



**AMENDED - "MEETING NOTICE"- AMENDED**

**June 15, 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, JUNE 20, 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. Approval of Meeting Minutes: May 16, 2023 Board of Commissioners Regular Meeting minutes.

**DISCUSSION ITEM(S):**

5. A Resolution to Award Mainstream Project-Based Housing Vouchers for Persons with Disabilities to Saigebrook Development. **#5186**
6. Resolution to Award Mainstream Project-Based Housing Vouchers for Persons with Disabilities to Deaf Action Center. **#5187**
7. A Resolution to Enter into Contracts with select Firms for Engineering Services. **#5188**

8. Resolution to Demo and Replace Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square. #5189

**\*9. A. Resolution to Update Access Controls to DHA Facilities. #5190**

10. Recognition of Individuals Wishing to Address the Board.

11. Adjournment

**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.

## Memorandum

**To:** DHA Board of Commissioners  
**From:** Troy Broussard, President & CEO  
**Subject:** **A Resolution to Award Mainstream Project-Based Housing Vouchers to Saigebrook Development**  
**Date:** June 20, 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 Mainstream Project-Based Vouchers for persons with disabilities.

### **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.

### **III. Status of Current Action**

June 12, 2020, DHA issued a Request for Proposals (RFP) seeking owners / developers interested in applying for Mainstream Project-Based Vouchers for persons with disabilities, utilizing a portion of DHA's allocation of Mainstream Housing Vouchers.

This solicitation period remains open until further notice. At this time, DHA is seeking authorization to award eight (8) Mainstream Project-Based Housing Vouchers to Saigebrook Development, for their new construction project known as Jaipur Lofts located on Annex Avenue, Dallas, Texas 75204.

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

### **IV. Recommendation**

DHA recommends that the Board of Commissioners approve the subject resolution awarding mainstream project-based housing vouchers for persons with disabilities to Saigebrook Development.

**Project-Based Mainstream Vouchers for persons  
with disabilities**

<b>CRITERIA</b>	<b>MAX PTS.</b>	Saigebrook Development
<b>QUALIFICATION Statement</b>	<b>10</b>	9.6
<b>Participant Identification</b>	<b>10</b>	9.6
<b>Project Description</b>	<b>20</b>	18.3
<b>Services to be Provided</b>	<b>20</b>	18.3
<b>Project Management Plan</b>	<b>20</b>	17.6
<b>Project Financing</b>	<b>5</b>	5
<b>Financial Information</b>	<b>5</b>	5
<b>References</b>	<b>5</b>	5
<b>Executive Summary Form (Exhibit F)</b>	<b>5</b>	4.6
<b>Total Score</b>	<b>100</b>	<b>93</b>

## **Resolution No. 5186**

### **A Resolution to Award Mainstream Project-Based Housing Vouchers for Persons with Disabilities to Saigebrook Development**

**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 Mainstream Project-Based Vouchers for persons with disabilities 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 Mainstream Project-Based Vouchers for persons with disabilities to the Saigebrook Development from DHA's allocation of Housing Vouchers and supports DHA's actions to further advance the supply of quality housing affordable to lower income families through its effective utilization of the HUD Project-Based Vouchers.

**PRESENTED AND PASSED** on this the 20<sup>th</sup> day of June, 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 Mainstream Project-Based Housing Vouchers to Deaf Action Center**  
**Date:** June 20, 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 Mainstream Project-Based Vouchers for persons with disabilities.

### **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.

### **III. Status of Current Action**

June 12, 2020, DHA issued a Request for Proposals (RFP) seeking owners /developers interested in applying for Mainstream Project-Based Vouchers for persons with disabilities, utilizing a portion of DHA's allocation of Housing Vouchers.

This solicitation period is open until further notice. At this time, DHA is seeking authorization to award seven (7) mainstream project-based housing vouchers to Deaf Action Center, for existing housing at Martha's Vineyard Place, located on 3110 Cedarplaza Lane, Dallas, Texas 75235

DHA's evaluation committee carefully evaluated this proposal and recommends approval.

### **IV. Recommendation**

DHA recommends that the Board of Commissioners approve the subject resolution awarding mainstream project-based housing vouchers for persons with disabilities to Deaf Action Center.



**Project-Based Mainstream Vouchers for persons  
with disabilities**

<b>CRITERIA</b>	<b>MAX PTS.</b>	Deaf Action Center Martha's Vineyard
<b>QUALIFICATION Statement</b>	<b>10</b>	9.3
<b>Participant Identification</b>	<b>10</b>	9
<b>Project Description</b>	<b>20</b>	19
<b>Services to be Provided</b>	<b>20</b>	18.3
<b>Project Management Plan</b>	<b>20</b>	17.6
<b>Project Financing</b>	<b>5</b>	1.6
<b>Financial Information</b>	<b>5</b>	4.6
<b>References</b>	<b>5</b>	2.6
<b>Executive Summary Form (Exhibit F)</b>	<b>5</b>	4.6
<b>Total Score</b>	<b>100</b>	<b>87</b>

## **Resolution No. 5187**

### **A Resolution to Award Mainstream Project-Based Housing Vouchers for Persons with Disabilities to Deaf Action Center**

**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 Mainstream Project-Based Vouchers for persons with disabilities 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 Mainstream Project-Based Vouchers for persons with disabilities to Deaf Action Center from DHA's allocation of Housing Vouchers and supports DHA's actions to further advance the supply of quality housing affordable to lower income families through its effective utilization of the HUD Project-Based Vouchers.

**PRESENTED AND PASSED** on this the 20<sup>th</sup> day of June, 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

**TO:** DHA Board of Commissioners

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

**SUBJECT:** To Enter into Contracts with Select Firms for Engineering Services

**DATE:** June 8, 2023

**COPIES:** File

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

DHA solicited Request for Qualifications (RFQ) to award contracts for Engineering Services.

**II. Background and History**

DHA published RFQ-2023-05, seeking the services of one or more engineering firms, or sole practitioners to provide a variety of engineering services including, but not limited to, structural engineering, civil engineering, street and sidewalk improvements, building envelope energy efficiency, mechanical, electrical, and plumbing, site and drainage improvements, land development, geotechnical services, surveying, planning and zoning.

DHA received responses from five engineering firms. Those engineering firms submitted qualifications covering one area of service, or any combination of service areas. One of the engineering firms, Lerch Bates, has current and open TIPS procurement contracts with DHA for structural and building envelope assessments with DHA for five of its properties. The work product received from them thus far have been high quality, substantive, and responsive. In addition, Alliance Geotechnical Group is a black owned business with a HUB designation that has provided recent geotechnical assessments for two DHA single family properties, as a subconsultant, under a current contract held by Simon Engineering & Consulting. The work product submitted by Alliance Geotechnical Group was indicative of their experience and technical abilities discussed in their qualifications.

DHA reserved the right to issue contracts to more than one qualified firm or individual responding to this Request for Qualifications. DHA also reserved the right to issue separate contracts for each of the services areas or may issue one contract for all services.

**III. Status of Current Action**

RFQ-2023-05 was prepared and invitations published for the requested services in accordance with federal and state law. Five (5) firms submitted qualifications. A four (4) person evaluation committee reviewed and evaluated their qualifications. Based upon the

evaluations, the following firms were selected and recommended:

1. Alliance Geotechnical Group to provide engineering services to DHA in the area of geotechnical and other professional services as determined by the Department of Capital Programs.
2. ECS Southwest, LLP to provide engineering services to DHA in the areas of civil, environmental, building envelope energy efficiency, geotechnical, and other professional services as determined by the Department of Capital Programs.
3. ERC to provide engineering services to DHA in the areas of building envelope energy efficiency and other professional services as determined by the Department of Capital Programs.
4. Henley-Johnston & Associates to provide engineering services to DHA in the areas of geotechnical and other professional services as determined by the Department of Capital Programs.
5. Lerch Bates to provide engineering services to DHA in the areas of structural, building envelope energy efficiency, and other professional services as determined by the Department of Capital Programs.

#### **IV. Recommendation**

It is recommended the Board of Commissioners approve the attached resolution authorizing the DHA President and CEO to negotiate and enter into contracts with the five firms mentioned herein. Contracts entered into with firms 1, 2, 4, and 5 will have a maximum, yearly amount of \$75,000. Contracts entered into with firm 3 will have a maximum, yearly amount of \$50,000. The initial contracts will be for a period of two (2) years, with three (3) one (1) year renewal options at DHA's sole discretion.



**Resolution No. 5188**

**RESOLUTION TO ENTER INTO CONTRACTS WITH SELECT FIRMS FOR  
ENGINEERING SERVICES**

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

**WHEREAS**, a response to qualifications from qualified firms was received by the due date and were reviewed and evaluated by an evaluation committee; and

**WHEREAS**, the following firms were selected and recommended to provide engineering services to DHA:

- Alliance Geotechnical Group
- ECS Southwest, LLP
- ERC
- Henley-Johnston & Associates
- Lerch Bates

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

- 1) The DHA President and CEO or his designee is authorized to negotiate and award contracts for Engineering Services to the most qualified and responsible proposers; and
- 2) The DHA President & CEO is authorized to serve as the Contracting Officer for the Authority in the administration of the above said contracts or to designate a person to serve in his stead.

**Presented and Passed** on this 20<sup>th</sup> day of June, 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 Demo and Replace Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square

**DATE:** June 8, 2023

**COPIES:** File

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

DHA solicited competitive bids through IFB-2023-06 to Demo and Replace Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square.

**II. Background and History**

The scope of work includes but is not limited to furnishing and installing all materials, supplies, equipment and labor to complete the Demo and Replacement of Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square. Bid Contract Documents and Specifications were prepared and invitations were published for this work in accordance with state law and applicable federal regulations.

**III. Status of Current Action**

The bid documents were publicly posted and were mailed to 295 contractors on the DHA bidders list. Two (2) bids were received. The bidding process has been completed and the lowest most responsible and responsive bidder is Galaxy Building Services. Galaxy Building Services is a Small, Asian Indian American, Woman-Owned Business/ Enterprise (WBE), and HUB. Procurement requirements have been met for Demo and Replacement of Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square.

**IV. Recommendation**

It is recommended that the resolution for the award of the Contract to Galaxy Building Services for the Demo and Replacement of Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square for an amount of \$172,800.00 be approved.

**Resolution No. 5189**

**RESOLUTION TO DEMO AND REPLACE BALCONIES, REPAIR STAIR TREADS,  
AND HANDRAILS AT BARBARA JORDAN SQUARE**

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

**WHEREAS**, bid contract documents and specifications have been prepared for the Demo and Replacement of Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square, consisting of 12 apartment buildings;

**WHEREAS**, after public advertising, sealed bids have been received, and publicly opened and read aloud;

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

1) The DHA President and CEO or his designee is authorized to award a contract for the Demo and Replacement of Balconies, Repair Stair Treads, and Handrails at Barbara Jordan Square to the lowest most responsible and responsive bidder; and

2) The DHA President & CEO 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 20<sup>th</sup> day of June, 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:** To Update Access Control to DHA Facilities  
**DATE:** June 20, 2023

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

DHA intends to update the access controls to DHA HQ and other DHA office facilities.

**II. Background and History**

DHA provides public and assisted housing to over 55,000 persons. DHA is committed to providing quality customer services to all of its client population and the thousands of applicants, over 5,000 landlords participating in the Housing Voucher program and the general public.

DHA provides services both in person and for the convenience of our clients, through the use of technology. With the completion of the addition to DHA HQ in early 2024, DHA anticipates a 100% increase in staff and a 400 percent increase in walk in customers to DHA HQ.

DHA's facility access controls are comprised of the original equipment and are in dire need of update.

**III. Status of Current Action**

In anticipation of the substantial increase in access to this facility, DHA has determined it necessary and appropriate to update the access controls to DHA HQ. DHA may expand the utilization access control to its other properties.

**IV. Recommendation**

DHA recommends the Board of Commissioners to approve this resolution authorizing the President and CEO to negotiate and execute a contract to acquire and install a new equipment to control access to DHA facilities.



## Resolution No. 5190

### RESOLUTION TO UPDATE ACCESS CONTROLS TO DHA FACILITIES

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

**WHEREAS**, DHA is responsible to protect and secure its facilities to the best of its ability and to provide a reasonably safe working environment for its workforce; and

**WHEREAS**, DHA has determined that its headquarters located at 3939 North Hampton Road, Dallas, Texas 75212 (the “Property”) would be renovated to add office space and other facilities to accommodate DHA staff; and

**WHEREAS**, DHA has determined it necessary and appropriate to update its access controls to DHA HQ and to other DHA facilities; and

**WHEREAS**, DHA is evaluating equipment and companies with expertise to install equipment that provides DHA with improved facility access controls.

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

The DHA President and CEO, or his designee, is hereby authorized to negotiate and execute a contract for the acquisition and installation of facility access controls to the most responsive and most responsible proposer, to provide goods and services sufficient to address secure access, and to secure the safety of DHA staff, DHA families, and the general public, and to take such other and further actions and to execute such contracts, agreements, amendments, and documents as necessary or appropriate

**Presented and Passed** on this 20<sup>th</sup> day of June, 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

