

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 857 7508 6909
PASSCODE: 127514

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/85775086909?pwd=RHXS3bLHDGE4TBPLSw>

Waco, Texas

April 12, 2021

12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Presentation from Auditor – David Boring, CPA
- V. Approval of Minutes
- VI. Updates
 - EM and KR conversions – RECAP Advisors
 - CARES ACT Funding
 - Eviction Moratoriums
- VII. New Business
 - RESOLUTION NO. 3832 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ACCEPT THE PROPOSAL FOR EJP CONSULTING GROUP, LLC TO PROVIDE A STRATEGIC PLANNING PROCESS AND FACILITATION OF SERVICES FOR WACO HOUSING AUTHORITY AND AFFILIATES
- VIII. Departmental Report Questions
- IX. Consideration of Future Agenda Items
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 860 7093 9923
PASSCODE: 663817

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/84599269255?pwd=OTdCYWdsdVR0aThOZk1IZlFId1MyUT09>

Waco, Texas
March 8, 2021
12:00 Noon

Chair Malcolm Duncan Jr. called the meeting to order at 12:02 p.m.

- I. Establishment of Quorum
Commissioner's present: Malcolm Duncan Jr., Susan Cowley, Shirley Langston, Jon Ramos, Connie Mack
Commissioners absent: Shirley Langston
- II. Hearing from Visitors
 - Recognition of Officials
- III. Approval of Minutes
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the February 2021 Board Meeting. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- IV. Updates
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we are currently still working with our partnership with WISD as well as Connally ISD schools to spend the money. We have a call with WISD next week and Transformation Zone has postponed activities for students until more vaccines are issued or until COVID numbers decrease. The CARES ACT funds have been extended until December 2021.
Milet Hopping updated the board on the RAD process and advised them that due to the winter storm the rehabbed unit completion date has been extended.
Milet Hopping updated the board on recent community developments and our partnership with the V.A. as well as the Paige Estates development being built next to Kate Ross.
- V. Discussion Items
President/CEO discussed The Eviction Moratorium which has been extended until March 31, 2021. This will remain an item for discussion.
Milet Hopping reviewed with the board the new Committees that will be conducting business for WHA with the Board. These committees will be Governance (Malcolm Duncan/Jon Ramos), People (Shirley Langston, Connie Mack, Susan Cowley), Real Estate/Finance (Melli Wickliffe); it was discussed that the committees will be allowed to have outside subject matter experts sit on the committee, since Susan Cowley is coming off the board this month, she will be allowed to sit on the People committee as a subject matter expert.
- VI. New Business
 - RESOLUTION NO. 3831 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) CONTRACT WITH THE DEPARTMENT OF FAMILY PROTECTIVE SERVICES (DFPS) IN AN EFFORT TO REDUCE FOSTER ADULT YOUTH HOMELESSNESS IN WACO, TEXAS.
Milet Hopping explained the MOU Contract that we have entered with DFPS. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3831. Commissioner Connie Mack made the motion and Commissioner Melli Wickliff seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3831

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

VII. Reports
Administrative Services
Everything for Admin was usual business.

Information Technology
Every for I.T. 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 MOD was usual business.

PUBLIC HOUSING
There are 1145 applicants on the WHA Public Housing Waiting list.

MAINTENANCE
The Maintenance Department continues to work on make readies.

SECTION 8 - Milet Hopping
The Section 8 department currently is leasing 2584 vouchers and has 3359 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping
Our Community Services Department is working towards distributing PPE to our PH sites.

FINANCE – Vice President Edwina Viera
A summary of the financial statements and the new Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items
• Eviction Moratoriums

IX. Adjournment
Chair Malcolm Duncan Jr. adjourned the meeting at 1:01 p.m.

Secretary

Chair of the Board

Seal

SUMMARY - WACO HA REDEVELOPMENT SCENARIOS

Model Number Development	1	2	3	4	5	6	7	8	9
	Kate Ross	Kate Ross	Kate Ross	Kate Ross	Estella Maxey	Estella Maxey	Estella Maxey	Estella Maxey	Estella Maxey
Rehabilitation or New Construction 4% or 9% HTC	Rehab 4% HTC	Rehab 4% HTC	Rehab 4% HTC	Rehab 9% HTC	Rehab 364 Units 4% HTC	Rehab 264 Units 4% HTC	Rehab 264 Units 4% HTC	Rehab 264 Units 4% HTC	New Construction 264 Units 4% HTC
Rents	100% RAD	40% RAD / 60% Payment Standard	100% Payment Standard	100% RAD	100% RAD	60% RAD / 40% Payment Standard	100% Payment Standard	20% RAD / 80% Payment Standard	100% Payment Standard
SOURCES									
Waco HA Cash Flow Loan	2,643,817	-	-	4,371,819	-	484,059	-	-	22,983,383
Waco HA Seller Note (Rehab Scenarios Only)	15,891,966	14,910,781	13,142,099	15,891,966	14,908,970	11,635,518	11,507,915	11,753,864	-
First Lien Mortgage	13,250,000	16,980,000	18,800,000	13,250,000	19,000,000	10,960,000	13,890,000	12,825,000	13,890,000
Tax Credit Equity	19,185,030	19,156,848	19,143,111	17,198,280	18,889,566	12,349,089	13,736,494	13,247,049	24,443,795
Deferred Developer Fee	2,055,691	2,052,370	2,050,624	2,089,441	2,790,049	1,461,377	1,955,464	1,781,111	-
Total	\$ 53,026,505	\$ 53,099,999	\$ 53,135,835	\$ 52,801,506	\$ 55,588,585	\$ 36,890,043	\$ 41,089,873	\$ 39,607,024	\$ 61,317,178
Paid Developer Fee	\$ 4,090,671	\$ 4,085,771	\$ 4,083,510	\$ 4,056,921	\$ 3,534,134	\$ 2,626,109	\$ 2,654,419	\$ 2,644,463	\$ 7,377,732
Sales Proceeds	\$ 1,408,034	\$ 2,389,219	\$ 4,157,901	\$ 1,408,034	\$ 7,791,030	\$ 1,564,482	\$ 5,092,085	\$ 3,646,136	\$ -
Net Proceeds / (Funds Required) - WHA	2,854,888	6,474,990	8,241,411	1,093,136	11,325,164	3,706,532	7,746,504	6,290,599	(15,605,651)
Tax Credit Request	2,231,041	2,227,763	2,226,166	2,000,000	2,196,681	1,852,363	1,597,426	1,540,509	2,842,586
Debt Coverage Ratio	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35
	-	-	-	-	-	-	-	-	-
COSTS									
Total									
Acquisition Cost	17,300,000	17,300,000	17,300,000	17,300,000	22,700,000	13,200,000	16,600,000	15,400,000	-
Construction Costs	22,916,061	22,916,061	22,916,061	22,916,061	18,803,953	13,810,284	13,810,284	13,810,284	46,882,044
Soft Costs	1,435,600	1,435,600	1,435,600	1,435,600	1,664,400	1,454,400	1,454,400	1,454,400	1,454,400
Financing Costs	2,919,477	2,888,141	2,872,897	2,694,478	3,092,538	2,244,934	2,433,668	2,367,298	3,421,364
Developer Fee	6,146,362	6,138,141	6,134,134	6,146,362	6,324,183	4,087,486	4,609,883	4,425,574	7,377,732
Operating Reserve	1,187,885	1,300,936	1,356,023	1,187,885	1,576,631	1,058,059	1,146,758	1,114,588	1,146,758
Replacement Reserve	1,121,120	1,121,120	1,121,120	1,121,120	1,426,880	1,034,880	1,034,880	1,034,880	1,034,880
Total	\$ 53,026,505	\$ 53,099,999	\$ 53,135,835	\$ 52,801,506	\$ 55,588,585	\$ 36,890,043	\$ 41,089,873	\$ 39,607,024	\$ 61,317,178
Per Unit	0	(0)	0	(0)	(0)	0	0	(0)	(0)
Per Unit - Acquisition Cost	60,490	60,490	60,490	60,490	62,363	50,000	62,879	58,333	-
Per Unit - Construction Costs	80,126	80,126	80,126	80,126	51,659	52,312	52,312	52,312	177,584
Per Unit - Soft Costs	5,020	5,020	5,020	5,020	4,573	5,509	5,509	5,509	5,509
Per Unit - Financing Costs	10,208	10,098	10,045	9,421	8,496	8,504	9,218	8,967	12,960
Per Unit - Developer Fee	21,491	21,462	21,448	21,491	17,374	15,483	17,462	16,764	27,946
Per Unit - Operating Reserve	4,153	4,549	4,741	4,153	4,331	4,008	4,344	4,222	4,344
Per Unit - Replacement Reserve	3,920	3,920	3,920	3,920	3,920	3,920	3,920	3,920	3,920
Per Unit - Total	\$ 185,407	\$ 185,664	\$ 185,790	\$ 184,621	\$ 152,716	\$ 139,735	\$ 155,643	\$ 150,027	\$ 232,262

WHA CARES ACT GRANT (Coronavirus Aid, Relief, and Economic Security Act)

April 2021

	<u>Public Housing</u>		<u>Section 8</u>		<u>CFP-59</u>		<u>COCC</u>	
Funding	\$ 552,594.00		\$ 680,752.00		\$ 192,654.16		\$ 357,324.55	
Expenses								
Management Fees	191,529.50		\$ 62,672.34		\$ 95,769.84			
Prepare:								
PPE & Supplies for Staff	\$ 2,608.58		\$ 551.53				\$ 1,483.66	
Inventory-Office Supplies							\$ 3,505.27	
Prevent:								
Employees Salary & Benefits	\$ 288,480.68		\$ 164,312.89				\$ 175,621.23	
Office Supplies & Computer Equip.	\$ 18,633.87		\$ 30,988.27		\$ 47,737.66		\$ 20,242.81	
Cleaning/Desinfect Contr. Srvc	\$ 1,196.91		\$ 1,376.00		\$ 3,247.09		\$ 2,624.00	
Building Repair Contract	\$ 494.35		\$ 1,483.18					
Furniture, Equipment Non-Dwelling	\$ 34,186.75		\$ 30,987.52				\$ 23,406.01	
Total Expenses for Prepare & Prevent	\$ 537,130.64	97%	\$ 292,371.73	43%	\$ 146,754.59	77%	\$ 226,882.98	63%
Respond:								
Respond-Internet Aceso Bandwith	\$ 5,868.36				\$ 2,799.76			
Respond-PPE Kits Residents	\$ 9,595.00							
Total Expenses for Respond	\$ 15,463.36	3%	\$ -	0%	\$ 2,799.76	1%	\$ -	0%
TOTAL EXPENSES(Prepare, Prevent & Respond)	\$ 552,594.00		\$ 292,371.73		\$ 149,554.35		\$ 226,882.98	
Residual Receipts	\$ -	0%	\$ 388,380.27	57%	\$ 43,099.81	22%	\$ 130,441.57	37%

**Administrative Services Department
February 2021 Report**

- Offices have gone back to a normal work schedule.

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **711** checks
- Travel and Training: *(See attached training sheet for all training offered to staff)*
- Applications
 - **162** Public Housing (**up by 36** when compared to January 2021)
 - **0** VASH
- Processed **813** pieces of incoming mail
- Processed **4,557** pieces of outgoing mail
- Proofed all department monthly reports
- Made **210,433** copies for departments
- Sent out **141** Late Notices for Public Housing
- Sent out **139** Notices of Concern
- Sent out **490** Utility Notices

Clients and Visitors

For the month of February, 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 February 2021 Raintree had a total of 80 units in the program, 40 very low income and 40 low income. Based on the compliance audit completed, 12 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 February 2021, Picadilly had 6 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

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 February 2021, Cimmaron had a total of 62 units in the program, 28 very low income and 34 low income. Based on the compliance audit completed, 10 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 February 2021, Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

Information Technology (IT) February 2021

- **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
 - Webpage statistic have transitioned to google analytics
- **Server, Computer, and Phone System Uptimes**
 - Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network systems had about 70 hours of downtime due to massive winter storm power-outages. All offices including HQ lost power.
- **Miscellaneous**
 - Continued implementation of new security camera infrastructure installed servers at site locations
 - Continue solution planning on South Terrace Waco LP – Resident Data services
 - Reviewed Apricot case management software
 - Facilitated Virtual townhall meeting for various WHA groups

Board Report FEB 2021

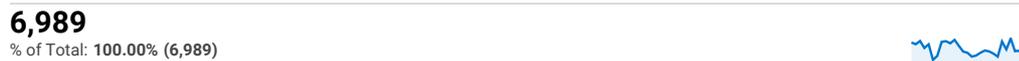
Feb 1, 2021 - Feb 28, 2021

All Users
100.00% Sessions

Total users



Pageviews (total traffic)



Sessions (total visits)

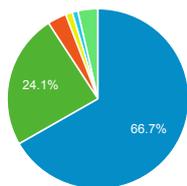


Pageviews by Page

Page	Pageviews
/	2,893
/page/section_8	651
/page/waitinng_list	409
/page/public_housing_ops	358
/page/homepage	347
/page/contact_form	316
/page/departments	296
/page/helpful_links	228
/page/rad	204
/page/employment	165

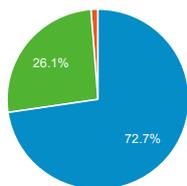
Users by (referral) Source

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



Traffic by device

mobile desktop tablet

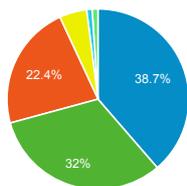


Pageviews by City

City	Pageviews
Waco	2,928
Dallas	1,081
Austin	773
Houston	277
Waxahachie	232
San Antonio	121
Temple	105
Fort Worth	59
Robinson	32
Decatur	29

Users by Operating System

iOS Android Windows
Macintosh Chrome OS
Other



Modernization Department

February 2021 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,167,029.49	99%	100%	February 15, 2025
2018/518	\$1,820,616.00	\$853,808.24	47%	48%	November 28, 2025
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	October 15, 2026
2020/20	\$2,037,987.00	\$139,074.36	7%	14%	March 25, 2025

Current Projects

All Sites

- 5-year Strategic Plan
 - Recommendation made to award to EJP
 - Resolution on April Board

Public Housing

None currently

Rising Images

- Siding Replacement on various buildings at Hunnington and Raintree
 - Recommend awarding to Zamco Services for \$232,486.21
 - Resolution on April Board

Rising Images, Inc.
Board Report for February 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	1	98%
Misty Square	16	0	100%

Picadilly	6	1	83%
Raintree	156	5	97%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$50,420.00	\$50,422.50	100%
Hunnington	\$33,465.00	\$33,350.00	\$33,400.11	100%
Misty Square	\$8,070.40	\$8,320.00	\$8,320.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$3,724.00	\$3,724.00	100%
Raintree	\$88,615.00	\$93,820.00	\$93,820.00	100%

Contracts (MOD)

Zamco has been here replacing the privacy fence on property, around the dumpsters, around the pool equipment shed and our sign on the end of Cimmaron Bldg. 1.

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.

South Terrace Apartments Waco LP Board Report for February 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	39	84%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$57,836.00	\$ 57,836.00	\$ 52,868.09	91%

Administration

South Terrace is continuing the process for RAD conversion.

Housing Operations Monthly Report

February 2021

Public Housing Report

Staff

Total Employees – 10 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –1235

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

Notification for assistance mailed	10
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	06
Units rejected by applicant	4
Total applicants not qualified	6

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.

There was a total of (95) orientation packets mailed out, (10) received and in process of verifications, (7) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	16	13	3
Estella Maxey	21	17	4
Total	37	30	7

We have completed 81% of certifications for this month. According to PIC submission we have reported 98.49 % 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

91% of the rent for February was collected.
Last Quarterly Average was -92% for Oct–Nov–Dec.

Occupancy Percentage

The occupancy percentage for February was 83%; we did not meet our goal of 97%.
Last Quarterly Average was 81% for Oct–Nov–Dec

Maintenance Report

Staff

Total Employees – 14, 4 Temporary Staff – 1 Vacant Aide A Estella Maxey, 3 Vacant Utility Laborers ,1 Kate Ross, 2 Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	63	65%	22
Estella Maxey	71	63%	26
Total	134	64%	48

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.23 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	51	51	0
Over 24 hours	0	0	0
Total	51	51	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.

February Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
243.15	25.86	82.72	351.72

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
234.02	48.08	104.89	387.00

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 391.94, this puts us over by 367 days. Due to staffing shortages and the high number of move outs over the past year staff had problems turning enough units each week to reduce the turn over days.

February Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	231	286	81%
Estella Maxey	306	362	85%
Overall Occupancy	537	648	83%

Public Housing consists of 652 dwelling units, four are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 20 - 21

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	233	233
Estella Maxey	362	224	224
Overall Occupancy	648	457	457

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of February 2021

Planned/Preventative Maintenance

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

Accident free days by staff FY 2020/2021

Maintenance staff has accumulated 151 accidents free days with (0) zero 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	\$27,787.26
February 2021	\$19,034.80

Security Report for February 2021

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY						1
ASSAULTS						
Agg. Assault						
Sexual Offense		1			1	1
Simple Assault	1	3		1	1	2
Family Violence	3	9		2	6	8
BURGLARY						
Habitation		3	1	2	3	5
Auto		2	1	1		
AUTO THEFTS		1				
ARSON						
CRIMINAL TRESPASS	2	4	1	1		1
CRIMINAL MISCHIEFS		1				2
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor						
DRUGS CONFISCATED		184 gr	24 gr.	24 gr		8 gr
Pills						13 gr
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	16	52	7	16	22	45
Security	10	31	3	8	8	23
INCIDENT REPORTS						
Other Agency	14	44	6	14	18	37
Security	8	27	3	8	6	18
Assist						
SECURITY HOURS	181.25	1099	178	1005.75	175	1007.75

Section 8 Board Report – February 2021

The Section 8 Department has leased a total of 2541 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	2326	2323
Hill County	471	200
Somervell County	534	18
Totals	3331	2541

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

There are 13 applicant families searching for a place to live at this time.

Waco	13
Hill County	0
Somervell County	0
Total	13

Re-certifications

Waco, Hill County and Somervell County Offices are recertifying annuals through March 2021.

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	5
Number Passed/Pending Inspection	0
Number housed in Waco	54

Ineligible	155
Total	77%

Mainstream

Number Pending (Referral/Orientation)	38
Number Searching in Waco	9
Number Passed/Pending Inspection	1
Number housed in Waco	54

Ineligible	82
Total	68%

HUD Reports

No reports due

Staff

There is one vacancy at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

**Community Services Report
February 2021
Director of Community Services
Melissa Johnson, Coordinator; L.B.S.W. Coordinator**

Response to Winter Storm

SATURDAY FEBRUARY 20-TUESDAY FEBRUARY 23, 2021

Saturday Feb. 20

City of Waco delivered 72 cases of water.

72 households received 1 case of water each. Each household also received packets of PPE for sanitation.

27 of the 72 cases were delivered to elderly/disabled tenants.

10 porches of seniors/disabled were cleared of ice.

Sunday Feb. 21

17 households came to fill up water containers for non-potable water.

28 elderly/disabled tenants received delivery of non-potable water.

Monday and Tuesday

242 cases of water distributed (1- & 2-bedroom 1 case, 3 and 4 bedroom 2 cases)

215 households provided non-potable water at STYC.

27 elderly/disabled households were delivered case(s) of drinking water as well as non potable water.

Monday

Clint and Earnest delivered non-potable water to elderly/disabled plus all other households on Kennedy Circle-
53 total households on Kennedy Circle.

Dot Clark provided 200 meals to tenants.

Tuesday

Clint and Earnest delivered non-potable water 121 households.

Dot Clark provided 200 meals.

Community Services has spoken with all displaced families and provided resource information including fema.gov, replacement SNAP benefits, emotional support, etc. Tenants have also been assisted with their applications at the CS computer lab. This will be an ongoing activity if families are displaced and as they are moving to temporary apartments. Meals have been provided to families in the hotel as well by Community Partner Dot Clark. The Blue House, which is a tutoring center staffed by volunteers at Crossroads Community Church, donated \$3200 in gift cards to help families with needs.

Community Needs Assessment

A summary of the Community Needs Assessment of the qualitative and quantitative data has been completed.

Apricot Software

Staff attending weekly trainings (off 2 weeks due to storm).

WISD Tutoring

Centers have been open for WISD Tutoring on Tuesdays and Thursdays from 5:30pm to 7:30pm

Vaccination Sign Up

171 Tenants were contacted to offer assistance in getting signed up for Covid 19 vaccination. 31 Tenants signed up for the Covid 19 vaccine. A nurse/CME position has been opened to do further vaccine outreach. Many have received the first dose of the vaccine through their MD office while some are still reluctant about the safety of the vaccine. The goal is to call every tenant over 65 and disabled to assist them if needed.

Dot Clark Ministries continues to hand out to go meals at Estella Maxey and Kate Ross. She averages about 300 meals per day at Estella Maxey and 150 at Kate Ross

Part Time Youth Coordinators

Academic Support Services – work with youth ages 13-18 in public housing. Contact weekly with students by phone.

January Activities – 77 contacts with youth/10 Outside Home Visits (socially distanced)

Agency Networking Contacts February 2021

Salvation Army, WISD, Texas Agrilife, CRCG, Caritas, East Waco Neighborhood Association, Dot Clark Ministries, Family Health Center, Voice, WISD Homeless Program, City of Waco Health Department, Prosper Waco, Community Race Relations Coalition, Mission Waco, The Blue House

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	Extension	New Home
EM-9, KR-5, PH=14 RAD/ ST-8 S8-65, VASH-0 TOTAL-87	0	1	0	0	0	0	0

FSS Advisory Board Meeting: The board meeting will be scheduled as soon as possible. Communicate via email to inform members of FSS Program status and to obtain current resource information for FSS participants.

FSS Orientation: New recruits have been enrolled via telephone and mail. Microsoft Teams, webcams & microphones have been added to computers, so online meetings may occur in the future.

FSS Meetings: Participants were emailed information about Self Esteem & strategies for improving low self-esteem, Program information for Career Pathways, Certified Nursing Assistant, Career in Manufacturing, and Paraprofessional info, free Tax Assistance information, and McLennan County Indigent Program info. Sent article to help families regarding "Covid-19."

2021 FSS Calendar

February 2021 – tbd

March 2021-No FSS Meeting held

April 2021- No FSS Meetings held

FSS Client’s Goal Accomplishments

S8 client submitted an application for a mortgage loan

PH client established Escrow account

PH client passed all portions of the GED exam & obtained a GED certificate!

S8 Participant found new employment

Referrals – Sent via EML/PCs or FSS Client

CWJC - GED classes

Central Texas Food Bank

Covid-19 Vaccine information

McLennan Community College – Adult Education

McLennan County Rental Emergency Assistance Program

Rental Relief for Texans

S8 Home Ownership

SNAP-info on getting replacement food if lost due to storm

Tax Prep sites (Free)

TX NAHRO Scholarships

annualcreditreport.com

JUDY’s Hours		THERESA’s Hours	
Admin	36	Admin	30
Client Time	44	Client Time	41.5
Escrow	9	Escrow	8
Comm/Mtgs	6	Comm/Mtgs	1
Conf/Trng	3	Conf./Trainings	1
Field Task Mgr.	6	Interns	
Bad Weather Day	44.5	Bad Weather Days	44.5
Sick Days		Family Leave	2.5
Vacation		Vacation	16
Holiday	10	Holiday	10
COVID-19	1.5	COVID-19	5.5
TOTAL	160	TOTAL	160

Activities

WHA Scholarship application availability & deadline

Inquired about CRCG Meetings for youth and status of future meetings

Made phone calls to PH elderly/disabled tenants to offer assistance registering for covid vaccines

Assisted Dorsey, FSS Coordinator at Round Rock HA regarding FSS Program questions/concerns

Provided updated FSS participant and graduate information to Rebecca

Sent Rent Relief Summit info to Rebecca for distribution

Attended webinar, Boundary Ruptures

Discussion w/Judy regarding signature options for FSS Enrollment forms

FSS Coordinator assisted with passing out PPEs, water, and food to ST tenants

Visited with Meryl, UTA MSW Intern to explain CoC/CE and FSS Program

Spoke w/ Dede Moore, teacher at La Vega HS about bringing free tax help to PH complexes

Attended S&W Cholesterol Counts

Made calls to FSS tenants without email/internet

Attended CoC/CE and Heart to Home homelessness prevention call per web
 Spoke via phone with FSS tenants affected by winter storm
 Attended virtual BU People's Law School
 Attended TX Advocacy Project General Information webinar
 FSS Coordinators met with CS Director MJ regarding hybrid FSS Program

Resident Services Monthly Report

South Terrace:

- Several home visits were made to residents needing water for drinking and to flush toilet due to the winter storm. Ice was shoveled from sidewalks, also several wellness checks was made.

Kate Ross:

- I met with Tonya Jackson concerning council meetings, and we will schedule a council meeting for March 24, 2:00p.m. at the Kate Ross community center.

Estella Maxey:

- Met with Joey Conway to discuss having a council meeting at the Estella Maxey Center April 31 at 2:00 P.M.
- During the freezing weather Joey made HV to elderly residents at Estella Maxey.

Other

- Met with Joey, Mr. Davis, and Tonya to attend advisory meetings during the month of April.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant
K.R.	5		5
E.M.	8	2	6
Mart			

Sick:
 HOLIDAY: 10
 Vacation:
 HV:80
 C/S: 20
 ADMIN:50
 MEETINGS:5

Computer Lab Utilization:

EM – OLA = 0 OLK = 0 ASL = 5
 ST – OLK = 0 OLA = 0 ASL = 1
 KR – OLA = 0 OLK = 0 FSS = 0 ASL = 4 OSA = 0

Transportation = 15 rides provided

Other Activities:

- Feb. 2nd 10 calls for the Covid vaccine and signed up 3.
- Feb 2nd I sat up laptop & projector for town hall meeting for community services @ 11 and for maintenance at 4 pm.
- Feb 4th Passed out PPE to 66 homes with Mr. Ward.
- Feb 9th Caritas run for 1035 Delano Senior without transportation
- Feb 10th went to all 3 labs to restart main PC due to monthly updates.
Inspection and tags for van.
- Fueled both 68 & 75 due to inclement weather forecasted.
- Feb 21st Passed out water at ST; also delivered non-potable water to seniors.
- Feb 23rd Delivered non potable and bottled water to homebound at ST.
- Feb. 24 Delivered non potable and bottled water to homebound at ST.
- Feb 26th Delivered non potable and bottled water to homebound at ST.

YOUTH SERVICES: Al Davis, Coordinator - February, 2021

Counseling	6	WISD Visits (9 hours)	11
Home Visits	14	Girl Scouts Meeting	
Personal Contacts	23	YMCA	0
Phone Contacts	31	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	0	Staff Meetings	3
Acts Church	1	Teen Court (6 hours)	2
Juvenile Probation (4 hrs.)	1	Juvenile Court (2 hours)	1
Community Serv. Total	4	Truancy Court (9 hours)	7

- Update office files and reports.
- Meetings – Mission Waco – Conference Calls – (2)
- Meetings – Starry Counseling Service – conference calls – (2)
- Meetings – WISD Truancy – (1) – Conference Calls – (2) – (Court Liaison (Ve’ Dukes)
- Clients Calls – South Terrace – (5)
- Client Calls – Estella Maxey – (9)
- Client Calls – Kate Ross – (8)
- Size of Man Mentoring – Getting volunteers for Father Mentoring – (restricted plans and activities due to Covid – still planning for Summer Camps.
- Transformation Waco Schools – (Truancy Court is Virtual) J.H. Hines cases filed (1) Carver Middle School cases files to court – (3). Covid regulations are still affecting speed of processing cases.
- Special Circumstance – Handed out water and delivered food to ST residents due to Snow & Ice Storm damage.
- One week (off) work due to Ice storm
- Holiday – Presidents Day (10hrs.) Administrative hrs – (42)

Summary of Financial Statements

February 28, 2021

Public Housing

All Sites– Expenses

- There were no unusual expenses that were allocated to all sites.

Central Cost

- Administrative Salaries - There are two vacant positions in the Finance department causing this line item to be under budget.
- Sundry – Contract employee expense was over budget for the two Accounting Clerk vacant positions.

Kate Ross (KR)

- Dwelling Rental – For the month of February 2021, occupancy was at 80%; therefore, rental income was under budget.
- Labor – Maintenance labor was under budget for the Maintenance Tech I open position.
- Materials – Building, paint, and plumbing supplies were under budget by \$4,000.
- Contract Cost – A/C repairs, plumbing, grounds, and make-ready contract were under budget by \$19,000.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 82% for the month of February 2021.
- Labor – Maintenance labor is under budget by \$8,400 for the vacancies of Utility Laborer and Maintenance Aide A positions.
- Materials – A/c parts, plumbing, and building supplies were under budget by \$6,000.
- Contract Cost – Make-ready, grounds contract, and electric repair contract were under budget by \$12,000; while a/c repair contract was over budget by \$7,000 for the replacement of two a/c units.

Section 8 - Admin

- Administrative Salaries - There are three vacant positions in the Section 8 department causing this line item to be under budget.
- Staff Training – For the month of February 2021, eight employees registered for the HCV Occupancy, Eligibility, Income and Rent Calculation virtual class and certification exam for a total cost of \$8,040. Two employees registered for the Housing Quality Standards virtual class and exam for the total expense of \$1,780.
- Contract Cost – Auto repair contract and building repair contract were under budget for this month.

Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$1,164,592.
- Mainstream Voucher Program total HAP reserve is \$338,652.
- PBV RAD – South Terrace total HAP reserve is \$476,651.

Non-Profits

Raintree

- Administrative Salaries – This is under budget for the month due to the Assistant Manager’s position being filled until later in the month. This cost is usually split with Picadilly.
- Legal Expense- This was for the 501(c)(3) for WPFC. This was charged to Cimmaron and Misty as well.
- Sundry- This is over budget due to laptops and docks purchased in case of another shutdown or the need to work from home in the total amount of \$1,783. Also, temporary office labor expense contributed to the overage. Picadilly was charged a portion of both.
- Labor- There remains a vacancy in one of the Assistant Maintenance positions. This will also be under budget for Picadilly.
- Employee Benefit Payments- This is under budget due to the two vacant employee positions. Picadilly will also be under budget.
- Contract Cost- Due to the mid-month freeze, additional plumbing and carpet repairs were made going over budget by \$5,799 for the month. In addition, there was a bed bug treatment for \$1,052 and maintenance temporary labor (cost split with Picadilly).

Cimmaron

- Labor & Employee Benefit Payments- This is under budget due to a vacancy in an Assistant Maintenance position. This will also be under budget for Hunnington and Misty.
- Sundry- Laptops and docks were also purchased totaling \$1,783. This was a split expense with Hunnington and Misty.
- Contract Cost- Due to the mid-month freeze, additional carpet repairs were made going over budget by \$2,703 for the month. Also, there was maintenance temporary labor (cost split with Hunnington and Misty).

Hunnington

- Contract Cost- Due to the mid-month freeze, additional plumbing and carpet repairs were made going over budget by \$9,272 for the month.
- Extraordinary Maintenance- Leak repairs were made on several buildings in the amount of \$5,801 due to the freeze.

Misty

- Contract Cost- Due to the mid-month freeze, additional carpet repairs were made going over budget by \$961 for the month.

Picadilly

- Contract Cost- Due to the mid-month freeze, additional carpet repairs were made going over budget by \$551 for the month.

WPFC II

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

Waco Housing Authority and Affiliates
Consolidated Financial Statements February 2021

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		51,732.00	75,421.58		94,677.75	50,420.00	34,426.61	3,672.00	8,320.00	318,669.94
Excess Utilities		5,584.39	7,649.57							13,233.96
Non-Dwelling Rental		6,000.00								6,000.00
Total Rental Income		63,316.39	83,071.15	-	94,677.75	50,420.00	34,426.61	3,672.00	8,320.00	337,903.90
Mgmt. & Admin. Fees Rev.	132,483.44	10,488.21	13,348.64	125,918.00						282,238.29
Interest on Investments	568.31	2,058.08	3,353.66	1,656.06	1,066.26	417.36	427.15	215.85	96.16	9,858.89
Other Income	-	4,224.63	5,175.42	20,623.59	1,333.69	1,499.49	639.00	500.00	40.00	34,035.82
Operating Transfer In		11,316.10	14,403.08							25,719.18
HUD Contributions		90,088.00	120,220.00							210,308.00
Total Operating Income	133,051.75	118,175.02	156,500.80	148,197.65	2,399.95	1,916.85	1,066.15	715.85	136.16	562,160.18
Total Income	133,051.75	181,491.41	239,571.95	148,197.65	97,077.70	52,336.85	35,492.76	4,387.85	8,456.16	900,064.08
Expenses										
Administrative Salaries	75,770.83	18,035.07	21,148.00	45,706.21	4,911.43	3,975.78	2,299.48	197.38	608.68	172,652.86
Legal			160.00	441.00	209.47	135.98			22.05	968.50
Staff Training & Travel	600.00	-	-	9,820.00	-	-	-	-	-	10,420.00
Audit Fees		520.00	650.00	1,625.00						2,795.00
Sundry	16,556.25	22,938.50	27,523.25	27,949.16	5,069.02	1,593.31	1,232.35	203.58	331.78	103,397.20
Mgmt. & Bkpg. Fees Exp.		27,785.86	35,794.74	18,887.70	24,616.22	13,109.20	8,950.92	403.92	915.20	130,463.76
Total Admin. Expenses	92,927.08	69,279.43	85,275.99	104,429.07	34,806.14	18,814.27	12,482.75	804.88	1,877.71	420,697.32
Total Tenant Serv. Expenses		6,588.03	8,122.51							14,710.54
Total Utility Expenses	2,394.13	33,516.31	47,423.58	1,283.62	10,096.94	6,806.40	4,333.84	477.25	1,031.48	107,363.55
Labor		11,264.95	17,606.27		5,541.16	3,983.80	2,376.26	230.89	629.00	41,632.33
Materials	573.70	4,321.37	2,902.55	168.30	1,778.63	442.09	227.09	1.55	18.46	10,433.74
Contract Costs	3,645.15	12,097.60	27,364.92	1,008.25	17,317.75	7,080.77	18,225.44	914.53	1,675.21	89,329.62
Total Maint & Operations	4,218.85	27,683.92	47,873.74	1,176.55	24,637.54	11,506.66	20,828.79	1,146.97	2,322.67	141,395.69
Employee Benefits	19,878.26	12,055.23	17,543.35	15,332.67	4,712.25	2,848.55	1,669.21	193.31	441.84	74,674.67
Insurance	677.06	5,121.52	5,270.31	944.65	3,024.32	1,704.86	740.59	104.30	192.38	17,779.99
Administrative Fees				6,421.35						6,421.35
Collection Losses		6,047.62	9,563.59		-	-	-	-		15,611.21
Non-Routine Expense					750.00	488.46				1,238.46
Depreciation Expense					15,036.74	7,439.90	4,654.92	273.68	2,651.94	30,057.18
Total General Expenses	20,555.32	23,224.37	32,377.25	22,698.67	23,523.31	12,481.77	7,064.72	571.29	3,286.16	145,782.86
Total Expenses	120,095.38	160,292.06	221,073.07	129,587.91	93,063.93	49,609.10	44,710.10	3,000.39	8,518.02	829,949.96
Profit/Loss	12,956.37	21,199.35	18,498.88	18,609.74	4,013.77	2,727.75	(9,217.34)	1,387.46	(61.86)	70,114.12

Central Cost Income Statement
February 2021

Finance Board Reports for February 2021

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	25,600.00	10,666.65	1,581.83	15,075.22	4,408.57
3440 Mgmt./Adm.Fees fr.Non-Profits	631,000.00	262,916.65	47,995.46	239,149.76	(23,766.89)
3450 Asset Management Fee fr.Sites	536,900.00	223,708.35	39,777.50	251,422.36	27,714.01
3460 Mgmt./Adm.Fees fr.Sect.8	293,600.00	122,333.35	19,325.55	124,646.78	2,313.43
3470 Mgmt./Adm.Fees fr.CFP	143,800.00	68,797.59	23,803.10	119,015.76	50,218.17
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	4,600.00	1,916.65	568.31	3,110.82	1,194.17
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,600.00	666.65	-	43.32	(623.33)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,637,100.00	691,005.89	133,051.75	752,464.02	61,458.13
Total Income	1,637,100.00	691,005.89	133,051.75	752,464.02	61,458.13
EXPENSES					
4110 Administrative Salaries	1,086,200.00	452,583.35	75,770.83	451,236.12	(1,347.23)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	800.00	333.35	-	-	(333.35)
4140 Staff Training	9,100.00	3,791.70	600.00	6,513.54	2,721.84
4150 Travel Convention & Meetings	9,000.00	3,750.00	-	-	(3,750.00)
4171 Auditing Fees	1,000.00	1,000.00	-	-	(1,000.00)
4190 Sundry	80,600.00	33,583.40	16,556.25	60,979.92	27,396.52
Total Admin Expense	1,186,700.00	495,041.80	92,927.08	518,729.58	23,687.78
4310 Water	4,300.00	1,791.65	920.05	5,517.42	3,725.77
4320 Electricity	14,500.00	6,041.65	1,000.00	4,980.53	(1,061.12)
4330 Gas	1,400.00	583.35	401.94	1,279.46	696.11
4390 Sewer	900.00	375.00	72.14	299.32	(75.68)
Total Utility Expense	21,100.00	8,791.65	2,394.13	12,076.73	3,285.08
4420 Material	4,500.00	1,875.00	573.70	2,003.54	128.54
4430 Contract Cost	42,600.00	17,750.05	3,645.15	20,438.19	2,688.14
Total Ordinary Maint. & Operation	47,100.00	19,625.05	4,218.85	22,441.73	2,816.68
4510.010 Workers Compensation	6,700.00	2,791.65	504.66	2,523.30	(268.35)
4510.040 Auto Insurance	2,000.00	833.35	159.58	797.90	(35.45)
4510.070 Crime / Dishonesty	100.00	41.65	5.38	26.90	(14.75)
4510.090 Fire & Extend Coverage	100.00	41.65	7.44	37.20	(4.45)
4540 Employee Benefit Payments	277,700.00	115,708.35	19,878.26	104,639.64	(11,068.71)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	286,600.00	119,416.65	20,555.32	108,024.94	(11,391.71)
Total Routine Expenses	1,541,500.00	642,875.15	120,095.38	661,272.98	18,397.83
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	1,541,500.00	642,875.15	120,095.38	661,272.98	18,397.83
Residual Receipts (Profit/Loss)	95,600.00	48,130.74	12,956.37	91,191.04	43,060.30

Public Housing Income Statement
February 2021

Finance Board Reports for February 2021

Kate Ross

Estella Maxey

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME										
Dwelling Rental	688,000.00	286,666.65	51,732.00	263,662.09	(23,004.56)	870,000.00	362,500.00	75,421.58	353,020.21	(9,479.79)
Excess Utilities	83,200.00	34,666.65	5,584.39	25,925.99	(8,740.66)	116,000.00	48,333.35	7,649.57	34,499.19	(13,834.16)
Non-Dwelling Rental	72,000.00	30,000.00	6,000.00	30,000.00	-	-	-	-	-	-
Total Rental Income	843,200.00	351,333.30	63,316.39	319,588.08	(31,745.22)	986,000.00	410,833.35	83,071.15	387,519.40	(23,313.95)
Management Fee from CFP	63,900.00	25,989.58	10,473.36	46,654.16	20,664.58	79,900.00	33,558.25	13,329.74	59,031.82	25,473.57
CFP Trnsf. In-Site Expenses	64,400.00	26,833.35	14.85	10,425.46	(16,407.89)	67,400.00	28,083.35	18.90	1,021.40	(27,061.95)
Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	1,798.16	1,798.16
Interest on Investments	20,300.00	8,458.35	2,058.08	11,700.04	3,241.69	31,700.00	13,208.35	3,353.66	18,601.85	5,393.50
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	59,300.00	24,708.35	3,134.48	13,305.95	(11,402.40)	74,600.00	31,083.35	3,536.90	21,385.55	(9,697.80)
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	-	-
Other Income-Time Warner Cable	4,500.00	2,250.00	1,090.15	2,399.59	149.59	5,600.00	2,800.00	1,638.52	3,687.97	887.97
Operating Transfer In (1406)	64,900.00	27,041.65	11,316.10	62,262.25	35,220.60	81,000.00	32,736.93	14,403.08	80,048.12	47,311.19
Total Operating Income	277,300.00	115,281.28	28,087.02	146,747.45	31,466.17	340,200.00	141,470.23	36,280.80	185,574.87	44,104.64
Total HUD Contributions	1,111,800.00	453,558.37	90,088.00	514,130.00	60,571.63	1,485,700.00	605,009.77	120,220.00	683,300.00	78,290.23
Total Income	2,232,300.00	920,172.95	181,491.41	980,465.53	60,292.58	2,811,900.00	1,157,313.35	239,571.95	1,256,394.27	99,080.92
EXPENSES										
Administrative Salaries	187,800.00	78,250.00	18,035.07	81,937.41	3,687.41	247,800.00	103,250.00	21,148.00	94,339.78	(8,910.22)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	800.00	333.35	-	-	(333.35)	3,600.00	1,500.00	160.00	160.00	(1,340.00)
Staff Training	450.00	187.50	-	686.89	499.39	500.00	208.35	-	800.61	592.26
Travel & Conventions	1,450.00	604.20	-	-	(604.20)	1,800.00	750.00	-	-	(750.00)
Audit Fees	3,400.00	3,400.00	520.00	1,616.00	(1,784.00)	4,200.00	4,200.00	650.00	2,020.00	(2,180.00)
Sundry	97,145.00	40,477.10	22,938.50	54,252.78	13,775.68	114,470.00	47,695.80	27,523.25	59,314.23	11,618.43
Management Fees	300,900.00	124,739.58	27,785.86	139,927.66	15,188.08	379,800.00	158,516.60	35,794.74	177,506.57	18,989.97
Total Admin Expense	591,945.00	247,991.73	69,279.43	278,420.74	30,429.01	752,170.00	316,120.75	85,275.99	334,141.19	18,020.44
Tenant Services Salaries	101,500.00	42,291.65	6,498.03	44,376.99	2,085.34	126,900.00	52,875.00	8,122.51	55,491.05	2,616.05
Tenant Services-Recr., Etc.	10,000.00	4,166.65	90.00	1,244.16	(2,922.49)	10,000.00	4,166.65	-	909.03	(3,257.62)
Resident Council	4,000.00	1,666.65	-	-	(1,666.65)	4,000.00	1,666.65	-	-	(1,666.65)
Ten. Serv. Contr., Train., Spec. Needs	100.00	41.65	-	9.60	(32.05)	100.00	41.65	-	12.00	(29.65)
Total Tenant Expense	115,600.00	48,166.60	6,588.03	45,630.75	(2,535.85)	141,000.00	58,749.95	8,122.51	56,412.08	(2,337.87)
EXPENSES										
Water	67,300.00	28,041.65	5,809.85	31,213.12	3,171.47	97,600.00	40,666.65	8,492.79	48,413.52	7,746.87
Electricity	160,000.00	66,666.65	8,500.00	45,184.70	(21,481.95)	229,200.00	95,500.00	12,300.00	64,224.78	(31,275.22)
Gas	59,000.00	24,583.35	11,276.55	41,364.67	16,781.32	90,000.00	37,500.00	13,943.45	50,580.43	13,080.43
Other Utility Expense	88,500.00	36,875.00	7,929.91	40,999.59	4,124.59	137,600.00	57,333.35	12,687.34	72,649.82	15,316.47
Total Utility Expense	374,800.00	156,166.65	33,516.31	158,762.08	2,595.43	554,400.00	231,000.00	47,423.58	235,868.55	4,868.55
Labor	189,700.00	79,041.65	11,264.95	62,261.30	(16,780.35)	312,200.00	130,083.35	17,606.27	87,715.42	(42,367.93)
Material	102,400.00	54,333.30	4,321.37	30,505.26	(23,828.04)	106,300.00	55,958.35	2,902.55	21,586.06	(34,372.29)
Contract Cost	310,475.00	129,364.60	6,944.97	63,132.29	(66,232.31)	363,975.00	151,656.25	20,559.91	119,914.90	(31,741.35)
Total Ordinary Maint. & Operation	602,575.00	262,739.55	22,531.29	155,898.85	(106,840.70)	782,475.00	337,697.95	41,068.73	229,216.38	(108,481.57)
Protective Services Contract	77,650.00	32,354.15	5,152.63	32,091.44	(262.71)	76,000.00	31,666.65	6,805.01	35,064.42	3,397.77
Total Protective Services	77,650.00	32,354.15	5,152.63	32,091.44	(262.71)	76,000.00	31,666.65	6,805.01	35,064.42	3,397.77
Insurance	65,100.00	27,124.95	5,121.52	25,607.60	(1,517.35)	68,000.00	28,333.30	5,270.31	26,351.55	(1,981.75)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	186,530.00	77,720.80	12,055.23	57,490.67	(20,230.13)	311,430.00	129,762.45	17,543.35	80,863.46	(48,898.99)
Collection Losses	33,200.00	13,833.35	6,047.62	26,894.75	13,061.40	56,525.00	23,552.10	9,563.59	37,557.10	14,005.00
Total General Expenses	284,830.00	118,679.10	23,224.37	109,993.02	(8,686.08)	435,955.00	181,647.85	32,377.25	144,772.11	(36,875.74)
Total Routine Expenses	2,047,400.00	866,097.78	160,292.06	780,796.88	(85,300.90)	2,742,000.00	1,156,883.15	221,073.07	1,035,474.73	(121,408.42)
EXPENSES										
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	2,047,400.00	866,097.78	160,292.06	780,796.88	(85,300.90)	2,742,000.00	1,156,883.15	221,073.07	1,035,474.73	(121,408.42)
G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	184,900.00	54,075.17	21,199.35	199,668.65	145,593.48	69,900.00	430.20	18,498.88	220,919.54	220,489.34

Section 8 Admin

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,545,200.00	643,833.35	125,918.00	626,068.00	(17,765.35)
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on on Admin Reserve	12,000.00	5,000.00	1,656.06	9,065.55	4,065.55
3690 Other Income	-	-	20,623.59	64,389.91	64,389.91
Total Admin Income	1,557,200.00	648,833.35	148,197.65	699,523.46	50,690.11
EXPENSES					
4110 Administrative Salaries	719,600.00	296,733.00	45,706.21	254,014.34	(42,718.66)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	416.65	441.00	441.00	24.35
4140 Staff Training	2,000.00	833.35	9,820.00	9,820.00	8,986.65
4150 Travel Convention & Meetings	2,000.00	833.35	-	-	(833.35)
4171 Auditing Fees	7,000.00	7,000.00	1,625.00	5,050.00	(1,950.00)
4190 Sundry	178,825.00	77,810.35	27,949.16	64,058.25	(13,752.10)
4196 Management Fee	293,600.00	122,333.35	18,887.70	122,241.75	(91.60)
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	-	-	-	-	-
Total Admin Expense	1,204,025.00	505,960.05	104,429.07	455,625.34	(50,334.71)
4310 Water	1,300.00	572.44	510.70	1,690.19	1,117.75
4320 Electricity	4,100.00	1,676.00	300.00	1,442.22	(233.78)
4330 Gas	1,300.00	703.05	274.86	853.47	150.42
4390 Sewer	400.00	166.65	198.06	317.25	150.60
Total Utility Expense	7,100.00	3,118.14	1,283.62	4,303.13	1,184.99
4420 Material	3,700.00	1,541.65	168.30	580.34	(961.31)
4430 Contract Cost	21,225.00	8,843.70	1,008.25	9,625.18	781.48
Total Ordinary Maint. & Operation	24,925.00	10,385.35	1,176.55	10,205.52	(179.83)
4510.010 Workers Compensation	7,000.00	2,916.65	529.60	3,177.60	260.95
4510.020 General Liability Insurance	500.00	208.35	162.04	202.55	(5.80)
4510.040 Auto Insurance	2,200.00	916.65	169.13	1,014.78	98.13
4510.050 Public Officials Liability -E&O	800.00	333.35	64.11	384.66	51.31
4510.070 Crime / Dishonesty	70.00	29.15	5.38	32.28	3.13
4510.090 Fire & Extend Coverage	180.00	75.00	14.39	86.34	11.34
4540 Employee Benefit Payments	278,700.00	117,025.92	15,332.67	75,466.05	(41,559.87)
4590 Admin Fee	29,800.00	12,416.70	6,421.35	21,803.96	9,387.26
Total General Expenses	319,250.00	133,921.77	22,698.67	102,168.22	(31,753.55)
Total Routine Expenses	1,555,300.00	653,385.31	129,587.91	572,302.21	(81,083.10)
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)	1,900.00	(4,551.96)	18,609.74	127,221.25	131,773.21

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	1,946.00	11,749.00	11,749.00
3610 Interest on on Admin Reserve	-	-	36.96	286.64	286.64
3690.070 Misc. Other Income	-	-	245.87	824.91	824.91
Total Admin Income	-	-	2,228.83	12,860.55	12,860.55
EXPENSES					
4110 Administrative Salaries	-	-	2,258.58	5,199.89	5,199.89
4196 Admin Fees	-	-	437.85	2,405.03	2,405.03
4189/4190 Sundry	-	-	356.31	483.66	483.66
Total Admin Expenses	-	-	3,052.74	8,088.58	8,088.58
4540 Employee Benefit Payments	-	-	849.91	1,863.34	1,863.34
4590 Admin Fee	-	-	-	-	-
4431 Building Repair Contract	-	-	-	-	-
4430 Clean/Desinf Contr. Svcs	-	-	1.44	7.20	7.20
Total General Expenses	-	-	851.35	1,870.54	1,870.54
Total Expenses	-	-	3,904.09	9,959.12	9,959.12
Residual Receipts (Profit/Loss)	-	-	(1,675.26)	2,901.43	2,901.43

February 2021

Section 8 HAP

Mainstream HAP

	Current Period	YTD Budget		Current Period	YTD Budget
INCOME			INCOME		
3610.000 Interest on HAP Reserve	-	-	8026.800 Contr. Earned- Mainstream	21,574.00	62,479.00
3610.030 Interest on VASH Reserve	-	-	TOTAL HAP INCOME	21,574.00	62,479.00
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	-	3,831.69	EXPENSES		
3690.020 Other Income FSS Forfeitures	-	760.87	4715.090 HAP Mainstream Port-Out	-	-
3690.080 Oth Inc fr Adm for Overleasing	-	-	4715.800 HAP Mainstream	23,975.00	114,003.00
8026.000 Contributions Earned- HAP	1,425,541.00	7,032,238.94	4716.800 UAP Mainstream	-	341.00
8026.240 Contr. Earned HAP - Katrina	-	-	4716.801 UAP Mainstream Port-Out	-	-
8026.245 DVP Contributions Earned	-	-	TOTAL HAP/UAP EXPENSE	23,975.00	114,344.00
8026.400 Contrib Earned HAP Liberty-RAD	-	-			
8026.450 Contrib Earned HAP ST-RAD	-	76,739.00	RESIDUAL RECEIPTS (Profit/Loss)	(2,401.00)	(51,865.00)
8026.455 Contrib Earned HAP-ST Demolitio	3,331.00	6,664.00			
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-			
8026.800 Contributions Earned- Mainstrea	-	-			
TOTAL HAP INCOME	1,428,872.00	7,120,234.50			
EXPENSES					
4715.010 HAP Occupied Units	1,134,096.02	5,695,967.02			
4715.020 HAP Parkside Occ. Units	18,124.00	89,933.00			
4715.030 HAP Damages	-	-			
4715.040 HAP Tanglewood Occ. Units	1,432.00	7,203.00			
4715.070 HAP Portability - In	-	-			
4715.090 HAP - Portability - Out	56,132.69	238,823.28			
4715.100 HAP Parkside-Portability-Out	2,160.00	10,725.00			
4715.230 HAP Homeownership	4,958.00	25,068.00			
4715.240 HAP Katrina	-	-			
4715.245 HAP Disaster Vchr. Prog.	-	-			
4715.400 HAP Liberty-RAD	23,615.00	117,502.00			
4715.500 HAP Vet.Affs.Support.Hous.	22,778.00	108,041.00			
4715.501 HAP - VASH - Portability - Out	-	-			
4715.800 HAP Mainstream	-	-			
4715.801 HAP Mainstream Port-Out	-	-			
4715.910 HAP Hill Co. Occ. Units	81,286.00	433,809.00			
4715.911 HAP Hillsboro Housing	-	-			
4715.925 HAP Somervell Co.	4,581.00	27,638.00			
4715.926 HAP Somervell Co. Port Out	-	-			
4715.990 HAP Hill Co. Portability	32,051.00	91,283.00			
4715.991 HAP Hillsboro Housing Port-Out	-	-			
4716.000 UAP Occupied Units	15,053.00	78,964.00			
4716.100 UAP Parkside Occ. Units	105.00	536.00			
4716.130 UAP Tanglewood Occ. Units	-	-			
4716.230 UAP Homeownership	-	1,049.00			
4716.240 UAP Katrina	-	-			
4716.245 UAP Disaster Vchr. Prog.	-	-			
4716.400 UAP Liberty-RAD	264.00	1,571.00			
4716.500 UAP Vet.Affairs Support Hous.	112.00	624.00			
4716.800 UAP Mainstream	-	-			
4716.910 UAP Hill Co. Occ. Units	358.00	3,003.00			
4716.911 UAP Hillsboro Housing	-	-			
4716.925 UAP Somervell Co.	-	-			
4717.000 UAP - Portability - Out	1,008.96	8,844.31			
4717.100 UAP - Portability - In	-	-			
TOTAL HAP/UAP EXPENSE	1,398,114.67	6,940,583.61			
RESIDUAL RECEIPTS (Profit/Loss)	30,757.33	179,650.89			

	Raintree					Cimmaron					Misty				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	1,114,800.00	464,500.00	94,677.75	472,047.63	7,547.63	586,900.00	244,541.65	50,420.00	251,191.45	6,649.80	96,800.00	40,333.35	8,320.00	41,600.00	1,266.65
Total Rental Income	1,114,800.00	464,500.00	94,677.75	472,047.63	7,547.63	586,900.00	244,541.65	50,420.00	251,191.45	6,649.80	96,800.00	40,333.35	8,320.00	41,600.00	1,266.65
3400 Donations to Scholarship Fd.	3,000.00	-	4.73	25.45	25.45	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	11,700.00	4,875.00	1,066.26	6,739.62	1,864.62	6,800.00	2,833.35	417.36	3,373.16	539.81	800.00	333.35	96.16	465.17	131.82
3690 Other Income	38,550.00	16,779.20	1,328.96	14,112.67	(2,666.53)	25,500.00	11,091.65	1,499.49	11,381.21	289.56	3,105.00	1,398.75	40.00	767.74	(631.01)
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	53,250.00	21,654.20	2,399.95	20,877.74	(776.46)	32,300.00	13,925.00	1,916.85	14,754.37	829.37	3,905.00	1,732.10	136.16	1,232.91	(499.19)
Total Income	1,168,050.00	486,154.20	97,077.70	492,925.37	6,771.17	619,200.00	258,466.65	52,336.85	265,945.82	7,479.17	100,705.00	42,065.45	8,456.16	42,832.91	767.46
EXPENSES															
4110 Administrative Salaries	88,600.00	36,071.00	4,911.43	27,155.87	(8,915.13)	52,620.00	21,412.65	3,975.78	20,355.25	(1,057.40)	8,125.00	3,305.00	608.68	3,218.87	(86.13)
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	730.00	304.15	209.47	3,799.10	3,494.95	500.00	208.35	135.98	2,451.20	2,242.85	70.00	29.15	22.05	398.95	369.80
4140 Staff Training & Convention	700.00	291.65	-	-	(291.65)	540.00	225.00	-	-	(225.00)	85.00	35.40	-	-	(35.40)
4150 Travel	160.00	66.65	-	-	(66.65)	245.00	102.10	-	-	(102.10)	40.00	16.65	-	-	(16.65)
4171 Auditing Fees	3,250.00	3,250.00	-	-	(3,250.00)	2,070.00	2,070.00	-	-	(2,070.00)	280.00	280.00	-	-	(280.00)
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	32,990.00	12,599.95	5,069.02	14,378.59	1,778.64	16,175.00	8,057.85	1,593.31	8,367.00	309.15	2,195.00	938.75	331.78	1,076.01	137.26
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,850.00	120,770.85	24,616.22	122,732.38	1,961.53	152,600.00	63,583.35	13,109.20	65,309.88	1,726.53	10,650.00	4,437.50	915.20	4,576.00	138.50
Total Admin Expense	416,280.00	173,354.25	34,806.14	168,065.94	(5,288.31)	224,750.00	95,659.30	18,814.27	96,483.33	824.03	21,445.00	9,042.45	1,877.71	9,269.83	227.38
4310 Water	48,700.00	20,467.00	3,898.73	25,477.37	5,010.37	27,900.00	10,003.00	3,725.07	17,783.94	7,780.94	4,500.00	1,570.00	456.98	1,945.68	375.68
4320 Electricity	13,700.00	5,989.00	1,536.81	6,527.05	538.05	7,500.00	3,396.00	628.58	3,070.26	(325.74)	1,800.00	816.00	120.00	591.58	(224.42)
4390 Sewer	46,200.00	17,385.00	4,661.40	24,394.31	7,009.31	19,700.00	7,728.00	2,452.75	10,190.65	2,462.65	4,000.00	1,239.00	454.50	1,728.41	489.41
Total Utility Expense	108,600.00	43,841.00	10,096.94	56,398.73	12,557.73	55,100.00	21,127.00	6,806.40	31,044.85	9,917.85	10,300.00	3,625.00	1,031.48	4,265.67	640.67
4410 Labor	93,300.00	37,946.00	5,541.16	25,618.51	(12,327.49)	64,600.00	26,273.00	3,983.80	19,024.32	(7,248.68)	10,190.00	4,144.00	629.00	3,000.95	(1,143.05)
4420 Material	44,260.00	18,441.65	1,778.63	10,626.05	(7,815.60)	12,090.00	5,103.35	442.09	3,557.67	(1,545.68)	2,280.00	949.90	18.46	864.40	(85.50)
4430 Contract Cost	122,570.00	58,578.06	17,284.25	80,671.19	22,093.13	42,770.00	17,820.85	7,042.58	23,157.93	5,337.08	14,700.00	5,720.25	1,669.18	4,297.88	(1,422.37)
Total Ordinary Maint. & Operation	260,130.00	114,965.71	24,604.04	116,915.75	1,950.04	119,460.00	49,197.20	11,468.47	45,739.92	(3,457.28)	27,170.00	10,814.15	2,316.64	8,163.23	(2,650.92)
4480 Contract Cost	420.00	175.00	33.50	167.50	(7.50)	480.00	200.00	38.19	190.95	(9.05)	70.00	29.15	6.03	30.15	1.00
Total Protective Services	420.00	175.00	33.50	167.50	(7.50)	480.00	200.00	38.19	190.95	(9.05)	70.00	29.15	6.03	30.15	1.00
4510.010 Workers Compensation	3,970.00	1,654.15	298.97	1,494.85	(159.30)	2,490.00	1,037.50	182.53	912.65	(124.85)	390.00	162.50	28.25	141.25	(21.25)
4510.020 General Liab Insurance	1,230.00	512.50	95.93	479.65	(32.85)	780.00	325.00	61.03	305.15	(19.85)	130.00	54.15	9.82	49.10	(5.05)
4510.040 Auto Insurance	500.00	208.35	38.15	190.75	(17.60)	310.00	129.15	24.21	121.05	(8.10)	40.00	16.65	2.95	14.75	(1.90)
4510.050 Public Officials Insurance	1,940.00	808.35	151.71	758.55	(49.80)	1,240.00	516.65	96.48	482.40	(34.25)	200.00	83.35	15.52	77.60	(5.75)
4510.070 Crime / Dishonesty	70.00	29.15	5.38	26.90	(2.25)	70.00	29.15	5.38	26.90	-	-	-	-	-	-
4510.090 Fire & Extend Coverage	31,000.00	12,916.65	2,434.18	12,170.90	(745.75)	17,000.00	7,083.35	1,335.23	6,676.15	(407.20)	1,700.00	708.35	135.84	679.20	(29.15)
4540 Employee Benefit Payments	90,330.00	37,654.95	4,712.25	21,595.65	(16,059.30)	41,380.00	17,265.49	2,848.55	13,378.05	(3,887.44)	6,430.00	2,671.82	441.84	2,111.93	(559.89)
4570 Collection Losses	1,030.00	257.50	-	3,869.76	3,612.26	1,770.00	442.50	-	573.11	130.61	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	130,070.00	54,041.60	7,736.57	40,587.01	(13,454.59)	65,040.00	26,828.79	4,553.41	22,475.46	(4,353.33)	8,890.00	3,696.82	634.22	3,073.83	(622.99)
Total Routine Expenses	915,500.00	386,377.56	77,277.19	382,134.93	(4,242.63)	464,830.00	193,012.29	41,680.74	195,934.51	2,922.22	67,875.00	27,207.57	5,866.08	24,802.71	(2,404.86)
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	4,000.00	1,666.65	488.46	1,881.71	215.06	-	-	-	-	-
4191.300 Non-Apartment Public Relations	6,000.00	2,500.00	750.00	1,539.95	(960.05)	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	6,000.00	2,500.00	750.00	1,539.95	(960.05)	4,000.00	1,666.65	488.46	1,881.71	215.06	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Scholarships Awarded	3,000.00	1,500.00	-	-	(1,500.00)	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,000.00	1,500.00	-	-	(1,500.00)	-	-	-	-	-	-	-	-	-	-
4800 Depreciation Expense	185,450.00	77,270.85	15,036.74	74,883.64	(2,387.21)	92,170.00	38,404.15	7,439.90	37,224.45	(1,179.70)	32,700.00	13,625.05	2,651.94	13,304.17	(320.88)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	185,450.00	77,270.85	15,036.74	74,883.64	(2,387.21)	92,170.00	38,404.15	7,439.90	37,224.45	(1,179.70)	32,700.00	13,625.05	2,651.94	13,304.17	(320.88)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,950.00	467,648.41	93,063.93	458,558.52	(9,089.89)	561,000.00	233,083.09	49,609.10	235,040.67	1,957.58	100,575.00	40,832.62	8,518.02	38,106.88	(2,725.74)
Residual Receipts (Profit/Loss)	58,100.00	18,505.79	4,013.77	34,366.85	15,861.06	58,200.00	25,383.56	2,727.75	30,905.15	5,521.59	130.00	1,232.83	(61.86)	4,726.03	3,493.20

	Hunnington					Picadilly					WPFC II				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	401,600.00	167,333.35	34,426.61	172,026.76	4,693.41	49,800.00	20,750.00	3,672.00	16,404.87	(4,345.13)					
Total Rental Income	401,600.00	167,333.35	34,426.61	172,026.76	4,693.41	49,800.00	20,750.00	3,672.00	16,404.87	(4,345.13)					
3480 100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	-	-	-	-	-					
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-					
3610 Interest Income	3,700.00	1,541.65	427.15	2,492.34	950.69	3,700.00	1,541.65	215.85	1,432.39	(109.26)			2,428.55	12,661.13	12661.13
3690 Other Income	11,600.00	5,158.35	639.00	4,884.63	(273.72)	2,400.00	1,006.65	500.00	2,102.98	1,096.33			0	240,000.00	240000
3999 Transfer In	-	-	-	-	-	-	-	-	-	-			0	252,661.13	252661.13
Total Operating Income	15,300.00	6,700.00	1,066.15	7,376.97	676.97	6,100.00	2,548.30	715.85	3,535.37	987.07			0	2,428.55	252,661.13
Total Income	416,900.00	174,033.35	35,492.76	179,403.73	5,370.38	55,900.00	23,298.30	4,387.85	19,940.24	(3,358.06)			0	252,661.13	252661.13
EXPENSES															
4110 Administrative Salaries	35,740.00	14,585.00	2,299.48	11,957.59	(2,627.41)	3,500.00	1,424.00	197.38	1,096.29	(327.71)			0	0	0
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-			0	0	0
4130 Legal Expense	350.00	145.85	-	-	(145.85)	40.00	16.65	-	-	(16.65)			0	0	0
4140 Staff Training & Convention	320.00	133.35	-	-	(133.35)	30.00	12.50	-	-	(12.50)			0	0	0
4150 Travel	150.00	62.50	-	-	(62.50)	10.00	4.15	-	-	(4.15)			0	0	0
4171 Auditing Fees	1,275.00	1,275.00	-	-	(1,275.00)	130.00	130.00	-	-	(130.00)			0	0	0
4180 Office Rent	-	-	-	-	-	-	-	-	-	-			0	0	0
4190 Sundry	11,115.00	6,013.70	1,232.35	5,957.64	(56.06)	2,090.00	1,016.50	203.58	839.19	(177.31)			0	0	0
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-			0	0	0
4196 Mgmt./Bkpg./Adm.Fee	104,400.00	43,500.00	8,950.92	44,726.96	1,226.96	5,480.00	2,283.35	403.92	1,804.54	(478.81)			0	0	0
Total Admin Expense	153,350.00	65,715.40	12,482.75	62,642.19	(3,073.21)	11,280.00	4,887.15	804.88	3,740.02	(1,147.13)			0	2,819.75	2819.75
4310 Water	20,400.00	7,828.00	1,708.22	8,960.21	1,132.21	970.00	317.00	421.64	1,823.44	1,506.44			0	0	0
4320 Electricity	8,300.00	3,621.00	822.49	3,450.91	(170.09)	300.00	156.00	20.00	675.52	519.52			0	0	0
4390 Sewer	20,000.00	7,322.00	1,803.13	9,149.64	1,827.64	40.00	16.65	35.61	266.91	250.26			0	0	0
Total Utility Expense	48,700.00	18,771.00	4,333.84	21,560.76	2,789.76	1,310.00	489.65	477.25	2,765.87	2,276.22			0	0	0
4410 Maint. & Operation Labor	38,500.00	15,658.00	2,376.26	11,337.00	(4,321.00)	4,200.00	1,708.00	230.89	1,067.43	(640.57)			0	0	0
4420 Material	8,135.00	3,389.50	227.09	3,590.70	201.20	2,030.00	845.80	1.55	1,296.14	450.34			0	0	0
4430 Contract Cost	39,675.00	12,989.55	12,401.76	21,836.51	8,846.96	8,520.00	3,550.00	914.53	5,808.92	2,258.92			0	0	0
Total Ordinary Maint. & Operation	86,310.00	32,037.05	15,005.11	36,764.21	4,727.16	14,750.00	6,103.80	1,146.97	8,172.49	2,068.69			0	0	0
4460 Contract Cost	270.00	112.50	22.78	113.90	1.40	-	-	-	-	-			0	0	0
Total Protective Services	270.00	112.50	22.78	113.90	1.40	-	-	-	-	-			0	0	0
4510.010 Workers Compensation	1,640.00	683.35	122.92	614.60	(68.75)	160.00	66.65	11.78	58.90	(7.75)			0	0	0
4510.020 General Liab Insurance	470.00	196.85	37.11	185.55	(10.30)	40.00	16.65	3.39	16.95	0.30			0	0	0
4510.040 Auto Insurance	140.00	58.35	11.16	55.80	(2.55)	20.00	8.35	1.31	6.55	(1.80)			0	0	0
4510.050 Public Officials Insurance	750.00	312.50	58.59	292.95	(19.55)	70.00	29.15	5.26	26.30	(2.85)			0	0	0
4510.090 Fire & Extend Coverage	6,500.00	2,708.35	510.81	2,554.05	(154.30)	1,000.00	416.65	82.56	412.80	(3.85)			0	0	0
4540 Employee Benefit Payments	26,300.00	10,977.46	1,669.21	7,898.92	(3,078.54)	3,690.00	1,528.65	193.31	885.45	(643.20)			0	0	0
4570 Collection Losses	-	-	-	435.19	435.19	-	-	-	461.67	461.67			0	0	0
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-			0	0	0
Total General Expenses	35,800.00	14,935.86	2,408.80	12,037.06	(2,898.80)	4,980.00	2,066.10	297.61	1,868.62	(197.48)			0	0	0
Total Routine Expenses	324,430.00	131,571.81	34,254.28	133,118.12	1,546.31	32,320.00	13,546.70	2,726.71	16,547.00	3,000.30			0	2,819.75	2819.75
EXPENSES															
4191.500 Dollar General Grant-Books	-	-	-	-	-	-	-	-	-	-			0	0	0
Total Non-Apartment Expenses	-	-	-	-	-	-	-	-	-	-			0	0	0
4610.000 Extraordinary Maintenance	-	-	5,800.90	5,800.90	5,800.90	-	-	-	-	-			0	0	0
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-			0	0	0
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-			0	0	0
Total Non Routine Expenses	-	-	5,800.90	5,800.90	5,800.90	-	-	-	-	-			0	0	0
4800 Depreciation Expense	60,870.00	25,362.50	4,654.92	23,335.67	(2,026.63)	3,280.00	1,366.65	273.68	1,371.20	4.55			0	0	0
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-			0	0	0
Total Capital Expenses	60,870.00	25,362.50	4,654.92	23,335.67	(2,026.63)	3,280.00	1,366.65	273.68	1,371.20	4.55			0	0	0
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-			0	0	0
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-			0	0	0
Total Expenses	385,300.00	156,934.31	44,710.10	162,254.89	5,320.58	35,600.00	14,913.35	3,000.39	17,918.20	3,004.85			0	2,819.75	2819.75
Residual Receipts (Profit/Loss)	31,600.00	17,099.04	(9,217.34)	17,148.84	49.80	20,300.00	8,384.95	1,387.46	2,022.04	(6,362.91)			0	249,841.38	249841.38

RESOLUTION NO. 3832

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ACCEPT THE PROPOSAL FOR EJP CONSULTING GROUP, LLC TO PROVIDE A STRATEGIC PLANNING PROCESS AND FACILITATION OF SERVICES FOR WACO HOUSING AUTHORITY AND AFFILIATES

WHEREAS, Waco Housing Authority & Affiliates requested proposals for Strategic Planning Process and Facilitation of Services under Request for Proposals (RFP) RFP-21-034-01, and

WHEREAS, the RFP was sent to 29 Consultants, and

WHEREAS, 2 proposals were received and all were reviewed, considered and evaluated in accordance with the RFP, and

WHEREAS, the company submitting the proposal which conforms to the solicitation and determined to be in the best interest of and best value to Waco Housing Authority & Affiliates considering experience, partnership strategy and other factors has been identified as EJP Consulting Group, LLC, and

WHEREAS, EJP Consulting Group will enter into a contract with Waco Housing Authority & Affiliates Chief Executive Officer that is consistent with the terms set forth in the RFP, and

WHEREAS, Waco Housing Authority & Affiliates retains the right to cancel any such award at any time before the execution of the contract documents, and

WHEREAS, it is the recommendation of the President/CEO that the Board approve the EJP Consulting Group proposal as the best responsive proposal and funding in accordance with the terms of the RFP, and

WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, 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 proposal submitted by EJP Consulting Group, LLC is hereby approved and accepted as the Strategic Plan consultant partner of Waco Housing Authority & Affiliates and Waco Housing Authority & Affiliates retains the right to cancel any such award at any time before the execution of the contract documents and the Chief Executive Officer is authorized to execute the contract and serve as the Contracting Officer for the contract on behalf of Waco Housing Authority & Affiliates and the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 12th day of April 2021.

Secretary

Chairperson of the Board

(SEAL)

Waco Housing Authority & Affiliates
4400 Cobbs Drive
P.O. Box 978
Waco, Texas 76703-0978
Phone (254) 752-0324 Fax (254) 754-6483
Hearing Impaired (800) 545-1833 ext. 306

MEMORANDUM

TO: Milet Hopping, President/CEO

FROM: Kaitlin Dragoo, Procurement Contract Compliance Officer *KD*

DATE: April 1, 2021

SUBJECT: RFP for 5-year strategic plan

Advertisement for the above-mentioned project was published in the Waco Tribune Herald on 2/7/2021 and 2/17/2021. The advertisement packet was emailed to 28 consulting firms. We received 2 proposals from EJP & Selenium by the deadline of 2:00pm on 3/11/2021. Based on the average of the combined scores, it has been determined that EJP is the most responsive and qualified proposer for this project. The initial proposed cost from EJP is \$62,077.00 which can be negotiated. Based on the other 3 cost options they listed, I would recommend option one since that will let us refine the detailed scope of work and include a clearly defined timeline and deliverables.

Please review and advise.

*MI ok 4-1-21
to go to the board
for final approval-*

PROPOSER: EJP	Maximum Points Allowed	Evaluator #1	Evaluator #2	Evaluator #3	Notes:	EVALUATOR:
Submission of Proposal & Table of Contents	5	5	5	5		
Staffing & Qualifications	20	20	20	20		
Knowledge Relevant Experience	30	30	30	28		
Approach to the Scope of Service	25	25	25	25	Excellent knowledge & relevant experience. Very detailed approach to scope of services. Great references.	
References	5	5	2	5	Great qualifications & Staffing. Many years of experience in housing. Approach to scope is extensive & comprehensive. Only 1 references to strategic plan. Cost is 75% higher.	
Cost	15	15	0	15	Only 1 specific strategic plan listed.	
Evaluator Initial & Date _____	100	100	82	98	Total Points Awarded	280 of Maximum 100
			Average Total	93		

PROPOSER: Selenium	Maximum Points Allowed	Evaluator #1	Evaluator #2	Evaluator #3	EVALUATOR:	
					Notes:	
Submission of Proposal & Table of Contents	5	4	5	5		
Staffing & Qualifications	20	19	20	15		
Knowledge Relevant Experience	30	29	30	25		Experience in housing. Knowledge & relevant experience is good. Approach is not detailed enough. Good references. Cost is reasonable.
Approach to the Scope of Service	25	24	25	20		Relevant experience aligned with section requirements. Scope of Service brief. Incomplete information for references, no project description or dollar value. Lower pricing.
References	5	4	0	3		No org chart, no mention of any other personnel or specialists. Not much post RAD experience listed. Not enough reference to working with employees, agencies, & stakeholders.
Cost	15	15	15	10		
Evaluator Initial & Date		95	95	78	Total Points Awarded	268 of Maximum 100
			Average Total	89		

List of solicited

Company	Contact	City, State	Phone #	Email Address
Recap Real Estate Advisors	Shannon Lestan	Boston, MA		Slestan@recapadvisors.com
Econometrica, Inc	Dennis Stout	Dallas, TX	214-826-3470	dstout@econometricainc.com
EJP Consulting Group	Naomi Bryne	Austin, TX	512-343-9113	cbaghelai@econometricainc.com
CNM Strategic Consulting		Pittsburgh, PA		byrne@ejpconsultinggroup.com
TIP Strategies		MA & FL		wein@tipstrategies.com
Fourth Economy Consulting	Paul Galvin	IN		engage@fortheconomy.com
TAG Associates, Inc		Austin, TX		pgalvin@tagassociatesinc.com
Sara Peterson Consulting		Ft. Worth, TX	512-217-6862	peterson@sarapetersonconsulting.com
Woollard Nichols & Associates	Tracy Edwards	Ft. Worth, TX	817-922-9000	info@woollardnichols.com
The Nelrod Company	Jerry Anderson	Parker, CO		left vm 2/3 for email address
Gill Group		Monroe, LA		jerry.anderson@gillgroup.com
Standard Interprises		Ruston, LA		jamesf@standardenterprises.com
BGC Advantage		Peoria, IL		holly@bgcadvantage.com
S.E. Clark & Associates, Inc		Ft. Worth, TX		nathan.joseph@seclarkinc.com
Guajardo Consulting		Tampa, FL		ramon@guajardoconsulting.com
Sage Peak, LLC		Shreveport, LA		andrea.davis@sagepeakllc.com
CVR Associates				cvr@cvrassociates.com
Housing Solutions Alliance				dan@callhsa.com
Selenium Consulting Partners				shiela@sel.com

Declines to submit proposal

Declines to submit proposal due to previous engagements

Requested Packet-	Contact	City, State	Phone #	Email Address
Baker Tilly US, LLP	Sunny Larsen	St. Paul, MN	651-223-3020	sunny.larsen@bakertilly.com
ReEngine Consulting, LLC	David Johnson	Austin, TX	512-796-9590	david@reengineconsulting.com
Prismatic Solutions		Pittsburgh, PA		imbell@prismatic-solutions.com
Mullin & Loneragan Associates	Julia Frank	Miami, FL	305-553-0500	juliaf@mandl.net
WGI	Dina Rhymes	Plano, Tx	972-748-0127	dina.rhymes@wginc.com
Bakertilly	David Eisenlohr	Seattle, WA	206-621-2196	david.eisenlohr@bakertilly.com
Migcom	Vicky Jocson	Sacramento, CA	916-471-3333	bidrfo@migcom.com
CPS Consulting	William Pitts	San Diego, CA	206-302-6801	wpitts@cpshr.us
Moss Adams	Adri Matheus		858-490-8800	adri.matheus@mossadams.com
IMS Info	John Kim			jkim@imsinfo.com

WACO HOUSING AUTHORITY & AFFILIATES

REQUEST FOR PROPOSALS

FOR

CONSULTANT TO PROVIDE A STRATEGIC PLANNING
PROCESS AND FACILITATION SERVICES

RFP NUMBER: #21-034-01

SUBMISSION DEADLINE: THURSDAY, MARCH 4, 2021

2:00 P.M. CST

Issue Date: February 4, 2021

Prepared By:

Waco Housing Authority & Affiliates
4400 Cobbs Dr
PO Box 978
Waco, TX 76703

Milet Hopping

President/CEO

RFP packet that we sent

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- Fee Proposal Form

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

The Waco Housing Authority & Affiliates' (WHAA) is launching a strategic planning process that will outline the Authority's vision, goals, and objectives for the next five years. The purpose of this request for proposals (RFP) is to solicit the services of an experienced Consultant to facilitate the strategic planning process and render the results in a formal document. The selected Consultant will solicit input from a diverse array of stakeholders, including but not limited to, WHAA clients and stakeholders, both internal and external. It is anticipated that the contract period will be approximately 180 calendar days beginning in early April 2021, and concluding no later than September 30, 2021.

Sealed responses to this solicitation will be received by the Waco Housing Authority & Affiliates (WHAA) Contracts until **2:00 p.m. CST on Thursday, March 4, 2021.**

Deliver **five (5)** complete hard copy sets (one original clearly marked or stamped "original", and **four (4)** copies), and **one (1)** flash drive of the required submittals, in a **sealed** envelope or box clearly marked with the words "**RFP #21-034-01- Strategic Plan**", to the Procurement Contract Compliance Officer at the following address:

Waco Housing Authority & Affiliates
Kaitlin Dragoo, Procurement Contract Compliance Officer
4400 Cobbs Dr
PO Box 978
Waco, TX 76703

Place the following information in the upper, left-hand corner on the outside of the envelope when submitting proposals:

Company Name
Company Address
RFP Name and Number
Date and Time responses are due

Single copies of the RFP package may be downloaded by emailing Kaitlin Dragoo, Procurement Contract Compliance Officer at kaitlind@wacopha.org

All responses submitted are subject to these Instructions and Supplemental Instructions to Offerers, General and Supplemental Conditions, and all other requirements contained herein, all of which are made a part of this Request for Proposal by reference.

The Waco Housing Authority & Affiliates reserves the right to reject any or all proposals for just cause and to waive any informalities in the submission process, if it is in the best interest of the housing authority to do so.

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

INDEX OF SUBMITTAL DOCUMENTS

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Submittal Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

INDEX OF SUBMITTAL DOCUMENTS			
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/CORPORATE SEAL REQUIRED
Contractor's Summary	√	√	√
HUD-5369-C, Certifications and Representations of Offerors (Non-Construction Contract)	√	√	
Certification of Contractor Non-Exclusion	√	√	√
Non-Collusive Affidavit	√	√	√
Employee Verification Affidavit	√	√	
Acknowledgement of Addenda	√	√	
Fee Proposal Form	√	√	
Written Proposal	√	√	

NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE.

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

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1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer;
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- {1} Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/HUD that the late receipt was due solely to mishandling by the HA after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs {a}(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request **will not** be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

{d} The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date on the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(l) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative of the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of **the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here.]

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES
RFP #21-034-01**

SUPPLEMENTAL INSTRUCTIONS TO OFFERORS

1. Submission of Proposals

Deliver **five (5)** complete sets (one original clearly marked or stamped "original"), and **one (1)** flash drive of the required submittals, in a sealed envelope or box clearly marked with the words "**RFP #21-034-01- Strategic Plan**", to the WHAA at the following address:

**Waco Housing Authority & Affiliates
Attn: Kaitlin Dragoo, Procurement Contract
Compliance Officer
4400 Cobbs Dr
PO Box 978
Waco, Texas 76703**

2. Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at **least 10 days** before the submission due date and time to:

**Waco Housing Authority & Affiliates
Attn: Kaitlin Dragoo
PO Box 978
Waco, Tx 76703**

Questions may also be submitted via e-mail to kaitlind@wacopha.org.

3. Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, WHAA may wish to amend, add to, or delete from the contents of this RFP. In such situations, WHAA **will** issue an addendum to the RFP setting forth the nature of the modification(s). All addenda will be posted on the WHAA website. Hard copies may be faxed or mailed upon request.

4. Proposal Format

All proposals shall be submitted in 8 1/2 x 11 inch format and bound. All pages shall be numbered. Larger size pages or inserts may be used provided they fold to 8 1/2 x11-inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal, as documents are duplicated and distributed internally for review and evaluation by the Evaluation Committee. Proposals shall be organized

and include all requirements outlined in Part III - Submission Requirements. The front cover shall bear the RFP name and number, submission date, respondent's name, address, email address and phone number.

5. Submittal Forms

Provide, as a part of the proposal, all required certifications and forms, as listed on the Index of Submittal Documents page and included in Appendix B of this RFP. Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

6. Acceptance of Proposals

Proposals must be signed, sealed and received at the specified address in completed form, no later than the proposal submission time and date. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and **will** be returned unopened to the originator. WHAA reserves the right to accept or reject any or all proposals, to take exception to this RFP's specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

WHAA also reserves the right to reject the proposal of any respondent who has previously failed to perform properly or to complete on time, a contract of similar nature; who is not in a position to perform the contract; who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees; or who makes a misrepresentation in their response to this request or engages in unauthorized contact with WHAA Staff, Board Members, Evaluation Committee Members, Residents, or Consultants.

7. Time for Reviewing Proposals

Proposals received prior to the due date and time will be securely kept, unopened. After the closing date, all proposals received are opened and evaluated in confidence. Proposals are not opened publicly. The Contracting Officer' authorized designee will decide the time to open and review proposals. Once submitted, proposals become the property of WHAA.

8. Withdrawal of Proposals

Proposals may be withdrawn upon written request dispatched by the respondent in time for delivery during business hours prior to the time fixed for receipt; provided that written confirmation of withdrawal is from the authorized signature of the respondent, mailed and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its proposal confers no right of withdrawal or modification of its proposal after the due date and time.

9. Award of Contract

Contract shall be awarded to the respondent submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of the Housing Authority (WHAA). The selected respondent will be notified at the earliest practical date. Subsequent contract awards are subject to approval from the Waco Housing Authority & Affiliates' Board of

Commissioners, and /or the U.S. Department of Housing and Urban Development. No companies or firms listed on the System for Award Management (SAM) Excluded Parties List of companies or firms ineligible to receive awards, will be considered.

10. Protest of Award

Any protest against the award of a contract agreement or purchase order based on a formal method of procurement, where the solicitation is advertised, must be received by the Manager of the Procurement and Contracts Department within three business days after notice of award, or the protest will not be considered. WHAA shall issue a written decision to a properly filed protest within 15 business days of receipt.

11. Certification of Legal Entity

Prior to execution of a contract the company/firm shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Texas law.

12. Costs Borne by Respondent

All costs related to the preparation of responses to this RFP and any related activities are the responsibility of the respondent. WHAA assumes no liability for any costs incurred by the respondent throughout the entire selection process.

13. Best Available Data

All information contained in this RFP is the best data available to WHAA at that time. This information is provided to given in the RFP is not intended as representation of binding legal effect. This information is furnished to assist respondents in preparing a response; WHAA assumes no liability for any errors or omissions.

14. Contact with WHAA Staff, Board Members, Evaluation Committee, Residents and Consultants

Respondents may not make direct contact with WHAA Staff, its Board Members, Evaluation Committee Members, Residents or Consultants. All communications regarding the RFP shall be in writing as provided in HUD Form 5369-B, Instructions to Offerors for Non-Construction, Paragraph 4 and these Supplemental Instructions to Offerors.

15. Respondent Responsibilities

Each respondent is presumed by WHAA to have thoroughly studied this RFP and become familiar with the Scope of Services, and all other information contained in this RFP. Failure to do so may be at the Respondent's own risk.

16. Public Access to Procurement Information/Confidentiality

All information submitted in response to a solicitation issued by the Waco Housing Authority & Affiliates (WHAA) shall remain confidential until after final approval by WHAA's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). Furthermore, pursuant to Texas Statute, WHAA shall not disclose information submitted in confidence in response to this RFP, not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

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**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

PART 1- GENERAL BACKGROUND INFORMATION

Introduction/ Background Information

The Waco Housing Authority & Affiliates' (WHAA) President/CEO and Board of Commissioners (BOC) are launching a strategic planning process that will outline the Authority's vision, goals, and objectives for the next *five* years. The purpose of this request for proposals (RFP) is to solicit the services of an experienced Consultant to facilitate the strategic planning process and render the results in a formal document. The selected Consultant will solicit input from a diverse array of stakeholders, including but not limited to, WHAA clients and stakeholders, both internal and external. It is anticipated that the contract period will be approximately 180 calendar days beginning in early April 2021, and concluding no later than September 30, 2021.

Since its establishment in 1938, WHAA has been committed to providing affordable housing opportunities for low-income residents of the city of Waco while providing a foundation for client self-sufficiency. WHAA works closely with the U.S. Department of Housing and Urban Development (HUD), the City of Waco and area organizations offering housing assistance programs along with a continuum of social services. The Authority is committed to high standards of public accountability and continuous improvement through management excellence, professional development, and customer satisfaction.

The Waco Housing Authority & Affiliates is comprised of a five member Board of Commissioners and 81 full-time staff members. With dual HUD program authority, WHAA manages 9 communities consisting of public housing, mixed income and LIHTC for a total of 1,274 rental units.. With new units in the pipeline, the Agency continues to expand affordable housing with a strong emphasis on redeveloping WHAA- owned vacant properties located throughout the city.

The Consultant shall provide services to facilitate the development of a 5-Year Strategic Plan that will articulate WHAA's mission, vision, values, long-term goals and objectives for FYB October 1, 2021 - FYE September 30, 2026. The planning process will also embody the Agency's core aspirations which include: expanding affordable housing opportunities and resident supportive services; achieving excellence in operational and program performance; and providing high quality customer service as an industry leader. The Strategic Plan document will serve as a vital tool and roadmap for WHAA Commissioners and staff to utilize in setting direction; forging partnerships; and allocating resources for the future.

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
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CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
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RFP #21-034-01

PART II - SCOPE OF SERVICES

WORK PHASE 1:

WHA understands that addressing affordable housing needs in the City of Waco, McLennan County is a complex task that requires an integrated effort among many partners (developers; city, state, and federal agencies; non-profit organizations; health and human services agencies, staff and tenants). Thus, the Authority is committed to engaging with these partners as an essential component of the planning process. Additionally, during Phase I of the process, the selected Consultant will identify pertinent studies, plans, and datasets to inform the 5-Year Strategic Plan.

Engage with Diverse Stakeholders:

The Consultant shall solicit input from WHA's internal and external stakeholders utilizing a variety of engagement methods including surveys, meetings, interviews, and focus group sessions. The Agency's broad stakeholder community includes: WHA staff (all levels), its Board of Commissioners; its Resident Advisory Board; Public Housing residents; Housing Choice Voucher residents and landlords; housing developers; third-party property managers; advocacy organizations; social service agencies; vendors and suppliers. WHA also wishes to obtain intergovernmental input from City, County, and any other state and federal housing partners the consultant feels is needed.

Evaluate Existing Documents / Conduct SWOT/SOAR Analysis:

The selected Consultant will review existing documents to identify trends, issues, and objectives requiring attention in the 5-Year Strategic Plan. Such documentation includes WHA's current and prior 5-Year and Annual Plans; Capital Plans; Scattered Site Strategy; Affirmatively Furthering Fair Housing Plan; Financial Audits; Monthly Management Reports; and major operational policies.

The Consultant will also identify and analyze shared priorities and goals in the plans of other agencies including the City of Waco 5-Year and Annual Consolidated Plans; the HUD Strategic Plan; etc.

During this work phase, the Consultant will coordinate departmental meetings with WHA management staff to discuss functional challenges and garner input on prospective goals, objectives, and strategies that can be incorporated in the 5-Year Plan. WHA anticipates that this departmental information will be woven into the analysis, which will address both internal and external factors - including operational, programmatic, capital needs and industry trends

Compile Evaluative Report with Findings:

Upon completion of Phase 1, the Consultant will synthesize major findings into a written **Evaluative Report**. The Report will include compilation and analysis of survey responses, focus group and interview summaries along with WHAA departmental recommendations and SWOT/SWOR findings. The Evaluative Report will serve as a major resource that will inform the new Strategic Plan.

WORK PHASE 2:

During Work Phase 2, the Consultant will facilitate WHAA's Board and staff in crafting and formalizing the new 5-Year Strategic Plan informed by the Phase 1 deliverables detailed above. Core elements include the groundwork for plan development as follows:

Preparation of Strategic Plan and Ancillary Documents:

The Consultant will prepare a Strategic Plan document that incorporates the organizational framework developed by WHAA Commissioners and staff in the above-described initial Retreat. Specific deliverables include:

- Develop a Strategic Plan document which embodies the newly-formed mission, vision, values, goals, and objectives.
- Design a Reporting Tool that captures performance metrics and methodology that can be used for monitoring and tracking the Agency's progress toward achieving Plan goals and objectives.
- Draft an Executive Summary which encapsulates the 5-Year Plan that can be used for ongoing stakeholder engagement, press releases, grant writing, and other purposes.
- Conduct a final working session with WHAA's Board and senior staff wherein the Consultant will present the Strategic Plan and Ancillary Documents for discussion and feedback.
- Finalize Strategic Plan, Reporting Tool, and Executive Summary thereby completing the engagement.

PART III- SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in your proposal. The proposal should reflect the objectives outlined in the Scope of Services. Each section must be clearly labeled using the bold-faced titles listed below, and shall be assembled in the order described below.

The proposal must be bound and each section labeled. Proposals must be organized and indexed using the subheadings as follows:

3.1 Submission of Proposals and Table of Contents

1. Submission of Proposals

Deliver **five (5)** complete sets (one original clearly marked or stamped "original", and **four (4)** copies) and **one (1)** of the required submittals, in a **sealed** envelope or box clearly marked with the words " **RFP #21-034-01-Strategic Plan** ", to:

Waco Housing Authority & Affiliates
Attn: Kaitlin Dragoo, Proc. Contract Compliance Officer
4400 Cobbs Dr
PO Box 978
Waco, TX 76703

2. Table of Contents

Include a table of contents that outlines the order of the submission requirements, which must be tabbed and assembled in accordance with instructions outlined above.

3.2 Staffing and Qualifications

Provide a narrative detailing their experience and qualifications to perform the required services.

Include an organizational chart that illustrates the Contractor's overall staffing plan for development of a Strategic Planning Process, and its staffing plan for the facilitation services outlined in the RFP.

Identify key positions, personnel, specialists, etc. who will be employed to work under this contract indicating their specific role in the provision of services. Include the past experience and qualifications of each staff personnel demonstrating their capacity to perform their assigned services.

Include resumes of all assigned personnel detailing relevant experience in their proposed role in the performance of services.

3.3 Knowledge and Relevant Experience

In narrative format, describe in detail your knowledge of the processes required in strategic planning, and your experience in the following:

- 1) Facilitating Strategic Planning Processes for other municipal agencies, including Public Housing Authorities
- 2) Utilizing a variety of engagement methods to solicit the input of intergovernmental agencies, HUD-assisted residents, and other stakeholders on issues germane to strategic objectives
- 3) Identifying local and industry trends and issues affecting public housing agencies
- 4) Gathering and analyzing financial audits, management reports, operational policies, and other documents necessary to identify issues to be addressed in a 5-Year Strategic Plan
- 5) Identifying challenges that may be encountered that can be incorporated in the Strategic Plan
- 6) Identifying strengths and weaknesses perceived in the review and evaluation of the agency's previous plans, management reports, operational policies, and other documentation

3.4 Approach to the Scope of Services

In narrative format, describe in detail your approach to implement a Strategic Planning Process presented in the form of a written evaluative report, and detail your method to facilitate work retreats to engage various stakeholders in the formulation of a 5-Year Strategic Plan. Explain your ability to perform the scope of services within the timeframe outlined in the RFP.

Provide a sample plan based on the requirements outlined in the scope of services. The sample plan shall include:

- 1) Consultant's approach to understanding the objectives and issues articulated by the agency's internal and external stakeholders
- 2) Consultant's approach to performing SWOT analysis and evaluating existing plans and related documents
- 3) Consultant's approach to collaborating with agency personnel to understand functional challenges and utilize that information to inform strategic goals and objectives.
- 4) Consultant's approach to initiation and evaluation/monitoring of strategic plan

3.5 References

Provide a list of similar or related projects, (currently active or completed) relevant to providing the requested services. Identify similar or related work performed for public housing authorities, City agencies, or HUD that have been completed to date, or are currently active.

For each project identified provide:

1. Project description
2. The name of the agency or public housing authority
3. The name, address and contact information for the contract representative
4. The dollar value of the contract
5. The contract duration including start and completion date, or projected completion date if currently active

3.6 Fee Proposal

Complete the fee proposal form in the format as prescribed in **(APPENDIX 8)**, which will provide a total estimated cost for the provision of services. Identify all personnel, hourly rates, and the number of hour proposed to work under this engagement.

In addition, identify proposed travel (if necessary), and other costs that may be associated with the provision of the requested services.

3.7 Required Certifications

The following documents, which are contained in **(APPENDIX 8)**, must be included in the proposal and must be properly executed and/or notarized:

- Contractor's Summary
- HUD Form 5369-C Representations, Certifications and Other Statements of Offerors
- Non-Collusive Affidavit
- Certification of Contractor Non-Exclusion
- Acknowledgement of Addenda
- Employment Verification Affidavit

PART IV - PROCUREMENT PROCESS

4.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation may be evaluated using a two-stage evaluation process. Stage I of the evaluation process will be used to determine the Offerors that **will** be included in the competitive range (short list), from which final selection for contract award(s) will ultimately be made. Stage II of the evaluation process will be reserved for the short listed firms only. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

During Stage I of the evaluation process, proposals will be evaluated and scored by an Evaluation Committee. Scoring will be based on predetermined Evaluation Criteria contained in the solicitation. The available points associated with each area of consideration are shown. The results of the evaluation will be used to determine those Offerors to be included in the competitive range.

The competitive range shall include those Offerors who are determined through the evaluation process and due diligence review (verification of Contractor responsibility) to be the most qualified. These Offerors may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by WHAA will result in exclusion from the competitive range.

Stage II of the evaluation process may entail presentations/interviews with the Offerors in the competitive range. Offerors not included in the competitive range will not proceed to Stage II of the evaluation process. The purpose of the presentations/interviews is to provide the Evaluation Committee an opportunity to obtain additional information as a result of the written responses. Stage II evaluation will be conducted upon completion of the presentations/interviews in accordance with the same procedures and criteria outlined above for Stage I evaluation.

WHAA reserves the right to make no award or decline to enter into negotiations should it believe that no Offeror to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period, or if the total points received after evaluations is unacceptable, as determined by WHAA. Further, WHAA reserves the right to forego Stage II of the evaluation process and enter into negotiations with the highest ranked firm from Stage I of the evaluation process. If an Agreement cannot be negotiated with a firm(s), WHAA will terminate negotiations and the procedure will continue until a contract(s) have been negotiated. All contracts and subsequent contract awards to selected Offerors are subject to HUD funding availability, and final approval from the Waco Housing Authority & Affiliates' Board of Commissioners, and/or the U.S. Department of Housing and Urban Development.

WHAA will award a contract resulting from this solicitation to the responsible offerors whose offers, conforming to the solicitation, will be most advantageous, price and other technical factors specified herein considered. WHAA reserves the right to make contract awards without negotiations, and to make no award or decline to enter into negotiations should it believe that no Contractor to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period. WHAA further reserves the right to forego Stage II of the evaluation process and enter into negotiations based on the results of Stage I of the evaluation process. Should WHAA exercise its right to make contract award without negotiations or to forego Stage II of the evaluation process, contract award will be based on initial proposals received.

4.2 Evaluation Criteria

Evaluation Criteria

Submission of Proposals and Table of Contents	5 Points
Staffing and Qualifications	20 Points
Knowledge and Relevant Experience	30 Points
Approach to the Scope of Services	25 Points
References	5 Points
Cost	15 Points
References	
<hr/>	
Total Possible Points	100 Points

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APPENDIX A

General Conditions for Non-Construction Contracts

Section I - (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 3/31/2020)

Public reporting burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600, and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts (without maintenance) greater than \$105,000 - use Section I;**
- 2) **Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$150,000 - use Section II; and**
- 3) **Maintenance contracts (including nonroutine maintenance), greater than \$150,000 - use Sections I and II.**

Section I - Clauses for All Non-Construction Contracts greater than \$150,000

1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form the Certifications and Representations, these contract clauses, and the scope of work. It includes all final changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban Development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under **clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.**
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written **Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall:** (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts **under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.**
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
- (i) appeals under the clause titled Disputes;
 - (ii) litigation or settlement of claims arising from the **performance of this contract; or,**
 - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall **continue until disposition of such appeals, litigation, claims, or exceptions.**

5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

7. Disputes

- (a) All disputes arising under or relating to this contract, **except for disputes arising under clauses contained in Section III., Labor Standards Provisions,** including any claims for damages for the alleged breach there of which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
 - (i) Award of the contract may result in an unfair competitive advantage; or
 - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(1), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 4508). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under atemporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement
- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at anytime.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement

19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in **an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135.** The contractor will not subcontract with any subcontractor where the contractor has **notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.**
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (D) Noncompliance with HUD's regulations in 24 CFR Part 135 may **result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.**

22. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, **the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.**
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any **amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State;** and (ii) purchased a total of in excess of \$10,000 of the item both **under and outside that contract.**

**WACO HOUSING AUTHORITY &
AFFILIATES REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

SUPPLEMENTAL CONDITIONS

CONTRACT TYPE

The contract to be awarded shall be a fixed price contract, where the awarded Contractor will provide WHAA with the required services, as identified in the Scope of Services, pending HUD Funding.

CONTRACT PERIOD

The contract period shall be for one hundred eighty (180) calendar days commencing in early April of 2021, and concluding no later than September 30, 2021. Upon full execution of a contract, WHAA will issue a Notice to Proceed to the awarded Contractor which will initiate the start of work.

OPTION PERIOD

Prior to the conclusion of the contract period, WHAA may determine that it is necessary to extend the contract period for up to an additional thirty (30) calendar days. If so, a contract amendment between WHAA and the Contractor will be fully executed prior to the start of services under the option period.

The option shall only be exercised if the Contractor has satisfactorily performed under the Contract. The contract extension will not be automatic, and must be initiated and approved by WHAA.

REIMBURSABLE EXPENSES

Reimbursable expenses will be paid in addition to the hourly rates paid for travel services, if required, and are for actual expenses incurred by the Contractor in connection with the provision of services.

Specifically, if reimbursable expenses are required for flight, hotel, mode transportation and per diem, the rate shall not exceed the current U.S. General Services Administration (GSA) Schedule of Rates. All reimbursable expenses, if required, must be approved by WHAA prior to incurring the cost. Refer to www.gsa.gov for rates.

OVERTIME HOURS

WHAA will not pay special rates for overtime hours or holiday hours worked.

INVOICING

Invoices shall be submitted monthly to the Department of Finance, with a copy to the Executive Department. The invoice shall provide an invoice number, service date, purchase order number, a description of services provided and the name/title of employee(s) who rendered the services. Invoices shall be submitted on the contractor's own invoice.

PAYMENTS

All vendors should submit invoices to the Finance Department on or before the days listed below. All vendor invoices are due on the 1st or 15th of the month. Invoice payments are as follows:

- *Invoices received on the 16th of the current month thru the 1st day of the next month will be paid on the 1st of the following month.*
- **Example: An invoice received on August 27th will be processed commencing September 1st and paid on October 1st.**
- *Invoices received on the 2nd of the current month thru the 15th of the current month will be paid on the 15th of the following month.*
- **Example: An invoice received on August 4th will be processed commencing August 15th and paid on September 15th.**

INSURANCE

Prior to commencement of the contract, the awarded contractor shall furnish a Certificate of Insurance in duplicate, with The Waco Housing Authority & Affiliates Project Name and Number stated on the Certificates and submit prior to the beginning of operations. Coverage and amounts below are minimum requirements and do not establish limits to the Contractor's liability. The insurance carriers used by the contractor must be authorized to do business in the State of Texas and the insurance provided will cover all operations under the contract, whether performed by the contractor or by subcontractors. Other coverage and higher limits may be provided at the Contractor's own expense.

Evidence of insurance shall be provided by a producer using insurance companies with a minimum A- rating.

- Workers Compensation and Occupational Disease Insurance in accordance with the laws of the State of Texas
- Commercial Liability Insurance (primary and umbrella) or equivalent with limits of not less than \$1,000,000.00 per occurrence combined single limit, for bodily injury, personal injury, and property damage liability. The Waco Housing Authority & Affiliates is to be named as an additional insured on a primary non-contributory basis for any liability arising directly or indirectly from the Services.
- Automobile Liability Insurance (Primary and Umbrella) for motor vehicles (owned, non-owned and hired) used in connection with the services to be performed, shall be covered with Comprehensive Automobile Liability Insurance with limits of not less than

\$1,000,000.00 per occurrence combined single limit, for bodily injury and property damage. The Waco Housing Authority & Affiliates is to be named as an additional insured on a primary non-contributory basis.

- Professional Liability insurance covering acts, errors, or omissions shall be maintained with limits of not less than \$500,000.00 per occurrence. Coverage extensions shall include Blanket Contractual Liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of services under the contract. A claims-made policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

The Contractor shall be required to furnish the Waco Housing Authority & Affiliates' Department of Procurement and Contracts original Certificates of Insurance evidencing the required coverage to be in force on the date of the contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverage has an expiration or renewal date occurring during the term of this contract or extensions thereof. The receipt of any certificate does not constitute agreement by WHAA that the insurance requirements in the contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all contract requirements. The insurance policies shall provide for sixty (60) days prior written notice to be given to WHAA in the event coverage is substantially decreased, canceled or non-renewed.

The Contractor shall require all subcontractors, if any, to carry the insurance required herein, or the Respondent may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

The Contractor agrees and shall require each subcontractor to agree that insurers shall waive their rights of subrogation against the Waco Housing Authority & Affiliates.

The Waco Housing Authority & Affiliates, its Board Members, officers, employees and agents are each to be named as an "Additional Insured" on all liability insurance.

TERMINATION FOR CONVENIENCE AND DEFAULT

(a) WHAA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). WHAA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to WHAA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process. (b) If the termination is for the convenience of WHAA, WHAA shall be liable only for payment for services rendered before the effective date of the termination. (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), WHAA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by WHAA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with these changes; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by WHAA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to WHAA by the Contractor. (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been affected for the convenience of WHAA, and the

WHAA shall be entitled to payment as described in paragraph (b) above. (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

ORGANIZATIONAL CONFLICTS OF INTEREST

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that: (i) Award of the contract may result in an unfair competitive advantage; or (ii) The Contractor's objectivity in performing the contract work may be impaired. (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA. (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default. (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

REQUEST FOR TAXPAYER NUMBER AND CERTIFICATION (W-9)

Upon award of the contract, the contractor shall provide a copy of its Request for Taxpayer Number and Certification (YV-9) at the time and date specified by the Authority.

INDEMNIFICATION

The successful contractor will be required to protect, defend, indemnify, keep, save, and hold WHAA, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively, "claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful contractor, its officers, officials, agents, employees, and subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Contractor will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false or fraudulent.

WHAA will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Contractor of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFP will survive the expiration or termination of that contract.

ASSIGNMENT

The successful Contractor shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this RFP, or any of its rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent and approval of the WHAA.

PERSONNEL

In submitting their proposals, contractors are representing that the personnel described in their proposals shall be available to perform the services described for the duration of the contract period, barring illness, accident or other unforeseeable events of a similar nature in which cases the Contractor must be able to provide a qualified replacement. Such representation shall be valid for a minimum of 120 calendar days after the proposal due date and time. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Contractor under its sole direction, and not employees or agents of WHAA.

CERTIFICATION OF LEGAL ENTITY

Prior to execution of a contract agreement, the Contractor shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or **will** be legal and binding under Texas law.

PUBLIC ACCESS TO PROCUREMENT INFORMATION/CONFIDENTIALITY

All information submitted in response to a solicitation issued by the Waco Housing Authority & Affiliates (WHAA) shall remain confidential until after final approval by WHAA's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). WHAA shall not disclose information submitted in confidence in response to this RFP, not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

BEST AVAILABLE DATA

All information contained in this RFP is the best data available to WHAA at the time the RFP was prepared. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished for the convenience of contractors and WHAA assumes no liability for any errors or omissions.

COMPLIANCE REPORTING

The awarded Contractor shall be responsible for submitting regular reports detailing their compliance with the conditions of this contract in the format prescribed by and at the intervals required by WHAA.

RIGHTS, USE, AND OWNERSHIP OF ASSESSMENT MATERIALS

Assessment materials generated as a result of performing the Scope of Services contained in this contract shall be confidential and proprietary, and shall be for the exclusive use and ownership of The Waco Housing Authority & Affiliates. Such materials shall include, but not be limited to data, cost estimates, and reports generated that contain descriptive and/or identifying information regarding individual properties owned by WHAA and/or WHAA's portfolio of properties. Such materials shall not be shared, signed, sold or disclosed to parties other than those named on the contract without the express written permission of The Waco Housing Authority & Affiliates' Contracting Officer. Any violations of this provision shall be considered a breach of and grounds for immediate termination of the contract.

ETHICS POLICY

The selected Contractor shall abide by the applicable provisions of the Waco Housing Authority & Affiliates' Ethics Policy and State of Texas Ethics Code.

THIRD PARTY CLAIMS ON SOFTWARE

WHAA shall be held harmless from any third party legal claims involving the use by WHAA of any software product or technique provided by the selected contractor.

RULES, REGULATIONS, AND LICENSING REQUIREMENTS

The successful Contractor shall possess all of the required State and Local licenses and certifications required to perform work of the type required by this contract in the City of Waco. In addition, the Contractor shall comply with all laws, ordinances and regulations applicable to the services contemplated herein. Contractors are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the delivery of services.

CONTRACTUAL OBLIGATIONS

At any time, should the proposed services require the use of products or services of another company, such services shall be disclosed, and WHAA will hold the selected Contractor responsible for the proposed services.

CONTRACTOR STATUS

The successful Contractor is an independent consultant, and will not be an employee of WHAA.

ADVERTISING

In submitting a proposal, the successful Contractor agrees not to use the results from it as a part of any commercial advertising. WHAA does not permit firms to advertise or promote the fact of their relationship with WHAA in the course of marketing efforts, unless WHAA specifically agrees otherwise.

MEDIA RELATIONS

The successful Contractor shall not make public comment on WHAA matters without the express written approval from WHAA. All media inquiries shall be referred to the President/CEO.

APPENDIX B

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

CONTRACTOR'S SUMMARY

If this Bid/Offer is submitted by a joint venture, each business shall provide the information requested below.

Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that the statements set forth in this bid are true and correct.

(Bidder's Name)

By: _____
(Signature)

(Printed or Typed Name)
Title: _____

Date: _____

(If Corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted.)

Address: _____

City, State, Zip: _____

Telephone No.: _____

Fax No.: _____

Taxpayer I.D. No.: _____

(Affix Corporate Seal)

If Corporate Seal is not affixed, this document must be notarized. If neither is done, this entire bid will be deemed non-responsive and rejected.

Subscribed and sworn to

(Notary Public)
(Seal)

before me this _____ day of

_____, 20____

My Commission expires: _____

Date Contractor Signed: _____

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No: 25n-01ao (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) I J has, I J has not employed or retained any person or company to solicit or obtain this contract; and
- (2) I has, I has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of UIe contract.

(b) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give UIe PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) I J is, I is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under UIe criteria and size standards in 13 CFR 121.
- (b) I J is, I is not a women-owned small business concern. **women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.**
- (c) I is, I is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in UIe case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> J Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that-

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) UIe methods or factors used to calculate UIe prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for UIe purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory UIat UIe signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in UIis bid or proposal, and that UIe signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for UIe following principals in certifying that UIose principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If U1e bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish wiU1 its bid/offer a signed statement setting forU1 in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to U1e best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work U1lder a proposed contract and a prospective contractor's organizational, financial, contractual or 0U1er interest are such Uiat:
 - (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That U1e Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees Uiat if after award he or she discovers an organizational conflict of interest with respect to U1is contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize U1e conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate U1e Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractorsand consultants who may be in a position to influence U1e advice or assistance rendered to t1le HA and shall include any necessary provisions to eliminate orneutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of t1le aut1lorized negotiators):

6. Conflict of Interest

In U1e absence of any actual or apparent conflict, t1le offeror, by submission of a proposal, hereby warrants Uiat to U1e best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies Uiat the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery
- (b) Corrupt Influencing
- (c) Extortion
- (d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- (a) Theft
- (b) Identity theft
- (c) Theft of a business record
- (d) False accounting
- (e) Issuing worthless checks
- (f) Bank fraud
- (g) Forgery
- (h) Contractors; misapplication of payments
- (i) Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 - Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, WHAA shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

(Print)

(Date)

(Signature)

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

NON-COLLUSIVE AFFIDAVIT

(Prime Bidder/Offeror)

State of _____

City/County of _____

_____ Being duly sworn, deposes and says:

(Name)

That he/she is _____

(A partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against the Waco Housing Authority & Affiliates or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Signature of

Offeror, if the bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and Sworn to before me

This _____ day of _____ 2018

Notary Public

My Commission Expires _____

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

EMPLOYEE VERIFICATION AFFIDAVIT

(Employer)

STATE OF _____

CITY/COUNTY OF _____

I, _____ Being duly sworn, attests and says that:
(Authorized Signatory)

_____ a private organization,
(Name of Private Company/Employer)

duly registered in the aforementioned state, and contracted to perform work within the State of Texas, herein attests that I/we (the employer) are in compliance with the United States Department of Homeland Security's "E-Verify" program.. I further attest that I/we are registered in a status verification system to verify that all new employees in my/our (the employer) employ are legal citizens of the United States, or are legal aliens. Further, I/we shall continue to utilize a status verification system to confirm the legal status of all new employees assigned to this project during the term of this contract. In further compliance with the Immigration Reform and Immigrant Responsibility Act of 1996 administrated by the U.S. Department of Homeland Security, I/we shall require all subcontractors to submit to me/us (the employer) a sworn affidavit verifying its compliance with the Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a).

Signature of

(Authorized Signatory)

(Printed Name/Title of Authorized Signatory)

Sworn to and Subscribed before me:

This _____ day of _____ 20____ _

Notary Public

My Commission Expires _____

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS
FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES**

RFP #21-034-01

ACKNOWLEDGEMENT OF ADDENDA

Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

(Respondent)

(Signature)

(Printed or Typed Name)

**WACO HOUSING AUTHORITY & AFFILIATES
REQUEST FOR PROPOSALS FOR
CONSULTANT TO PROVIDE A STRATEGIC PLANNING PROCESS
AND FACILITATION SERVICES RFP #21-034-01**

FEE PROPOSAL FORM

The resulting contract is anticipated to be a fixed price contract for services. (Refer to Part III - Submission Requirements - 3.6 Fee Proposal and the Supplemental Conditions)

A. Labor Costs

Position	Hourly Rate	Proposed No. of Hours/week	Total
Senior Consultant	_____	_____	_____
Jr. Consultant	_____	_____	_____
Administrative Assistant	_____	_____	_____
TOTAL ESTIMATED LABOR			\$ _____

NOTE: Labor hours are to be submitted for comparison purposes only. Modify the position classifications identified on this form as necessary to reflect the specific proposed staffing plan for this engagement. Reimbursable rates for travel and lodging shall be in accordance with the current U.S. General Services Administration (GSA) Schedule of Rates, if required and approved by WHAA. Refer to the Supplemental Conditions and www.gsa.gov.

B. Direct Job Costs

GSA Expenses (If required for travel)	_____
Misc. Expenses	_____
TOTAL LUMP SUM DIRECT JOBCOSTS	\$ _____

Offeror's may modify the direct job cost descriptions identified on this form as necessary to reflect their specific estimated direct costs for this engagement.

TOTAL PROJECT COST \$ _____

Offeror's Name

Signature

Company Name

AGENDA
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 857 7508 6909
PASSCODE: 127514

Join Zoom Meeting Link:

https://us02web.zoom.us/join/zoom/register/tZEqcOyopi0iGt3Fz_RHXS3bLHDGE4TBPLSw

Waco, Texas

April 12, 2021

12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 080 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$237,062.70 FOR REPLACEMENT OF SIDING ON HUNNINGTON BLDG'S "B", "C", "D" AND WATER DAMAGE REPAIRS ON BLDG "H", RAINTREE BLDG'S 1, 13, AND 14.
- V. Adjournment

Synopsis of the Minutes
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
Waco, Texas
November 9, 2020
12:00 Noon

- I. Call to Order
President Malcolm Duncan, Jr. called the meeting to order at 12:09 p.m.

- II. Establishment of Quorum
Director's present: Malcolm Duncan Jr., Susan Cowley, Connie Mack, Jon Ramos, Shirley Langston
Directors absent:

- III. Approval of Minutes
The minutes were approved as presented.

- IV. Adjournment
President Malcolm Duncan, Jr. adjourned the meeting 12:10 p.m.

Secretary

President of the Board

Seal

RESOLUTION NO. 080

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$237,062.70 FOR REPLACEMENT OF SIDING ON HUNNINGTON BLDG'S "B","C"," D" AND WATER DAMAGE REPAIRS ON BLDG "H", RAINTREE BLDG'S 1, 13, AND 14.

WHEREAS, the Modernization Department solicited bids in accordance with procurement guidelines from qualified service providers by placing an advertisement in newspapers on March 7 and March 14, 2021, and

WHEREAS, in addition to the advertisement, (71) general, paint, and roofing contractors were notified by email, and

WHEREAS, RISING IMAGES, INC. received (4) compliant bids and (2) no bids, and

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

WHEREAS, it is the recommendation of the President/CEO that the bid for siding replacement, be awarded to Zamco Services in the amount of \$237,062.70, and

WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, 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 DIRECTORS OF RISING IMAGES, INC. on this the 12th day of April 2021.

Secretary

Chairperson of the Board

(SEAL)

BID TABULATION

Project: Replacement of Siding, Hunnington & Raintree

Architect/Project Manager: WHA

Date and Time: March 31, 2021

COMPANY NAME, ADDRESS, CONTACT NUMBER, CONTACT PERSON	Bid form including base bid	Unit pricing (if applicable)	NUMBER OF DAYS TO COMPLETE	ADDENDA RECEIVED	
Johnson Roofing					
574 Youngblood Rd	\$461,676.00	N/A	80	N/A	
Waco, Tx 76706					
Sherri McDonald					
254-662-5571					
Zamco Services, Inc					
PO Box 274	\$232,486.21	N/A	80	N/A	
Lorena, Tx 76655					
Jack Dawson					
254-227-1855					
			80	Y	
			80	Y	
			80	Y	
			80		
Analysis:					
LOW BID:	\$232,486.21				
HIGH BID:	\$461,676.00				
AVERAGE BID:	\$347,081				
DIFFERENCE:	\$229,189.79				



Objective:

Replace building siding, soffit and fascia, including trim around all windows /doors, corners of building. All exterior to be replaced with Hardi Product. Repair structural framing where needed.

Hunnington: Building B, C, D & repair to BLDG H water damage.

Rain Tree: Building #1, 13 & 14

Scope Of Work

1. Contractor will be responsible for protection of buildings from inclement weather during construction.
2. Application of materials will be as per manufacturer recommendations.
3. All materials must be stored and secured within staging area. WHA not responsible for materials stored.
4. Mortar at brick / trim joints will be cleaned thoroughly before siding installed.
5. All fascia and soffits will be replaced with vented Hardi soffit board and fascia trim. New vents shall match existing sizes and types.
6. Upon pre-authorized approval from Modernization staff, replace wood framing that is rotten or damaged at exterior wall locations, including sill plates. Framing will require an inspection by the COW.
7. The contractor is responsible for repairing any interior walls that are damaged during all phases of work. Patch and paint all areas to match existing.
8. All exterior black moisture barrier sheeting is to remain and only replaced if needed. COW may require a cover up inspection.
9. All electrical work involved in this contract will be done by a licensed electrician and reinstalled per current NEC code.
10. All lighting fixtures will be taken down and stored for reuse. Unless otherwise noted.

11. Existing telephone and cable TV lines on the exterior walls will be placed back as neat as possible in a secure manner with the correct fasteners for the cables and hardware for the Hardi plank.
12. Power meter and main breaker boxes will not be disturbed or disconnected. Replace siding up to equipment. Caulk joint.
13. All HVAC disconnect boxes are to be labeled before disconnected. Identify for re-installation. If a disconnect is disconnected, it will need to be reconnected within 2 hours.
14. If previously painted, all electrical boxes, conduit, telephone boxes, and outlet covers are to be painted over. All unpainted electric meters, apartment labels, warning labels, etc. will be masked off before painting.
15. All building signs and address plaques will be reused and re-installed back in original locations. Take note of locations to place back correctly.
16. When taking down and reinstalling existing railing, provide a temporary barrier at all times that meet OSHA requirements. Provide new hardware for reinstall of railing.
17. Protect all water heater T & P overflow outlets. Notify the Modernization staff if any are missing at work start.
18. Contractor to remove existing gutters and down spouts are to be removed and will be reused. Gutters and down spouts are to be painted the same as the siding color before installing and after siding painting is finished. Re-installed securely and connected to lower drain tube, if existing.
19. Paint up to drip edges, protect shingles when painting.
20. Contractor will verify units are protected from the elements at the end of each day.
21. Caulk / seal all corners, holes, edges, trim, brick terminations before painting.
22. Mask and cover all windows and doors completely from overspray if painting by spray method.
23. Paint all door trim and exterior side of frames.

Paint Code

Satin Exterior Pint Required – minimum of 2 coats

Sherwin-Williams Co.

100 Midway Center

Woodway, Texas 76712 – 3636

Cimmaron:

Trim - White color - Cimmaron Custom Match White – Product code - B13WJ151

Walls - Tan color - Cimmaron Custom Match Tan – Product code - B13WJ151

Green - Cimmaron Custom Match Green – Product code - B13TJ154

Raintree:

Trim - CM Raintree Mushroom

Walls – CM Raintree Beachwood

Green – Cimmaron Custom Match Green – Product code - B13TJ154

Raintree Specific

#1. Exterior storage doors & frames to be replaced. Painted – 2 coats

#2. Remove all soffit flood lights. Wires to be capped at soffit per current NEC.

#3. Replace building wall packs. 1 wall pack at each end to match existing location.

LED Wall Pack, 50 Watt, 120-277 Volt, Bronze, Replaces 250 Watt Metal Halide PART 326175

BRAND **MAXLITE OR EQUAL**

#4. Replace all porch lights.

Seasons® LED Cube Porch Lantern, 6 Watt, 120 Volt, Black, Clear Glass PART 326754

BRAND **SEASONS OR EQUAL**

#5. Replace all exterior dryer vents and covers. SEE VTo541 4in Vent w/ Guard OR EQUAL

#6. Paint downspouts and gutters to match trim color where attached. Use of a primer and Oil Base Enamel paint required. 2 coats.

#7. Replace all gutter bottom elbows. Add splash block at each gutter downspout.

Creative Plastic Concept Model #CPCSPLBLKBW OR EQUAL

#8. Replace all building fire Extinguisher cabinets.

Potter-Roemer Steel Fire Extinguisher Cabinet Surface Mount PART 126470

BRAND **POTTER-ROEMER OR EQUAL**

#9. Remove and store building signs for reuse.

Hunnington Specific

#1. Remove and store building signs

#2. Remove all soffit flood lights. Wires to be capped at soffit per current NEC.

#3. Replace building wall packs. 1 wall pack at each end to match existing location.

LED Wall Pack, 50 Watt, 120-277 Volt, Bronze, Replaces 250 Watt Metal Halide **PART 326175**
BRAND MAXLITE OR EQUAL

#4. Replace all porch lights.

Seasons® LED Cube Porch Lantern, 6 Watt, 120 Volt, Black, Clear Glass **PART 326754**
BRAND SEASONS OR EQUAL

#5. Replace all exterior dryer vents and covers. SEE VTo541 4in Vent w/ Guard

#6. Paint downspouts and gutters to match trim color where attached. Use of a primer and Oil Base Enamel paint required. 2 coats.

#7. Replace all gutter bottom elbows. Add splash block at each gutter downspout.

Creative Plastic Concept Model #CPCSPLBLKBW OR EQUAL

#8. Replace all building fire Extinguisher cabinets.

Potter-Roemer Steel Fire Extinguisher Cabinet Surface Mount **PART 126470**
BRAND POTTER-ROEMER OR EQUAL

#9. Remove and store building signs for reuse.

#10. Repair Building H water damage. Flash top step / stringer. Repair water damage on landing soffit. Paint to match. 2 coats.

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 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.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
4. 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.
5. 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.
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. 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.
10. 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..
11. All contracts require no less than a **(18)** month workmanship Warranty by the contractor in addition to any Manufacture warranties.
12. 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>.
13. Contractor has **(80)** consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:45 A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
14. 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.
15. 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.
16. Clarification or questions shall be emailed to kaitlind@wacopha.org