



**May 10, 2023**

**A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF DHA, HOUSING SOLUTIONS FOR NORTH TEXAS WILL TAKE PLACE AT:**

**DHA HEADQUARTERS, 3939 N. HAMPTON ROAD, DALLAS, TEXAS 75212 AT:**

**12: 00 P.M. ON TUESDAY, May 16, 2023**

The Commissioners may conduct a closed meeting pursuant to **§551.071** of the Texas Government Code to seek the advice of its attorneys about a pending or contemplated litigation or about a settlement offer; or to consult with its attorney on a matter in which the duty of its attorney under the Texas Disciplinary Rules or Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act and/or pursuant to **§551.072** of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the Authority in negotiations with a third person and/or pursuant to **§551.074** of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or charge against any officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

**THE MEETING AGENDA IS LIMITED TO:**

1. Call to Order.
2. Roll Call
3. Recognition of Individuals Wishing to Address the Board.
4. Public Hearing:
  - a. Regarding the Conveyance to Housing Choices, Inc., a Texas public facility corporation, of the Site on which Rosemont at Sierra Vista is located.
  - b. Regarding the Conveyance to Housing Choices, Inc., a Texas public facility corporation, of the Site on which Rosemont at Mission Trails is located.
5. Approval of Meeting Minutes: April 18, 2023 Board of Commissioners Regular Meeting minutes.

**DISCUSSION ITEM(S):**

6. A Resolution Authorizing the Write-Off of Uncollectible Accounts from Vacated Tenants for the Quarter Ending March 31, 2023. **#5180**

7. Resolution to Award Project-Based Housing Vouchers for Seniors to the Preservation Freehold Company. **#5181**
8. A Resolution to Amend the DHA Admissions and Continued Occupancy Policy. **#5182**
9. Resolution to Approve Replacement of the Gymnasium Floor at Roseland Community Center. **#5183**
10. A Resolution (i) Authorizing the President and CEO of DHA to Approve the Conveyance of the Site on which Rosemont at Sierra Vista is located; and (ii) Approving Such Other Actions Necessary or Convenient to Carry Out this Resolution. **#5184**
11. A Resolution (i) Authorizing the President and CEO of DHA to Approve the Conveyance of the Site on Which Rosemont at Mission Trails is Located; and (ii) Approving Such Other Actions Necessary or Convenient to Carry Out this Resolution. **#5185**

**Pursuant to § 46.03 Penal Code (places weapons prohibited) and § 551.001 et. seq, Government Code, a person(s) may not enter this Meeting Room carrying a firearm or other weapon.**

**De acuerdo con § 46.03, Código Penal (lugares donde están prohibidas las armas) y § 551.001 et. seq., Código del Gobierno, gente están prohibidas de entrar con armas o armas ocultas en esta Lugar.**

DHA is a Fair Housing and Equal Opportunity Agency.

DHA does not discriminate on the basis of disability status in admission or access to its federally assisted programs and activities. Persons with disabilities have the right to request reasonable accommodations. DHA's Disability Rights Coordinator coordinates compliance with the nondiscrimination requirements contained in HUD's regulations. DHA Disability Rights Coordinator, 3939 North Hampton Road, Dallas, TX 75212; 469-965-1961 or TTY 711

DHA will not discriminate on the basis of race, color, national origin, religion, sex, disability, familial status, age, sexual orientation, gender identity or marital status.



MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
COMMISSIONERS OF DHA HOUSING SOLUTIONS FOR NORTH TEXAS

The Board of Commissioners of DHA Housing Solutions for North Texas met in Regular Session on Tuesday, April 18, 2023 at 3:00 p.m. in the Dale V. Kesler Board room of the Authority, 3939 N. Hampton Road, Dallas, Texas 75212.

Chairwoman Culbreath called the meeting to order at 3:11 p.m., those present and absent was as follows:

Present: Betty Culbreath, Chairwoman  
Lindsay Billingsley, Commissioner  
Almas Muscatwalla, Commissioner

Absent: Michael Pegues, Vice Chairman  
Sabrina Steward, Commissioner

**Staff members in attendance:**

Troy Broussard, President/CEO  
Delbra Henderson  
Chetana Chaphekar  
Tim Lott  
Gregory Mays  
Shannon Bramlet  
Debbie Quitugua  
Marlina Nunez  
Brooke Etie  
Dr. Maggie Deichert  
Brenda S. Fonseca  
Griselda Prado  
Dr. Myriam Igoufe  
Dr. Priscylla Bento  
Letetia Patin  
Laurin Compton  
Equilla Still  
Syed Raza  
Monica Tharp  
Kim Nelson  
Will Sanders

**Visitors/Guest in attendance**

Daniella Vaughns, HCV Client

Chairwoman Culbreath duly convened the meeting and the Board transacted the following business.

After roll call by Letetia Patin, general counsel, Chair Culbreath confirmed there was a quorum present. Commissioners Pegues and Steward were absent.

Mr. Broussard called for anyone desiring to address the Board. He said he did not receive cards from anyone requesting to speak.

Chairwoman Culbreath called for a motion to approve the February 21, 2023 Special Meeting minutes. Upon a motion by Commissioner Muscatwalla approve the minutes, duly seconded by Commissioner Billingsley unanimously carried the minutes stood approved.

Mr. Broussard introduced Resolution #5174 A Resolution authorizing DHA's President and CEO Concerning DHA's Acquisition of Limited Partnership Interest in Affiliated Entity Tax Credit Limited Partnership, and all other acts reasonably related thereto.

Upon a motion by Commissioner Billingsley to approve Resolution #5174, duly seconded by Commissioner Muscatwalla and unanimously carried, resolution #5174 was approved and adopted.

Mr. Broussard introduced Resolution #5175, A Resolution to Approve Engineering Services at Lerch Bates.

Upon a motion by Commissioner Billingsley to approve Resolution #5175, duly seconded by Commissioner Muscatwalla and unanimously carried, Resolution #5175 was approved and adopted.

Mr. Broussard introduced Resolution #5176 A Resolution authorizing a Development Agreement Between DHA and Volunteers of America National Services ("VOANS") for the Development of The Culbreath Senior Housing. Tim Lott, vice president, of Capital Programs reported to the Board that DHA will enter into a Development Agreement. The plan includes approximately 7.5 acres for the development of two 180-unit senior housing buildings facing the existing lake. The remaining 37.5 acres will be developed as single -family housing with the 45-acre park land continuing to be leased to the City of Dallas.

Upon a motion by Commissioner Billingsley to approve Resolution #5176, duly seconded by Commissioner Muscatwalla and unanimously carried, Resolution #5176 was approved and adopted.

Chair Culbreath requested the names of the Board members for VOANS.

Mr. Broussard introduced Resolution #5177 A Resolution to Purchase and Install Vehicular Control and Pedestrian Routing Gates at the Roseland Housing Communities. Tim Lott stated DHA has determined it necessary and appropriate to purchase and install vehicular control and pedestrian routing gates at the Roseland Housing Communities in an effort to protect and for the safety of the residents.

Upon a motion by Commissioner Billingsley to approve Resolution #5177, duly seconded by Commissioner Muscatwalla and unanimously carried, Resolution #5177 was approved and adopted.

Mr. Broussard called for anyone desiring to address the Board. He recognized Ms. Daniella Vaughns. Ms. Vaughns stated she lived in the Annex on Boulevard Apartments #4749. She expressed her concerns of how she was

treated by staff as a tenant on the Voucher program. Stated she was advocating for all the tenants on the program. Chair Culbreath and Mr. Broussard apologized to Ms. Vaughns for any wrongful treatment she had received. They said staff would look into her alleged allegations with the departmental staff and review customer service etiquette with them. They thanked Ms. Vaughns for coming before the Board with her concerns.

Mr. Broussard introduced Resolution #5178 A Resolution to Approve the Acquisition of Salesforce Development Services to Deploy DHA's New Customer Service Management Platform.

Upon a motion by Commissioner Muscatwalla to approve Resolution #5178, duly seconded by Commissioner Billingsley and unanimously carried, Resolution #5178 was approved and adopted.

Mr. Broussard introduced Resolution #5179 A Resolution to Adopt a Change in Date of DHA's Board of Commissioners' Monthly Scheduled Business Review Meetings and Regular Board Meetings. Chair Culbreath stated the Board had discussed this resolution in the Business Review meeting held prior to this meeting. She said they agreed to make one change, change the time the Regular Board of Commissioners Meeting will convene from 3:00 p.m. to 12:00 p.m. They found that to be a more convenient time for them to meet.

Upon a motion by Commissioner Muscatwalla to approve Resolution #5179, duly seconded by Commissioner Billingsley and unanimously carried, Resolution #5179 was approved and adopted.

Mr. Broussard updated the Board on the following actions that have occurred and upcoming activities:

- Received correspondence from HUD Fort Worth of pending visit to do a Comprehensive Compliance Monitoring Review for Fiscal Year Ended December 31, 2022 – May 22, 2023 -May 24, 2023
- Mr. Broussard will travel to Washington to meet with Secretary Fudge
- Commissioners should receive new business cards
- An ACS Health Fair took place in West Dallas – with 24 Community organizations participating – 95 people attended
- The date for Secretary Jackson's dedication is not confirmed – waiting on confirmation of sign
- New funding received – Stability Vouchers (78)
- Money for Rental Assistance program coming - \$9,500,00 for rental; \$1.6 million for admin fee
- Cedar Springs status
- 3 DHA students are NAHRO scholarship Receipts
- Muscatwalla - Organizational engagements – Tour properties – Art for Senior Buildings
- Internet Broadband – Support City
- Opportunity Rising Scholarships
- A new team member – Mr. Zappasodi has an assistant, Arlena Cordero

There being no further business to transact, the meeting adjourned at 5:02 p.m.

Betty Culbreath, Chair

**Resolution No. 5180**  
**RESOLUTION AUTHORIZING THE WRITE-OFF OF  
UNCOLLECTIBLE ACCOUNTS FROM VACATED TENANTS  
FOR THE QUARTER ENDING MARCH 31, 2023**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development (HUD) require the Commissioners of the Public Housing Agency to approve the write-off of vacated tenants' accounts designated as uncollectible; and

**WHEREAS**, a reasonable effort has been made to collect the balance due to DHA Housing Solutions for North Texas by the vacated tenants, and such balances must be repaid prior to such vacated tenants receiving any housing benefits from the Agency in the future;

**NOW THEREFORE, BE IT RESOLVED THAT:**

The Board of Commissioners of DHA Housing Solutions for North Texas authorizes the President and Chief Executive Officer to authorize the write-off of the amount of (**Two hundred thirty-seven thousand, and sixty-four dollars and Ninety one cents (\$237,064.91)**), as shown on the attached documentation, considered to be uncollectible from the books of the Dallas Housing Authority for the period ending March 31, 2023.

**PASSED** this \_\_\_\_\_ day of May 2023.

\_\_\_\_\_  
Betty Culbreath, Chairwoman

ATTEST:

\_\_\_\_\_  
Troy Broussard, Secretary, President/CEO

**DHA HOUSING SOLUTIONS FOR NORTH TEXAS  
EXECUTIVE SUMMARY**

**TO:** The Commissioners of DHA Housing Solutions for North Texas

**FROM:** Troy Broussard, President/CEO

**SUBJECT:** Write-off of Uncollectible Tenant Receivables

**DATE:** May 16, 2023

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**I. Statement of Issue**

Request to authorize the President and Chief Executive Officer to write-off uncollectible tenant accounts receivables for the tenants who have moved out from their units.

**II. Background/History**

DHA procedure requires the write-off of tenant accounts receivables quarterly. Board approval is required to write off any uncollectible amounts. The attached resolution seeks to receive such approval for the quarter ending March 31, 2023. These tenants will not be accepted back to any DHA program unless this bad debt is settled by the tenant.

**III. Status of Current Action**

Board approval is required to write-off the tenants accounts receivables for the tenants who have moved out with balances owed.

**IV. Recommendation**

It is recommended that the Board approve the resolution authorizing the Write-Off of Uncollectible Accounts from Vacated Tenants for the Quarter Ending March 31, 2023 in the amount of \$237,064.91.

**PUBLIC HOUSING WRITE OFF REPORT**  
**For Quarter Ending March 31, 2023**

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL
201lr Total			LITTLE MEXICO VILLAGE		\$ 195.00	\$ -	\$ 6,892.25	\$ -	\$ 7,087.25
202lr Total			CEDAR SPRINGS		\$ 380.90	\$ -	\$ 5,335.89	\$ -	\$ 5,716.79
203lr Total			BRACKINS VILLAGE		\$ 4,034.50	\$ 2,534.33	\$ 3,476.05	\$ 122.45	\$ 10,167.33
206lr Total			THE HAMPTONS		\$ 529.00	\$ -	\$ 42,645.40	\$ -	\$ 43,174.40
207lr Total			KINGBRIDGE CROSSING		\$ 300.00	\$ 810.58	\$ 633.40	\$ -	\$ 1,743.98
210lr Total			VILLA CREEK		\$ -	\$ -	\$ 133.00	\$ -	\$ 133.00
211lr Total			PARK MANOR		\$ -	\$ -	\$ 2,951.00	\$ -	\$ 2,951.00
213lr Total			CLIFF MANOR		\$ -	\$ 100.00	\$ 14,717.82	\$ -	\$ 14,817.82
214lr Total			AUDELLA MANOR		\$ 707.06	\$ 859.00	\$ -	\$ -	\$ 1,566.06
215lr Total			BARBARA JORDAN		\$ -	\$ -	\$ 467.77	\$ 27.36	\$ 495.13
216lr Total			LARIMORE LANE		\$ -	\$ -	\$ -	\$ 475.85	\$ 475.85
218lr Total			FRANKFORD TOWNHOMES		\$ 210.00	\$ -	\$ 905.68	\$ -	\$ 1,115.68
219lr Total			VILLAS OF HILLCREST		\$ 585.00	\$ -	\$ 1,089.43	\$ -	\$ 1,674.43
220lr Total			HIDDEN RIDGE		\$ 6,630.51	\$ 324.00	\$ 6,398.87	\$ 1,119.20	\$ 14,472.58
222lr Total			SCATTERED SITES		\$ -	\$ -	\$ 0.82	\$ -	\$ 0.82
272lr Total			MONARCH TOWNHOMES		\$ 650.00	\$ -	\$ 8,795.00	\$ 284.70	\$ 9,729.70
273lr Total			CARROLL TOWNHOMES		\$ -	\$ -	\$ 1,225.20	\$ -	\$ 1,225.20
274lr Total			ROSELAND TOWNHOMES		\$ 3,555.00	\$ 859.00	\$ 166.57	\$ -	\$ 4,580.57
274mk Total			ROSELAND TOWNHOMES (MKT)		\$ -	\$ -	\$ 27,071.40	\$ 69.43	\$ 27,140.83
275lr Total			ROSELAND ESTATES		\$ 7,018.00	\$ 859.00	\$ 9,001.34	\$ 353.01	\$ 17,231.35
275mk Total			ROSELAND ESTATES (MKT)		\$ -	\$ -	\$ 6,585.19	\$ -	\$ 6,585.19
276lr Total			FRAZIER FELLOWSHIP		\$ 599.45	\$ -	\$ -	\$ -	\$ 599.45
277lr Total			FRAZIER WAHOO		\$ 4,797.91	\$ 1,531.00	\$ 6,170.67	\$ -	\$ 12,499.58
277mk Total			FRAZIER WAHOO (MKT)		\$ 520.00	\$ -	\$ 900.00	\$ -	\$ 1,420.00
278lr Total			MILL CITY FRAZIER		\$ 1,210.00	\$ -	\$ 6,147.43	\$ -	\$ 7,357.43
278m Total			MILL CITY FRAZIER (MKT)		\$ 1,992.00	\$ 725.00	\$ 27,407.71	\$ 15.61	\$ 30,140.32
285mf Total			ROSELAND FELLOWSHIP		\$ -	\$ -	\$ 2,878.00	\$ -	\$ 2,878.00
287lr Total			RENAISSANCE OAKS		\$ -	\$ -	\$ 2,594.22	\$ 6.56	\$ 2,600.78
290tc Total			BUCKEYE COMMON I (BEKAR PARC-MKT)		\$ 150.00	\$ -	\$ 3,164.68	\$ -	\$ 3,314.68
291lr Total			BUCKEYE TRAILS COMMON II		\$ 970.00	\$ -	\$ 3,199.71	\$ -	\$ 4,169.71
Grand Total					\$ 35,034.33	\$ 8,601.91	\$ 190,954.50	\$ 2,474.17	\$ 237,064.91



PUBLIC HOUSING WRITE OFF REPORT

For Quarter Ending March 31, 2023

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
2011r	20061	t0061307	ASHLEY	3/20/2023	\$ 2.00				\$ 2.00	Tenant voluntarily moved out. The charges are for a work order - stover replacement
2011r	20070	t0013258	BURRELL	11/9/2022			\$ 13.30		\$ 13.30	Tenant passed away - Pro-rated rent for November 2022
2011r	20073	t0222386	Bols	4/17/2023			\$ 6,878.95		\$ 6,878.95	Tenant was evicted: Correct amount \$7532.68 - Charges are for of partial rent 6/2022 - thru pro-rated rent April 2023, Court fees and legal fees
2011r	20074	t0037813	SADDLER	4/11/2023	\$ 193.00				\$ 193.00	Tenant voluntarily moved out. The charges are for trash out
2011r Total			LITTLE MEXICO VILLAGE		\$ 195.00	\$ -	\$ 6,892.25	\$ -	\$ 7,087.25	
2021r	30024	t0100672	REINHART	12/9/2022	\$ 50.90				\$ 50.90	Tenant voluntarily moved out. The charges are for move out repairs
2021r	30065	t0223784	Smith	1/30/2023	\$ 70.00		\$ 540.61		\$ 610.61	Tenant voluntarily moved out. The charges are for partial rent 1/2023 - pro-rated rent 2/2023 and wo order charges
2021r	30079	t0051372	SPENCER	3/14/2023	\$ 35.00		\$ 3,311.78		\$ 3,346.78	Tenant voluntarily moved out. The charges are for partial rent 12/2022 - pro-rated rent 3/2023 and a work order
2021r	30117	x0140476	BANKS	11/30/2022	\$ 25.00		\$ 887.00		\$ 912.00	Tenant voluntarily moved out. The charges are for partial rent 12/2022 and trash out
2021r	30155	t0006518	PHIFER	2/21/2023	\$ 200.00		\$ 596.50		\$ 796.50	Tenant voluntarily moved out. The charges are for partial rent 02/2023 and pro-rated for 03/2023 and trash out
2021r Total			CEDAR SPRINGS		\$ 380.90	\$ -	\$ 5,335.89	\$ -	\$ 5,716.79	
2031r	70030	t0206390	Shofner-Wright	2/8/2023			\$ 365.50		\$ 365.50	Tenant voluntarily moved out. Partial 02/2023 and Pro-rated for 03/2023
2031r	70006	t0009434	JENKINS	1/10/2023			\$ 631.13		\$ 631.13	Tenant passed away - Partial rent from 11/2022 - Pro-rated rent for Jan 2023

**PUBLIC HOUSING WRITE OFF REPORT**

For Quarter Ending March 31, 2023

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
2031r	70011	t0194188	Williams	2/27/2023	\$ 1,269.50	\$ 859.00	\$ 573.28		\$ 2,701.78	Tenant was evicted: Charges are for of partial rent 12/2022 thru pro-rated rent 02/2023, Court fees (filing& writ), lawyer fees, move out cleaning and repairs
2031r	70030	t0206390	Shofner-Wright	2/8/2023	\$ 337.50		\$ 1,669.50		\$ 2,007.00	Tenant voluntarily moved out: The charges are for TPA charges, pro-rated for 03/2023, repairs and cleaning
2031r	70038	t0204050	Allen	3/13/2023	\$ 197.50			\$ 17.83	\$ 215.33	Tenant voluntarily moved out: The charges are for utilities 8/22-9/22, work order, and move out cleaning
2031r	70079	t0187523	Hill	2/27/2023	\$ 935.00	\$ 736.33			\$ 1,671.33	Tenant was evicted: Charges Court fees (filing& writ), lawyer fees, move out cleaning and repairs
2031r	70099	t0251778	Finnell	2/27/2023	\$ 1,295.00	\$ 939.00	\$ 236.64	\$ 104.62	\$ 2,575.26	Tenant was evicted: Charges for Utilities 08/2022-9/2022, Pro-rated rent 2/2023, Court fees (filing & Writ), lawyer fees, move out cleaning and repairs
<b>2031r Total</b>			<b>BRACKENS VILLAGE</b>		<b>\$ 4,034.50</b>	<b>\$ 2,534.33</b>	<b>\$ 3,476.05</b>	<b>\$ 122.45</b>	<b>\$ 10,167.33</b>	
2061r	10023	t0251683	Ellis	1/9/2023			\$ 8,025.74		\$ 8,025.74	The amount reflects unpaid rent charges for 13 months, Jan, Feb, March, April, May, June, July, August, September, Nov, Dec of 2022, and January o 2022.
2061r	10122	t0035963	BROOKS	1/26/2023	\$ 200.00		\$ 961.55		\$ 1,161.55	the amount unpaid rent 9 months, may, June, July, Aug, Oct, Nov, Dec, Jan, and damaged \$200.00 at time of move-out
2061r	10146	t0089755	ELIZONDO CHAVEZ	4/6/2023			\$ 879.00		\$ 879.00	Resident is a transfer, property have no completed process.

**PUBLIC HOUSING WRITE OFF REPORT**

For Quarter Ending March 31, 2023

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
2061r	10162	t0072216	EVANS	12/12/2022	\$ 79.00		\$ 10,516.23		\$ 10,595.23	The amount reflects 10 months of unpaid rent/March, April, May, June, July, August, September, November, Dec. and 79.00 damage charge for August.
2061r	10271	t0049296	KING	1/5/2023			\$ 2,939.57		\$ 2,939.57	the amount reflects unpaid rent charges for (5) months, September, October, November, and December
2061r	10331	t0019942	REDIC	1/9/2023			\$ 1,558.26		\$ 1,558.26	The amount reflects unpaid rent charges for (3) months, November, December, January.
2061r	10402	t0016739	BARBER	1/4/2023			\$ 16,148.97		\$ 16,148.97	the amount reflects unpaid rent charges for (10) Months, April, May, June, July, August, September, November, October, December, January.
2061r	10415	t0266798	Coles	3/20/2023			\$ 1,430.00		\$ 1,430.00	The amount reflects unpaid rent charges for (2) months February, March
2061r	10424	t0210021	Collins	2/9/2023	\$ 250.00		\$ 186.08		\$ 436.08	The amount reflects unpaid rent for (5) months, October, November, December, January, February and \$250.00 for move-out damages.
<b>2061r Total</b>			<b>THE HAMPTONS</b>		<b>\$ 529.00</b>	<b>\$ -</b>	<b>\$ 42,645.40</b>	<b>\$ -</b>	<b>\$ 43,174.40</b>	
2071r	15284	x0201600	Morgan	4/18/2023			\$ 633.40		\$ 633.40	The amount reflects unpaid rent for 3 months August, September, October of 2022 Tenant was on Tenant payment agreement and transferred to Little Mexico.
2071r	15322	t0019671	MAVS	3/6/2023	\$ 300.00	\$ 810.58			\$ 1,110.58	The amount reflects, Legal court filing fee, Legal Writ fee \$260.58, Attorney \$550.00, and move out trash removal \$300.00.
<b>2071r Total</b>			<b>KINGBRIDGE CROSSING</b>		<b>\$ 300.00</b>	<b>\$ 810.58</b>	<b>\$ 633.40</b>	<b>\$ -</b>	<b>\$ 1,743.98</b>	

**PUBLIC HOUSING WRITE OFF REPORT**

For Quarter Ending March 31, 2023

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
210lr	18053	t0018534	HERFOD	11/7/2022	\$ -	\$ -	\$ 133.00	\$ -	\$ 133.00	The Amount reflects unpaid rent for 1 month.
210lr Total			<b>VILLA CREEK</b>				\$ 133.00	\$ -	\$ 133.00	
211lr	30512	t0126088	MATHERSON	4/10/2023			\$ 464.00	\$ -	\$ 464.00	Unpaid Feb-April rent/April late fee
211lr	31112	t0183076	Smith	4/10/2023			\$ 242.00		\$ 242.00	Rent Charge in error, resident vacated 2/21/23, Rent for March.
211lr	31317	t0259940	Or	4/10/2023			\$ 2,245.00		\$ 2,245.00	Unpaid Rent for the month of Feb.
211lr Total			<b>PARK MANOR</b>		\$ -	\$ -	\$ 2,951.00	\$ -	\$ 2,951.00	
213lr	70202	t0170120	Smith	1/10/2023			\$ 2,469.13		\$ 2,469.13	Unpaid rent April 22- Jan 23
213lr	70209	x0204133	Neumann	2/7/2023		\$ 35.00	\$ 726.00		\$ 761.00	Jan NSF fee and unpaid rent for March and April
213lr	70507	y0186078	JACKSON	1/30/2023			\$ 1,398.50		\$ 1,398.50	Unpaid rent from Jan. *Resident transferred, date of Move out adjusted amount due
213lr	70912	t0075482	JOHNSON	3/31/2023		\$ 30.00	\$ 9,424.00		\$ 9,454.00	Late fee for 12/2019 and 02/2022 Unpaid Rent for 11/2020-03/2023
213lr	71206	t0064773	SALLEE	1/10/2023			\$ 366.13		\$ 366.13	Unpaid Rent for the month of Feb.
213lr	71212	t0225241	Titus	1/10/2023		\$ 35.00	\$ 334.06		\$ 369.06	NSF for Nov, Unpaid rent for Dec 2022-Jan 2023
213lr Total			<b>CLIFF MANOR</b>		\$ -	\$ 100.00	\$ 14,717.82	\$ -	\$ 14,817.82	
214lr	20230	t0113854	Smith	11/15/2022	\$ 121.00				\$ 121.00	Tenant voluntarily moved out: The charges are for move out trash out
214lr	20313	t0182559	EVANS	1/5/2023	\$ 586.06	\$ 859.00			\$ 1,445.06	Tenant was evicted: Charges Court fees (filing& writ), lawyer fees, move out trash out and repairs
214lr Total			<b>AUDELLA MANOR</b>		\$ 707.06	\$ 859.00	\$ -	\$ -	\$ 1,566.06	
215lr	50036	x0053890	Beaty	9/8/2022			\$ 467.77	\$ 27.36	\$ 495.13	Utilities for 7/2022 and Rent for Sep 2022 Dec 2022
215lr Total			<b>BARBARA JORDAN</b>		\$ -	\$ -	\$ 467.77	\$ 27.36	\$ 495.13	
216lr	30036	x0091118	CURTIS	12/1/2022			\$ -	\$ 475.85	\$ 475.85	Utilities for 7/2022 and Rent for Sep 2022 Dec 2022
216lr Total			<b>LARIMORE LANE</b>		\$ -	\$ -	\$ -	\$ 475.85	\$ 475.85	
218lr	40603	t0042909	EDMOND	2/1/2023	\$ 210.00		\$ 905.68		\$ 1,115.68	HQH moved with notice on 2/1/23, \$210 damage charge and \$905.68 one month rent
218lr Total			<b>FRANKFORD TOWNHOMES</b>		\$ 210.00	\$ -	\$ 905.68	\$ -	\$ 1,115.68	

**PUBLIC HOUSING WRITE OFF REPORT**

**For Quarter Ending March 31, 2023**

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
219lr	50301	t0023815	Burnfield	12/1/2022	\$ 500.00		\$ 979.61		\$ 1,479.61	HOH moved without notice on 12/1/22. \$500 for trash out and one month rent of \$979.61.
219lr	50903	t0067764	BELL	2/1/2023	\$ 85.00		\$ 109.82		\$ 194.82	HOH deceased, delinquent rent of \$109.82 for one month and \$85.00 for damages.
<b>219lr Total</b>			<b>VILLAS OF HILLCREST</b>		<b>\$ 585.00</b>	<b>\$ -</b>	<b>\$ 1,089.43</b>	<b>\$ -</b>	<b>\$ 1,674.43</b>	
220lr	10123	x0230210	Williams-Henderson	9/2/2022			\$ 0.01		\$ 0.01	rent .01 sep 2022
220lr	10332	t0192920	MOSS	2/18/2023	\$ 1,025.00		\$ 2,721.86		\$ 3,746.86	\$2721.86 delinquent rent for May June July Aug Sept Oct Nov Dec 2022 Jan Feb 2023 \$1025.00 damages
220lr	10528	t0173537	Wallace Jr	3/22/2023	\$ 115.51				\$ 115.51	pending waiting on estimate for damages
<b>220lr Total</b>			<b>PRINCE HIDDEN RIDGE</b>		<b>\$ 5,490.00</b>	<b>\$ 324.00</b>	<b>\$ 3,677.00</b>	<b>\$ 1,119.20</b>	<b>\$ 10,610.20</b>	\$5490.00 for cleaning/repairs and trash/ \$324.00 for legal fees filing/ \$3677.00 for delinquent rent for June Jul Aug Sept Oct Nov Dec 2021 Jan Feb Mar April May June July Aug Sept Oct Nov Dec 2022 Jan Feb 2023/ \$1119.20 for Utilities for Aug Sept Oct Nov Dec 2021 Jan Feb March April Jun July 2022
222lr	30057	x0172744	Revels Jr.	8/15/2022			\$ 0.82		\$ 0.82	Transfer Un-Paid Rent
<b>222lr Total</b>			<b>SCATTERED SITES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.82</b>	<b>\$ -</b>	<b>\$ 0.82</b>	
272lr	13205	t0041442	RICHMOND	11/29/2022	\$ 650.00				\$ 650.00	Damages and trashout (stove, refrigerator)
272lr	13307	t0178198	NETTCH	4/13/2023				\$ 284.70	\$ 284.70	Utilities 9/6/2022-11/21/2022
272lr	13404	t0021372	REESE	4/11/2023			\$ 8,795.00		\$ 8,795.00	Rent owed from 12/1/2019-4/1/2023
<b>272lr Total</b>			<b>MONARCH TOWNHOMES</b>		<b>\$ 650.00</b>	<b>\$ -</b>	<b>\$ 8,795.00</b>	<b>\$ 284.70</b>	<b>\$ 9,729.70</b>	
273lr	20502	x0141608	Brown	3/7/2023			\$ 78.40		\$ 78.40	April Rent
273lr	20502	x0141608	Brown	3/7/2023			\$ 1,146.80		\$ 1,146.80	TPA RENT
<b>273lr Total</b>			<b>CARROLL TOWNHOMES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,225.20</b>	<b>\$ -</b>	<b>\$ 1,225.20</b>	
274lr	10012	t0089150	CLINTON	1/9/2023	\$ 1,840.00	\$ 859.00			\$ 2,699.00	Legal fee, cleaning , repairs and trash out
274lr	10021	t0068295	ROBINSON	2/16/2023	\$ 1,715.00		\$ 166.57		\$ 1,881.57	clean stove, refrigerator, replace back door, replaced blinds, trash out
<b>274lr Total</b>			<b>ROSELAND TOWNHOMES</b>		<b>\$ 3,555.00</b>	<b>\$ 859.00</b>	<b>\$ 166.57</b>	<b>\$ -</b>	<b>\$ 4,580.57</b>	

**PUBLIC HOUSING WRITE OFF REPORT**

**For Quarter Ending March 31, 2023**

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
274mk	10024	t0260591	Brown	3/22/2023			\$ 22,565.00		\$ 22,565.00	owe rent from 12/1/2021 till 3/22/2023, large trash out, clean refrigerator, stove, replace 8 blinds
274mk	10191	t0165018	PIPKINS	3/22/2023			\$ 4,506.40	69.43	\$ 4,575.83	owe rent 8/22/2022-3/22/2023, replace 1 cabinet door, replace stove, clean refrigerator, replace 6 exterior doors, replace 12 blinds, trash out large
<b>274mk Total</b>		<b>ROSELAND TOWNHOMES (MKT)</b>			\$ -	\$ -	\$ 27,071.40	\$ 69.43	\$ 27,140.83	
275lr	40602	t0227474	Rudd Dunn	1/9/2023	\$ 1,658.00	\$ 859.00			\$ 2,517.00	clean stove, refrigerator, replace 7 blinds, trash out, replace washer & dryer, owe rent from 10/01/2021 -1/09/2023
275lr	41104	x0089279	LEWIS	4/3/2023			\$ 593.20		\$ 593.20	TPA reclassified rent
275lr	41203	y0179281	Armstrong	12/15/2022			\$ 146.00		\$ 146.00	owe rent 12/1/2022
275lr	41404	t0003791	Brown	2/17/2023	\$ 4,360.00			353.01	\$ 4,713.01	replace exhaust fan, clean stove, refrigerator, repair hole, replace front door jam, trash out, replace 4 blinds, replace 2 windows, replace light fixture, owe rent 10/01/2021 -2/17/2023
275lr	42905	t0044386	Anderson- Ballard	2/15/2023	\$ 1,000.00		\$ 8,262.14		\$ 9,262.14	clean stove, refrigerator, replace 5 blinds, replace 3 exterior doors, replace 2 drawers, owe rent 11/01/2021-2-15-2023
<b>275lr Total</b>		<b>ROSELAND ESTATES</b>			\$ 7,018.00	\$ 859.00	\$ 9,001.34	\$ 353.01	\$ 17,231.35	
275mk	40702	t0198700	Kyle	12/14/2022			\$ 3,593.19		\$ 3,593.19	owe rent 4/1/2022-12/14/2022- 8 months
275mk	42702	t0178384	LEWIS	12/31/2022			\$ 2,992.00		\$ 2,992.00	owe rent 7/2022-12/31/2022 6 months rent
<b>275mk Total</b>		<b>ROSELAND ESTATES (MKT)</b>			\$ -	\$ -	\$ 6,585.19	\$ -	\$ 6,585.19	
276lr	30505	t0206009	Smith	12/21/2022	\$ 599.45				\$ 599.45	HEAD OF HOUSEHOLD BALANCE REFLECTS MOVE OUT DAMAGES CLEANING AND TRASH
<b>276lr Total</b>		<b>FRAZIER FELLOWSHIP</b>			\$ 599.45	\$ -	\$ -	\$ -	\$ 599.45	

**PUBLIC HOUSING WRITE OFF REPORT**

**For Quarter Ending March 31, 2023**

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
277lr	54801	t0075040	ROSS	11/30/2022	\$ 1,053.00	\$ 859.00			\$ 1,912.00	HEAD OF HOUSEHOLD BALANCE REFLECTS COURT FEES ATTORNEY FEE WRIT CLEANING AND DAMAGES FEES AT MOVE OUT
277lr	55206	t0027663	MOORE	3/27/2023			\$ 5,928.00		\$ 5,928.00	HEAD OF HOUSEHOLD BALANCE REFLECTS 14 MONTHS OF UNPAID RENT WRIT AND EVICTION CHARGES PENDING FOR ACCOUNT
277lr	55503	t0072239	MCGOWAN	1/5/2023	\$ 3,189.91				\$ 3,189.91	HEAD OF HOUSEHOLD BALANCE REFLECTS DAMAGES DONE TO THE APARTMENT WHILE THE TENANT LIVED IN THE UNIT AND OTHER REPAIRS AND CLEANING AT MOVE OUT
277lr	55804	x0138706	Brown	3/28/2023	\$ 10.00		\$ 242.67		\$ 252.67	HEAD OF HOUSEHOLD BALANCE REFLECTS 1 MONTH RENT AND A DAMAGE FEE
277lr	56103	t0064503	BALLARD	1/26/2023	\$ 545.00	\$ 672.00			\$ 1,217.00	HEAD OF HOUSEHOLD BALANCE REFLECTS WRITTEE ATTORNEY FEE DAMAGES REPAIRS AND TRASH OUT AT MOVE OUT
<b>277lr Total</b>			<b>FRAZIER WAHOO</b>		<b>\$ 4,797.91</b>	<b>\$ 1,531.00</b>	<b>\$ 6,170.67</b>	<b>-</b>	<b>\$ 12,499.58</b>	
277mk	54003	t0165083	ANDREWS	11/29/2022	\$ 375.00		\$ 900.00		\$ 1,275.00	HEAD OF HOUSEHOLD BALANCE REFLECTS MOVE OUT DAMAGES CLEANING AND TRASH, WORK ORDER AND ONE MONTH RENT
277mk	55001	t0165092	SHELBY	2/6/2023	\$ 145.00				\$ 145.00	HEAD OF HOUSEHOLD BALANCE REFLECTS MOVE OUT DAMAGES CLEANING AND TRASH
<b>277mk Total</b>			<b>FRAZIER WAHOO (MIKT)</b>		<b>\$ 520.00</b>	<b>-</b>	<b>\$ 900.00</b>	<b>-</b>	<b>\$ 1,420.00</b>	
278lr	62306	t0181171	Pouncy	2/24/2023	\$ 1,210.00		\$ 6,147.43		\$ 7,357.43	HEAD OF HOUSEHOLD BALANCE REFLECTS 12 MONTHS OF UNPAID RENT; MOVE OUT DAMAGES AND CLEANING
<b>278lr Total</b>			<b>MILL CITY FRAZIER</b>		<b>\$ 1,210.00</b>	<b>-</b>	<b>\$ 6,147.43</b>	<b>-</b>	<b>\$ 7,357.43</b>	

PUBLIC HOUSING WRITE OFF REPORT

For Quarter Ending March 31, 2023

PROPERTY	UNIT	CLIENT ID	LAST NAME	MOVE OUT	DAMAGES	FEES	RENT	UTILITIES	GRAND TOTAL	Comments
278tm	62003	t0202442	JEFFERY	1/19/2023	\$ 1,142.00	\$ 725.00	\$ 19,301.42		\$ 21,168.42	HEAD OF HOUSEHOLD BALANCE REFLECTS 28 MONTHS OF UNPAID RENT, COURT COST MOVE OUT DAMAGES AND CLEANING
278tm	62403	t0254197	WINSTON	1/25/2023	\$ 850.00		\$ 7,526.06	15.61	\$ 8,391.67	HEAD OF HOUSEHOLD BALANCE REFLECTS 12 MONTHS OF UNPAID RENT; MOVE OUT DAMAGES AND CLEANING, UNPAID UTILITIES, MOVEOUT DAMAGES AND CLEANING
278tm	62901	t0177860	Calvin	11/21/2022			\$ 495.00		\$ 495.00	HEAD OF HOUSEHOLD BALANCE REFLECT UNPAID RENT 2 MONTHS TENANT PORTION
278tm	63101	t0165122	KING	3/14/2023			\$ 85.23		\$ 85.23	Tenant passed away owning rent for 11/2022 and 14 days in 02/2023
278tm Total			MILL CITY FRAZIER (MKT)		\$ 1,992.00	\$ 725.00	\$ 27,407.71	15.61	\$ 30,140.32	Tenant hasn't paid rent for 04/2022 - 04/2023
285mf	109	t0195013	Allen	2/14/2023			\$ 250.00		\$ 250.00	Tenant transfer from 275lr on 11/08/2022 with a balance of 1017.93. Tenant didn't pay rent from 11/08/2022 - 12/13/2022
285mf	216	t0165171	OMER	4/5/2023			\$ 2,628.00		\$ 2,628.00	Tenant passed away 11/2022 didn't move out unit 04/2023 due to trying to get in touch with next of kin before moving forward with the trash out process
285mf Total			ROSELAND FELLOWSHIP		\$ -	\$ -	\$ 2,878.00	-	\$ 2,878.00	Tenant abandoned the unit. She owes for the cleaning of stove and fridge. She owes 5 months worth of past due rent.
287lr	58214	t0002449	NEWMAN	12/13/2022			\$ 1,454.22	6.56	\$ 1,460.78	Tenant moved out on her own. She owes 8 months of past due rent. Her move out charges are for a dirty stove and fridge, large trash out, 2 fridge handles and 6 mini blinds
287lr Total			RENAISSANCE OAKS		\$ -	\$ -	\$ 1,140.00	6.56	\$ 2,600.78	
290tc	2205	t0291131	McQueen	1/19/2023	\$ 150.00		\$ 3,164.68		\$ 3,314.68	Tenant moved out on her own. She owes 8 months of past due rent. Her move out charges are for a dirty stove and fridge, large trash out, 2 fridge handles and 6 mini blinds
290tc Total			BUCKEYE COMMON I (BEXAR PARC-MKT)		\$ 150.00	-	\$ 3,164.68	-	\$ 3,314.68	
291lr	26104	t0136170	SANDERS	12/27/2022	\$ 970.00		\$ 3,199.71		\$ 4,169.71	
291lr Total			BUCKEYE TRAILS COMMON II		\$ 970.00	-	\$ 3,199.71	-	\$ 4,169.71	
Grand Total					\$ 35,034.33	\$ 8,601.91	\$ 190,954.50	2,474.17	\$ 237,064.91	



## **Resolution No. 5181**

### **Resolution to Award Project-Based Housing Vouchers for Seniors to the Preservation Freehold Company**

**WHEREAS**, DHA's mission is to provide affordable quality housing and access to supportive resources across North Texas; and

**WHEREAS**, the Project-Based Voucher program was enacted in 1998 under the Quality Housing and Work Responsibility Act of 1998; and

**WHEREAS**, HUD in 24 CFR 983, authorize public housing agencies to allocate a limited percentage of the total funding in the Housing Choice Voucher Program's Annual Contributions Contract (ACC) for project-based vouchers; and

**WHEREAS**, in full compliance with HUD regulations, DHA has engaged in fair and open solicitation of Requests for Proposals, evaluated proposals received, and responsibly recommends committing Project-Based Vouchers for seniors to qualified projects; and

**WHEREAS**, DHA has reported to the Board of Commissioners its activities and progress in utilizing the Project-Based Voucher program to advance its mission.

#### **NOW, THEREFORE BE IT RESOLVED that**

The DHA Board of Commissioners hereby authorizes the DHA President and CEO, or his designee, to award Project-Based Vouchers for seniors to the Preservation Freehold Company from DHA's allocation of Housing Vouchers and supports DHA's actions to further advance the supply of quality housing affordable to lower income seniors through its effective utilization of the HUD Project-Based Vouchers.

**PRESENTED AND PASSED** on this the 16<sup>th</sup> day of May, 2023 by a vote of \_\_\_ ayes and \_\_\_ nays at a regular meeting of the DHA Board of Commissioners.

ATTEST

\_\_\_\_\_  
Betty Culbreath, Chair

\_\_\_\_\_  
Troy Broussard, President, CEO and Secretary

# Memorandum

**To:** DHA Board of Commissioners  
**From:** Troy Broussard, President & CEO  
**Subject:** A Resolution to Award Project-Based Housing Vouchers for Seniors to the Preservation Freehold Company  
**Date:** May 16, 2023

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**I. Description of Action to be Taken**

DHA has determined it necessary and appropriate to solicit proposals from developers and or property owners interested in Project-Based Vouchers for Seniors.

**II. Background / History**

The Housing Choice Voucher Program is the federal government's major program for assisting very low-income families, the elderly and disabled to afford decent, safe and sanitary housing in the private rental market. The Housing Choice Voucher program is DHA's largest housing program, assisting 16,000 households. In the Housing Choice Voucher program, the participant is free to choose any housing that meets the requirements of the program. Persons awarded a housing voucher are responsible for finding a suitable housing unit of their choice where the owner agrees to rent the unit to the family with assistance from the program. Rent is paid in two parts; the tenant pays a share of the rent, based on their household income, and DHA pays the balance of the rent.

To increase the supply of rental units entering the program and for maximum local flexibility, HUD allows a public housing agency to assign a portion of its allocation of housing vouchers to specific projects. This is the Project-based voucher program. Some of DHA's housing vouchers may be assigned to a project / property. HUD requires agencies to award Project-based vouchers through a fair and open competition. HUD also restricts agencies to awarding up to 20% of their allocated housing voucher resources in the form of Project-Based vouchers. The amount can be increased by an additional 10% for projects that exclusively serve special populations; the homeless, veterans, persons with disabilities.

Project-Based Vouchers can be awarded to new construction, rehabilitation, or existing projects where the owner agrees to set aside a portion of the units in the project as affordable housing utilizing project-based vouchers.

DHA has complied with all applicable HUD regulations, engaged in open and fair competition by soliciting proposals through the request for proposal process and fairly evaluated all proposals received.

DHA's program goals are to expand the affordability of rental housing in partnership with property owners/developers and is a means of bringing quality landlords into the voucher program. The Project based voucher program differs from the Tenant-based program, in that in the Project-based voucher program the rental housing assistance is tied to the unit, rather than to the program participant.

To address the need for more affordable rental housing for the growing population of seniors in Dallas, DHA solicited a Request for Proposals for Project-Based Vouchers for seniors in February 2023.

**III. Status of Current Action**

In February 2023, DHA issued a Request for Proposals (RFP) seeking owners /developers interested in applying for Project-Based Vouchers for seniors, utilizing a portion of DHA's allocation of Housing Vouchers.

During the open solicitation period, DHA received one proposal. At this time, DHA is seeking authorization to award up to one hundred and twenty (120) project based housing vouchers to the Preservation Freehold Company's Simpson Place Assisted Living and Skilled Nursing facility, located at 3922 Simpson Place, Dallas, Texas 75212.

DHA's evaluation committee carefully evaluated the sole proposal received and recommends the proposal for approval.

**IV. Recommendation**

DHA recommends that the Board of Commissioners approve the subject resolution awarding project-based housing vouchers for seniors to the Preservation Freehold Company project.

**Project based vouchers for Seniors  
RFP-2023-03**

<b>CRITERIA</b>	<b>MAX PTS.</b>	Preservation Freehold Company
<b>QUALIFICATION Statement</b>	<b>10</b>	9.7
<b>Property Owner Section - Project Plan</b> 1. Location 2. Community Amenities, 3. HQS, 4. Project Type: Existing Housing	<b>30</b>	25.7
<b>Supportive Services:</b> 1. Organizations Capacity, 2. Services Offered, 3. Case Management, 4 Track Record	<b>25</b>	24.0
<b>Project Management Plan</b>	<b>15</b>	15.0
<b>Financial Information</b>	<b>10</b>	9.0
<b>References</b>	<b>5</b>	1.3
<b>Overall Responsiveness to this RFP</b>	<b>5</b>	3.3
<b>Total Score</b>	<b>100</b>	<b>88.0</b>
<b>Evaluation Score Compilation</b>	<b>DATE:</b>	<b>4/17/2023</b>

**RESOLUTION NO. 5182**

**RESOLUTION TO AMEND THE DHA ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**WHEREAS**, DHA *Housing Solutions for North Texas* mission is to provide affordable quality housing and access to supportive resources across north Texas; and

**WHEREAS**, DHA is required to update its policies to be consistent with HUD requirements and governing regulations; and

**WHEREAS**, the DHA Board of Commissioners is responsible to establish policy for DHA; and

**WHEREAS**, the DHA Admissions and Continued Occupancy Policy (ACOP) is a document containing a compilation of policies governing the administration and operation of the DHA low-rent public housing program; and

**WHEREAS**, DHA has determined that it is necessary and appropriate to amend the DHA Admissions and Continued Occupancy Policy, implementing policy consistent with HUD regulations to improve service to residents of the city of Dallas and enable DHA to more effectively accomplish its mission.

**NOW, THEREFORE, BE IT RESOLVED:** that the DHA Board of Commissioners hereby approves the amended DHA Admissions and Continued Occupancy Policy, identified herein as "Attachment A", and further authorizes the President and CEO to implement the amended Policy with immediate effect.

PRESENTED AND PASSED on this the 16th day of May 2023, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a regular meeting of the DHA Board of Commissioners.

\_\_\_\_\_  
Betty Culbreath, Chair

ATTEST:

\_\_\_\_\_  
Troy Broussard, President, CEO and Secretary

## DHA Housing Solutions for North Texas

**TO:** DHA Board of Commissioners  
**FROM:** Troy Broussard, President and CEO  
**SUBJECT:** **Resolution to Amend the DHA Admissions and Continued Occupancy Policy**  
**DATE:** May 16, 2023

### **Statement of Issue**

Action to amend the DHA Public Housing Admissions and Continued Occupancy Policy.

### **Prior Board Action**

The DHA Board of Commissioners is responsible to set policy for DHA, *Housing Solutions for North Texas*. The Admissions and Continued Occupancy Policy (ACOP) is a compilation of policies adopted by the DHA Board of Commissioners applicable to the DHA Public Housing program. In February 2023, the DHA Board of Commissioners adopted Resolution #5167, which authorized the DHA President and CEO to adopt and implement update the ACOP's content with regard to persons with disabilities.

Each time the Admissions and Occupancy Policy is revised or amended its provisions require approval by the DHA Board of Commissioners.

### **Background/History**

DHA has determined it is necessary and appropriate to modify its policies and procedures related to public housing residents whose household income has increased to a level that exceeds the HUD established income limit.

### **Status of Current Action**

The U.S. Department of Housing and Urban Development recently promulgated regulations that require public housing agencies who administer the public housing program to update their Public Housing Admissions and Continued Occupancy Policy by or before June 2023, to comply with the HUD regulations governing public housing residents whose income has exceeded the HUD income limits. DHA has updated its ACOP to comply with applicable HUD regulations. The DHA Board of Commissioners approval is required to establish policy changes.

### **Recommendation**

It is recommended that the Board of Commissioners approve this resolution for immediate implementation.

# ATTACHMENT A

## DHA

### Admissions and Continued Occupancy Plan (ACOP)



**ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
FOR THE  
DHA PUBLIC HOUSING PROGRAM**

Effective Date: **May 16, 2023**

Replaces last revision of: **February 21, 2023**





## G. DHA-initiated Lease Terminations for Public Housing Properties

1. DHA or its manager shall terminate the lease only for non-compliance with U.S. Department of Housing and Urban Development (HUD) regulations, substantial lease violations or repeated violations of the lease that disrupt the livability of the community, adversely affect the health, safety, or right to peaceful enjoyment of the leased premises of any tenant, interfere with the management of the community, or have an adverse financial effect upon the community, or failure to carry out obligations under the State of Texas Property Code or other good cause (only at the expiration of the lease term).

- a. Over Income:

- i. HUD regulations published January 31, 2023, implementing section 103 of HOTMA, requires public housing agencies to terminate or charge an alternative rent to families whose income exceeds the public housing program maximum income limit for two consecutive years. HUD partially implemented this provision of HOTMA in 2018, and is requiring the provisions to be fully implemented in 2023.
- ii. HUD established Over-Income limits for public housing residents. The Over-Income limits are updated by HUD annually. HOTMA established the threshold for over-income limits at 120% of the area median income (AMI). HUD's regulation uses the Very Low Income limit as the basis for the 120 percent income limit by multiplying the published Very Low Income limit by a factor of 2.4.
- iii. Residents whose household income exceeds the HUD income limits are given notice of a 24-month grace period during which, if their income should fall below the HUD income limit, these provisions do not apply.
- iv. Residents whose income exceeds the HUD income limit known as the "over-income limit" shall be issued a written notice when they first become over-income and again 12-months after they first become over-income, and finally, 24 months after they become over-income. The notice shall inform the resident that they will be required to find other housing and move out of their public housing unit six months after the 24-month grace period.
- v. If a PHA discovers through an annual reexamination or an interim reexamination that a family's income exceeds the applicable over-income limit, the PHA must document that the family exceeds the threshold and make a note in the tenant file to compare it with the family's income a year later. PHAs must provide written notification to the family if the family's income continues to exceed the over-income limit one year after the initial over-income finding by the PHA. This notification must inform the family that their income has exceeded the over-income limit for one year, and if the family's income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to either a higher rent or termination based on the PHA's policies. If the initial over income determination was made during an interim reexamination, the PHA must conduct a second interim income reexamination on that date one year later. However, if a PHA discovers through an annual or interim reexamination that a previously over-income family has income that is now below the over-income limit, the family is no longer subject to these provisions. A previously over-income family would be entitled to a new two-year grace period if the family's income once again exceeds the over-income limit.

**Resolution No. 5183**  
**RESOLUTION TO APPROVE REPLACEMENT OF THE GYMNASIUM FLOOR AT  
ROSELAND COMMUNITY CENTER**

**WHEREAS**, DHA’s mission is to provide affordable quality housing and access to supportive resources across North Texas; and

**WHEREAS**, applicable procurement requirements have been met for the replacement of gymnasium floor at Roseland Community Center;

**WHEREAS**, after quotes were received and interviews were conducted, DHA selected the most responsive, most responsible proposer;

**NOW, THEREFORE, BE IT RESOLVED that:**

1) The DHA President and CEO or his designee is authorized to award a contract through BuyBoard procurement for the replacement of gymnasium floor at Roseland Community Center to the lowest most responsible and responsive bidder; and

2) The DHA President & CEO or his designee is authorized to serve as the Contracting Officer for the Authority in the administration of the above said contract or to designate a person to serve in his stead.

**Presented and Passed** on this 16th day of May, 2023 by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the DHA Board of Commissioners.

\_\_\_\_\_  
Betty Culbreath, Chair

ATTEST:

\_\_\_\_\_  
Troy Broussard, President, CEO and Secretary



**TO:** DHA Board of Commissioners

**FROM:** Troy Broussard, President and CEO

**SUBJECT:** Resolution to Approve the Replacement of Roseland Community Center Gymnasium Floor

**DATE:** May 16, 2023

**I. Description of Action to be Taken**

DHA solicited proposals from qualified vendors listed on BuyBoard and The Interlocal Purchasing System (TIPS). DHA received three responses, and determined that Z Floor Co., LTD is the lowest and responsive proposal.

**II. Background and History**

The scope of work includes the replacement of the Roseland Community Center, Gymnasium Floor. There are numerous humps and dead spots throughout the existing gym floor caused by water leaks from the roof. The existing floor has no more sanding face left which means the floor cannot withstand a warrantable repair, or a repair safe for use unless it is completely replaced.

Repairs to the roof commenced on April 24, 2023 and requires at least fifteen days to complete. This will ensure the building envelope is weather tight and will no longer affect the gymnasium floor.

Request for proposals were received in accordance with State law and applicable federal regulations.

**III. Status of Current Action**

The request for proposals were solicited from qualified vendors listed on BuyBoard and TIPS. The vendors were contacted by phone and interviewed for their interest, and their ability to provide the scope of work requested. These actions concluded the procurement process and the lowest most responsible and responsive bidder is Z Floor Co., LTD. Z Floor Co., LTD is not a Minority Owned Business nor Historically Underutilized Business. Applicable procurement requirements have been met for the replacement of the gymnasium floor at Roseland Community Center.

**IV. Recommendation**

It is recommended that the resolution for the award of the contract through BuyBoard procurement to Z Floor Co., LTD for the replacement of the gymnasium floor at Roseland Community Center, in the amount of \$115,417.00 be approved.



**DHA Housing Solutions for North Texas (“DHA”)**

**RESOLUTION NO. 5184**

**RESOLUTION (i) AUTHORIZING THE PRESIDENT AND CEO OF DHA TO APPROVE THE CONVEYANCE OF THE SITE ON WHICH ROSEMONT AT SIERRA VISTA IS LOCATED; AND (ii) APPROVING SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

**WHEREAS**, DHA owns the site on which Rosemont at Sierra Vista (the “**Project**”) is located (the “**Land**”); and

**WHEREAS**, DHA ground leases the Land to ASI Sierra Vista, LLC (the “**Owner**”) pursuant to that certain Rosemont at Scyene Ground Lease dated effective as of January 25, 2005 (the “**Ground Lease**”); and

**WHEREAS**, DHA desires to convey the Land to Housing Choices, Inc., a Texas nonprofit corporation and sponsored affiliate of DHA (“**HCI**”) pursuant to a special warranty deed and related documents (the “**Conveyance Documents**”); and

**WHEREAS**, DHA desires to assign its interest in the Ground Lease to HCI pursuant to an assignment and related documents (the “**Ground Lease Documents**”); and

**WHEREAS**, the Board of Commissioners of DHA deems it to be in the best interest of DHA to convey the Land to HCI; and

**WHEREAS**, DHA is the sponsor of Laureland/Scyene Holding Company, Inc., a Texas nonprofit corporation (“**LSHC**”); and

**WHEREAS**, LSHC is the sole member of TX Scyene Development, L.L.C. (“**Managing Member**”), the managing member of Owner; and

**WHEREAS**, Managing Member desires to assign its managing member interest in the Owner to LSHC; and

**NOW, THEREFORE**, in connection with the transactions contemplated by these resolutions, DHA’s Board of Commissioners does hereby authorize DHA as follows:

**RESOLVED**, that DHA be, and hereby is, authorized and directed (i) to negotiate and to enter into the Conveyance Documents and Ground Lease Documents, and (ii) to take such other and further actions and to execute such contracts, instruments, agreements, certifications, amendments, and documents thereof (collectively, the “**Documents**”) in such form and containing such provisions as the Executing Officer (hereafter defined) may deem necessary or appropriate, which are hereby in each and every respect approved, ratified and confirmed, and each and every

transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Documents are hereby in each and every respect authorized, approved, ratified and confirmed; and it is further

**RESOLVED**, that all of the documents, instruments, or other writings executed by the DHA in consummation of the transactions herein described, including, but not limited to the Documents (collectively the “**Closing Documents**”), shall be in form and substance approved by the Executing Officer (as such term is hereinafter defined) of DHA executing the same, for and on behalf of DHA, said Executing Officer’s approval of each such instrument to be conclusively evidenced by his execution thereof; and it is further

**RESOLVED**, that Troy Broussard, the President and CEO of DHA (the “**Executing Officer**”), acting for and on behalf of DHA is hereby authorized and directed to take such other action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance of the transactions contemplated by these resolutions, as the Executing Officer shall deem to be necessary or desirable, without the necessity of attestation by the secretary and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of DHA; and it is further

**RESOLVED**, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of DHA, to execute all of the Closing Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and it is further

**RESOLVED**, that the form, terms, and provisions of the Closing Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and it is further

**RESOLVED**, that to the extent any of the actions authorized by these Resolutions have already been taken on behalf of DHA are hereby ratified and confirmed as the valid actions of DHA, effective as of the date such actions were taken; it is further

**RESOLVED**, that third parties shall be entitled to rely on the foregoing resolutions as being in full force and effect until modified otherwise in writing by a duly authorized officer or Commissioner.

These Resolutions shall be in full force and effect from and upon their adoption.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

**DHA Housing Solutions for North Texas (“DHA”)**

**RESOLUTION NO. 5185**

**RESOLUTION (i) AUTHORIZING THE PRESIDENT AND CEO OF DHA TO APPROVE THE CONVEYANCE OF THE SITE ON WHICH ROSEMONT AT MISSION TRAILS IS LOCATED; AND (ii) APPROVING SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

**WHEREAS**, DHA owns the site on which Rosemont at Mission Trails (the “**Project**”) is located (the “**Land**”); and

**WHEREAS**, DHA ground leases the Land to ASI Mission Trails, LLC (the “**Owner**”) pursuant to that certain Rosemont at Laureland Ground Lease dated effective as of January 21, 2005 (the “**Ground Lease**”); and

**WHEREAS**, DHA desires to convey the Land to Housing Choices, Inc., a Texas nonprofit corporation and sponsored affiliate of DHA (“**HCI**”) pursuant to a special warranty deed and related documents (the “**Conveyance Documents**”); and

**WHEREAS**, DHA desires to assign its interest in the Ground Lease to HCI pursuant to an assignment and related documents (the “**Ground Lease Documents**”); and

**WHEREAS**, the Board of Commissioners of DHA deems it to be in the best interest of DHA to convey the Land to HCI; and

**WHEREAS**, DHA is the sponsor of Laureland/Scyene Holding Company, Inc., a Texas nonprofit corporation (“**LSHC**”); and

**WHEREAS**, LSHC is the sole member of TX Laureland Development, L.L.C. (“**Managing Member**”), the managing member of Owner; and

**WHEREAS**, Managing Member desires to assign its managing member interest in the Owner to LSHC; and

**NOW, THEREFORE**, in connection with the transactions contemplated by these resolutions, DHA’s Board of Commissioners does hereby authorize DHA as follows:

**RESOLVED**, that DHA be, and hereby is, authorized and directed (i) to negotiate and to enter into the Conveyance Documents and Ground Lease Documents, and (ii) to take such other and further actions and to execute such contracts, instruments, agreements, certifications, amendments, and documents thereof (collectively, the “**Documents**”) in such form and containing such provisions as the Executing Officer (hereafter defined) may deem necessary or appropriate, which are hereby in each and every respect approved, ratified and confirmed, and each and every



transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Documents are hereby in each and every respect authorized, approved, ratified and confirmed; and it is further

**RESOLVED**, that all of the documents, instruments, or other writings executed by the DHA in consummation of the transactions herein described, including, but not limited to the Documents (collectively the “**Closing Documents**”), shall be in form and substance approved by the Executing Officer (as such term is hereinafter defined) of DHA executing the same, for and on behalf of DHA, said Executing Officer’s approval of each such instrument to be conclusively evidenced by his execution thereof; and it is further

**RESOLVED**, that Troy Broussard, the President and CEO of DHA (the “**Executing Officer**”), acting for and on behalf of DHA is hereby authorized and directed to take such other action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance of the transactions contemplated by these resolutions, as the Executing Officer shall deem to be necessary or desirable, without the necessity of attestation by the secretary and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of DHA; and it is further

**RESOLVED**, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of DHA, to execute all of the Closing Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and it is further

**RESOLVED**, that the form, terms, and provisions of the Closing Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and it is further

**RESOLVED**, that to the extent any of the actions authorized by these Resolutions have already been taken on behalf of DHA are hereby ratified and confirmed as the valid actions of DHA, effective as of the date such actions were taken; it is further

**RESOLVED**, that third parties shall be entitled to rely on the foregoing resolutions as being in full force and effect until modified otherwise in writing by a duly authorized officer or Commissioner.

These Resolutions shall be in full force and effect from and upon their adoption.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Chair

ATTEST:

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Secretary