solicited sealed bids in accordance with procurement guidelines from qualified service providers

WHEREAS, in addition, the IFB advertisement was published in the Waco Tribune Herald on June 16 and June 21, 2020 and advertised on our website, and

WHEREAS, in addition to the advertisement, forty-four (44) firms were notified by email, and

WHEREAS, Waco Housing Authority & Affiliates received two (2) compliant bids and two (2) non-compliant bids, and

WHEREAS, it was determined that Zamco Services submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the contract be awarded to Zamco Services, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the Board of COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the **21st** day of July, 2020.

Secretary

Chairperson of the Board

(SEAL)

BID TABULATION

Project: Unit Rehabs & Fire Damage

Architect/Project Manager: WHA

Date and Time: July 8, 2020 @ 3:00pm

COMPANY NAME, ADDRESS, CONTACT NUMBER, CONTACT PERSON	Bid form including base bid	Unit pricing (if applicable)	NUMBER OF DAYS TO COMPLETE	ADDENDA RECEIVED
HCS, Inc				
365 Wayside Dr	\$220,000.00	N/A	25 WHA Days	Y
Waco, Tx 76705				
Carl Callerino				
254-829-3200				
HD Supply Facilities Maintenance				
3400 Cumberland Blvd, SE	\$168,713.91	N/A	25 WHA Days	Y
Atlanta, GA 30339				
Brent Jaramillo				
928-595-1711				
Mitchell Construction				
135 Mid Tex Road	\$340,500.00	N/A	25 WHA Days	Y
Lorena, Tx 76655				
James Hitt				
254-339-7320				
Zamco Services				
PO Box 274	\$197,272.60	N/A	25 WHA Days	Y
Lorena, Tx 76655				
Jack Dawson				
254-227-1855				
		N/A	25 WHA Days	
		N/A	25 WHA Days	
Analysis:				
LOW BID:	\$168,713.91			
HIGH BID:	\$340,500.00			
AVERAGE BID:	\$231,621.63			
DIFFERENCE:	\$172,786.09			

SECTION L

SCOPE OF WORK

Scope of Work

UNIT REHABS & FIRE DAMAGE

Project # PH202003

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Deadline for bids will be **July 8, 2020 @ 3:00 p.m. CST**

OVERVIEW:

Project adjective. The job will consist of 8 Make Ready Units at 3 properties, with various needed repairs.

916, 920, 949, 1014, 1018 & 1022 Kate Ross
1518 Calumet, Estella Maxey (Fire Damaged Unit) *1518 Cantrell*
1300 Connor Ave, Kate Ross Offsite (Fire Damaged Unit)

The contractor shall make reference to:

Definitions:

1. WHA = Waco Housing Authority.
2. MOD = Department of Modernization.
3. HUD = Department of housing and Urban Development.
4. RRP = Lead Renovation, Repair, and Painting Program.
5. LBPA = Lead-Based Paint Activities.
6. TCEQ = Texas Commission On Environmental Quality.
7. MUTCD = Manual on Uniform Traffic Control Devices.
8. MBE = National Minority Supplier.
9. WBENC = Certified Women's Business Enterprise.
10. EPA = Environmental Protection Agency.
11. OSHA = Occupational Safety and Health Administration.
12. AHJ = Authority Having Jurisdiction.
13. O.C. = On Center.
14. ICC IECC = 2012 + 2012 International Energy Conservation Code.
15. AWS = American Welding Code.
16. VOC = Volatile Organic Compound.

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Work must be confined to the areas directly related to the project. Access to site/unit must always be reasonably accessible. Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
4. Contractor must provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.
5. Contractors, Sub-Contractors or anyone working under the contractor may not park vehicles on or traverse landscaped areas, unless the vehicle is directly required to do the job at hand.
6. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
7. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
8. **City of Waco requires that Contractors inquire if a permit is required for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed to Ed Cotton and Kaitlin Dragoo prior to work start and

*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
9. WHA will provide the asbestos survey when required by the City Of Waco.
10. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor must be done in accordance with the TCEQ.
11. Neither Housing Authority and Affiliates or Rising Images employees are to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
12. All aspects of this project will be conducted in accordance with HUD 5370-EZ, General Conditions of the Construction Contract and other applicable forms provided in bid packages.
13. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork. The final payment request will be processed only after all required paper work is received.
14. All contracts require no less than a (3) year workmanship Warranty by the contractor in addition to any Manufacture warranties.

15. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties.
<https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
16. A pre-construction meeting must be set within 48 hours of contract awardment, by contacting Kaitlin Dragoo.
17. Contractor has 25 consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:45 A.M. through 6:15 P.M. **NO** work can be performed on WHA recognized holidays.
18. **Weather Days.** Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction." Weather Day request must be communicated to Ed Cotton and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.
19. **Excessive inspection "hold points".** If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted. Documentation and a simple request via email must be sent to Ed Cotton and Kaitlin Dragoo promptly.
20. Clarification or questions must be emailed to Ed Cotton and Kaitlin Dragoo.
21. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) HUD 5369-A Form
 - e) Section 3 Clause Acknowledgement Form
 - f) Section 3 Business Self Certification Form
 - g) Contractor Section 3 Assurance of Compliance & Action Plan Form
 - h) Section 3 Contractor Self Certification Form- (if applicable)
 - i) Addenda Receipt
 - j) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - k) Bid Bond (if estimate is over \$50,000.00)
 - l) HUD Previous Participation Form (if contract was over \$50,000.00)
 - m) MBE/WBE (if applicable)

*** Please note - the Section 3 Acknowledgment Form, Section 3 Business Concern Self-Certification Form, Contractor Section 3 Assurance of Compliance and Action plan **MUST** be turned in with your bid documents for each subcontractor

Construction Specifics:

Remove and replace with new:

- A. Light fixtures, light switches, timers, receptacles, covers.
- B. Smoke detectors installed per 2019 edition of **NFPA 72** – See section 13851
 - 1. 1 per sleep area
 - 2. 1 per hallway
 - 3. 1 per kitchen
 - 4. Make use of existing hardwire connection
 - 5. Product Submittal required
- C. Carbon monoxide detectors – See Section 13851
 - 1. 1 within 3 feet of gas furnace in living area – Place between 3' & 5" high
 - 2. 1 within 3 feet of gas hot water heater in living area – Place between 3' & 5" high
 - 3. 1 within 3 feet of gas stove – Place between 3' & 5" high
 - 4. If area overlap 1 will suffice
 - 5. Make use of existing hardwire connection
 - 6. Product Submittal required
- D. HVAC grills, registers & diffusers
 - 1. Replace all – Existing to be given to maintenance
 - 2. Steel, white and powder coated.
 - 3. Replace with Everbilt Series E800 or like
 - 4. Product Submittal required
- E. Exterior wall mounted dryer vent
 - 1. MIN. 26-gauge galvanized or exterior grade vinyl
 - 2. Brown or black
 - 3. Use existing opening
 - 4. 6 inches of interior pipe exposed
 - 5. Use of a Easy to clean / wildlife screen feature or cover required
 - 6. Replace with NPJB No Pest 4" J Block Wide-mount Dual Door Vent or like
 - 7. Product Submittal required
- F. Kitchen cabinet doors and hardware – See section 11460 and applicable sections of 12370
 - 1. New hardware installed
 - 2. New solid wood doors – painted / stained to match counter tops
 - 3. Product Submittal required
- G. Countertop, backsplash – See section 11460 and applicable sections of 12370
 - 1. Replaced base on current dimensions and location
 - 2. Solid Surface tops and back splash – See HUD user guide #6 Kitchens
 - 3. Drop in sink installation
 - 4. Product Submittal required
- H. Kitchen sink and faucets – See section 11460 and applicable sections of 12370
 - 1. Replace. Existing fixtures given to Maintenance
 - 2. Product Submittal required
- I. Interior door hardware
 - 1. Replace all hardware
 - 2. Existing hardware given to Maintenance
 - 3. Replace with Defiant Brandywine Series or like
 - 4. Product Submittal required

- J. Drop Ceiling – 1300 Connor ONLY
 - 1. Replace tile and grid with 2 x 4 grid system
 - 2. Replace tile with Armstrong #949 Series or like
 - 3. Scored to simulate the look of a 2-ft x 2-ft panel visual
 - 4. Replace grid system with Armstrong Prelude System 23.06" galvanized / white or like
 - 5. Product Submittal required

- K. Window units – 1300 Connor ONLY Replaced if damaged or nonoperational
 - 1. Replace with Airtite 2900 Series Single Hung with matching storm screen or like
 - 2. Color to match existing
 - 3. Product Submittal required

- L. Range hood – 1300 Connor ONLY Replace
 - 1. Replace with NuTone RL6200 Series Cabinet Range Hood with Light Stainless steel or like
 - 2. Ductless or ducted depending on current install type
 - 3. Product Submittal required

- M. Units with smoke damaged to be mitigated per BSR/IICRC S700 Standard for Professional Fire and Smoke Damage Restoration

Remove and discard:

- A. Mini blinds

- B. Trash, furniture.

- C. Fridge and stoves – given to Maintenance

- D. Secondary shower rods.

Remove and store for reuse:

- A. Thermostats (if operational)
- B. Fire extinguisher
- C. Trim pieces
- D. Closet and Pantry shelving (clean and paint)
- E. Closet Rods (clean and paint – install new if missing)
- F. Bathroom grab bars – verify and install backing where tile is replaced.
- G. Toilets – cleaned and flush parts replaced

Remove ceilings and attic insulation throughout: Units 949, 1022, 1018, 1014, 916 ST

- A. Replace with 5/8 drywall. Install needed framing.
- B. Moisture, mold and mildew drywall in restrooms to be replaced with purple board.

Bathroom specifics - Replace with new at all units unless specifically noted differently. Installment shall be based off current location and dimensions.

- A. Bath Tile Replaced Excluding UNITS 1018 & 1020
- B. Shower heads
- C. Tub faucets
- D. Toilet seats and cover
- E. Tub in UNIT 1300 Connor ONLY

- F. Medicine cabinets
- G. Vanity base in UNIT 1018 ONLY
- H. Vanity Faucets
- I. Bathroom accessory package – Location TBD
 - A. 3 towel racks
 - B. 1 toilet paper holder
 - C. 1 toothbrush and soap holder
- J. Restroom radiant ceiling heating fixture –
- K. Lighting fixtures
- L. Bathroom push button wall timer. Mounted in three/two gang switch box with Preset 5-10-15-30 Minute Countdown Timer Switch for the ceiling heater. Install coordinating cover.
- M. Replace all tile where tub replaced or major repair is needed and minor repairs will not match existing look. Bathroom wall tile and grout returned to like new condition
- N. Product Submittals required

Clean, repair and paint:

- A. Cabinet, counter base and cubby cabinet
- B. Pantry, closet shelving
- C. Windows frames - existing blind drill holes to be filled
- D. HVAC Duct (Replace with change order, MOD department approval required)
- E. Fire damage at UNIT 1300 Connor and 1518 Calumet

Repair attic wood framing that is damaged/rotten. MOD department approval required.

Rewire all ceiling surface mounted electrical wiring to a recessed route within the attic space.

Install new 1" X 4" mounting strips across ceiling joist @ 16" O.C. Ceiling mounting surface will coincide with existing ceiling height. .

Tape, float, splatter texture, and prime ceiling areas.

Seal all ceiling penetrations for blown in insulation application.

Installation of blown in insulation shall provide no less than an R-38 rating. Attic depth rulers shall placed per IECC (N1101.12.1.1)

New ceiling & wall trim to match existing.

Previous damaged and repaired wall surfaces should be repaired so as to be indistinguishable once final paint coat is applied.

Front, Rear and Interior doors to be prepped and painted. 2 coats.

Remove and replace vct flooring. Apply 2 coats wax. SEE SPECS below

Replace cove base. SEE SPECS Below

Clean, strip, and wax new flooring. Allow wax to dry for 5 hours before access to the unit is granted.

Interior and Exterior Window frames to be cleaned and repainted with 2 coats DTM. Color to match existing.

Interior and Exterior Window glass to be cleaned.

Clean all windows, frames and screens. Exterior and Interior. Repair or replace damaged screens.

- A. Replace Windows – 2 units 1300 Connor ONLY

- B. Interior and Exterior Window frames to be cleaned, screw holes repaired and painted with 2 coats. Color to match existing.
- C. Add painted wood nailer for blind install at each window.

Check water faucets / sinks for proper pressure and drainage. Check water heater temperature at faucets. Check the water heater vent for proper attachment and correct venting. Clean water heater closet walls, floors and ceiling.

Front and rear porches particular to the unit's location shall be pressure washed, cleaned free of graffiti & trash.

Contractors debris must be removed daily from the building exterior and weekly from the building interior.

Interior doors should be checked for proper operation and drag against the frame or floor. Damaged doors to be replaced. New doors need to be cut 1/2" from the floor.

Units to be thoroughly cleaned for tenant move in.

HVAC system to balance with accompanying certification. Unit air conditioning and heating to be checked for functionality. Deficiency report to be included in TAB certification.

Rear railings replaced or repaired and secured.

Unit specific:

1. Unit 1014 will need sheetrock removed and replaced in the closet/washing machine wall area. Use of purple board is required.

UNITS PAINTING SPECS

OBJECTIVE: The goal of this project is to completely paint walls and ceiling to a condition with no deficiencies to the interior paint and texture on the walls, ceiling and doors

WHAA Painting Instructions:

1. It is the intent of this specification that all interior walls, ceilings, doors, and window sills are repainted to their original condition and re-stain kitchen cabinets if needed
2. The contractor shall prepare walls, ceilings, and doors for paint fill all cracks, holes and imperfections on the painting surfaces. Smooth off to match adjacent surfaces.
3. The contractor shall remove all loose paint from walls, ceilings, doors and windows from the entire interior of the apartment listed.
4. If doors are too badly damaged they will be replaced with WHA approval
5. The contractor will protect all surfaces that are not to be painted from paint spills, and splatters. These surfaces include electrical outlets, electrical switches, electrical outlet plates and covers, light fixtures, floors, cove base, appliances, bathroom and kitchen fixtures & countertops, window glass, window frames & door hardware and tracks, bathroom vent fans and heaters, telephone jacks, thermostats, ect.
6. The entire surface area to be painted should be clean, dry, sound and free from all dirt, grease, oils, waxes, mildew or any other surface contaminates
7. Surface areas affected by mildew/mold shall be scrubbed with a soft-medium bristle scrub brush and solution of one cup of Tri-Sodium Phosphate (TSP, mixed with one quart of household bleach and three quarts of water. Allow solution to stand on affected areas for approximately 10 – 20 minutes then rinse thoroughly with clean water. Allow the are effected to dry for 24 hours before painting.
8. The contractor can also use products already mixed for mold and mildew clean up and follow directions before clean up and painting
9. Contractor will treat all area treated for mold/mildew with a mildew inhibitor before painting
10. The contractor shall remove all loose scale, chalked, cracked or peeling paint from previously painted areas by scraping, sanding or wire brush.
11. The contractor shall lightly feather-sand smooth all rough edges to the adjacent surfaces area that will be noticed that a repair has been made to that area.
12. The contractor shall lightly-sand all glossy surface areas so as to effectively dull any existing sheen levels.
13. Cabinets and Vanities of actual stained wood will need sanding and re-staining per stain color specified per scope of work above.
14. The contractor shall apply one primer coat where raw materials is shown or needed.
15. In areas of mold cleaning, use Kilz primer or equivalent primer to adequately cover area.
16. The contractor shall use the paint specified and no exceptions shall be granted for substitutions
17. The contractor shall apply two coats of paint to all surfaces area which are to be painted.
18. The contractor shall apply paint with either a roller and spray rig of their choosing
19. All applicable ceiling textures should be repaired to match the existing textures of that room ceiling.
20. The contractor shall be responsible for the cleanup of all spills and splatter.

Manufacture Specs / Codes:

1. Paint Codes:

Interior:

Supplier: Sherwin Williams
1022 Columbus Ave.
Waco, Texas 76701

Phone (254) 752-0388

Colors: Interior Latex Semi-Gloss A26 Series, MOONLIGHT

Exterior:

Supplier: Maestros Paint Company
931 Lake Air Dr.
Waco, Texas 76710
Phone (254)756-1805

Colors: Exterior door – CORONADO PAINTS – PAINT / 178 OXFORD
BROWN

Exterior door trim – CORONADO PAINTS – PAINT / 110
SANDSTONE

2. Flooring Specs: Equal to or Better

Tarkett VCT brand, #1347 – Beige - Resilient Floor Tile

3. Cove Base Specs: Equal to or Better

Flexco #F40CT2P072, Chocolate

4. The following list is WHA preferred cleaning supplies;

Zep- Morado Super Cleaner (degreaser)
Carroll - Pretty Potty (Bowel Cleaner)
Zep - Oven Brite (Oven Cleaner)
Zep - Stainless Steel Polish
Spartan - Rinse Free Stripper (Floor Cleaner)
Betco - Hard As Nails (Floor Wax) Applied with mop and left to dry. Buff only if needed.
Spartan - Super Suds
Zep - Zepopine (Pine Cleaner)

Final Checklist

Check List: The following is the LIST for the MOVE IN READY punch list. The items will need to be in good working order, repaired, painted or cleaned and accounted for upon inspection.

Living Room

Front Door –

Function (Door Knob, Locks, and Hinges), Painted (inside and Outside (including door jamb)), Door viewers (Front Door Only), replace sweeps, weather stripping, and door stop if damaged. **Upon inspection door needs to close tight enough to not see light around the parameter.**

Windows –

Trim, frame, and stool, replace or repair if needed and caulk bleed through on Frame. Paint frames with matching color all around.

Window Glass –

Replace glass broken, cracked, or missing

Window Function –

Raising and Lowering, staying raised, locks working, replace balance if needed

Window Screens –

Function (Opening and locking), if holes are found in screen, replace entire screen material and replace slide locks if missing or non-functional

Mini Blinds –

Function (Raise and lower and hold), blinds condition wands in place

Floor Tile –

Replace missing and/or damaged, clean, wax, and buff to shine if needed

Cove base –

Replace missing after lower wall repaired, glued to wall with no gaps allowed

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint

Ceiling Repair –

Patched holes, smooth to surrounding ceiling, texture and paint

Closet Doors –

Function (Passage set, and Hinges, replace if needed) Painted both sides and edges, replace door if too badly damaged or missing

Closet Shelves –

Replace if badly damaged or missing or made of metal

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

Light Switch –

Functional and cover installed, replace switch and/or cover if broken or missing if needed

Plugs and Covers –

Functional and cover installed, replace plug if not working, or broken, replace cracked, or missing covers. Replace plugs if cord will not stay in place

Phone Jack –

Condition and cover installed, replace cracked, or missing covers

Cable Jack/Cover –

Condition and cover installed, replace cracked, or missing covers

Smoke Alarm –

Check function, and installed properly – TEST - If chirping, replace batteries.

HVA/C Closet & Testing –

Test air conditioning and heat. Check all flue pipes for proper connections and attachment (NO TAPE ON FLU PIPES, MUST BE APPROVED TYPE B GAS PIPE). Check registers and grills, remove clean and paint or replace. Clean and paint inside the whole closet and seal off all ceiling penetrations.

Kitchen

Test appliances before and after installation

Back Door –

Function (Door Knob, Locks, strike plates and Hinges) Painted (inside and outside), replace sweeps, weather stripping, and door stop if damaged. **Upon inspection door needs to close tight enough to not see light around the parameter.**

Windows –

Trim, frame, and stool, replace or repair if needed and caulk bleed through on Frame. Paint frames with matching color all around.

Window Glass –

Replace glass broken, cracked, or missing

Window Function –

Raising and Lowering, staying raised, locks working, replace balance if needed

Window Screens –

Function (Opening and locking), if holes are found in screen, replace entire screen material and replace slide locks if missing or non functional

Mini Blinds –

Function (Raise and lower and hold), blinds condition wands in place

Floor Tile –

Replace bad and /or missing tile, clean, wax, and buff to shine if needed

Cove base –

Replace missing cove base if needed or paint existing with matching color if painted on after lower wall repaired, glued to wall with no gaps allowed

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint. Patch or repairs will not show

Ceiling Repair –

Patched holes, smooth to surrounding ceiling, texture and paint. Patch or repairs will not show

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

Light Switch –

Functional and cover installed, replace switch and/or cover if broken or missing if needed. Replace older style switches with new.

Plugs and Covers –

Functional and cover installed, replace plug if not working, or broken, replace cracked, or missing covers. Replace plugs if cord will not stay in place

Cabinets/Counter Tops –

Function (doors and drawers) replace hinges and /or drawer tracks if needed, check finish on wood and countertops, replace if called out in specifications or re-finish if needed. Clean inside and outside all cabinets for inspection.

Faucet –

Function, turns on and off and does not drip or leak or have low pressure. If any of the preceding are present repair.

Washer Box – (If Applicable)

Box condition, if not trimmed, trim out, clean and Paint if needed. If faucet is dripping replace gasket or replace entire faucet.

Drain Pipes –

Check for leaks and if detected, repair. Clean all dirty pipes

Angle Stops –

Check for leaks, do they cut off water, if not replace.

Flex/Water Lines –

Check for leaks and repair if found

Basket Strainers –

Functional holding water, if not present, provide new ones

Range/Burners/Oven/Broiler/Controls –

Check entire stove for all functions and replace parts if necessary. Clean stove top and under stove top, burners, knobs, oven, and broiler. Replace if deemed unusable by WHA.

Refrigerator -

Gaskets/Racks/Door Rails/Freezer Rails/Ice Trays –

Check entire refrigerator for function. Replace parts that are missing and damaged gaskets.

Replace if deemed unusable by WHA. Maintenance will provide parts

Test GFI plugs, if they don't work replace

Bathroom

Door –

Function Passage/Lock, Striker Plate, hinges, door stop, repair damaged areas on door and paint (Both Sides)

Vanity –

Doors, top & sink condition, refinish if necessary unless they are stated to be replaced

Faucet –

Function (on & off), leaks, provide stopper, water flow

Drain/Pipes –

Leaks, if detected, repair and clean all dirty pipes

Angle Stops –

Leaks, cut off water, repair or replace if nonfunctional

Flex/Water Lines –

Leaks, if detected, repair

Commode –

Handle, Flapper, Seat, stable on floor, replace parts as necessary, caulk base and ensure caps are in place on mounting bolts

Tub –

Make sure it drains adequately, clean tub thoroughly, re-caulk around tub including floor area

Shower –

Water flow, leaks, replace if needed

Shower Rod –

Installed correctly, if not there provide and install

Diverter Spout –

Pulled and shower working, water flowing, leaks, repair if needed

Medicine Cabinet –

Installation, mirror cleaned, inside cleaned, if broken, replace, check for shelves inside and replace broken or missing. At least two shelves need to be in it.

Tooth Brush Holder –

Install new or, clean existing

Soap Holder –

Install new or, clean existing

Towel Racks –

Install new or, clean existing

Toilet paper holder -

Install new or, clean existing

Bath Heater/Vent Fan –

Install new pushbutton 15 min. timer. If equipped with vent fan combo make sure it works

Light Switch –

Functional and cover installed, replace if either is broken

Light Fixture –

Function, glass, if glass is missing or broken, replace, if fixture is questionable, replace

GFI Plug –

Check, if it does not test correctly or is broken, replace. Replace plugs if cord will not stay in place

Windows –

Trim, frame, and stool, replace or repair if needed and caulk bleed through on
Frame. Paint frames with matching color all around if needed

Window Glass –

Replace glass broken, cracked, or missing

Window Function –

Raising and Lowering, staying raised, locks working, replace balance if needed

Window Screens –

Function (Opening and locking), if holes are found in screen, replace entire screen material and
replace slide locks if missing or non functional

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint

Ceiling Repair –

Patched holes, smooth to surrounding ceiling, texture and paint

Wall Tile –

Check, replace broken or missing

Grout –

Check, repair

Floor Tile –

Replace bad and /or missing tile, clean, wax, and buff to shine if needed

Cove base –

Replace missing cove base if needed or paint existing with matching color if painted on after
lower wall repaired, glued to wall with no gaps allowed

Hall

Floor Tile –

Replace bad and /or missing tile, clean, wax, and buff to shine if needed

Cove base –

Replace missing cove base if needed or paint existing with matching color if painted on after
lower wall repaired, glued to wall with no gaps allowed

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

Light Switch –

Functional and cover installed, replace switch and/or cover if broken or missing
if needed

Washer Faucets –

Handles, if not there or broken, replace, function, leaks

Washer –

Drain function

Washer Box – (If Applicable)

Box condition, if not trimmed, trim out, clean and Paint if needed

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint

Ceiling Repair –

Patched holes, smooth to surrounding ceiling, texture and paint

Closet Doors – (If applicable)

Function (Passage set, and Hinges) Painted both sides and edges

Closet Shelves –

Replace if badly damaged or missing or made of metal

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

Light Switch –

Functional and cover installed, replace switch and/or cover if broken or missing if needed

Plugs and Covers –

Functional and cover installed, replace plug if not working, or broken, replace cracked, or missing covers. Replace plugs if cord will not stay in place

Washer Box – (If Applicable)

Box condition, if not trimmed, trim out, clean and Paint if needed. If faucet is dripping replace gasket or replace entire faucet.

Phone Jack –

Condition and cover installed

Carbon Monoxide Detector –

Batteries, functional, and installed properly - If chirping, replace batteries.

Smoke Alarm –

Batteries, functional, and installed properly - TEST- If chirping, replace batteries.

Bedroom

Floor Tile –

Replace bad and /or missing tile, clean, wax, and buff to shine if needed

Cove base –

Replace missing cove base if needed or paint existing with matching color if painted on after lower wall repaired, glued to wall with no gaps allowed

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

Light Switch –

Functional and cover installed, replace switch and/or cover if broken or missing if needed

Windows –

Trim, frame, and stool, replace or repair if needed and caulk bleed through on Frame. Paint frames with matching color all around.

Window Glass –

Replace glass broken, cracked, or missing

Window Function –

Raising and Lowering, staying raised, locks working, replace balance if needed

Window Screens –

Function (Opening and locking), if holes are found in screen, replace entire screen material and replace slide locks if missing or non functional

Mini Blinds –

Function (Raise and lower and hold), blinds condition wands in place

Doors –

Function Passage/Lock, Striker Plate, hinges, door stop, paint (Both Sides)

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint

Ceiling Repair –

Patched holes, smooth to surrounding ceiling, texture and paint

Plugs and Covers –

Functional and cover installed, replace plug if not working, or broken, replace cracked, or missing covers. Replace plugs if cord will not stay in place

Closet Rod –

Installed

Closet Shelves –

Replace if badly damaged or missing or made of metal

Smoke Alarm –

Batteries, functional, and installed properly – TEST - If chirping, replace batteries.

Outside Porches and porch closet (If Applicable)

Floor –

Wash and clean

Wall Repair –

Patch holes, smooth to surrounding wall, texture (if any) and paint

Ceiling Repair –

Patched holes, smooth to surrounding ceiling texture and paint

Plugs and Covers –

Functional and cover installed, replace plug if not working, or broken, replace cracked, or missing covers

Light Fixture –

Functional, replace glass, bulb or whole fixture if needed

↶ Reply ▾ 🗑️ Delete 🚫 Junk Block ⋮

Re: HD Supply - Waco Housing Authority

① You replied on Tue 7/14/2020 1:34 PM

GD Gloria Dancer
Tue 7/14/2020 1:29 PM
To: Kaitlin Dragoo
Cc: Edward Cotton



Yes that is the only thing to do.

Gloria Dancer
Vice President of Operations
(254) 752-0324 Ext. 219
gloriad@wacopha.org

From: Kaitlin Dragoo <kaitlind@wacopha.org>
Sent: Tuesday, July 14, 2020 1:05 PM
To: Gloria Dancer <gloriad@wacopha.org>
Cc: Edward Cotton <edwardc@wacopha.org>
Subject: Fw: HD Supply - Waco Housing Authority

I've received confirmation from HD Supply that they will only honor a 1-year workmanship warranty and will not honor the 3-year warranty we specified in the bid packet. Since this would be considered a major change to the scope of work, it would be unfair to other bidders or potential bidders to accept this change after the bid opening. It is my recommendation that we reject this bid and award to the 2nd highest bidder.

Handbook No. 7460.8 REV 2

.. **Responsiveness (24 CFR 85.36(b)(8)).** To be considered responsive, a bid must conform to the material requirements of the IFB. The Contracting Officer must examine the low bid to be sure that the bidder did not alter the specifications or other terms and conditions (e.g., delivery schedules, payment terms, etc.) or attempt to impose different terms and conditions. If the bid does not conform to the solicitation, it must be rejected and the next lowest bid examined for responsiveness. Allowing a bidder to alter the material requirements of a solicitation gives the bidder an unfair advantage over the other bidders and destroys the integrity of the sealed bidding process. It also limits the PHA's rights in the contract. The Contracting Officer shall document his/her findings regarding the low bidder's responsiveness in the procurement file. Minor informalities (see paragraph D) are not grounds for determining a bid to be non-responsive.

Please confirm if you agree or disagree with this so that I may finish the recommendation packet.

RE: HD Supply - Waco Housing Authority

Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>

Tue 7/14/2020 2:28 PM

To: Kaitlin Dragoo <kaitlind@wacopha.org>

Cc: Baker, Yvonne <Yvonne.Baker@hdsupply.com>; Gloria Dancer <gloriad@wacopha.org>

Kaitlin – Thank you for the update.

We look forward to future opportunities. Please let us know if things change and if HD Supply Facilities Maintenance can be of assistance.

Best Regards,

Brent Jaramillo

National Account Manager

HD Supply Facilities Maintenance

Cell (928) 595-1711

Email brent.jaramillo@hdsupply.com

One Team Driving Customer Success and Value Creation

From: Kaitlin Dragoo <kaitlind@wacopha.org>**Sent:** Tuesday, July 14, 2020 12:22 PM**To:** Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>**Cc:** Baker, Yvonne <Yvonne.Baker@hdsupply.com>; Gloria Dancer <gloriad@wacopha.org>**Subject:** Re: HD Supply - Waco Housing Authority

Brent,

Thank you for confirming this.

We are not able to accept the one (1) year warranty term for this project, as we had three (3) years in our scope of work. This would be an alteration of our specifications/terms for this project, therefore we must reject the bid. The HUD procurement handbook states that allowing a bidder to alter the requirements of a solicitation, gives an unfair advantage over the other bidders and destroys the integrity of the sealed bidding process.

We appreciate you submitting a bid and hope to work with you on future projects.

Please let me know if you have any questions.

Kaitlin Dragoo, CTPM

Procurement-Contract Compliance Officer

Waco Housing Authority & Affiliates

4400 Cobbs Drive

Waco, TX 76703

Ph: 254-752-0324 Ext 247

From: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>**Sent:** Monday, July 13, 2020 3:41 PM**To:** Kaitlin Dragoo <kaitlind@wacopha.org>**Cc:** Baker, Yvonne <Yvonne.Baker@hdsupply.com>**Subject:** RE: HD Supply - Waco Housing Authority

Kaitlin – Hello and thank you for the time on the phone this morning.

I wanted to confirm that HD Supply Facilities Maintenance can only offer a one (1) year on the workmanship warranty. This is our standard including all current/past work with other Texas Housing Authorities utilizing HUD funding.

Please let me know if you have additional questions. I can be reached at (928) 595-1711.

Best Regards,

Brent Jaramillo
National Account Manager
HD Supply Facilities Maintenance
Cell (928) 595-1711
Email brent.jaramillo@hdsupply.com

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From: Kaitlin Dragoo <kaitlind@wacopha.org>
Sent: Monday, July 13, 2020 7:54 AM
To: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>
Subject: Re: HD Supply - Waco HA

Good Morning Brent,

Below the initial bid tabulation. I am still working my way through reviewing the bid packages before I can make a recommendation for board approval. The last tab of the bid package submitted by HD Supply is "Modifications to Requirements, Instructions, and Conditions" While we do appreciate the feedback on this and may be able to reword some of the items in future solicitations, the workmanship warranty for this project is stated for 3 years and your attachment changed this to 1 year. Please let me know if your company is able to abide by the original scope of work and specifications as it was solicited.

HCS- \$220,000.00
HD Supply- \$168,713.91
Mitchell Construction- \$340,500.00
Zamco- \$197,272.60

Kaitlin Dragoo, CTPM

Procurement-Contract Compliance Officer
Waco Housing Authority & Affiliates

4400 Cobbs Drive

Waco, TX 76703

Ph: 254-752-0324 Ext 247

From: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>
Sent: Friday, July 10, 2020 9:17 AM
To: Kaitlin Dragoo <kaitlind@wacopha.org>
Subject: RE: HD Supply - Waco HA

Kaitlin – good morning. I was not able to attend the Bid Opening yesterday – due to a schedule change.

Are you able to share the initial Bid Tabulation? I am curious how HD Supply did in the process.

Best Regards,

Brent Jaramillo
National Account Manager
HD Supply Facilities Maintenance
Cell (928) 595-1711
Email brent.jaramillo@hdsupply.com

One Team Driving Customer Success and Value Creation

From: Kaitlin Dragoo <kaitlind@wacopha.org>
Sent: Wednesday, June 24, 2020 7:11 AM
To: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>; Clark, Jason C <Jason.Clark2@hdsupply.com>
Cc: Edward Cotton <edwardc@wacopha.org>
Subject: Re: HD Supply - Waco HA

Good Morning Brent,

I apologize for the miscommunication in scheduling the site visit. I spoke with Jason this morning and we never received the emails that he sent, our email addresses are .org and not .com, I have copied Mr. Cotton on this email with his correct email address and this email will come from my correct one. I am not sure what happened on the voicemail situation and apologize for those not being returned to you last week.

We stated in the bid packet that today would be the only day for site visits, but due to the trouble you had getting something scheduled and having to come out of town for this, we can set something up for you on Monday or Tuesday of next week. Mr. Cotton is out in the field today but I do not see anything on his schedule for that day, so please let me know what time works for you. Our work hours are currently 8a-3:30pm.

In the future, if I don't respond to an email, please feel free to give me a call. I try to acknowledge that I at least received them and am working on it.

Kaitlin Dragoo, CTPM

Procurement-Contract Compliance Officer
Waco Housing Authority & Affiliates

4400 Cobbs Drive

Waco, TX 76703

Ph: 254-752-0324 Ext 247

From: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>
Sent: Tuesday, June 23, 2020 7:22 PM
To: edwardc@wacopha.com <edwardc@wacopha.com>; Clark, Jason C <Jason.Clark2@hdsupply.com>
Cc: Jaramillo, Brent M <Brent.Jaramillo@hdsupply.com>; Kaitlin Dragoo <kaitlind@wacopha.org>
Subject: HD Supply - Waco HA

Ed and Kaitlin – Jason Clark with HD Supply attempted to schedule a time for June 24 to walk the Waco HA Make Ready & Fire Damaged Units. Please let us know the most effective way to schedule a time.

Jason's cell is (830) 312-0853

Best Regards,

Brent Jaramillo
National Account Manager
HD Supply Facilities Maintenance
Cell (928) 595-1711
Email brent.jaramillo@hdsupply.com

One Team Driving Customer Success and Value Creation

Resolution No. 3822

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$37,672.56 FOR STAIRCASE REPAIRS AT KATE ROSS APARTMENTS

WHEREAS, the Modernization Department solicited sealed bids in accordance with procurement guidelines from qualified service providers

WHEREAS, in addition, the IFB advertisement was published in the Waco Tribune Herald on June 16 and June 21, 2020 and advertised on our website, and

WHEREAS, in addition to the advertisement, thirty-five (35) firms were notified by email, and

WHEREAS, Waco Housing Authority & Affiliates received four (4) compliant bids, and

WHEREAS, it was determined that Zamco Services submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the contract be awarded to Zamco Services, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the Board of COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the **21ST** day of July 2020.

Secretary

Chairperson of the Board

(SEAL)

SECTION L

SCOPE OF WORK

TX-21-P-010-501/17-101-1480

Staircase Repairs at Kate Ross Apartments

Project #- KR-202002SR

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver sealed bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Deadline for sealed bids will be **July 8, 2020 @ 2:00 p.m. CST**. No late bids will be accepted regardless of reason.

OVERVIEW:

Project adjective: The job will consist of repair work at 22 staircase locations with various needed repairs.

The contractor shall make reference to:

OSHA General Industry (29 CFR 1910)

Definitions:

1. WHA = Waco Housing Authority.
2. MOD = Department of Modernization.
3. HUD = Department of housing and Urban Development.
4. RRP = Lead Renovation, Repair, and Painting Program.
5. LBPA = Lead-Based Paint Activities.
6. TCEQ = Texas Commission On Environmental Quality.
7. MUTCD = Manual on Uniform Traffic Control Devices.
8. MBE = National Minority Supplier.
9. WBENC = Certified Women's Business Enterprise.
10. EPA = Environmental Protection Agency.
11. OSHA = Occupational Safety and Health Administration.
12. AHJ = Authority Having Jurisdiction.
13. O.C. = On Center.
14. ICC IECC = 2012 + 2012 International Energy Conservation Code.
15. AWS = American Welding Code

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Contractor will be required to check in with the onsite office every day when they arrive, and check out at the end of the day.

3. Work shall be confined to the areas directly related to the project. Access to site/unit shall always be reasonably accessible. Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
4. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
5. Contractor shall provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.
6. Contractors, Sub-Contractors or anyone working under the contractor shall not park vehicles or traverse landscaping areas unless the vehicle is directly required to do the job at hand.
7. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
8. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
9. **City of Waco requires that Contractors inquire if a permit is required for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed to Ed Cotton and Kaitlin Dragoo prior to work start and
*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
10. WHA will provide the asbestos survey when required by the City Of Waco.
11. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor shall be done in accordance with the TCEQ.
12. Waco Housing Authority and Affiliates or Rising Images employees are not to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
13. Per HUD regulation, smoking within 25 feet of any public housing residence or building is strictly prohibited.
14. All aspects of this project will be conducted in accordance with HUD 5370-EZ, General Conditions of the Construction Contract and other applicable forms provided in bid packages.
15. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork.
16. Contractors will not be compensated for any work completed outside of the scope of work and specifications included in this bid packet, or any addendum that may be issued. All change orders must be approved in writing by Waco Housing Authority & Affiliates prior to any work being done.
17. All contracts require no less than a (3) year workmanship Warranty by the contractor in addition to any Manufacture warranties.
18. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties.
<https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
19. A pre-construction meeting must be set within 48 hours of notification of contract award, by contacting Kaitlin Dragoo.
20. Contractor has **45** consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 8:00 A.M. through 6:00 P.M. **NO** work can be performed on WHA recognized holidays.
21. Weather Days. Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction." Weather Day request must be communicated to Ed Cotton and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.
22. Excessive inspection "hold points". If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted.

Documentation and a simple request via email shall be sent to Ed Cotton and Kaitlin Dragoo promptly.

23. Clarification or questions shall be emailed to Ed Cotton and Kaitlin Dragoo.
24. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) HUD 5369-A Form
 - e) Section 3 Clause Acknowledgement Form
 - f) Section 3 Business Self Certification Form
 - g) Contractor Section 3 Assurance of Compliance & Action Plan Form
 - h) Section 3 Contractor Self Certification Form- (if applicable)
 - i) Addenda Receipt
 - j) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - k) Bid Bond (if estimate is over \$50,000.00)
 - l) HUD Previous Participation Form (if contract was over \$50,000.00)
 - m) MBE/WBE (if applicable)

*** Please note - the Section 3 Acknowledgment Form, Section 3 Business Concern Self-Certification Form, Contractor Section 3 Assurance of Compliance and Action plan MUST be turned in with your bid documents for each subcontractor

Construction Specifics:

1. Replace 176 staircase support legs (including galvanized base plate) with 2"x 2" x 14g galvanized sq. tubing. 4"x 3" x 3/8" galvanized base plate.
2. Level 22 "first landing" sections. Majority of the back-left corners on the landing need to be leveled to original height without excessive binding on staircase.
3. Anchor 6 accessible base plate at each location. See Post/Base Plate Orientation Option CSO for layout. Also see epoxy specifications.
4. Base plate welds to be coated per galvanizing compound specifications. Top of base plate, weld and base leg paint cut in (2" up from weld) shall be uniformed throughout stairwells.
5. Base plate offset direction of placement will vary per stairwell. Confirm prior to installation.
6. The manufacturing, installation and repairs of staircase work, shall be in compliance with the AWS D1.1 Structural welding code.
7. Outside of demo, grinding shall be completed outside and away from the stairwell location by 20 feet.
8. Contractor will be required to provide a location specific construction schedule. Report daily to MOD the staircase(s) locations personnel will be working on. Provide a fire watch while welding is in progress.
9. Pre plan temporary securing of staircase access. Tenant access will be required throughout the day. Staircase must be accessible within 10 minutes of request.
10. The General Contractor is responsible for maintaining code compliant access to the upstairs units during construction and installation activities.
11. The use of temporary access is to be code compliant with respect to tread depth, riser height and required load on railings.
12. Surfaces that are repaired need to be cleaned thoroughly with paint thinner before primer / paint application.
13. Mask off and/or cover areas where metal meets wall area, brick post, or other surface to prevent scarring from dry ice blasting, wire brushing, sanding, and paint. The contractor will be responsible for repairing damaged surfaces and areas altered by overspray.

14. Clean up periodically throughout the workday any and all residues from blasting, scraping, and any other means of preparation work. Construction waste shall be removed at the end of each workday.
15. Smooth out all paint holidays and area where previously painted patterns are showing through.
16. Repair loose weld joints at exposed connections and finish welds.
17. Prep and paint non-galvanized repaired areas. 1 coat primer & 2 finish coats. Sand lightly between coats.
18. Schedule primer/painting to allow proper drying time per manufacturing while adhering to manufacture spreading rate for proper film thickness. Apply 1 coat rust inhibitive primer on repaired areas that will remain unpainted for more than 24 hours.
19. Final paint finish shall have uniform finish, color and appearance.
20. Adhere to all EPA and OSHA regulations on exterior painting.
21. Protect all buildings, vehicles, and other items from overspray. Use drop clothes to protect adjacent areas.
22. Contractor will be required to complete cleanup at each worksite prior to moving to the next. Contractor must conduct a thorough final cleaning of the entire site at the end of the job.

Manufacture Specs / Codes:

1. Paint:

Sherwin Williams Wrought Iron Black SW2105
DTM Exterior Semi-gloss 100% acrylic

2. Acrylic primer:

Water based acrylic, interior/exterior, rust-inhibitive primer to steel/aluminum/galvanized steel.
40°F plus application. Will except water or solvent based topcoats.

3. Weld paint:

Alkyd Enamel cold galvanizing compound. 30 min to 1-hour dry time.
Recoat 12hr dry time. 95% pure zinc. 32 to 100 degree application temperature. Less
than 360g/l VOC content. Rust oleum Cold Galvanizing Compound 206194 or like