

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
HYBRID MEETING
4400 Cobbs Drive
Waco, Texas
Board Room
March 14, 2022
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - RAD (South Terrace)
 - RAD (Estella Maxey)
 - Trendwood
 - Palladium
 - Strategic Plan Update
 - Housing Stability Grant
- VI. Discussion Items
 - New Board Meeting dates
- VII. New Business
 - RESOLUTION NO. 3845 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH CHUY'S TREE SERVICE OF LORENA, TEXAS IN THE AMOUNT OF \$108,300.00 FOR TREE TRIMMING AND REMOVAL AT ESTELLA MAXEY AND KATE ROSS APARTMENTS.
- VIII. Departmental Report Questions
- IX. Consideration of Future Agenda Items
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
HYBRID MEETING
February 14, 2022
12:00 Noon

Chair Malcolm Duncan Jr. called the meeting to order at 12:07 p.m.

- I. Establishment of Quorum
Commissioner's present: Malcolm Duncan Jr., Melli Wickliff, Jon Ramos, Shirley Langston, Connie Mack
Commissioners absent:
- 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 January 2022 Board Meeting. Commissioner Melli Wickliff 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 updated the board on the process for Estella Maxey RAD Development and introduced our new developer Integrand.
President CEO updated the board on Trendwood and that we are still working on submitting paperwork in partnership with Steele Properties to HUD and TDHCA
President/CEO Milet Hopping gave an update to the strategic plan and informed Malcolm that our consultant would be reaching out to him for a formal letter.
President/CEO Milet Hopping informed the board that 3 new commissioners will begin their term 2/24/22.
- V. Discussion Items
South Terrace General Contractor J4 relationship and communication – Brinshore provided a report, and it was reviewed
- VI. New Business
RESOLUTION NO. 3844 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES TO APPROVE A PARTNERSHIP WITH PALLADIUM USA INTERNATIONAL, INC FOR WACO SOUTH NEW ROAD DEVELOPMENT BASED ON ACCEPTABLE CONTRACT TERMS NEGOTIATED BY THE PRESIDENT/CEO.
Milet Hopping advised the board that contract terms will be negotiated, and a formal resolution would be reviewed with the board once an agreement has been made. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3844. Commissioner Jon Ramos 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. 3844
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 was working to get vaccination clinics for residents and tenants.

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

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:48 p.m.

Secretary

Chair of the Board

Seal

Administrative Services Department February 2022 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **207** checks
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting on January 6th.
- Applications
 - **96** Public Housing / **30** Mart
 - **0** VASH
- Processed **671** pieces of incoming mail
- Processed **4,200** pieces of outgoing mail
- Proofed all department monthly reports
- Made **10,615** copies for departments
- Sent out **198** Late Notices for Public Housing
- Sent out **191** Notices of Concern
- Sent out **280** Utility Notices

Clients and Visitors

There was a total of **353 persons** that checked in to the receptionist in the lobby.

There was a total of **14,563 incoming calls** handled by the receptionist for the month.

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. 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. 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. 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. 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 2022

- **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**
 - WHA Network systems had no substantial downtime for the month

- **Miscellaneous**
 - Continued implementation of new video security infrastructure
 - Continue Section 8 landlord portal registration assistance
 - Facilitated hybrid board meeting (zoom/physical), posted public information to wacopha.org and collected digital signatures on applicable board documents
 - Facilitated vendor with installing access control badge readers at 4400 Cobbs
 - File Vision (paperless ETR) Document questionnaire complete for HQS program
 - Laptops imaged and made available to designated staff for Winter closing/delayed start
 - Started review of wacopha.org to identify items needing enhancement

WHA Board Report February 2022

Feb 1, 2022 - Feb 28, 2022

All Users
100.00% Sessions

Total users
2,383
% of Total: 100.00% (2,383)

Sessions (total visits)
3,546
% of Total: 100.00% (3,546)

Users by (referral) Source

- google (72%)
- (direct) (21.7%)
- bing
- yahoo
- eoacwaco.org
- Other

Traffic by device

- mobile (72.1%)
- desktop (26%)
- tablet

Users by Operating System

- iOS (43.4%)
- Android (28.3%)
- Windows (22.1%)
- Macintosh
- Chrome OS
- Other

Pageviews (total traffic)
9,779
% of Total: 100.00% (9,779)

Pageviews by Page

Page	Pageviews
/	3,777
/page/waiting_list	584
/page/section_8	476
/page/Emergency Housing Voucher	437
/page/homepage	427
/page/Section 8 Landlord Program	422
/page/contact_form	390
/page/public_housing_ops	370
/page/departments	367
/page/hill_somervell_section_8	328

Pageviews by City

City	Pageviews
Waco	4,134
Austin	1,262
Dallas	1,109
Houston	347
San Antonio	260
Waxahachie	194
Temple	95
Killeen	72
Fort Worth	63
Oklahoma City	52

Modernization Department February 2022 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,173,656.49	99%	100%	August 15, 2025
2018/518	\$1,820,616.00	\$1,033,849.36	57%	57%	May 28, 2026
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	27%	28%	March 25, 2026
2021/521	\$1,692,421.00	\$56,414.04	3%	3%	February 22, 2025

Current Projects

Public Housing

- Tree Trimming at Estella Maxey & Kate Ross
 - Sealed bids due 2/23.
 - Resolution on March agenda.

- Mold Rehab of 5 units at Kate Ross
 - Sealed bids due 3/16.

Rising Images

- Siding Replacement on various buildings at Hunnington and Raintree
 - Awarded to Zamco Services for \$232,486.21
 - Estimated completion March 2022

Rising Images, Inc.
Board Report for February 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
Picadilly	6	0	100%
Raintree	156	3	98%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$49,883.00	\$49,970.00	\$49,970.00	100%
Hunnington	\$34,050.00	\$34,800.00	\$34,800.00	100%
Misty Square	\$8,225.00	\$8,430.00	\$8,430.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$ 4,676.00	\$4,676.00	100%
Raintree	\$88,615.00	\$93,920.00	\$93,920.00	100%

Contracts (MOD)

Zamco Construction has finished the siding and is now waiting for the rain gutters for Hunnington Bldgs. B, C, & D.

Administration

Cimmaron is in compliance with the requirements for the Affordable Housing Program.
Hunnington is in compliance with the requirements for the Affordable Housing Program.
Picadilly is in compliance with the requirements for the Affordable Housing Program
Raintree is in compliance with the requirements for the Affordable Housing Program

South Terrace Apartments Waco LP Board Report for February 2022

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	80	68%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$49,148.00	49,148.00	\$42,584.83	87%

Administration

South Terrace is continuing the process for RAD conversion.

Housing Operations Monthly Report

February 2022

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –392

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

Notification for assistance mailed	3
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	3
Units rejected by applicant	0
Total applicants not qualified	3

There were (0 due to COVID) in house 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 (0) orientation letters emailed, (0) packets were mailed out from letter responses from February (0) received from February and in process of verifications, (0) no response, (17) completed from previous months.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	17	09	8
Estella Maxey	22	20	2
Total	39	29	10

We have completed 75% of certifications for this month. According to PIC submission we have reported 96.86 % certifications.

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

87% of the rent for February was collected.

Last Quarterly Average was: 99% for October – November- December

Occupancy Percentage

The occupancy percentage for February was 90%; we did not meet our goal of 97%.

Last Quarterly Average was 90% for October – November- December

Maintenance Report

Staff

Total Employees – 14, 1 Temporary Staff – 1 Vacant Tech. | Kate Ross, 1 Adie A Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	60	52%	29
Estella Maxey	81	71%	24
Total	141	64%	53

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.94 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	60	60	0
Over 24 hours	0	0	0
Total	60	60	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
154.72	157.86	80	395.58

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
194.29	108.29	38.67	341.26

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 341.26, this puts us over by 321 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 turnover days. Now older units with high days are being rented.

February Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	277	286	97%
Estella Maxey	298	362	82%
Overall Occupancy	575	648	89%

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

Annual Inspections FY 21 - 22

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	288	197	197
Estella Maxey	362	27	27
Overall Occupancy	650	224	224

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of February 2022

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 2021/2022

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	\$28,750.42
February 2022	\$16,599.46

Security Report for February 2022

CRIMINAL OFFENSES	ESTELLA MAXEY		KATE ROSS	
	MONTH	YTD	MONTH	YTD
HOMICIDE				
ROBBERY				
ASSAULTS				
Agg. Assault				
Sexual Offense				
Simple Assault	1	2	1	2
Family Violence	1	2		1
BURGLARY				
Habitation	1	1		2
Auto				3
AUTO THEFTS/REC	1	1		
ARSON				
Criminal Trespass				
CRIMINAL MISCHIEFS	2	7		2
WEAPON VIOLATIONS				
DRUG ARREST				
Felony				
Misdemeanor				
DRUGS CONFISCATED				
Pills				
HOUSING RELATED				
CALLS OF SERVICE				
Other Agency	14	28	3	20
Security	7	11	1	8
Assist				
INCIDENT REPORTS				
Other Agency	12	25	3	19
Security	5	9	1	6
Assist				
	171.75	888	165.5	843.75

Section 8 Board Report – February 2022

The Section 8 Department has leased a total of 2555 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	2426	2368
Hill County	0	170
Somervell County	0	17
Totals	2426	2555

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

There are 65 applicant families searching for a place to live at this time.

Waco	65
Hill County	1
Somervell County	8
Total	74

Re-certifications

Waco, Hill County and Somervell County Offices are recertifying annuals through March 2022..

Homeownership

The Homeownership Program is now assisting 11 families with mortgages.

VASH (Veteran Affairs Supportive Housing

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number housed in Waco	57

Ineligible	178
Total	81%

Mainstream

Number Pending (Referral/Orientation)	3
Number Searching in Waco	8
Number Passed/Pending Inspection	0
Number housed in Waco	65

Ineligible	59
Total	81%

HUD Reports

No reports due at this time.

Staff

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

**Community Services Report
February 2022**

February Programming

Kate Ross	Estella Maxey	South Terrace
Kidz Jam	Mentor Waco	Senior Bingo/Exercise
Senior Bingo and Exercise	Senior Bingo/Exercise	Voice (Starting Spring Break)
FBC Kids Club	Mosaic Waco on Saturdays	
Dot Clark Meals	Dot Clark Meals	

Outreach Events held in February

- **Tutoring for KR Elementary children** - CS is providing transportation for Kate Ross students who need tutoring at West Ave. Elementary. These are children that have not passed the STAAR test the year before
- Black History Program at Estella Maxey – cancelled due to icy weather
- Health Fair in a Bag for Seniors-ongoing
- JSL Moms and kids craft session with free diapers/wipes at Kate Ross
- Partnered with Transformation Waco for Vaccine Clinic at Estella Maxey
- Valentine candy bags for kids
- What Home Means to Me Poster Contest
- WHA Scholarship application posted on website
- HIV Testing at Estella Maxey

Outreach Events Scheduled for March 2022

Covid Vaccine Clinic with WISD and Health Department
 Bell’s Hill Elementary March 15th
 Kate Ross April 3rd
 JH Hines Elementary April 5th
 Breakfast and Books during Spring Break
 Food Box Delivery at all three sites (100 boxes each)

Your Shot Texas Grant – Estella Maxey Vaccination Clinic
 Gift Cards now offered to all residents in the 76704 and 76706 area codes

Resident Ambassador Activities

55 Ground Visits to distribute flyers about events and resident council
 Drove van when van driver off

Community Ctr. Walk-In Services : 50

YOUTH SERVICES: Al Davis, Coordinator - February,2022

Counseling	11	WISD Visits (14 hours)	17
Home Visits	25	Girl Scouts Meeting	
Personal Contacts	21	YMCA	0
Phone Contacts	36	Voice Inc.	3
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	2	Staff Meetings	2
Acts Church	3	Teen Court (2 hours)	2
Juvenile Probation (4 hrs.)	2	Juvenile Court (3 hours)	2
Community Serv. Total	4	Truancy Court (3 hours)	8

- Update office files and reports.
- Meetings – Mission Waco – Conference Calls – (4)
- Meetings – Starry Counseling Service – conference calls – (2)
- Meetings – WISD Truancy – (7) – Conference Calls – (9) – (Court Liaison (Ve’ Dukes)
- Clients Calls – South Terrace – (13)
- Client Calls – Estella Maxey – (18)
- Client Calls – Kate Ross – (9)
- Mission Waco (King’s Club) – serviced 25 youth for activities (KR Community Center Site)
- Meeting – Mentoring Waco (New Collaboration) – Provide Youth related activities and Educational endeavors for our PH residents.
- Vaccination Clinics – (South Terrace & Estella Maxey)
- Transport Tutoring students – (West Ave. Elementary)
- Deliver food plates and boxes to Residents in (K.R. & S.T.)
- Pass out Waco Housing Scholarship Applications
- Pass out information for WHA Poster Contest
- Apricot Training
- Zoom Training
- Meeting – (DB) – Youth Summit Program – making decisions for a Spring Summit Rally which would like to include Waco Housing (PH) Youth
- 10 hrs. Holiday
- Administrative hrs. – (62)

SENIOR SERVICES: Briotony Porter, Resident Services Coordinator; LMSW

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	12	Attempted Home Visits	0	Misty Square Visits	0
Home Visits	13	Community Walk-In Assistance	4	Office Visits	11

15 Office visits at the KR Center included:

Walk-in Services: clients (2) for Section 8 waitlist ranking, public housing apps (3), Prescription refill w/ Waco Family Medicine, amount owed for back rent (1), Meals on Wheels Applications, Referral to Home Healthcare and following up, Caritas Food Distribution, Consulted with client regarding future medication assistance resources & Caritas food. Consulted with client regarding nursing home care. Assisted resident with contacting management to determine when Texas Rent Relief funds end and rent amount. Office visit w/ Rachel at Waco Family Medicine for Health Fair in a Bag items

Other SW activities:

Elderly Services
February 2022

Staff Meetings	Home Visits hrs.	30.50
Town Hall Meeting	Office Visits hrs.	27.50
211 Health Fair items pick-up	Ground Visits hrs.	14.50
Apricot Meeting	Center Activities hrs.	10.50
Documents Update		
Weekly/Monthly Reports		
Meeting/Planning for Black History Program & assisting w/ program		
90-Day Evaluation		
Caritas Senior Food Bags Pick-up/Distribution (22 bags distributed on the 1 st and 15 th of the month)		
Resident Covid Follow-up and Covid Kit Distribution (2 residents for the month)		
Valentine’s Day Outreach Event for children and homebound seniors		
Senior & Disabled Residents Follow-up		
Ongoing follow-up with management and maintenance regarding resident move		
Senior Outreach planning for March		
Heart Health Training		
Apricot Training		

Agency Networking Contacts February 2022

Meals on Wheels, Caritas, Waco Family Medicine, Texas Health and Human Services 211, Foster Grandparent Program, Shepherd’s Heart, AG Extension Office Waco, Adult Protective Services, Salvation Army, Waco Health Department,

February 2022 Family Self Sufficiency Program

Coordinators: Theresa Salinas, M.S.W., L.B.S.W & Crystal Anthony, MSEd

Active Participants	Graduates / Program Completion	New Participants	Ports	Reinstated	Terms	Extension	New Home
EM-6; KR-4; PH- 10 S8/RAD –66; VASH -0 TOTAL- 76	1 (CMc Completion)	0	0	0	0	1 (TH-PBV-RAD)	0

FSS Advisory Board Meeting

2022 Annual Quarterly meeting dates were scheduled and emailed to Board members. Two members of the Board decided not to return this year. Five new Board Members have been added (2 clients/3 community members) New community members represent MCC and Neighbor Works. Next meeting March 9th.

FSS Orientation & Recruitment

Staff continues recruiting efforts include FSS brochure handouts through ground visits, mail out to new tenants, and outreach during community events. All forms and brochures are being updated, with efforts to move documents electronically for completing and signatures. Enrollment of new clients is conducted via OVs, PCs, and an option of MT.

FSS Meetings

2022 Annual FSS Client meeting dates were scheduled and emailed to clients. The next FSS Meeting will be held virtually on March 8th. Resource information continued shared via email. List of resource information listed below under referrals. FSS is working with IT to create departmental email address and Zoom link.

2022 FSS Calendar

All meeting dates for clients and advisory board were sent out, as save the date for 2022.

FSS Client’s Goal Accomplishments

- S8 client is taking online training classes for Registered Behavior Technician (DH)
- S8 client obtain Radiology Tech degree! (CH)
- PBV-RAD client took initiative in finding out about additional VA benefits that he was not aware of (CJ)
- PH FSS client completed transition into the S8 HCV Program (DF)
- S8 client considered as Program Completion (CMc). Client successfully completed all goals but maintaining suitable employment due to her disability.
- S8 Former client’s escrow increased due to her PH remaining balance (CM). Her total graduation escrow awarded \$1,650.07 (PH \$65.73 & S8 \$1,584.34)
- S8 client is completing her high school diploma through the RISE Program at HOT Goodwill (DT)

Referrals

- Grassroots
- Section 8 Home Ownership
- Art Contest
- Income Tax Help
- Texas NSHRO Scholarship
- TWS Hiring Fair
- UPSkill
- Valentine’s Outreach
- WHA Job Openings
- WHA Scholarship
- HOT Goodwill – RISE Program

Theresa’s Hours	Hours	Crystal’s Hours	Hours
Admin	60.5	Admin	65
Client Time	58.75	Client Time	42
Comm. Event/Mtgs	3.25	Community Contact	3
Conf./Trainings	5	Conf./Trainings	12
CS Meetings	0	Meetings	15.75
Escrow	9.5	Escrow	12.25
Holidays	10	Holiday	10
Sick	9	Sick	0
Vacation	2	Vacation	0
Family Leave	2		
TOTAL	160	TOTAL	160

Activities

Theresa Salinas' Activities

- Review of FSS Addendums and annual OV's, in person and by phone to remain in compliance with HUD Regulations
- Downloaded HUD/PIC AdHoc reports to ensure FSS clients are showing correct status
- Recruiting efforts for FSS Program with S8 tenants, explained how program works and shared FSS brochure
- Attended Apricot trainings
- Processed completion of PH FSS client who transitioned into the S8 HCV Program
- Attended Kemah Palm's class for CEU for license
- Attended WHA' Town Hall Meeting
- Completed PIC REAC TAC Survey

Crystal Anthony's Activities

- Emailed 2022 Save the Meeting Dates to the FSS Advisory Board and FSS clients
- Recruited new members for the Advisory Board
- Review of FSS Addendums and annual OV's, in person and by phone to remain in compliance with HUD Regulations
- Requested and Process remaining escrow balance for former client - CM
- Attended WHA Town Hall Meeting, MCC Counselor Workshop, two Apricot Training (department and FSS), Guide to Remote Financial Coaching
- Reviewed and assisted with Apricot forms
- Processed Section 8 monthly escrow
- Signed up for FSS email listserv for updates and information
- Continue file audits and meeting with clients.
- Continue training of FSS Program tasks, procedures, etc. with Theresa
- Met with Baylor Intern regarding clients from K-Z which she assigned
- Collaborated with S8 regarding client's repayment plan and efforts to keep housed.

Earnest Ward, Resident Services

February 2022 Monthly Report

South Terrace:

- Meeting was scheduled with 1 present.
- Recognized the resident birthdays for this month.

Kate Ross:

- Meeting was held with 8 residents present.
- Residents discussed being able to see the plans for the finished work on 11th & 12th street construction. Residents are impressed with the lighting.

Estella Maxey:

- Meeting cancelled due to freezing weather.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant	Exempt
S.T				
K.R.	12	5	7	1
E.M.	18	12	5	1
Mart				

Hours:

Sick: 10

HOLIDAY: 10

Family Emergency:

Home Visit:30

Vacation:

C/S: 40

ADMIN: 50

MEETINGS: 20

Transportation rides & Lab IT work for Feb. 2022-Clint Coulson

Transportation Trips = 61

- Senior Food pickup from Caritas
- Set-up for Town Hall Meeting
- Transported children from West Avenue Elementary from tutoring each week
- Met with Melissa on plans for labs re-opening.

Summary of Financial Statements

January 31, 2022

Public Housing

Central Cost

- Administrative Salaries – The expense was under budget for the Accounting Clerk vacant position.
- Sundry – Computer equipment was over budget \$12,200 for the access control doors installation. Also, contract employee expense was over budget for the Accounting Clerk vacant position for a total of \$3,600.

Kate Ross (KR)

- Dwelling Rental – Occupancy was at 94% for the month of January 2022.
- Labor – Maintenance labor was under budget for the openings of Maintenance Tech I, and Utility Laborer positions.
- Contract Cost – A/c repair contract, make-ready, plumbing, and grounds contract were under budget \$7,800, while maintenance temporary labor was over budget for the two maintenance vacant positions. Building repair contract was over budget for the mold post remediation clearance test of five units for a total cost of \$2,975.
- Extraordinary Maintenance – For the month of January, five units underwent mold remediation for a total cost of \$45,000.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 85%, consequently rental income was under budget.
- Labor – Maintenance labor was under budget for the Maintenance Aide A and Utility Laborer vacant positions.
- Materials – A/c parts, paint, electrical, and janitorial supplies were under budget \$2,000 for the month of January.
- Contract Cost – Maintenance temporary labor, a/c repairs, and grounds contracts were under budget \$9,500, while garbage pick-up contract was over budget \$5,300.

Section 8 - Admin

- Administrative Salaries – The expense was under budget because of the five vacant positions in the Section 8 department.
- Sundry – Contract employee expense was over budget for the five Section 8 Counselor vacant positions for a total of \$6,700.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is 3,184,765.
- Demolition/Disposition – South Terrace total HAP reserve is \$299,810.
- PBV RAD – South Terrace total HAP reserve is \$185,690.
- Grandview Demolition total HAP reserve is \$102,740.
- Foster Youth Initiative total HAP reserve is \$46,915.
- Mainstream Voucher Program total HAP reserve is \$329,430.
- Emergency Housing Voucher total HAP reserves is \$88,910.

Non-Profits

Raintree

- Labor & Employee Benefit Payments- This is under budget due to a vacancy in an Assistant Maintenance position. This will also be under budget for Picadilly.
- Material- New appliances was over budget for the replacement of one electric range, two washers and one dryer for a total cost of \$1,950, while electrical supplies and a/c parts were under budget.
- Contract Cost – Electric repair contract was over budget for the replacement of an electrical panel and breakers in one unit. Also, carpet contract was over budget for carpet replacement in two units. However, plumbing and building repair contract were under budget for the month of January.

Cimmaron

- There are no unusual income or expense amounts for Cimmaron for January.

Hunnington

- Contract Cost – Floor replacement contract was over budget for the installation of vinyl flooring in one unit for a total cost of \$\$2,715.

Misty

- There are no unusual income or expense amounts for Misty for January.

Picadilly

- There are no other budget variances except for the ones already mentioned above.

WPFC II

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

WHA Consolidated Report January 2022 January 2022

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		62,435.18	75,219.68		95,125.00	50,900.00	33,603.38	4,151.00	8,420.00	329,854.24
Excess Utilities		5,389.79	5,391.15							10,780.94
Non-Dwelling Rental		6,000.00								6,000.00
Total Rental Income	-	73,824.97	80,610.83	-	95,125.00	50,900.00	33,603.38	4,151.00	8,420.00	346,635.18
Mgmt. & Admin. Fees Rev.	138,188.67	6,205.55	7,897.96	152,862.00						305,154.18
Donations to Scholarship Fd.					3.02					3.02
CFP Tranf In-site Expenses		3,975.15	1,163.14							5,138.29
Interest on Investments	537.55	2,325.23	3,304.72	2,466.86	1,159.41	610.39	412.69	280.29	153.23	11,250.37
Other Income	-	6,543.30	5,180.11	2,093.77	4,805.16	2,776.90	1,787.84	776.07	379.29	24,342.44
Operating Transfer In		6,205.55	7,897.96							14,103.51
HUD Contributions		94,153.50	122,915.00							217,068.50
Total Operating Income	138,726.22	119,408.28	148,358.89	157,422.63	5,967.59	3,387.29	2,200.53	1,056.36	532.52	577,060.31
Total Income	138,726.22	193,233.25	228,969.72	157,422.63	101,092.59	54,287.29	35,803.91	5,207.36	8,952.52	923,695.49
Expenses										
Administrative Salaries	94,233.71	16,582.43	21,941.90	48,616.00	7,501.70	4,341.13	2,589.45	345.29	1,038.85	197,190.46
Staff Training & Travel	(800.00)	259.60	330.40	504.00						294.00
Audit Fees	294.25	695.50	856.00	1,444.50	679.45	428.00	267.50	26.75	58.85	4,750.80
Sundry	24,243.37	9,131.30	9,749.45	22,175.57	2,475.19	1,610.80	956.48	102.21	308.30	70,752.67
Mgmt. & Bkpg. Fees Exp.		26,632.27	31,600.57	29,043.78	24,732.50	13,234.00	8,736.88	456.61	926.20	135,362.81
Total Admin. Expenses	117,971.33	53,301.10	64,478.32	101,783.85	35,388.84	19,613.93	12,550.31	930.86	2,332.20	408,350.74
Total Tenant Serv. Expenses	-	9,313.72	11,247.11							20,560.83
Total Utility Expenses	2,647.03	42,406.61	73,933.68	1,456.57	11,537.11	6,490.90	4,194.40	307.21	834.37	143,807.88
Labor		14,015.54	17,402.95		5,713.70	5,302.15	3,162.67	238.08	837.15	46,672.24
Materials	279.44	5,870.89	3,861.53	234.46	4,601.58	532.07	771.96	548.99	83.94	16,784.86
Contract Costs	3,825.11	21,851.73	26,206.49	2,117.68	11,487.08	3,004.84	6,504.56	897.75	655.95	76,551.19
Total Maint & Operations	4,104.55	41,738.16	47,470.97	2,352.14	21,802.36	8,839.06	10,439.19	1,684.82	1,577.04	140,008.29
Employee Benefits	30,150.34	15,574.56	18,898.35	16,581.59	6,510.21	4,562.67	2,721.69	145.07	757.39	95,901.87
Insurance	517.03	8,168.27	5,243.77	463.85	3,686.37	2,092.34	886.76	274.64	235.78	21,568.81
Administrative Fees				2,508.22						2,508.22
Collection Losses		8,089.43	7,530.08							15,619.51
Non-Routine Exp (non apt exp)		45,000.00			94.72	128.16				45,222.88
Disposition of Nonexp. Equip.		(1,000.00)	(1,000.00)				4,791.02			2,791.02
Depreciation Expense					15,012.66	7,765.80		271.98	2,643.14	25,693.58
Total General Expenses	30,667.37	75,832.26	30,672.20	19,553.66	25,303.96	14,548.97	8,399.47	691.69	3,636.31	209,305.89
Total Expenses	155,390.28	222,591.85	227,802.28	125,146.22	94,032.27	49,492.86	35,583.37	3,614.58	8,379.92	922,033.63
Profit/Loss	(16,664.06)	(29,358.60)	1,167.44	32,276.41	7,060.32	4,794.43	220.54	1,592.78	572.60	1,661.86

Central Cost Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	27,000.00	9,000.00	2,180.05	8,755.41	(244.59)
3440 Mgmt./Adm.Fees fr.Non-Profits	572,400.00	190,800.00	48,086.19	193,505.54	2,705.54
3450 Asset Management Fee fr.Sites	549,770.00	183,256.64	44,129.33	174,840.06	(8,416.58)
3460 Mgmt./Adm.Fees fr.Sect.8	327,800.00	109,266.68	29,689.59	113,263.69	3,997.01
3470 Mgmt./Adm.Fees fr.CFP	177,880.00	59,293.32	14,103.51	80,456.83	21,163.51
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	7,600.00	2,533.32	537.55	1,988.64	(544.68)
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	100.00	33.32	-	-	(33.32)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,662,550.00	554,183.28	138,726.22	572,810.17	18,626.89
Total Income	1,662,550.00	554,183.28	138,726.22	572,810.17	18,626.89
EXPENSES					-
4110 Administrative Salaries	1,170,900.00	390,300.00	94,233.71	371,996.45	(18,303.55)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	2,400.00	800.00	-	869.75	69.75
4140 Staff Training	11,945.00	3,981.64	(800.00)	1,770.32	(2,211.32)
4150 Travel Convention & Meetings	20,950.00	6,983.32	-	391.50	(6,591.82)
4171 Auditing Fees	1,000.00	1,000.00	294.25	294.25	(705.75)
4190 Sundry	88,520.00	29,506.68	24,243.37	86,344.88	56,838.20
Total Admin Expense	1,295,715.00	432,571.64	117,971.33	461,667.15	29,095.51
4310 Water	8,900.00	2,966.68	765.36	3,511.31	544.63
4320 Electricity	14,400.00	4,800.00	1,142.03	5,468.81	668.81
4330 Gas	1,800.00	600.00	503.81	994.86	394.86
4390 Sewer	980.00	326.68	235.83	830.81	504.13
Total Utility Expense	26,080.00	8,693.36	2,647.03	10,805.79	2,112.43
4420 Material	4,100.00	1,366.64	279.44	1,051.36	(315.28)
4430 Contract Cost	40,600.00	13,533.32	3,825.11	16,668.66	3,135.34
Total Ordinary Maint. & Operation	44,700.00	14,899.96	4,104.55	17,720.02	2,820.06
4510.010 Workers Compensation	4,200.00	1,400.00	359.42	1,437.68	37.68
4510.040 Auto Insurance	1,900.00	633.32	141.53	566.12	(67.20)
4510.070 Crime / Dishonesty	70.00	23.32	5.85	23.40	0.08
4510.090 Fire & Extend Coverage	100.00	33.32	10.23	40.92	7.60
4540 Employee Benefit Payments	317,130.00	105,710.04	30,150.34	97,523.76	(8,186.28)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	323,400.00	107,800.00	30,667.37	99,591.88	(8,208.12)
Total Routine Expenses	1,689,895.00	563,964.96	155,390.28	589,784.84	25,819.88
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	1,689,895.00	563,964.96	155,390.28	589,784.84	25,819.88
					-
Residual Receipts (Profit/Loss)	(27,345.00)	(9,781.68)	(16,664.06)	(16,974.67)	(7,192.99)

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	706,700.00	235,566.68	62,435.18	244,563.74	8,997.06	980,000.00	326,666.68	75,219.68	299,395.82	(27,270.86)
Excess Utilities	63,400.00	21,133.32	5,389.79	27,261.65	6,128.33	86,400.00	28,800.00	5,391.15	33,313.64	4,513.64
Non-Dwelling Rental	72,000.00	24,000.00	6,000.00	24,000.00	-	-	-	-	-	-
Total Rental Income	842,100.00	280,700.00	73,824.97	295,825.39	15,125.39	1,066,400.00	355,466.68	80,610.83	332,709.46	(22,757.22)
Management Fee from CFP	78,270.00	23,138.72	6,205.55	37,361.39	14,222.67	99,610.00	33,203.32	7,897.96	42,493.24	9,289.92
CFP Trnsf. In-Site Expenses	81,950.00	27,316.68	3,975.15	10,869.48	(16,447.20)	74,680.00	24,893.32	1,163.14	4,509.44	(20,383.88)
Proceeds fr. Insurance Claims	-	-	-	310.40	310.40	-	-	-	-	-
Interest on Investments	24,400.00	8,133.32	2,325.23	9,020.57	887.25	34,500.00	11,500.00	3,304.72	12,904.85	1,404.85
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	41,810.00	13,936.68	6,543.30	18,799.50	4,862.82	49,330.00	16,443.32	5,180.11	17,480.74	1,037.42
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	-	-
Other Income-Time Warner Cable	5,000.00	2,500.00	-	1,851.21	(648.79)	7,900.00	3,950.00	-	2,093.47	(1,856.53)
Operating Transfer In (1406)	74,470.00	28,201.43	6,205.55	41,973.67	13,772.24	94,780.00	35,892.73	7,897.96	62,520.10	26,627.37
Total Operating Income	305,900.00	103,226.83	25,254.78	120,186.22	16,959.39	360,800.00	125,882.69	25,443.89	142,001.84	16,119.15
Total HUD Contributions	1,155,400.00	379,136.47	94,153.50	386,335.50	7,199.03	1,544,700.00	507,134.35	122,915.00	509,319.00	2,184.65
Total Income	2,303,400.00	763,063.30	193,233.25	802,347.11	39,283.81	2,971,900.00	988,483.72	228,969.72	984,030.30	(4,453.42)
EXPENSES					-					-
Administrative Salaries	215,400.00	71,800.00	16,582.43	68,344.58	(3,455.42)	288,700.00	96,233.36	21,941.90	87,104.36	(9,129.00)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	100.00	33.32	-	404.25	370.93	300.00	100.00	-	-	(100.00)
Staff Training	3,100.00	1,033.36	259.60	636.24	(397.12)	3,900.00	1,300.00	330.40	1,809.76	509.76
Travel & Conventions	5,800.00	1,933.36	-	-	(1,933.36)	2,500.00	833.32	-	-	(833.32)
Audit Fees	3,400.00	3,400.00	695.50	695.50	(2,704.50)	4,200.00	4,200.00	856.00	856.00	(3,344.00)
Sundry	107,060.00	35,686.68	9,131.30	48,875.02	13,188.34	94,245.00	31,415.00	9,749.45	51,186.72	19,771.72
Management Fees	320,950.00	104,032.08	26,632.27	117,391.01	13,358.93	406,710.00	131,088.39	31,600.57	137,905.88	6,817.49
Total Admin Expense	655,810.00	217,918.80	53,301.10	236,346.60	18,427.80	800,555.00	265,170.07	64,478.32	278,862.72	13,692.65
Tenant Services Salaries	161,300.00	53,766.68	8,584.76	34,135.71	(19,630.97)	205,300.00	68,433.32	10,730.91	42,669.54	(25,763.78)
Tenant Services-Recr., Etc.	8,150.00	2,716.68	158.96	2,325.18	(391.50)	8,700.00	2,900.00	176.20	2,837.36	(62.64)
Resident Council	2,250.00	750.00	-	27.82	(722.18)	2,500.00	833.32	-	34.78	(798.54)
Ten. Serv. Contr., Train., Spec. Needs	20.00	6.68	570.00	1,758.80	1,752.12	20.00	6.68	340.00	2,487.15	2,480.47
Total Tenant Expense	171,720.00	57,240.04	9,313.72	38,247.51	(18,992.53)	216,520.00	72,173.32	11,247.11	48,028.83	(24,144.49)
EXPENSES					-					-
Water	75,600.00	25,200.00	7,614.41	32,003.25	6,803.25	117,000.00	39,000.00	9,643.92	40,661.21	1,661.21
Electricity	148,900.00	49,633.32	9,912.63	42,953.48	(6,679.84)	190,500.00	63,500.00	13,653.59	58,829.85	(4,670.15)
Gas	67,200.00	22,400.00	14,889.52	39,778.23	17,378.23	92,700.00	30,900.00	20,114.24	51,682.94	20,782.94
Other Utility Expense	100,500.00	33,500.00	9,990.05	40,848.18	7,348.18	175,700.00	58,566.68	30,521.93	61,051.45	2,484.77
Total Utility Expense	392,200.00	130,733.32	42,406.61	155,583.14	24,849.82	575,900.00	191,966.68	73,933.68	212,225.45	20,258.77
Labor	282,100.00	94,033.32	14,015.54	51,774.20	(42,259.12)	282,500.00	94,166.68	17,402.95	79,881.35	(14,285.33)
Material	79,070.00	23,023.36	5,870.89	22,658.26	(365.10)	72,775.00	19,258.36	3,861.53	17,504.80	(1,753.56)
Contract Cost	214,960.00	71,653.36	15,653.72	66,072.88	(5,580.48)	288,000.00	96,000.04	19,127.91	69,368.65	(26,631.39)
Total Ordinary Maint. & Operation	576,130.00	188,710.04	35,540.15	140,505.34	(48,204.70)	643,275.00	209,425.08	40,392.39	166,754.80	(42,670.28)
Protective Services Contract	85,800.00	28,600.00	6,198.01	27,324.57	(1,275.43)	89,500.00	29,833.32	7,078.58	29,948.95	115.63
Total Protective Services	85,800.00	28,600.00	6,198.01	27,324.57	(1,275.43)	89,500.00	29,833.32	7,078.58	29,948.95	115.63
Insurance	68,570.00	22,856.64	8,168.27	32,673.08	9,816.44	67,970.00	22,656.68	5,243.77	20,975.08	(1,681.60)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	289,350.00	96,450.08	15,574.56	53,501.79	(42,948.29)	317,880.00	105,960.00	18,898.35	70,139.21	(35,820.79)
Collection Losses	34,520.00	11,506.68	8,089.43	11,794.39	287.71	42,800.00	14,266.68	7,530.08	(651.28)	(14,917.96)
Total General Expenses	392,440.00	130,813.40	31,832.26	97,969.26	(32,844.14)	428,650.00	142,883.36	31,672.20	90,463.01	(52,420.35)
Total Routine Expenses	2,274,100.00	754,015.60	178,591.85	695,976.42	(58,039.18)	2,754,400.00	911,451.83	228,802.28	826,283.76	(85,168.07)
EXPENSES					-					-
Extraordinary Maintenance	-	-	45,000.00	45,000.00	45,000.00	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	-	-	45,000.00	45,000.00	45,000.00	-	-	-	-	-
Total Operating Expenses	2,274,100.00	754,015.60	223,591.85	740,976.42	(13,039.18)	2,754,400.00	911,451.83	228,802.28	826,283.76	(85,168.07)
G/L Disposition of Nonexp. Equip.	-	-	(1,000.00)	(1,000.00)	(1,000.00)	-	-	(1,000.00)	(1,000.00)	(1,000.00)
Total Capital Expenses	-	-	(1,000.00)	(1,000.00)	(1,000.00)	-	-	(1,000.00)	(1,000.00)	(1,000.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	29,300.00	9,047.70	(29,358.60)	62,370.69	53,322.99	217,500.00	77,031.89	1,167.44	158,746.54	81,714.65

S8 Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
3410 Section 8 Admin Fees	1,725,000.00	575,000.00	152,862.00	504,548.00	(70,452.00)
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on on Admin Reserve	14,000.00	4,666.68	2,466.86	8,334.55	3,667.87
3690 Other Income	-	-	2,093.77	330,153.63	330,153.63
Total Admin Income	1,739,000.00	579,666.68	157,422.63	843,036.18	263,369.50
EXPENSES					-
4110 Administrative Salaries	827,700.00	275,900.00	48,616.00	210,533.33	(65,366.67)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	750.00	250.00	-	-	(250.00)
4140 Staff Training	14,000.00	4,666.68	504.00	653.00	(4,013.68)
4150 Travel Convention & Meetings	2,000.00	666.68	-	-	(666.68)
4171 Auditing Fees	7,000.00	7,000.00	1,444.50	1,444.50	(5,555.50)
4190 Sundry	166,000.00	59,133.36	22,175.57	243,509.10	184,375.74
4196 Management Fee	327,800.00	109,266.68	29,043.78	109,085.02	(181.66)
4220 Tenant Services Recreation	-	-	-	3,530.50	3,530.50
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	-	-	-	-	-
Total Admin Expense	1,345,250.00	456,883.40	101,783.85	568,755.45	111,872.05
4310 Water	2,700.00	900.00	479.17	1,124.51	224.51
4320 Electricity	4,100.00	1,366.68	609.35	1,803.94	437.26
4330 Gas	1,300.00	433.32	246.96	618.12	184.80
4390 Sewer	600.00	200.00	121.09	425.26	225.26
Total Utility Expense	8,700.00	2,900.00	1,456.57	3,971.83	1,071.83
4420 Material	1,820.00	606.64	234.46	736.45	129.81
4430 Contract Cost	22,565.00	7,521.68	2,117.68	17,502.48	9,980.80
Total Ordinary Maint. & Operation	24,385.00	8,128.32	2,352.14	18,238.93	10,110.61
4510.010 Workers Compensation	3,000.00	1,000.00	254.05	1,016.20	16.20
4510.020 General Liability Insurance	400.00	133.32	2.29	9.16	(124.16)
4510.040 Auto Insurance	2,200.00	733.32	180.23	720.92	(12.40)
4510.050 Public Officials Liability -E&O	800.00	266.68	4.25	17.00	(249.68)
4510.070 Crime / Dishonesty	70.00	23.32	5.85	23.40	0.08
4510.090 Fire & Extend Coverage	200.00	66.68	17.18	68.72	2.04
4540 Employee Benefit Payments	334,800.00	111,600.00	16,581.59	65,535.44	(46,064.56)
4590 Admin Fee	16,195.00	5,398.32	2,508.22	10,557.52	5,159.20
Total General Expenses	357,665.00	119,221.64	19,553.66	77,948.36	(41,273.28)
Total Routine Expenses	1,736,000.00	587,133.36	125,146.22	668,914.57	81,781.21
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)	3,000.00	(7,466.68)	32,276.41	174,121.61	181,588.29

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
3410 Mainstream Admin Fees	-	-	3,450.02	12,454.54	12,454.54
3610 Interest on on Admin Reserve	-	-	-	-	-
3690.070 Misc. Other Income	-	-	-	3,255.98	3,255.98
Total Admin Income	-	-	3,450.02	15,710.52	15,710.52
EXPENSES					-
4110 Administrative Salaries	-	-	338.76	1,193.93	1,193.93
4196 Admin Fees	-	-	645.81	2,329.59	2,329.59
4189/4190 Sundry	-	-	33.04	2,164.70	2,164.70
Total Admin Expenses	-	-	1,017.61	5,688.22	5,688.22
4540 Employee Benefit Payments	-	-	34.23	90.45	90.45
4590 Admin Fee	-	-	39.58	158.32	158.32
4431 Building Repair Contract	-	-	-	-	-
4430 Clean/Desinf Contr. Srvc	-	-	-	2.88	2.88
Total General Expenses	-	-	73.81	251.65	251.65
Total Expenses	-	-	1,091.42	5,939.87	5,939.87
Residual Receipts (Profit/Loss)	-	-	2,358.60	9,770.65	9,770.65

Section 8 Hap

	Current Period	Current Year
INCOME		
3610.000 Interest on HAP Reserve	-	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	2,093.77	10,352.46
3690.020 Other Income FSS Forfeitures	-	-
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,340,260.00	4,778,305.00
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.450 Contrib Earned HAP ST-RAD	-	261,718.00
8026.455 Contrib Earned HAP-ST Demolition	21,649.00	93,829.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	10,548.00	42,198.00
8026.457 Contib. Earned S8 Foster Youth	2,794.00	11,173.00
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,377,344.77	5,197,575.46
EXPENSES		
4715.010 HAP Occupied Units	992,374.00	4,104,878.31
4715.020 HAP Parkside Occ. Units	18,370.00	74,969.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	963.00	3,860.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	53,469.18	224,869.28
4715.100 HAP Parkside-Portability-Out	1,881.00	7,523.00
4715.230 HAP Homeownership	4,407.00	17,915.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	23,703.00	93,187.00
4715.450 HAP ST-RAD	-	101,399.00
4715.451 HAP Grandview-RAD	5,415.00	23,850.00
4715.500 HAP Vet.Affs.Support.Hous.	21,806.00	92,380.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	46,508.00	96,087.00
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	68,696.00	264,294.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,641.00	20,508.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	19,370.00	82,960.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	11,231.00	56,784.00
4716.100 UAP Parkside Occ. Units	55.00	468.00
4716.130 UAP Tanglewood Occ. Units	-	-
4716.230 UAP Homeownership	-	141.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	126.00	3,225.00
4716.450 UAP ST RAD	-	268.00
4716.500 UAP Vet.Affairs Support Hous.	219.00	408.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	286.00	1,458.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	1,382.00	6,400.00
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,274,902.18	5,277,831.59
RESIDUAL RECEIPTS (Profit/Loss)	102,442.59	(80,256.13)

Mainstream HAP

	Current Period	Current Year
INCOME		
8026.800 Contr. Earned- Mainstream	30,956.00	121,026.00
TOTAL HAP INCOME	30,956.00	121,026.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	758.00	3,032.00
4715.800 HAP Mainstream	27,310.00	116,050.00
4716.800 UAP Mainstream	19.00	76.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	28,087.00	119,158.00
RESIDUAL RECEIPTS (Profit/Loss)	2,869.00	1,868.00

Hunnington					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
3110 Dwelling Rental	408,600.00	136,200.00	33,603.38	137,372.73	1,172.73
Total Rental Income	408,600.00	136,200.00	33,603.38	137,372.73	1,172.73
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	8,300.00	2,766.68	412.69	1,652.73	(1,113.95)
3690 Other Income	11,500.00	4,549.96	1,787.84	3,399.92	(1,150.04)
3999 Transfer In	-	-	-	-	-
Total Operating Income	19,800.00	7,316.64	2,200.53	5,052.65	(2,263.99)
Total Income	428,400.00	143,516.64	35,803.91	142,425.38	(1,091.26)
EXPENSES					-
4110 Administrative Salaries	32,390.00	10,744.76	2,589.45	10,510.09	(234.67)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	250.00	83.32	-	-	(83.32)
4140 Staff Training & Convention	540.00	180.00	-	-	(180.00)
4150 Travel	-	-	-	-	-
4171 Auditing Fees	1,270.00	820.00	267.50	267.50	(552.50)
4180 Office Rent	-	-	-	-	-
4190 Sundry	15,240.00	6,605.00	956.48	5,088.85	(1,516.15)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	106,230.00	35,410.00	8,736.88	35,716.91	306.91
Total Admin Expense	155,920.00	53,843.08	12,550.31	51,583.35	(2,259.73)
4310 Water	20,250.00	6,750.00	1,759.30	7,126.19	376.19
4320 Electricity	8,330.00	2,776.68	579.68	1,782.19	(994.49)
4390 Sewer	19,940.00	6,646.68	1,855.42	7,558.22	911.54
Total Utility Expense	48,520.00	16,173.36	4,194.40	16,466.60	293.24
4410 Maint. & Operation Labor	37,650.00	12,489.65	3,162.67	12,582.85	93.20
4420 Material	22,060.00	7,353.36	771.96	4,380.59	(2,972.77)
4430 Contract Cost	54,100.00	18,033.32	6,481.78	14,242.96	(3,790.36)
Total Ordinary Maint. & Operation	113,810.00	37,876.33	10,416.41	31,206.40	(6,669.93)
4480 Contract Cost	290.00	96.68	22.78	91.12	(5.56)
Total Protective Services	290.00	96.68	22.78	91.12	(5.56)
4510.010 Workers Compensation	1,620.00	540.00	136.98	523.15	(16.85)
4510.020 General Liab Insurance	410.00	136.68	35.81	143.24	6.56
4510.040 Auto Insurance	140.00	46.68	11.11	44.44	(2.24)
4510.050 Public Officials Insurance	760.00	253.32	66.51	266.04	12.72
4510.090 Fire & Extend Coverage	6,630.00	2,210.00	636.35	2,545.40	335.40
4540 Employee Benefit Payments	26,450.00	8,816.68	2,721.69	9,079.90	263.22
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	36,010.00	12,003.36	3,608.45	12,602.17	598.81
Total Routine Expenses	354,550.00	119,992.81	30,792.35	111,949.64	(8,043.17)
EXPENSES					-
4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	64,750.00	21,583.32	4,791.02	19,164.08	(2,419.24)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	64,750.00	21,583.32	4,791.02	19,164.08	(2,419.24)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	419,300.00	141,576.13	35,583.37	131,113.72	(10,462.41)
Residual Receipts (Profit/Loss)	9,100.00	1,940.51	220.54	11,311.66	9,371.15

Picadilly					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
52,300.00	17,433.32	4,151.00	17,764.20	330.88	
52,300.00	17,433.32	4,151.00	17,764.20	330.88	
-	-	-	-	-	-
-	-	-	-	-	-
900.00	300.00	280.29	1,116.91	816.91	
3,600.00	1,233.36	776.07	3,350.85	2,117.49	
-	-	-	-	-	-
4,500.00	1,533.36	1,056.36	4,467.76	2,934.40	
56,800.00	18,966.68	5,207.36	22,231.96	3,265.28	
-	-	-	-	-	-
3,320.00	1,101.35	345.29	1,244.25	142.90	
-	-	-	-	-	-
-	-	-	-	-	-
90.00	30.00	-	-	(30.00)	
30.00	10.00	-	8.28	(1.72)	
130.00	80.00	26.75	26.75	(53.25)	
-	-	-	-	-	-
2,620.00	1,033.28	102.21	733.83	(299.45)	
-	-	-	-	-	-
5,750.00	1,916.68	456.61	1,954.06	37.38	
11,940.00	4,171.31	930.86	3,967.17	(204.14)	
3,030.00	1,010.00	147.75	1,260.54	250.54	
1,650.00	550.00	134.18	259.95	(290.05)	
540.00	180.00	25.28	58.69	(121.31)	
5,220.00	1,740.00	307.21	1,579.18	(160.82)	
4,020.00	1,333.55	238.08	926.57	(406.98)	
3,140.00	1,046.68	548.99	1,810.41	763.73	
9,900.00	3,330.32	897.75	2,829.10	(500.90)	
17,150.00	5,710.23	1,684.82	5,566.08	(144.15)	
-	-	-	-	-	-
-	-	-	-	-	-
170.00	56.68	30.12	120.48	63.80	
40.00	13.32	3.24	12.96	(0.36)	
20.00	6.68	1.31	5.24	(1.44)	
70.00	23.32	6.01	24.04	0.72	
1,070.00	356.68	104.39	417.56	60.88	
3,370.00	1,123.32	274.64	936.22	(187.10)	
690.00	172.50	-	176.00	3.50	
-	-	-	-	-	-
5,430.00	1,752.50	419.71	1,692.50	(60.00)	
39,740.00	13,374.04	3,342.60	12,804.93	(569.11)	
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3,260.00	1,086.68	271.98	1,087.91	1.23	
-	-	-	-	-	-
3,260.00	1,086.68	271.98	1,087.91	1.23	
-	-	-	-	-	-
-	-	-	-	-	-
43,000.00	14,460.72	3,614.58	13,892.84	(567.88)	
-	-	-	-	-	-
13,800.00	4,505.96	1,592.78	8,339.12	3,833.16	

WPFC II					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					-
3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	-	-	2,724.57	10,794.25	10,794.25
3690 Other Income	-	-	-	-	-
Total Operating Income	-	-	2,724.57	10,794.25	10,794.25
3999.000 Transfer In	-	-	-	-	-
Total Income	-	-	2,724.57	10,794.25	10,794.25
EXPENSES					-
4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	-	-	-	-	-
4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-
4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-
Total Admin Expense	-	-	-	-	-
4310 Water	-	-	-	-	-
4320 Electricity	-	-	-	-	-
4390 Sewer	-	-	-	-	-
Total Utility Expense	-	-	-	-	-
4410 Labor	-	-	-	-	-
4420 Material	-	-	-	-	-
4430 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	-	-	-	-	-
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Comp. Insurance	-	-	-	-	-
4510.020 General Liab Insurance	-	-	-	-	-
4510.040 Auto Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	-	-	-	-	-
4510.090 Fire & Extend Coverage	-	-	-	-	-
4540 Employee Benefit Payments	-	-	-	-	-
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	-	-	-	-	-
Total Routine Expenses	-	-	-	-	-
EXPENSES					-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
6130 Special Items, Net Gain/Loss	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	-	-	2,724.57	10,794.25	10,794.25

RESOLUTION NO. 3845

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH CHUY'S TREE SERVICE OF LORENA, TEXAS IN THE AMOUNT OF \$108,300.00 FOR TREE TRIMMING AND REMOVAL AT ESTELLA MAXEY AND KATE ROSS APARTMENTS.

WHEREAS, the Modernization Department solicited bids in accordance with procurement guidelines from qualified service providers by placing an advertisement in newspapers on January 30 and February 6, 2022, and

WHEREAS, in addition to the advertisement, twenty-six (26) tree trimming, and landscaping contractors were notified by email, and

WHEREAS, RISING IMAGES, INC. received one (1) compliant bid and one (1) no bid, and

WHEREAS, it was determined that Chuy's Tree Service of Lorena, Texas, submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the bid for tree trimming and removal, be awarded to Chuy's Tree Service in the amount of \$108,300.00, 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 COMISSIONERS OF WACO HOUSING AUTHORITY AND AFFILIATES. on this the 14TH day of March 2022.

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

Date: March 8, 2022

To: Milet Hopping, President CEO

From: Gloria Dancer, VP of Housing Operations *GD*

Subject: Estella Maxey and Kate Ross tree trimming

Modernization solicited bids in accordance with procurement guidelines from qualified service contractors for Kate Ross and Estella Maxey tree trimming.:

Newspaper advertisements for this project was ran in the paper and in addition to the advertisement multiple contractors and landscaping companies were contacted by email notifying them of this project.

This solicitation was put out twice due to first bid over exceeding the cost estimate and only receiving one bid, per procurement we could go back out for bids and opted to do so revising scope of work and cost analysis. The project was sent out the second time January 30th and February 6th with new scope of work and cost analysis in the amount of \$106,950.00. Advertisement was sent out to twenty-six (26) landscaping companies by email of this project.

We received only one (1) bid from Chuy's Tree Service for \$108,300.00, due to sending this project out twice to multiple vendors and per the HUD Procurement Guidebook, this project is a "single source"- which is when a PHA solicits offers from multiple sources but receives only one or the competition is determined inadequate."

It is my recommendation that Chuy's Tree Service is awarded the contract in amount of \$108,300.00. Upon your review and approval this will be submitted to the board for approval.

Milet Hopping 3.8.22
Approval _____ Date _____

Not Approved _____ Date _____



IFB No. PH20220223

Tree Trimming at Kate Ross & Estella Maxey Apartments

REGISTER INTEREST

You have received a copy of the above described IFB document. If you would like to register your interest in this project so that you will receive any future notices or addenda concerning the project, please fill in the information requested below and return to

kaitlind@wacopha.org

Company/Firm: Chuy's Tree Service

Name of Contact Person(s): Jesus Figueroa

Email(s): jfigueroa07@mc.com

Telephone: 254-548-5106 Fax: _____

Mailing Address: 127 Thompson Cir. Lorena TX 76655

It is your responsibility to complete and return this form to Waco Housing Authority and Affiliates. Failure to do so may result in you not receiving notices and addenda related to this project from Waco Housing Authority & Affiliates.

Notices and addenda are posted on our website and can be accessed at:

<https://www.wacopha.org/page/modernization>

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

MODERNIZATION PROJECT
FOR THE WACO HOUSING AUTHORITY AND AFFILIATES
TREE TRIMMING AT KATE ROSS & ESTELLA MAXEY APARTMENTS

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the specifications (including Invitation for Bids, Instructions to Bidders, this bid, the form of Bid Bond, the form of Non-Collusive affidavit, the form of Contract, and the form of Performance and Payment bond or bonds, the General conditions, the Special conditions, the General Scope of Work, the Technical specifications and the Drawings) and Addenda, if any thereto, as prepared by Waco Housing Authority & Affiliates and on file in the office of WHA, 4400 Cobbs Drive, (76710) P O Box 978 (76703-0978), Waco, TX, hereby proposes to furnish all labor, materials, equipment and services required to construct and complete the Modernization Project for TREE TRIMMING AT KATE ROSS & ESTELLA MAXEY APARTMENTS, all in accordance with the above reference documents for the following amount:

BASE BID. Bidder agrees to perform all work shown on Drawings and described in Specifications for the sum of \$108,300.00
Dollars (\$ One hundred and eight thousand and three hundred.)

START & COMPLETION DATE.

Bidder hereby agrees to fully complete the Base Bid Work within **60 consecutive WHA working days** (7:30am to 5:00pm Monday through Thursday, excluding weekends and holidays). If bid amount is over \$50,000.00, Board approval will be required. Board Meetings are held the second(2nd) Tuesday of every month. Once notified of approval, the bidder has 48 hours to submit a start date and schedule a pre construction meeting if required. Bidder hereby agrees to commence work within 8 WHA working days, after the date of the contract signing.

2. **Basis of Award.** It shall be mandatory that all Bidders submit a price for all items in the above schedule. The low bidder for purposes of award shall be the conforming responsible bidder offering the low aggregate amount for the base bid, plus (in the order of priority listed in the schedule) those additive bid items providing the most features of the work within the funds determined by the Owner to be available before bids are opened. All bids shall be evaluated on the basis of the same additive bid items, determined as above provided. The listed order of priority need to be followed only for determining the low bidder. After determination of the low bidder as stated, award in the best interests of the Owner may be made to him as on his base bid and any combination of his additive or deductive bid for which funds are determined to be available at the time of the award, provided that award on such combination of bid items does not exceed the amount offered by any other conforming responsible bidder for the same combination of bid items.

3. In submitting this bid, it is understood that the right is reserved by Waco Housing Authority & Affiliates to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within 30 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond with ten (10) days after the contract is presented to him for signature.

4. Guarantee/Security in the sum of _____ Dollars (\$ _____) in the form of _____ is submitted herewith in accordance with _____ Manual.

5. Attached hereto is an affidavit in proof that the undersigned is _____ person in respect to this proposal or any other proposal or the submitting _____ this proposal is submitted.

6. The bidder represents that they () have, () have not, participate _____ subject to the equal opportunity clause prescribed by Executive Orders 109 _____ of Labor. That they () have, () have not, filed all required compliance reports _____ indicating submission of required compliance reports, signed by proposed _____

\$108,300.00

to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

7. Certification of Non-segregated Facilities. By signing this bid, the bidder certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit employees to perform their services at any location under his control, where segregated facilities are maintained. They further certify that they will not maintain or provide for employees any segregated facilities at any of their establishments, and that they will not permit employees to perform their services at any location, under their control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. They further agree that (except where they have obtained identical certifications from proposed subcontractors for specific time periods) they will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that they will retain such certifications in their files; and that they will forward a notice to h proposed subcontractors as provided in the instruction to bidders.

8. Liquidated Damages. Bidder agrees to accept the provisions of the Supplementary Conditions in the event the project is not substantially complete within the Contract time.

9. The undersigned hereby acknowledges receipt of the following Addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date 07-16, 2022 Company Name Chuy's Tree Service

Official Address:

By Jesus Figueroa
Title Owner

(SIGN ORIGINAL ONLY)

Contractor's Company Information

Company Name: Chuy's Tree Service

Duns # or Tax ID: _____

Address: 127 Thompson Cir. Lorena TX 76655

Phone: 254-548-5106 Fax: _____

Email: jfigueroa07@me.com

Main Contact Person: Jesus Figueroa

Superintendent of Job's Name: Jesus Figueroa

Superintendent Mobile Number: 254-548-5106

References for past work completed
(Must include 3 not including any work done for WHA)

Reference #1

Company Name: City of Woodway

Contact: Lenny Caballero

Phone: 409-728-0625 Email: _____

Type of work completed: Tree trimming and tree removal

Date of work: 12-18-21

Estimated cost: \$2000⁰⁰

Reference #2

Company Name: Texas Materials

Contact: Stephen Tucker

Phone: 254-495-0889 Email: _____

Type of work completed: Tree trimming and removal

Date of work: 12-21-20

Estimated cost: \$85,500⁻

Reference #3

Company Name: Allen Samuels Sports

Contact: Brit Coleman

Phone: 254-753-7675 Email: _____

Type of work completed: Tree trimming

Date of work: 12-08-21

Estimated cost: \$3500⁻

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

9. Certification of Eligibility Under the Davis-Bacon Act (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Previous Participation Certificate (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [] is, [] is not included with the bid.

13. Bidder's Signature

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

Jesus Figuerola 02-16-2022
(Signature and Date)

Jesus Figuerola
(Typed or Printed Name)

Owner
(Title)

Chuy's Tree Service
(Company Name)

147 Thompson Cir. Lometa TX 76655
(Company Address)

Chuy's Tree Service

127 Thompson Cir
Lorena, TX 76655 US
254-295-3944
jfigueroa07@me.com
http://www.chuystree.com

Estella Maxey



Chuy's Tree Service

Estimate

ADDRESS
Kaitlin Dragoo
Waco Housing Authority &Affiliates
4400 Cobbs Dr. P.O. Box 978
Waco, TX 76703

ESTIMATE 1108
DATE 02/17/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trim and Remove	Trim trees back from roofs, buildings and power lines at least three feet. trim lower limbs 12 – 18 feet from roadways and sidewalks and lawn areas, remove trees and stump grind and haul away all tree debris at Estella Maxey Apartments.	1	46,800.00	46,800.00
SUBTOTAL					46,800.00
TAX					0.00
TOTAL					\$46,800.00

Accepted By

Accepted Date

Chuy's Tree Service

127 Thompson Cir
Lorena, TX 76655 US
254-295-3944
jfigueroa07@me.com
http://www.chuystree.com

Kate Ross



Chuy's Tree Service

Estimate

ADDRESS
Kaitlin Drago
Waco Housing Authority & Affiliates
4400 Cobbs Dr. P.O. Box 978
Waco, TX 76703

ESTIMATE 1107
DATE 02/17/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trim and Remove	Trim trees back from roofs, buildings and power lines at least three feet. trim lower limbs 12 – 18 feet from roadways and sidewalks and lawn areas, remove trees and stump grind and haul away all tree debris at Kate Ross Apartments.	1	45,000.00	45,000.00

SUBTOTAL	45,000.00
TAX	0.00
TOTAL	\$45,000.00

Accepted By

Accepted Date

Chuy's Tree Service

127 Thompson Cir
Lorena, TX 76655 US
254-295-3944
jfigueroa07@me.com
http://www.chuystree.com

Dean Mayberry



Chuy's Tree Service

Estimate

ADDRESS
Kaitlin Dragoo
Waco Housing Authority & Affiliates
4400 Cobbs Dr. P.O. Box 978
Waco, TX 76703

ESTIMATE 1109
DATE 02/17/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trim and Remove	Trim trees back from roofs, buildings and power lines at least three feet. trim lower limbs 12 – 18 feet from roadways and sidewalks and lawn areas, remove trees and stump grind and haul away all tree debris at Dean Mayberry Apartments.	1	9,000.00	9,000.00

SUBTOTAL	9,000.00
TAX	0.00
TOTAL	\$9,000.00

Accepted By

Accepted Date

Chuy's Tree Service

127 Thompson Cir
Lorena, TX 76655 US
254-295-3944
jfigueroa07@me.com
http://www.chuystree.com

800 Clay Ave.
Buildings



Chuy's Tree Service

Estimate

ADDRESS
Kaitlin Drago
Waco Housing Authority & Affiliates
4400 Cobbs Dr. P.O. Box 978
Waco, TX 76703

ESTIMATE 1110
DATE 02/17/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trim and Remove	Trim trees back from roofs, buildings and power lines at least three feet. trim lower limbs 12 – 18 feet from roadways and sidewalks and lawn areas, remove trees and stump grind and haul away all tree debris at WHA Maintenance Department building 800 Clay Ave Waco TX.	1	7,500.00	7,500.00

SUBTOTAL	7,500.00
TAX	0.00
TOTAL	\$7,500.00

Accepted By

Accepted Date



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Chuy's Tree Service is NOT suspended from any HUD projects

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HUD LIMITED DENIAL OF PARTICIPATION LIST

Search using the standard web search box:

on a PC: ctrl+F
on a Mac: command+F

Open a search box, enter the name you wish to verify and hit enter. If there are no matches, the name is not on the list.

This list is current as of: 03/03/2022

HUD Limited Denial of Participation List - 1 page of 24 Records (Printable Excel version (/sites/dfiles/GC/documents/LDP-Printable_03-01-2022.xlsx))

Subject	Affiliation	Address	Scope of Disqualification	Disqualification Start Date	Disqualification End Date	Disqualification List Date	
Acosta, Lazaro		Miami, FL	All HUD Programs; Section 8 Rental Assistance Program	08/16/2016	08/15/2026	08/25/2016	Florida Office
Bambick, Joseph M.		Fredonia, KS	All HUD Programs; Section 8 Rental Assistance Program	02/04/2016	02/03/2061	02/04/2016	Kansas State
Buckley Consulting Group, Inc.		Dix Hills, NY	Voluntary Abstention from All HUD Programs	03/23/2012	03/22/2022	05/29/2012	New York Office
Buckley, William		Dix Hills, NY	Voluntary Abstention from All HUD Programs	03/23/2012	03/22/2022	05/29/2012	New York Office
Florida Investment Realty Group		Orlando, FL	All Single Family Programs	03/30/2021	03/29/2022	06/10/2021	Atlanta Office
Hidalgo, Adrian		El Paso, TX	All Housing Programs	08/19/2021	08/18/2022	10/14/2021	Denver Office
Hidalgo, Jose Albert		El Paso, TX	All Housing Programs	08/19/2021	08/18/2022	10/14/2021	Denver Office
Johnson, Terrance Obrian		Lubbock, TX	All Housing Programs	08/11/2021	08/10/2022	09/20/2021	Denver Office
Kaye-Eddie, Emily		San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	02/27/2014	California Office
Kirk, Michael Lee		Bayfield, Co	All Housing Programs	06/03/2021	06/02/2022	07/19/2021	Denver Office

Loan Tech, Inc.	San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	02/27/2014	Calif Office
Lomelli, Carolina	Atlamonte Springs, FL	All Single Family Programs	03/26/2021	03/25/2022	06/10/2021	Atlan Office
Males, Jeremy	Hickory Grove, TX	All Housing Programs	01/13/2022	01/12/2023	02/16/2022	Denv Hom
Marquez,Yuleisy	Orlando, FL	All Single Family Programs	03/26/2021	03/25/2022	06/10/2021	Atlan Office
Meadows, Ronald Terry	Aurora, CO	All Housing Programs	06/03/2021	06/02/2022	07/08/2021	Denv Office
Miller, Kimberlee	Pinedale, WY	All Housing Programs	08/31/2021	08/30/2022	10/07/2021	Denv Office
Miller, Paul L.	Pinedale, WY	All Housing Programs	08/31/2021	08/30/2022	10/07/2021	Denv Office
Nguyen, Dau Hong	Sachse, TX	All Housing Programs	08/13/2021	08/12/2022	09/22/2021	Denv Office
Rivera, Kim Gomez	Orlando, FL	All Single Family Programs	03/26/2021	03/25/2022	06/10/2021	Atlan Office
Sanchez, Patty J.	Muskogee, OK	All Housing Programs	08/11/2021	08/10/2022	08/12/2021	Denv Office
Song, Janet	Houston, TX	All Housing Programs	06/25/2021	06/24/2022	08/01/2021	Denv Office
Spindler, Dana	Green Bay, WI	All Housing Programs	08/19/2021	08/18/2022	10/07/2021	Denv Office
Stock, Darren	Green Bay, WI	All Housing Programs	08/19/2021	08/18/2022	10/14/2021	Denv Office
Stone, Rhett J.	Frisco, TX	All Housing Programs	01/13/2022	01/12/2023	02/16/2022	Denv Hom



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U.S. Department of Housing and Urban Development

451 7th Street, S.W., Washington, DC 20410
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