

**THE HOUSING AUTHORITY
OF THE CITY OF AUSTIN**



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Vice-Chairperson - Charles Bailey

2nd Vice-Chairperson - Mary Apostolou

Commissioner - Dr. Tyra Duncan-Hall

Commissioner - Edwina Carrington

Michael G. Gerber, President & CEO

**BOARD OF COMMISSIONERS
Regular Meeting**

**Thursday, September 21, 2023
12:00 PM**

**Chalmers Courts East, 1700 E. 3rd Street
Austin, TX**

**PUBLIC NOTICE OF A MEETING
TAKE NOTICE OF A BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN**

**TO BE HELD AT
Chalmers Courts East, 1700 E. 3rd Street
Austin, TX
(512.477.4488)**

**Thursday, September 21, 2023
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Pledge of Allegiance

Public Communication (Note: There will be a three-minute time limitation)

Citywide Advisory Board Update

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Commissioner and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion, or action at this meeting. Under no circumstances does the Consent Agenda alter any requirements under Chapter 551 of the Texas Government Code, Texas Open Meetings Act.

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on August 17, 2023

ACTION ITEMS

2. Update on AAHC's acquisition and development programs and discussion on Austin real estate market
3. Update on the redevelopment of Santa Rita Courts
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02814: Approval of Multiple Vendor Contracts for Landlord/Tenant Legal Services at all PAMI Managed Properties

EXECUTIVE SESSION

The Board may go into Executive Session (close its meeting to the public) Pursuant to:

- a. 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;
- b. 551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real

property;

- c. 551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- d. 551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

If there is an Executive Session, the Board will return to Open Session for discussion, consideration and possible action of matters discussed in Executive Session.

REPORTS - The Board will receive program updates from the President/CEO and other senior staff.

ADJOURNMENT

"Pursuant to 30.06, Penal Code, (trespass by holder of license with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to 30.07, Penal Code (trespass by holder of license with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

"En virtud del 30.06, Código Penal, (traspaso titular de licencia con una pistola), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en este reunión con una arma o pistola.

"En virtud de 30.07, Código Penal (prevaricación por titular de la licencia con un arma o pistola abiertamente llevado), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con un arma o pistola que lleva abiertamente.

*The Housing Authority of the City of Austin (HACA) Board of Commissioners reserves the right to discuss and consider items out of order on the agenda on an as needed basis.

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x 2104.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: September 21, 2023

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on August 17, 2023

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on August 17, 2023.

ATTACHMENTS:

- **20230817 HACA Minutes Summary**

**THE HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

August 17, 2023

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 PM ON THURSDAY, AUGUST 17, 2023, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. INTERSTATE HIGHWAY 35, AUSTIN, TX 78704 AND VIRTUALLY

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

Carl S. Richie, Jr., HACA Chairperson called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of August 17, 2023, to order at 12:20 pm. The meeting was held at the HACA Central Office, 1124 S. Interstate 35, Austin, TX 78704 and virtually.

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Chuck Bailey, Vice-Chairperson
Edwina Carrington, Commissioner
Mary Apostolou, 2nd Vice-Chairperson
Dr. Tyra Duncan-Hall, Commissioner

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

Bill Walters, Coats Rose Law Firm

STAFF PRESENT:

Barbara Chen, Jorge Vazquez, Keith Swenson, Kelly Crawford, Leilani Lim-Villegas, Lisa Garcia, Michael Cummings, Michael Gerber, Nidia Hiroms, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

PUBLIC HEARING FOR THE PROPOSED CADY LOFTS DEVELOPMENT

Cady Lofts is a partnership between AAHC and SGI Ventures, LLC (Sally Gaskin) with Saigebrook Development, LLC (Lisa Stephens) and O-SDA (Megan Lasch) as development consultants. This property was awarded a 9% competitive tax credit allocation in July 2022 and is located at 1004-1008 East 39th Street, Austin, TX 78751

Barbara Epstein provided testimony via cell phone.

ITEMS WERE PRESENTED OUT OF ORDER

ITEM 5: Presentation, Discussion and Possible Action Regarding Resolution No. 02813 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Cady Lofts (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

Austin Affordable Housing Corporation was presented with an opportunity to partner with SGI Ventures, LLC (Sally Gaskin) as developer/partner and Saigebrook Development, LLC (Lisa Stephens) and O-SDA (Megan Lasch) as developer consultants on a +/- .74 acre tract of land located within the Austin city limits at 1004-1008 East 39th Street, Austin, Texas 78751. Joy Horak-Brown with New Hope Housing, Inc. will be a supportive housing consultant and brings extensive experience in the development area of supportive housing. We will enter into a supportive services agreement with Endeavors (Annie Erickson) based in San Antonio, with an office located in Austin. The project (Cady Lofts) will consist of 100 permanent supportive housing units. The nearest property in AAHC’s current portfolio is The Henderson at Reinli (under construction) to the Northeast.

The development was awarded a competitive 9% tax credit allocation in July of 2022. The project is located in a high opportunity area and will be near a high concentration of jobs and services at the University of Texas at Austin and St. David’s Medical Center and will have walkable access to high frequency transit with close proximity to Mueller retail. This property will benefit both HACA and the city of Austin by delivering 100 units to reduce the number of people experiencing homelessness along with supportive services. HACA is providing 75 project-based vouchers and the City of Austin is providing 25 project-based vouchers.

The development will use multiple sources of funding to achieve construction. Hunt Capital Partners will provide the equity, purchasing the tax credits for \$.84 with a total estimated value of \$13,800,000. Cadence Bank will provide a \$9,500,000 construction loan with \$2,000,000 in permanent debt. Texas Department of Housing and Community Affairs will provide a HOME ARP loan in the amount of \$1,082,400. Austin Housing Finance Corporation awarded the development \$7,000,000 in RHDA funds. Austin Community Foundation will lend \$2,000,000. Texas State Affordable Housing Corporation will provide \$300,000 under their Affordable Housing Partnership program. AAHC will make a commitment to lend \$850,000 into the project. This commitment will be funded once the Federal Home Loan Bank approves their \$850,000 Affordable Housing Program loan. The FHLB loan proceeds will be sent to AAHC and then AAHC will then lend the total amount to the property.

Commissioner Carrington moved the Approval Regarding Resolution No. 02813 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to the Cady Lofts (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

AUSTIN PATHWAYS SUMMER AND BACK TO SCHOOL PROGRAMS UPDATES

Leilani Lim-Villegas, HACA Senior Director of Community Development provided updates to the Summer Youth Back to School Programs

Bringing Literacy Home - Sponsored by HACA Board
Boys and Girls

Communities in Schools – Smart Kids Summer Program

Summer Youth Internship Program

Academic Tutoring Support

Mainsprings Schools –

- Child care and early childhood education
- YES Incentive – A/B Honor Roll and Perfect Attendance
- HACA Resident Scholarship Program
- 23rd Annual Scholarship Ceremony on August 3rd at UT Elementary
- \$58,500 in scholarships awarded to 25 recipients
- HACA has invested over \$1.5 million in scholarships since 2000

PUBLIC COMMUNICATION - (3 minute time limit)

Public communication was opened during each item on the agenda. No one provided any additional communication during any of the items.

None.

CITYWIDE ADVISORY BOARD (CWAB) – Lupe Garcia, Citywide Advisory Board President, reported that the July CWAB Meeting was held on Tuesday, July 11, 2023 virtually. **•Michael Gerber**, HACA President & CEO gave his appreciation for the assistance on the upcoming inspection at Lakeside. **Mr. Gerber** encouraged all residents to be mindful of their neighbors and if they see anyone struggling to get food and stay hydrated; please help by being an effective neighbor. **•Michael Roth**, HACA Director of Housing Operations and Policy, encouraged everyone to stay cool due to the excessive heat. **Michael** shared upcoming changes from HUD: New NSPIRE (National Standards for the Physical Inspection) Inspection Model; which focuses and prioritizing health, safety and functional defects over the appearance of the property/units; therefore encouraging residents to continue to call in work orders submitted timely, which allows the maintenance staff to properly repair those items and new Rent Calculation implementation to include any sources of income received in the past year from the last recertification. Additional items may be required to bring to their annual recertification appointment. The Elderly and Disabled Deduction will increase from \$400 to \$520, and encouraging residents to continue to call 911 for all emergency/criminal activity related concerns and contact Property Management for all lease violations concerns. **•Leilani Lim-Villegas**, HACA Senior Director of Community Development, shared upcoming Events: HACA's Resident Scholarship Ceremony, Thursday, August 3, 2023 at UT Elementary-(25 scholarship recipients); Friday, August 11th, 2023 will be the grand opening for the Medical and Dental Clinics at Chalmers East beginning at 5:30 pm and the Back to School Supply Distribution Week between August 7-11, 2023 at each family site properties. **•Barbara Jackson**, HACA Family Opportunity Program Design Director, reported that the 4th Quarter Youth Incentives have been mailed and \$30 Gift Cards will be mailed out to 95 students who either had A/B Honor Roll and/or perfect attendance for the entire academic school year. **Barbara** also shared that Book Springs is currently hosting Family Reading Clubs at Goodrich, and the next location will be Santa Rita. The Family Self-Sufficiency (FSS) Program is now enrolling at Booker T. Washington, Chalmers East, Goodrich, Manchaca Village I and II, Thurmond Heights, Bouldin Oaks, Shadowbend and Meadowbrook. **•Murphy Roland**, HACA Workforce Development Manager reported that the Workforce Continuum Contract with Nora Miles with Goodwill is currently for Booker T. Washington and Meadowbrook with training

consisting of high school training, jobs and internships. •**Catherine Crago, HACA** Head of Strategic Initiatives, reported that **Sylvia Blanco**, HACA Chief Operating Officer, just signed five (5) new contracts for Google Fiber for internet service at Northgate, Thurmond Heights, Georgian Manor, Lakeside, and Santa Rita. Indeed donated MacBook laptops to all the 95 Students who achieved A/B Honor Roll and Perfect Attendance this past academic school year. •**Lupe Garcia** reported that Santa Rita i-MOMS enrollment has now increased to 58 members; considering two meetings in the future due to increase in enrollment and volunteers helped at the Juneteenth Parade Celebration.

CONSENT ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on June 15, 2023

Commissioner Carrington moved the Approval of the Board Minutes Summary for the Board Meeting held on June 15, 2023. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02811: Approval of Updates to the Capitalization Policy

An amendment to Capitalization Policy, Resolution No. 02662, adopted on July 16, 2020 is proposed. It is proposed that all real property and personal assets with a unit cost of \$5,000 or greater and a life more than one year shall be capitalized for budgetary and financial control purposes. The current threshold is set at \$2,500 or greater.

Personal assets include equipment, vehicles, machineries and furniture. Real property includes land and land improvements, building and building improvements, and leasehold improvements, donated, purchased or constructed using operating funds, retained earnings, borrowed funds or donated funds.

Items capitalized shall be shown as assets in the financial records of HACA. Both personal assets and real property excluding land will be depreciated over the useful lives of the asset. HACA shall follow General Accepted Accounting Principles (GAAP) as the basis for accounting and recording these fixed assets transactions.

Vice-Chairperson Bailey moved the Approval of Resolution No. 02811: Approval of Updates to the Capitalization Policy. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nay).

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02812: Approval to proceed with procurement and implementation of HACA's Technology Migration and Modernization services

Staff requested the Board's approval for a comprehensive technology migration to the Microsoft 365 platform. This initiative encompasses the transition of HACA's critical business systems to the cloud, along with a significant enhancement of network security measures. It is worth noting that the allocated budget of \$400,000 for this project has already received approval within the HACA FY2023-2024 Budget.

Over the past three years, HACA has faced a series of challenges within our technology platforms, including: (1) reduced access to key Google platform features; (2) increasing Google service fees; (3) limited network security; and (4) system vulnerability to power outages and adverse weather conditions. Following an extensive and lengthy assessment involving all Departments, the Technology Management and Innovation Department (TMI) has determined that a migration to the Microsoft 365 technology platform would optimally serve HACA's business operations.

Microsoft 365 offers a number of key benefits to HACA's operations, including (1) comprehensive suite of tools; (2) unified management; (3) high systems availability and disaster recovery; (4) security and compliance; (5) remote accessibility; (6) reduced downtime and (7) advanced security features, among others.

While a technology migration can be challenging, TMI is developing a strategy and timeline for implementation in close collaboration with all agency and subsidiary departments. Subject to Board approval, the implementation of Microsoft 365 is anticipated to be completed by May 2024. Some of the steps TMI will undertake to ensure a smooth implementation include comprehensive discovery procedures, training initiatives, coordination with staff handling specific business processes, and strategic involvement of consultants when deemed necessary.

HACA is utilizing the existing procurement contract vehicles with the state's Department of Information Resources (Texas-DIR) to acquire the needed 270 Microsoft licenses and implementation services from Rackspace Technology to perform discovery, configuration, testing, data migration and user training for the new platform.

Commissioner Carrington moved the Approval of Resolution No. 02812: Approval to proceed with procurement and implementation of HACA's Technology Migration and Modernization services. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion, and Possible Action regarding Resolution No. 02814 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Waters Park Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

Austin Affordable Housing Corporation (AAHC) was presented with an opportunity to partner with Belveron Partners to purchase a 442 unit multi-family rental property called Waters Park Apartments. The development is located at 3401 West Parmer Lane, Austin, Texas 78727. This would be the eighteenth (18th) asset AAHC and Belveron Corporation have purchased together. This asset is located in the popular Domain corridor at the corner of Parmer Lane and Mopac in Austin. This would be AAHC’s first asset connected to the Domain area.

AAHC’s proposed partner, Belveron Corporation, prides itself on long term preservation of workforce housing. Located out of San Francisco, Belveron is a privately held investment firm with a current portfolio of more than 30,000 units across the United States. Founded in 2006, Belveron has invested in more than 220 properties in 32 states. AAHC works with the Managing Partner, Paul Odland, and Senior Portfolio Manager, Josh Plattner.

The Waters Park Apartments were built in 1996 and sits on 52 acres. Some of the property amenities include a resort-style swimming pool with lounge seating and cabanas, elegant clubhouse with gathering spaces and full conference room, full kitchen, a billiards lounge and coffee bar, and business center. Residents also enjoy the expansive fitness center, a large pet park with washing station, walking trails, a 9 hole disc golf course and additional covered parking. The property feeds into the Austin Independent School District and Summit Elementary School, Murchison Middle School and Anderson High School.

This is an important transaction to HACA and AAHC as staff has seen this part of Austin continue to displace the affordable community. This partnership will preserve this asset and add deeper affordability for current voucher holders and the residents that reside in this area. With Waters Park’s close proximity to many major employers in and around the Domain, AAHC and Belveron can provide some stable and affordable housing to those stakeholders that are threatened with rising rent costs. This property is home to many individuals and families who work in and around the area with no current affordability in place. It also feeds into one of the strongest schools in Austin.

The property is currently 96% occupied and rents currently range from \$1,243 for a one bedroom to \$1,756 for a three bedroom.

The purchase price for the Waters Park Apartments is \$94,000,000. Belveron will be investing approximately \$20,000,000 as a down payment. In addition, \$3,000,000.00 for future capital needs will also be set aside. Bellwether will be providing a Freddie Mac permanent loan with a not to exceed loan amount of \$75,200,000 at a rate of approximately 5.50% with a 35-year amortization. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. The property is currently 96% occupied. AAHC and Belveron are committed to providing 10% of the affordable units at 60% AMI and marketing units to HCV voucher holders. The property will be managed by Apartment Management Professionals. The new name for the property will be Bridge at Waters Park Apartments.

Commissioner Carrington moved the Approval of Resolution No. 02814 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Waters Park Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

Commissioner Carrington left the meeting at 2:30 pm.

ITEM 2: Update on HACA’s Strategic Plan

Periodically, HACA conducts strategic planning in order to set future priorities, focus energy and resources, ensure that employees and other stakeholders are working toward common goals, and assess and adjust the agency’s direction in response to changing conditions.

HACA’s last Strategic Plan, VISION 2025 - HACA’s 2020-2025 Strategic Plan, was last approved and accepted by the Board in February 2020.

Currently, HACA is going through a Strategic Plan Refresh. This refresh is in large part based on the VISION 2025 document, which was completed in February 2020. Due to the impact of the pandemic, HACA’s goals and objectives were necessarily modified and adapted in response. However, now that circumstances have returned to a more normal status, HACA has engaged in a refresh to ensure we are focused on expanding housing choices and opportunities as well as resident services to help residents achieve a higher quality of life.

HACA has hired CVR Associates to assist us in this work. CVR’s Sr. Vice President, Melanie Campbell highlights the work done on this refresh.

Staff requested the Board of Commissioners to review the Draft refresh of the Strategic Plan, as presented by CVR Associates.

EXECUTIVE SESSION

The Board recessed into Executive Session at 2:57 pm.

The Board returned into Open Session at 3:15 pm.

HACA **Chairperson Richie** reported that no action took place during the Executive Session

REPORTS

The Board accepts the following reports from the President:

- **No additional reporting.**

Vice-Chairperson Bailey moved to adjourn the meeting. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

The meeting adjourned at 3:17 pm.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD ACTION REQUEST
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 2.

MEETING DATE: September 21, 2023

STAFF CONTACT: Ron Kowal, Vice President of Housing Development/Asset Mgmt

ITEM TITLE: Update on AAHC's acquisition and development programs and discussion on Austin real estate market

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Update of AAHC's acquisition and development programs

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 3.

MEETING DATE: September 21, 2023

STAFF CONTACT: Ann Gass, Director of Strategic Housing Initiatives

ITEM TITLE: Update on the redevelopment of Santa Rita Courts

BUDGETED ITEM: N/A

TOTAL COST: N/A

SUMMARY

Background:

In December 2018, HACA successfully converted Santa Rita Courts to project based rental assistance through HUD's Rental Assistance Demonstration Program. Minor repairs were completed after conversion to prolong the useful life of the existing structures, including replacement of exterior doors, storm doors and stair treads as well as upgrades to the common area restrooms. The scope was intentionally minor because the intention was to redevelop Santa Rita within a few years of conversion.

Last spring, staff began the process of reaching out to residents and other community stakeholders to hear from them about what they want at the new Pathways at Santa Rita Courts. Staff has held eight resident meetings and six community meetings to gather feedback and discuss site plan options.

Process:

Staff will provide a briefing on resident and community stakeholder feedback and display some initial site plans. Staff will also provide a preliminary timeline for the redevelopment.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02814

PATHWAYS ASSET MANAGEMENT

ITEM NO. 4.

MEETING DATE: September 21, 2023

STAFF CONTACT: Michael Roth, Director of Housing and Policy

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02814: Approval of Multiple Vendor Contracts for Landlord/Tenant Legal Services at all PAMI Managed Properties

BUDGETED ITEM: Yes

TOTAL COST: Not to exceed \$280,000 per year. Staff will review contract annually for renewal up to 5 years.

ACTION

The Board is being asked to authorize the award of contracts to provide landlord / tenant legal services at all PAMI Managed properties to the following vendors:

- Troilo Law Firm, P.C.
- Cokinos / Young
- The Law Offices of Craig Harvey

SUMMARY

Background:

While the mission of Pathways Asset Management, Inc (PAMI) is to provide affordable housing to our community, it is inevitable that evictions and other legal concerns will arise in the administration of that work. It is important for PAMI to have proper legal representation to protect the interests of each property and to fully comply with all HUD regulations, State laws, as well as County and City ordinances.

This has been especially important during the Post-COVID time period. There have been open questions about the interpretation of the CARES Act as well as City and County ordinances related to eviction proceedings. With the multitude of changes and at times conflicting interpretations, it is important for PAMI properties to have effective legal resources to help navigate these guidelines and rulings.

Process:

Therefore, on March 10, 2023, PAMI issued a Request for Proposal (RFP) for Legal Services for Landlord / Tenant Issues (PAMI-23-P-0251). PAMI advertised the RFP in the Austin American Statesman, on HACA's website, and on the online bidding service, Housing Agency Marketplace. 19 Agencies downloaded

the RFP and 3 submitted proposals.

An evaluation committee reviewed the proposals and recommends awarding contracts to all three vendors for the following reasons.

1. In PAMI's recent experience it has proven beneficial to have more than one legal service to handle the volume of work related to landlord / tenant issues at 15 properties. Splitting the work between several law firms has been effective.
2. During this post-COVID time, the rules and guidelines within the landlord / tenant legal space continue to evolve. New rules from HUD, the State of Texas, Travis County and the City of Austin require time and resources to address.
3. The 3 law firms that submitted proposals all demonstrated experience working with landlord / tenant law within the affordable housing environment and capacity to handle the volume of work related to this work.
4. Having multiple law firms allows PAMI to ensure that all legal concerns are addressed and our rights are protected in a timely manner.

The evaluation team identified the specific properties to award to each vendor. The cost effectiveness of each proposal, the number of properties awarded to each vendor, and the historical need for legal services at each property were factors in determining the not to exceed amount awarded to each vendor. The list of properties recommended for award to each vendor is included as an attachment.

Staff Recommendation:

Two of the three respondents, Troilo Law Firm and Cokinos/Young, have prior and current experience providing legal services to PAMI. Performance of their services has been satisfactory.

After completing this evaluation, staff recommends approval to award the Legal Services for Landlord / Tenant Issues to multiple vendors: Troilo Law Firm, P.C., Cokinos/Young, and The Law Offices of Craig Harvey.

ATTACHMENTS:

- ▣ **Exhibit 1 - RFP for Legal Services**
- ▣ **Exhibit 2 - RFP Distribution List**
- ▣ **Exhibit 3 - Contract Award Distribution**

RESOLUTION NO. 02814

**APPROVAL OF AWARD OF MULTIPLE CONTRACTS FOR LEGAL SERVICES FOR
LANDLORD / TENANT ISSUES TO TROILO LAW FIRM, P.C., COKINOS / YOUNG, AND
THE LAW OFFICES OF CRAIG HARVEY**

WHEREAS, operation of rental properties will at times include legal matters including lease terminations and evictions; and

WHEREAS, landlord / tenant relations are governed by the laws of the State of Texas, regulations from the U.S Department of Housing and Urban Development (HUD) and ordinances from Travis County and the City of Austin; and

WHEREAS, Pathways Asset Management, Inc (PAMI) recognizes the need to have proper legal representation in all legal matters to ensure compliance with all governing law and regulations, as well as to provide protection for the interest of each property; and

WHEREAS, on March 10, 2023 PAMI issued a request for proposals for Legal Services for Landlord Tenant Issues and reviewed all proposals received; and

WHEREAS, PAMI reserves the right and sees the need to award the contracts to multiple vendors to better meet the needs of each property; and

WHEREAS, it is recommended to award contracts to all three vendors with distribution as follows:

1. Troilo Law Firm, P.C. in the amount not to exceed \$140,000 for services to Pathways at Santa Rita Courts, Pathways at Meadowbrook, Pathways at Booker T Washington, Pathways at Bouldin Oaks, Pathways at Georgian Manor and Pathways at North Loop.
2. Cokinos / Young in the amount not to exceed \$100,000 for services to Pathways at Lakeside, Pathways at Salina, Pathways at Thurmond Heights, Pathways at Shadowbend, Pathways at Manchaca II and Pathways at Manchaca Village.
3. The Law Offices of Craig Harvey in the amount not to exceed \$40,000 for services to Pathways at Gaston Place, Pathways at Northgate and Pathways at Coronado Hills.

WHEREAS, the contract with each vendor will be reviewed annually, with renewals not to exceed five years;

NOW, THEREFORE IT IS HEREBY

RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners authorizes the President & CEO to accept the proposals as submitted by Troilo Law Firm, P.C., Cokinos / Young and The Law Offices of Craig Harvey and award such contracts.

PASSED, APPROVED AND ADOPTED this 21st day of September, 2023.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Exhibit 1

RFP for Legal Services: Landlord / Tenant Issues



www.hacanet.org

REQUEST FOR PROPOSAL FOR

LEGAL SERVICES LANDLORD/TENANT ISSUES

PAMI-23-P-0251

HOUSING AUTHORITY OF THE CITY OF AUSTIN
1124 South IH 35
AUSTIN, TX 78704

AN EQUAL OPPORTUNITY EMPLOYER

Please submit completed bid packets to:

https://ha.internationaleprocurement.com/requests.html?company_id=10217

Questions deadline is April 14 2023 5:00PM/CST

Answers posted online by April 21, 2023 5:00PM/CST

Due Date May 12, 2023 5:00PM/CST

NOTICE TO BIDDERS

Each Bidder shall complete:

1. Vendor Data Sheet
2. Statement of Bidders Qualification
3. Non-Collusive Affidavit
4. IRS Form W-9

Any addenda issued during the time of bidding are to be covered in the proposal, and in closing a contract they will become a part thereof.

The Housing authority has set a goal of 20% participation by Minority and/or Women-owned business firms in its projects. Documentation of your organization in efforts to satisfy this goal may be required.

For any information concerning any part of this Request for Proposal, contact Michael Roth, Director of Housing Operations & Policy at https://ha.internationaleprocurement.com/requests.html?company_id=10217.

The competency and responsibility of bidders will be considered in awarding these contracts. The Owner shall have the right to reject any or all bids, or to reject a bid not accompanied by any required bid security, or other data required to be submitted with a bid, or to reject a bid which in any way incomplete or irregular. It is the intent of HACA to award a contract to the lowest responsible bidder provided the bid does not exceed available funds. HACA shall have the right to waive any informality or irregularity in any bid, or bids, and to accept the bid in its judgment that is in its own best interest.

**REQUEST FOR PROPOSAL
LEGAL SERVICES
LANDLORD/TENANT ISSUES
PAMI-23-P-0251**

SECTION 1

Proposals must be submitted and received no later than May 12, 2023 at 5:00 PM/ CST in order to be considered. Proposals must be submitted via https://ha.internationaleprocurement.com/requests.html?company_id=10217

HACA reserves the right to reject any or all responses and waive any informalities in the response process.

Questions concerning this proposal should be directed to Michael Roth, Director of Housing Operations & Policy online at _____ https://ha.internationaleprocurement.com/requests.html?company_id=10217. The deadline for questions is April 14, 2023 5:00PM/CST. All questions and answers will be posted online. This Request for Proposal (RFP) does not commit PAMI to award a contract or to pay any costs incurred in the preparation of a proposal responsive to this request.

PROPOSAL SPECIFICATIONS

1. BACKGROUND

Pathways Asset Management, Inc (PAMI) is a subsidiary of the Housing Authority of the City of Austin (HACA), a public entity that was formed in 1937 to provide federally subsidized housing and housing assistance to low-income families, within the Austin, Texas area. PAMI is headed by a President & CEO, is governed by a five-person board of commissioners, and is subject to the requirements of PAMI's Procurement Policy. HACA owns and operates 18 housing developments and several administrative buildings. PAMI serves as the management company which operates 15 of the 18 HACA owned housing developments. PAMI requires the services of an attorney to represent PAMI in landlord/tenant related issues and/or lawsuits incurred during the conduct of its business. The purpose of this RFP is to establish a fixed hourly rate for an indefinite quantity contract. PAMI may award multiple contracts for this service.

2. TERM OF CONTRACT

This contract will be effective from the date the contract is signed by both parties for a one (1) year contract, with an option to renew four (4) additional years.

3. PUBLIC INFORMATION ACT

Information Submitted to HACA is public information and is available upon request under the Texas Public Information Act, chapter 552 of the Government Code (the "Public Information Act"). A vendor submitting any information it considers confidential (such as trade secrets or commercial or financial information) which it desires not to be disclosed, must clearly identify all such information in its proposal. If a vendor's designated confidential information is requested from HACA, HACA shall notify the vendor of the request so that the vendor shall have the opportunity, under the Public Information Act, to present its arguments to the Texas Attorney General, who shall make the final determination whether the information is excepted from disclosure. HACA will deem Information not clearly identified as confidential as being non-confidential and available for release under the Public Information Act unless some other exception applies.

4. GENERAL CONDITIONS

A. Insurance

Contractor shall require its carrier to place HACA on its insurance policy as an additional insured and provide HACA with Certificates of Insurance, from an insurance company authorized to do business in the State of Texas, certifying that Contractor, and HACA, as an additional insured, is covered by commercial general liability insurance with bodily injury and property damage in a minimum amount of \$500,000 per occurrence and that Contractor is covered by automobile liability insurance in the minimum amount of \$500,000 per occurrence. Additionally, the Contractor shall obtain Worker's Compensation insurance in accordance to State law

B. Billing

Detailed billing shall be submitted monthly, listed by date of service, with sufficient narrative to allow PAMI to identify the property (Exhibit A), subject matter and corresponding hours billed.

C. Maximum Fees

It is expressly understood and agreed that in no event will the aggregate total compensation and reimbursement, if any, to be paid under this contract, exceed the maximum of \$100,000 per year for all services rendered. Attorney, with the concurrence of PAMI, may submit to HACA a written request containing legal justification in support of any request for an increase in the amount of the aforementioned maximum sum.

D. Litigation Expenses and Travel

Attorney shall be reimbursed for such out of pocket expenses as travel expenses, filing fees, witness fees, printing expenses, and similar costs relating to the litigation

and customarily charged to a client, provided that such expenses shall not include normal office operating expenses and shall otherwise be necessary and reasonable.

E. Disputes

Disputes on charges will be handled as follows:

The parties shall seek to resolve any controversy between them, first, by negotiating or mediating with each other in good faith negotiations between the respective principles of the parties; and, then, if negotiation is unsuccessful, by arbitration.

In this Agreement all claims, disputes, controversies and other matters in question between the parties to this Agreement, or to the breach thereof, and which cannot be resolved by the parties shall be settled by arbitration in accordance with this Agreement and the following procedure:

1. Any arbitration shall be conducted in accordance with the rules of the American Arbitration Association, or such other procedures as are agreed to by the arbitrator(s), except as otherwise provided in this section.
2. Either party may serve upon the other party by certified mail a written demand that the claim, dispute, or controversy be arbitrated, specifying in reasonable detail the nature of the dispute or claim to be submitted to arbitration. The demand, which shall be effective upon receipt, shall be made within reasonable time after the claim, dispute, or controversy has arisen. In no event shall the demand for arbitration be made more than on (1) year after the claim or cause of action arises.
3. Within thirty (30) days after service of a demand for arbitration, the parties shall attempt to agree upon a single arbitrator.
4. In the event the parties cannot agree upon a single arbitrator, there shall be three (3) arbitrators, one named in writing by each party, and the third chosen by the two arbitrators so selected. If the arbitrators fail to select a third arbitrator within ten (10) days, or should either party hereto fail to select an arbitrator, arbitrator shall then be chosen by a District Judge serving in Travis County, Texas. In any case, all arbitrators shall be chosen from a panel of persons with knowledge of employment law and contracts.
5. Should the party demanding the arbitration fail to name an arbitrator within ten (10) days of the demand, the right to arbitrate shall lapse.
6. The arbitration process shall be held in Austin, Travis County, Texas.
7. The decision of any two of the arbitrators shall be binding on both parties to this Agreement. The decision of the arbitrators upon any question submitted to arbitration under this Agreement shall be a condition precedent to any right of

legal action. The decision of the arbitrator(s) may be filed in any court of competent jurisdiction to carry it into effect.

Except as provided above any claim, dispute, controversy, or other matter in question between the parties to this Agreement arising out of, or relating to this Agreement, or the breach thereof, in which either party is demanding monetary damages of any nature including negligence, strict liability or intentional acts or omissions by either party, shall be subject to this Arbitration Procedure.

5. SPECIFICATIONS (WORK TO BE PERFORMED)

A. General Overview

The basic objective of PAMI is to provide decent, safe and sanitary housing to qualified applicants and residents of PAMI properties. PAMI manages and operates 15 Project Based Rental Assistance properties throughout the Austin area. Of the 15 properties, 6 are also layered with Low Income Housing Tax Credits (LIHTC) (Exhibit A). As with any landlord, questions arise pertaining to state of Texas landlord/tenant related issues, HUD housing regulations and TDHCA LIHTC housing regulations.

B. Scope of Services

To provide legal counsel to PAMI on an as needed basis to answer legal questions on landlord and/or tenant related issues and to represent PAMI/ in litigation on such related issues.

C. Areas of Practice

Qualified individual/firms must have knowledge and experience of the following areas of practice in order to respond to this Request for Proposal:

- A thorough understanding of the rules, practices and regulations associated with the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.), more specifically the Project Based Rental Assistance program, including any amendments or changes in law.
- A thorough understanding of the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Tax Reform Act of 1986, the Violence Against Women Act Reauthorization Act of 2022
- State of Texas Landlord Tenant Law.

- Title 10 of the Texas Administrative Code
- An understanding of the relationship that exists involving state Landlord/Tenant law and federal housing regulations, more specifically when deference exists between the two.

D. Submission of Proposal

In responding to this proposal, each contractor shall submit completed bid packets to: https://ha.internationaleprocurement.com/requests.html?company_id=10217 and include as a minimum:

- 1) The name, title, business address, and telephone number of persons who will be assigned to perform service under the proposal.
- 2) Credentials of the person(s) who will perform the service required. Credentials may be subject to verification.
- 3) Profile of the firm. Describe the managerial and technical capacity of your firm as it relates to the services being proposed, including role and profiles of key staff to be utilized.
- 4) Provide specific examples, with references, of successful previous experiences assisting housing authorities in legal issues.
- 5) Provide costs for the proposal to carry out the scope of services as outlined in the appropriate attachment. Increase in rates will be subject to Board approval.
- 6) Identify the property of properties for which the contractor is bidding to provide services. (A contractor may bid to provide services to the entire portfolio, a subset of properties or an individual property.)

6. EVALUATION CRITERIA

PAMI intends to award one or multiple contracts to the responsible contractors. PAMI may award contracts to provide legal services for the entire portfolio, a subset of properties within the portfolio or a single property based on the following evaluation criteria:

A. Qualifications Of Contractors (45 Points)

The response should address all points in the proposal, be well organized, clear, and include all requested and supporting information. The response must clearly state what is offered and what will be done. We will be looking at specialized knowledge, experience and technical competence that the proposer displays in the type of work required, based on work history (especially in the affordable housing industry) and the resumes submitted

B. Past Performance (20 Points)

Past performance will be evaluated based upon references and lists of former clients serviced and the results of any consultations PAMI conducts with such references and former clients.

C. Cost (15 Points)

The extent to which the services will be provided in a cost-effective manner.

D. Minority Firm Status (10 Points)

E. Quality Of Proposal (10 Points)

Overall quality of the proposer's submittal.

7. DOCUMENTATION REQUIREMENT

PAMI or its duly authorized representative shall, until three (3) years after final payment under this contract have access to and the right to examine the contractor's books, documents, papers or other records involving transactions related to this contract for the purpose on making audit, examination, excerpts, copies and transcriptions.

8. INDEPENDENT CONTRACTOR STATUS

Those submitting proposals should provide information that confirms independent contractor status. The Contractor must understand that he/she is solely responsible and liable for all labor and expense, equipment and supplies, any and all damages, personal or otherwise, in connection with the performance of legal services. Neither Contractor nor its employees, agents or other personnel is an agent of employee of HACA/PAMI/SHCC/AAHC for any purpose. Neither Contractor nor its employees, agents or other personnel is entitled to any benefit HACA/PAMI/SHCC/AAHC provides to its employees.

9. SUBMITTING PROPOSAL

Download RFP:

Our Agency is now conducting our competitive solicitations on an eProcurement Marketplace (as our Agency is paying all costs for the use of this Marketplace, there will not be any additional charges to your firm to use this Marketplace to download the RFP documents or submit a response to our Agency). To take part in this process, please follow these instructions:

DIRECTIONS TO ACCESS THE EPROCUREMENT MARKETPLACE

1. Access ha.internationaleprocurement.com (no “www”).
2. Click on the “Login” button in the upper left side.
3. Follow the listed directions.
4. If you have any problems in accessing or registering on the Marketplace, please contact customer support at (866)526-9266.

Please submit completed bid packets to:

https://ha.internationaleprocurement.com/requests.html?company_id=10217

by the Due Date: May 12, 2023 5:00 PM/CST. Proposals will be considered valid through contract award.

Pathways Asset
Management, Inc

PROJECT# PAMI-23-P-0251
LEGAL SERVICES (LANDLORD/TENANT ISSUES)

Operations & Procurement Services
Austin, Texas 78704

BID PROPOSAL

PAMI will pay Attorney fees for said legal services at the hourly rate or rates set forth below:

1. \$ _____ per hour for senior counsel
2. \$ _____ per hour for associates
3. \$ _____ per hour for paralegals

Annual percentage increase, after yearly review and Board Approval _____%

All legal services provided by the Attorney under this contract shall be performed by the appropriate personnel at the above hourly rates depending upon the complexity of the work and whether novel issues are presented. PAMI reserves the rights to disallow charges for hours and/or services and any cost which it deems to be unreasonable and/or unnecessary. In the event of any dispute over any charges for hours, services, or item of cost, such dispute shall be resolved as described in paragraph 3,I.

Bidder acknowledges receipt of the following addenda:

_____ Number _____ Number

Respectfully Submitted of:

Company Name: _____

Address: _____

By: _____ Title: _____

Telephone: _____ Fax: _____

Exhibit "A"

Pathways Asset Management, Inc. Portfolio Properties

Pathways at Santa Rita Courts	2341 Corta St. Austin, TX 78702
Pathways at Meadowbrook Court	1201 W Live Oak, Austin, TX 78704
Pathways at Booker T Washington Terrace	905 Bedford St, Austin, TX 78702
Pathways at Lakeside Apartments	85 Trinity St, Austin, TX 78701
Pathways at Salina	1143 Salina St, Austin, TX 78702
Pathways at Gaston Place	1941 Gaston Place Dr, Austin, TX 78723
Pathways at Bouldin Oaks	1203 Cumberland Dr, Austin, TX 78704
Pathways at Thurmond Heights	8426 Goldfinch Ct, Austin, TX 78758
Pathways at Georgian Manor	110 Bolles Cr, Austin, TX 78753
Pathways at North Loop	2300 W North Loop Blvd Austin, TX 78756
Pathways at Northgate	9120 Northgate Blvd, Austin, TX 78758
Pathways at Shadowbend Ridge	6328 Shadow Bend, Austin, TX 78745
Pathways at Manchaca II	6113 Buffalo Pass, Austin, TX 78745
Pathways at Manchaca Village	3628 Manchaca Rd, Austin, TX 78704
Pathways at Coronado Hills	1438 Coronado Hills Dr, Austin, TX 78752



HOUSING AUTHORITY OF THE CITY OF AUSTIN
P.O. BOX 41119 AUSTIN TEXAS 78704-1119 (512) 477-4488
FEDERAL EXEMPT ENTITY #74-6000117

VENDOR DATA SHEET (ALL SUPPLIERS)

BUSINESS NAME (DBA)			
ADDRESS			
CITY	STATE	ZIP	PHONE FAX
TYPE OF OWNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> JOINT PROPRIETORSHIP			
IF MINORITY, WHAT STATUS? <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> ALASKAN NATIVE <input type="checkbox"/> ASIAN AMERICAN <input type="checkbox"/> WOMAN <input type="checkbox"/> MBE CERTIFIED			
FEI#	FORM 1099 REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		BUSINESS DESCRIPTION

PRINCIPALS/OWNERS

NAME	TITLE	EMAIL ADDRESS

BUSINESS REFERENCES

NAME	TITLE	ADDRESS	PHONE

REMITTANCE ADDRESS

PLEASE SEND ALL INVOICES TO invoices@hacanet.org

NAME			
ADDRESS			
CITY	STATE	ZIP	PHONE
EMAIL ADDRESS:			

AUTHORIZED SIGNATURE

TITLE

DATE

7/29/2022

A Fair Housing And Equal Employment Opportunity Agency

STATEMENT OF BIDDER'S QUALIFICATIONS

Submit on a separate sheet(s) the following information and data. Include with Bid Proposal.

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. State whether bidder is a Corporation, Partnership, or Sole Proprietor.
5. If "Corporation, date and State of Incorporation."
6. A breakdown of the minority ownership of the business (Gender, White, Black Hispanic, American Hispanic, American Indian/Eskimo, Asian/Pacific islander, etc.). Who owns what percent of the business, and any other related information.
7. Number of years engaged in contracting business under present name.
8. Contract in progress (gross amounts of contracts, estimated completion dated, project owner, architect).
9. General character of work performed by your company.
10. Report on any failures to complete work awarded to you (where, when & why).
Report any contracts you have defaulted on.
11. Name & address of bonding company and name and address of agent.
12. List of three (3) currently completed projects, including name, address, phone number, and type of work
13. List any previous contracts, including dated executed with HACA.

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

Prime Bidder

STATE OF TEXAS
COUNTY OF _____

_____, being first duly sworn, deposes and says:

That he is _____ the party making the foregoing
(A partner or officer of the firm, corp., of etc.)
proposal or bid and attests to the following:

- (1) That affiant employed no person, corporation, firm association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building of project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for solicitation the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.
- (3) That such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of Austin or any person interested in the proposal contract; and that all statements in said proposal or bid are true.

Signature*

Subscribed and sworn to me this _____ day of _____, 20 _____

My Commission expires _____, 20 _____

*Bidder if the bidder is an individual; all partners if the bidder is a partnership; Officer if the bidder is a corporation.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____		
	<input type="checkbox"/> Other (see instructions) ▶ _____	<i>(Applies to accounts maintained outside the U.S.)</i>		
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)		
6 City, state, and ZIP code				
7 List account number(s) here (optional)				

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Exhibit 2

RFP Distribution List

Firms that Downloaded Solicitation # PAMI-23-P-0251

If any of the vendors listed below are being awarded part or all of the bid, check the box next to their name on the left hand side and the vendor in the right hand column provided.

Note: Firms that are listed below have viewed the solicitation online.

Company	Contact Person
<input type="checkbox"/> Ballard Spahr LLP <i>Baltimore, MD</i>	Amy Lawton 215-864-8445
<input type="checkbox"/> Best Best & Krieger <i>Washington, DC</i>	Kim Voigtlander 619-525-1317
<input type="checkbox"/> Building our children ministry inc <i>Austin, TX, TX</i>	Dr Yolanda Taylor 409-673-9886
<input type="checkbox"/> Cantu Harden LLP <i>San Antonio, TX</i>	Adam Harden 469-688-4336
<input type="checkbox"/> Cokinos Young <i>Austin, TX</i> view response	Lauren Aldredge 512-615-1148
<input type="checkbox"/> Davidson Troilo Ream & Garza <i>San Antonio, TX</i>	Cassidy Kilpatrick 210-349-6484 Ext. 309
<input type="checkbox"/> Deltek <i>Herndon, VA</i>	Source Management 206-373-9500
<input type="checkbox"/> DH & Company <i>Maricopa, AZ</i>	Dara Harsh 888-447-2348 Ext. 48
<input type="checkbox"/> GOLI Electric Ltd <i>Washington Crossing, PA</i>	Bill Berger 267-392-5318
<input type="checkbox"/> Housing Solutions Alliance <i>Shreveport, LA</i>	Jessica Strange 318-226-1411 Ext. #1004
<input type="checkbox"/> Jett Enterprise <i>Hazel Crest, IL</i>	James Jett 312-371-4366
<input type="checkbox"/> Law Offices of Craig W Harvey <i>Dallas, TX</i> view response	Craig Harvey 972-918-5095
<input type="checkbox"/> Messer, Fort, McDonald PLLC <i>Frisco, TX</i>	Roberta Cross 832-791-6424
<input type="checkbox"/> Michael Best Friedrich LLP <i>Durham, NC</i>	Brian Crawford 984-220-7832
<input type="checkbox"/> Momentum Capital <i>Kyle, TX</i>	Pablo Ramirez 512-910-9720
<input type="checkbox"/> Rogers Law Firm <i>Austin, TX</i>	Corey Rogers 512-843-9809
<input type="checkbox"/> Sevenoutsource <i>Newark, DE</i>	Steve Walse 315-308-7852
<input type="checkbox"/> The Law Office of Rhoda Appiah-Boateng <i>Round Rock, TX</i>	Rhoda Appiah-boateng 281-748-5047
<input type="checkbox"/> TROILO LAW FIRM <i>Austin, TX</i> view response	Arthur Troilo 512-809-3438

Exhibit 3

Contract Award Distribution

Contract Distribution

Property	# Units	Recommended Vendor	Annual Not To Exceed Amount	Cost for Partner	Cost for Senior	Cost for Associate	Cost for Paralegal	Avg Evaluation Score
Pathways at Santa Rita Courts	97	Troilo Law Firm, P.C.	\$140,000 for all Properties Combined	\$250 / Hour	\$250 / Hour	\$200 / Hour	\$100 / Hour	97
Pathways at Meadowbrook	160	Troilo Law Firm, P.C.						
Pathways at Booker T Washington	216	Troilo Law Firm, P.C.						
Pathways at Bouldin Oaks	144	Troilo Law Firm, P.C.						
Pathways at Georgian Manor	94	Troilo Law Firm, P.C.						
Pathways at North Loop	130	Troilo Law Firm, P.C.						
Total Contract to Troilo Law Firm, P.C. not to exceed \$140,000								

Property	# Units	Recommended Vendor	Annual Not To Exceed Amount	Cost for Partner	Cost for Senior	Cost for Associate	Cost for Paralegal	Avg Evaluation Score
Pathways at Lakeside	163	Cokinos / Young	\$100,000 for all Properties Combined	\$350 / Hour	\$300 / Hour	\$250 / Hour	\$150 / Hour	84
Pathways at Salina	32	Cokinos / Young						
Pathways at Thurmond Heights	144	Cokinos / Young						
Pathways at Shadowbend	50	Cokinos / Young						
Pathways at Manchaca II	33	Cokinos / Young						
Pathways at Manchaca Village	33	Cokinos / Young						
Total Contract to Cokinos / Young not to exceed \$100,000								

Property	# Units	Recommended Vendor	Annual Not To Exceed Amount	Cost for Partner	Cost for Senior	Cost for Associate	Cost for Paralegal	Avg Evaluation Score
Pathways at Gaston Place	100	The Law Office of Craig Harvey	\$40,000 for all Properties Combined	\$275 / Hour	\$275 / Hour	\$250 / Hour	\$75 / Hour	82
Pathways at Northgate	50	The Law Office of Craig Harvey						
Pathways at Coronado Hills	48	The Law Office of Craig Harvey						
Total Contract to The Law Office of Craig Harvey not to exceed \$40,000								