

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



BOARD OF COMMISSIONERS

Chairperson- Carl S. Richie, Jr.

Vice-Chairperson- Dr. Tyra Duncan-Hall

2nd Vice-Chairperson- Mary Apostolou

Commissioner- Edwina Carrington

President & CEO- Michael G. Gerber

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
ANNUAL BOARD MEETING**

Tuesday, March 17, 2026

12:00 PM

1124 S IH 35,

Join Zoom Meeting <http://bit.ly/3NcemPm> Meeting ID: 851 4410 7960; Passcode:

363411

Austin, TX

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

TO BE HELD AT

1124 S IH 35,

Join Zoom Meeting <http://bit.ly/3NcemPm> Meeting ID: 851 4410 7960; Passcode: 363411

Austin, TX

(512.477.4488)

Tuesday, March 17, 2026

12:00 PM

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

PLEDGE OF ALLEGIANCE

SWEARING IN OF RECENTLY APPOINTED COMMISSIONERS

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 February 19, 2026

ACTION ITEMS

2. Presentation, Discussion, and Possible Action regarding Resolution No. 02940: Election of new Officers for the Housing Authority of the City of Austin
3. Presentation, Discussion, and Possible Action regarding Resolution No. 02941: Approval of Revisions to Authority Bylaws
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02942: Approval of Revision to the HACA Personnel Policy
5. Presentation, Discussion and Possible Action on Resolution No. 02943 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take such actions necessary or convenient to facilitate the bridge loan to Pathways at Rosewood Courts East, LP (the "Partnership") for the development of the Pathways at Rosewood Courts East (the "Project")

6. Presentation, Discussion and Possible Action regarding Resolution No. 02944: Renewal of Multiple Vendor Contracts for Landlord/Tenant Legal Services at all Pathways Asset Management 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; TTYusers 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 1.

MEETING DATE: March 17, 2026
STAFF CONTACT: Nidia Hiroms
ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on February 19, 2026
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 February 19, 2026.

SUMMARY

Background:

Process:

Staff Recommendation:

ATTACHMENTS:

20260219 FINAL HACA Minutes Summary

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

February 19, 2026

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 NOON ON THURSDAY, FEBRUARY 19, 2026, AND WAS HELD AT THE HOUSING AUTHORITY OF THE CITY OF AUSTIN, 1124 S. IH 35, AUSTIN, TX 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 February 19, 2026, to order at 12:09 pm. The meeting was held at the Housing Authority of the City of Austin, 1124 S. IH 35, Austin, TX and virtually

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

Sarah Scott, Coats Rose
Kate Goodrich, K&L Gates
Lauren Aldredge, Cokinis Law Firm

STAFF PRESENT:

Ann Gass, Barbara Chen, Crystal James, Gloria Morgan, Jorge Vazquez, Katie Richardson, Kelly Crawford, Ken Bodden, Laura Bodai, Leilani Lim-Villegas, Michael Gerber, Michael Roth, Nidia Hirons, Nora Velasco, Ron Kowal, Suzanne Schwertner, and Sylvia Calderon

PUBLIC COMMUNICATION – Larry Franklin, east Austin resident spoke about wanting to bring a retail grocery store space to each HACA property to provide healthy food to residents.

CITYWIDE ADVISORY BOARD (CWAB) – Leilani Lim-Villegas, HACA Senior Director of Community Development, reported that the February CWAB Meeting was held on Tuesday, February 10, 2026. ●**Frank Garcia**, Vice Community Director of PAMI thanked all the resident leaders who kept HACA residents safe during the winter storm. HACA really appreciated their cooperation and knocking on doors to check on neighbors. ●**Michael Gerber**, HACA President & CEO wished the City Wide Advisory Board a Happy Black History Month and Happy Valentine’s Day! **Mr. Gerber** also thanked HACA maintenance team and property managers who worked nights and weekends to ensure that HACA properties are safe during the winter storm. ●**Leilani Lim-Villegas**, HACA Senior Director of Community Development, announced that HACA will be closed on Monday, February 16 in observance of President’s Day holiday. Austin Pathways is accepting applications for the 2026 HACA Resident Scholarship! Please visit the website, the deadline is March 20th. There are other scholarship opportunities available from other housing trade associations. ●**John Espnosa**, Workforce Development and Digital Inclusion Manager, introduced the new cohort of Austin Community College Interns who will be helping residents with Rent Café and Google Fiber technical support. ●**Borami Lee**, HACA Bringing Health Home Manager, reported that a 6-week Diabetes Class will begin next week at Georgian Manor and Chalmers. Austin Public Health hosted Healthy Relationship Classes as part of their Valentine’s Day programs. ●**Daniel Ruiz**, HACA Family Opportunity Manager, reported that the Prospect Heights Home Dedication event with Habitat for Humanity was great success! 12 HACA families are excited to finalize the last steps to finally receive their keys to their new home! ●**Gaston Resident Council** shared the funeral services for Alice Merida, President of Gaston. February 11th at All Faith Funeral Home at 11:00 AM.

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 January 15, 2026

Vice-Chairperson Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on January

15, 2026. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 02931: Approval of multiple vendor contract for Vacancy Cleaning, Optional painting and repairs

The Housing Authority of the City of Austin utilizes the services of contractors to perform cleaning with optional painting and general maintenance tasks for its vacant units. This helps ensure timely completion of unit make readies in order to lease units to new families in a timely and efficient manner.

Every year PAMI averages over 250 vacated units. Last year, PAMI turned 271 vacant units (excluding Pathways at Santa Rita Courts), which represents 18.13% of the units in its portfolio.

Awarding four (4) cleaning; three (3) Painting; and four (4) General maintenance contracts will efficiently keep up with the demand of turning the vacated units quickly.

On October 1, 2025, HACA issued a Request for Proposals (RFP) for Vacancy Cleaning Optional Painting & Repairs PAMI-25-P-058. The RFP was advertised in the Austin American Statesman (10/05/25) and (10/12/25), on HACA'S website, and on the online bidding service Housing Agency Marketplace. 347 vendors were notified, 43 vendors downloaded the proposal and eight responses were received.

After completing this evaluation, staff recommends the approval to award multiple contracts based on PAMI needs to establish a pool of contractors available to all properties. This will offer PAMI additional options during times of simultaneous accumulated vacancies across the housing portfolio. The recommended contractors — We Do It All LLC, Trevino Contractor, Corza Construction, Davis Moving and Cleaning, and Unity Construction — meet qualification requirements and have acceptable experience as noted via proposals and/or current vendor performance.

Each vendor has established fixed prices on open-end contracts. The total amount budgeted for this service is \$232,900.

Vice-Chairperson Duncan-Hall moved the Approval of Resolution No. 02931: Approval of multiple vendor contract for Vacancy Cleaning, Optional painting and repairs. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02934: Approval of multiple Vendor Contracts for Integrated Pest Management at all HACA properties including administration and lease offices

The U.S. Department of Housing and Urban Development's (HUD) Model Lease requires owners to provide extermination services, as needed. Subsequent guidance from HUD (Housing Notice 2012-5 and a Memorandum clarifying that same notice) urges properties to have an Integrated Pest Management (IPM) plan "including resident education regarding housekeeping, cleanliness, acceptable furniture, unit inspection, and identification of bed bugs." The guidance also urges properties to have a regular, proactive inspection program for early detection.

The pest management landscape continues to change and evolve. New laws have restricted the use of certain treatments. Various insects and pests have developed resistance to certain chemicals. New forms of pest control treatments are found to be successful. To ensure that we are meeting our responsibility to provide safe, decent and sanitary housing to residents, it is important for HACA to conduct a regular review of pest management services and consider different approaches.

On November 19, 2025, HACA issued a Request for Proposals (RFP) for integrated Pest Management Services HACA-25-P-0263. The RFP was advertised in the Austin American Statesman (10/19/25) and (10/26/25), on HACA'S website, and on the online bidding service Housing Agency Marketplace. 148 vendors were notified, 17 vendors downloaded the proposal and three responses were received.

A three-person evaluation committee reviewed the proposals and recommended awarding contracts to two contractors and disqualifying the 3rd response due to the non-responsive and high bid.

Two of the responses are considered for award for the following reasons:

1. Different building types (high-rise tower, duplexes, row houses, single-family home) need different approaches to integrated pest management to be successful.
2. Using two qualified vendors with different approaches gives HACA the opportunity to evaluate what works best for each property type.
3. The two selected vendors each demonstrated experience working in affordable housing settings, knowledge of multiple approaches to IPM, and capacity to handle the volume of work requested of each.
4. Having two vendors allows HACA to quickly address problems at each property depending on the need. Both vendor selections not only have previous positive HACA experience, they each have unique expertise in different types of infestations and methods of treatment.

After completing this evaluation, staff recommends the approval to award the Integrated Pest Management Services contracts to Oliver Termite and Pest Control and Heat Wave Bed Bug Control. Each contractor will be assigned different properties based on the contractor's expertise and services provided. The list of recommended properties for each vendor is included as an attachment. Both contractors will work together based on each property's needs and requirements.

Vice-Chairperson Duncan-Hall moved the Approval of Resolution No. 02934: Approval of multiple Vendor Contracts for Integrated Pest Management at all HACA properties including administration and lease offices. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

EXECUTIVE SESSION

The Board recessed into Executive Session at 12:26 pm.

The Board returned to Open Session at 1:18 pm. No action was taken.

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 02935: Operating Budgets for the Fiscal Year April 1, 2026 to March 31, 2027

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the agency's Operating Budget.

The Finance team met with each department head to review their proposed budgets for the coming fiscal year. Subsequent discussions were held with the President/CEO and Chief Operating Officer to finalize the proposed budgets. Strategic plan objectives, rebranding, and other anticipated milestones were considered as part of the budget process.

Staff recommends the Approval of the Central Office, Assisted Housing, Southwest Housing Compliance Corporation, Austin Affordable Housing Corporation, Austin Pathways and Blueprint Housing Solutions Operating Budgets for the Fiscal Year April 1, 2026, to March 31, 2027.

Commissioner Carrington moved the Approval of Resolution No. 02935: Operating Budgets for the Fiscal Year April 1, 2026 to March 31, 2027. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion, and Possible Action regarding Resolution No. 02936: Approval of the revised Housing Choice Voucher Utility Allowance Schedules

Per 24 CFR 982.517, Public Housing Authorities must review utility allowances annually and revise them when utility rates change by 10% or more.

Residential Life Utility Allowances, a Division of the Nelrod Company, completed the 2026 utility allowance review for HACA's Housing Choice Voucher Program. A comparison was made between the utility rates shown in the previous study compared to the current utility rates.

Utility Category 2026 Rate Changes

Electric – Austin Energy

- Tier-1: decrease of 1%
- Tier-2: decrease of 6%
- Tier-3: decrease of 5%
- Monthly service charge: increase of 10%

Natural Gas – Texas Gas Service

- Gas rates: increase of 43%
- Monthly service charge: increase of 19%

Water – Austin Water (Multifamily)

- Water: increase of 4%
- Water monthly charges: increase of 3%
- Sewer: increase of 3%
- Sewer monthly charges: increase of 8%

Water – Austin Water (Single-Family)

- Water tiers: increase of 4% to 8%
- Water monthly charges: increase of 5%
- Sewer tiers: increase of 17% to 19%
- Sewer monthly charges: increase of 8%

Trash Collection

- Monthly charge: increase of 8% (all bedroom sizes)

Nelrod has certified that the updated schedules are fully compliant with HUD regulations and were developed using HUD's Utility Schedule Model (HUSM).

Resident Life also prepared a multifamily energy-efficient utility allowance schedule for eligible tax-credit properties using HUD's Utility Schedule Model with the Energy Star option to reflect energy-efficient consumption levels.

The review indicated that overall rates and charges changed by more than 10%, and therefore the current utility allowance scheduled should be adjusted. Staff recommends approving the six (6) revised utility allowance schedules and the multifamily energy efficient utility allowance schedule. Please find all relevant documents attached.

The revised utility allowance schedules will be effective June 1, 2026, for participants who are issued new vouchers and for annual re-examinations. The multifamily energy-efficient utility allowance schedule will be effective February 19, 2026, and be available for use for any qualified energy-efficient multifamily tax-credit property, per HACA and HUD approval.

Commissioner Carrington moved the Approval of Resolution No. 02936: Approval of the revised Housing Choice Voucher Utility Allowance Schedules. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

Chairperson Richie left the meeting at 1:52 pm. **Commissioner Duncan-Hall** presiding over meeting.

ITEM 6: Presentation, Discussion, and Possible Action regarding Resolution No. 02937: Approval of renewal of Employee Medical, Dental and Vision Insurance with United Healthcare

As part of its comprehensive compensation package, the Housing Authority of the City of Austin (HACA) currently offers its regular full-time employees medical, dental, and vision coverage through United Healthcare's Navigate plan.

Over several months in mid to late 2025, HACA staff met with Gallagher, HACA's insurance broker, to discuss the upcoming insurance renewal for the 2026-2027 fiscal year.

At the meeting, Gallagher informed HACA that United Healthcare was proposing a 29% rate increase to the current medical insurance coverage, an 8.2% increase to the PPO dental plan, and a 7% rate increase to the HMO dental plan. Last year, HACA received an 18.4% rate increase to our medical insurance coverage.

Based on the initial proposed amount of the premium increases, HACA and Gallagher agreed to issue a Request for Proposals (RFP) to insurance carriers, with a submission deadline of December 9, 2025. A total of eleven (11) proposals were distributed for medical, dental, and vision insurance coverage.

Eight (8) carriers submitted proposals for review to provide fully insured coverage: United Healthcare submitted a renewal with single and dual options; Cigna also submitted single and dual options; BlueCross/BlueShield, Aetna, Curative, Garner, Evry Health, and Texas Health Benefits Pool. HACA also received two (2) quotes for Self-Funded plans from United Healthcare and High Plains Health with Nationwide S/L. The proposals were received and reviewed by Gallagher in order for them to provide a recommendation to HACA.

Through a subsequent series of negotiations between United Healthcare and Gallagher, United Healthcare proposed an 11.9% rate increase in premiums, with the following revisions made to our current plan:

1. Increase deductible from \$500.00 to \$1,000.00/ individual and \$2,000/ family
2. Increase the out-of-pocket max from \$2,000 to \$4,000/ individual and \$8,000/family
3. Decrease office visit co-pays from \$25.00 per visit to \$10.00 per visit. (Children under the age of 19 are still covered at 100%)
4. Increase specialist visit co-pay from \$50.00 per visit to \$60.00 per visit
5. Decrease urgent care co-pay from \$75.00 per visit to \$25.00 per visit
6. Increase in Emergency room copay from \$300.00/visit to \$500/visit after the deductible is met
7. Increase chiropractic co-pay from \$50.00/ visit to \$60.00/ visit
8. Decrease Physical/Occupational/Speech Therapy copay from \$25.00/ visit to \$10.00/visit
9. Adding a co-pay for diagnostic test (x-ray, blood work) from \$0 co-pay to \$40.00/ co-pay
10. Adding a co-pay for Imaging (CT, PET scan and MRI) previously covered at 100% to a \$500 co-pay.

Based on HACA's demographics and claims experience last year, and after additional review of the plans being offered by the five carriers listed above, it was determined that the proposals submitted by Cigna, Aetna, BlueCross/BlueShield, Curative, and Garner and United Healthcare were not comparable to HACA's current coverage with United Healthcare.

The plans offered by the other carriers do not match the coverage currently being provided by United Healthcare. HACA currently offers employees the Navigate plan, a Health Maintenance Organization (HMO) requiring employees to choose a

Primary Care Provider (PCP) and get referrals for specialists within United Healthcare's network. Last year, HACA saw an 18.4% rate increase. Based on our current demographics and utilization, the proposed increase to retain the Navigate Plan with the above revisions to our coverage is considered reasonable and fiscally sound. In 2026–2027, the \$50 monthly tobacco surcharge will remain, and employees must certify spousal eligibility for employer coverage by affidavit.

Through a subsequent series of negotiations between United Healthcare and Gallagher, United Healthcare proposed a 6.2% PPO rate increase and a 5% increase for the HMO Dental premiums. Vision coverage rates remain unchanged.

In an effort to provide employees with the best affordable, available healthcare coverage, HACA recommends United Healthcare be awarded the renewal contract to provide employee medical, dental, and vision insurance coverage for the 2026-2027 fiscal year.

2nd Vice-Chairperson Apostolou moved the Approval of Resolution No. 02937: Approval of renewal of Employee Medical, Dental and Vision Insurance with United Healthcare. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 02938: Approval by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take such actions necessary or convenient to facilitate the development of the Pathways at Santa Rita Courts East (the "Project")

In July 2025, the Texas Department of Housing and Community Affairs awarded 9% low-income housing tax credits for the development of 96 units at Pathways at Santa Rita Courts West. In the coming year, AAHC expects to submit another application for tax credits to pursue the redevelopment of the other portion of the site - Pathways at Santa Rita Courts East.

These actions require the current Pathways at Santa Rita Courts to be divided into two projects and each ownership entity to enter into a ground lease with the Housing Authority of the City of Austin. This is being done now, prior to the main closing, in order to meet the deadline imposed as part of the 9% tax credit award for Pathways at Santa Rita Courts West for the project owner to demonstrate legal authority over the project site. As part of the bifurcation of the original site into two parcels, the existing HAP contract will be partially assigned to each of the new partnerships upon receipt of approval from HUD. In addition, HACA is extending seller financing to the East partnership equal to the value of the land and improvements being acquired, and may extend additional funds in advance of the full financial closing.

2nd Vice-Chairperson Apostolou moved the Approval of Resolution No. 02938: Approval by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take such actions necessary or convenient to facilitate the development of the Pathways at Santa Rita Courts East (the "Project"). **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 8: Presentation, Discussion, and Possible Action regarding Resolution No. 02939: Approval by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take such actions necessary or convenient to facilitate the development of the Pathways at Santa Rita Courts West (the "Project")

In July 2025, the Texas Department of Housing and Community Affairs awarded 9% low-income housing tax credits for the development of 96 units at Pathways at Santa Rita Courts West.

Pursuant to the requirements of that award, the partnership committed to demonstrating legal authority over the project site through a ground lease from the Housing Authority of the City of Austin (HACA) to Pathways at Santa Rita Courts West, LP. This resolution allows HACA to take the necessary action to enter into that ground lease. As part of the bifurcation of the original site into two parcels, the existing Housing Assistance Payments (HAP) contract will be partially assigned to each of the new partnerships upon receipt of approval from HUD. In addition, HACA is extending seller financing to the West partnership equal to the value of the land and improvements being acquired, and may extend additional funds in advance of the full financial closing.

Commissioner Carrington moved the Approval of Resolution No. 02939: Approval by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take such actions necessary or convenient to facilitate the development of the Pathways at Santa Rita Courts West (the "Project"). **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

REPORTS

Michael Gerber, HACA President and CEO announced the Housing Authority of the City of Austin name change to Austin Housing Authority. This should take place around June or July of 2026.

Three versions of the 90th Anniversary logo were shown to the Commissioners and they picked out the design they liked best.

Mr. Gerber announced that the Grand Opening of the Carrington at Oak Hill will be on March 12th.

Mr. Gerber reminded the Commissioners that the March Board meeting will be held on March 17th and there will not be an April meeting.

Sylvia Calderon, HACA Chief Operating Officer, presented a slideshow showing the Phase II renovations.

Gloria Morgan, HACA, Vice-President of Human Capital and Program Development, informed the Commissioners that she will be retiring in May 2026 after 29 years at HACA.

Commissioner Carrington moved to adjourn the meeting. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

The meeting adjourned at 2:46 pm.

Michael G. Gerber, Secretary

Chairperson



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

Executive ITEM 2.

MEETING DATE: March 17, 2026
STAFF CONTACT: Michael Gerber
ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02940: Election of new Officers for the Housing Authority of the City of Austin
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

Election of new Officers for the Housing Authority of the City of Austin.

SUMMARY

Background:

With the current officer terms expiring at the end of April, and new terms beginning May 1, 2026, it is necessary for the Board to elect new officers for the Housing Authority of the City of Austin d/b/a Austin Housing Authority Board of Commissioners.

Current officers are listed below:

Chairperson: Carl S. Richie, Jr.
Vice-Chairperson: Dr. Tyra Duncan-Hall
2nd Vice-Chairperson: Mary Apostolou

Process:

The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified.

ATTACHMENTS:

2026 HACA Election of Officers

RESOLUTION NO. 02940

ELECTION OF THE OFFICERS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN BOARD OF COMMISSIONERS

WHEREAS, the Housing Authority of the City of Austin has established bylaws for the operation of the public housing authority;

WHEREAS, Section 8 of the bylaws, state the election of the Chairperson, Vice-Chairperson and 2nd Vice-Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified;

WHEREAS, per the bylaws, the Board must elect for the vacant position of the Chairperson, and the vacancy of any officer who no longer holds a position as the Vice-Chairperson or 2nd Vice-Chairperson;

NOW, THEREFORE, BE IT RESOLVED that effective March 17, 2026, the Board of Commissioners for the Housing Authority of the City of Austin approves board officers for the positions of the Chairperson, Vice- Chairperson and 2nd Vice-Chairperson.

Chairperson:

Vice-Chairperson:

2nd Vice-Chairperson:

PASSED, APPROVED, AND ADOPTED this 17th day of March 2026.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin
Board of Commissioners
Election of Officers
March 17, 2026

Current Officers

Chairperson: Carl S. Richie, Jr.
Vice-Chairperson: Dr. Tyra Duncan-Hall
2nd Vice-Chairperson: Mary Apostolou

Officers Elect

Chairperson: _____
Nominated by: _____
Seconded by: _____

Vice-Chair: _____
Nominated by: _____
Seconded by: _____

2nd Vice-Chair: _____
Nominated by: _____
Seconded by: _____

APPROVED:

Chairperson: _____
Vice-Chairperson: _____
2nd Vice-Chairperson: _____



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

Executive ITEM 3.

MEETING DATE: March 17, 2026
STAFF CONTACT: Michael Gerber
ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02941: Approval of Revisions to Authority Bylaws
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

The Board is being asked to approve revisions to the bylaws of the Housing Authority of the City of Austin (d/b/a Austin Housing Authority) and its subsidiary entities, as reviewed and recommended by outside general counsel.

SUMMARY

Background:

This item requests Board approval of proposed amendments to the bylaws of the Austin Housing Authority and its subsidiary entities to reflect conforming updates and to address identified governance issues related to subsidiary board vacancy appointments.

Process:

Outside general counsel conducted a comprehensive review of HACA's bylaws and the bylaws of all subsidiary entities. The review included conforming updates associated with the Authority's approved name change to Austin Housing Authority and an analysis of board appointment and vacancy-filling provisions across the Authority's subsidiary entities.

Summary of Proposed Changes:

- Conforming and technical updates to reflect the approved organizational name change across governing documents.
- Uniform amendments to Article III, Section 6 of the bylaws of six subsidiary entities to vest board vacancy-filling authority exclusively in Austin Housing Authority's Board of Commissioners by majority vote.

Approval of the proposed revisions will reflect the approved new organization name, address governance risks, strengthen subsidiary board independence, ensure legal compliance, and maintain consistency across governing documents.

Staff Recommendation:

Approve the proposed revisions to the bylaws of the Austin Housing Authority and its subsidiary entities.

ATTACHMENTS:

Austin Housing Authority Amended Bylaws redlined

RESOLUTION NO. 02941

A RESOLUTION APPROVING REVISIONS TO AUTHORITY AND SUBSIDIARY BYLAWS

WHEREAS, the Board of Commissioners has oversight responsibility for the Housing Authority of the City of Austin (d/b/a Austin Housing Authority) and its subsidiary entities;

WHEREAS, outside general counsel reviewed the bylaws of the Authority and its subsidiaries and recommended revisions for conformity and governance compliance;

WHEREAS, the Board finds the proposed revisions to be in the best interest of the Authority;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that:

1. The revised bylaws are approved.
2. The President & CEO is authorized to finalize and maintain the approved bylaws.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2026.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

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BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN, TEXAS

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Section 1- Name of Authority

"The name of the Authority shall be the "Housing Authority of the City of Austin, Texas;" (d/b/a Austin Housing Authority.)

Section 2- Seal of the Authority

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority. The Authority may adopt secondary logos in conjunction with periodic branding updates as approved by the Officers of the Authority.

Section 3- Office of Authority

The offices of the Authority shall be at 1124 S. IH-35 in Austin, Texas, or at such other place or places in the City of Austin, Texas, as the Authority may from time to time designate by resolution.

ARTICLE II- OFFICERS

Section 1- Officers

The Officers of the Authority shall be a Chairperson, Vice-Chairperson, Second Vice-Chairperson and a Secretary (who shall be the President and Chief Executive Officer).

Section 2- Chairperson

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Austin Housing Authority, the Chairperson shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3- Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such a time as the Authority shall appoint a new Chairperson.

Section 4- Second Vice-Chairperson

The Second Vice-Chairperson shall perform the duties of the Vice-Chairperson in the absence or incapacity of the Vice-Chairperson. In the event of the resignation or death of the Vice-Chairperson, the Second Vice-Chairperson shall perform such duties as imposed on the Vice-Chairperson until such a time as the Authority shall appoint a new Vice-Chairperson.

Section 5- Secretary

The Secretary shall keep the record of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody, the seal of the Austin Housing Authority and shall have power to affix such seal to all contracts and such instruments authorized to be executed by the Authority.

The Board hereby designates and authorizes the Secretary of the Authority to execute any and all documents that are necessary to enter into binding contracts on behalf of the Authority and the Board. He/she shall have the care and custody of all funds of the Authority and shall deposit in the name of the Authority in such banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by a resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson. The Secretary shall keep regular book of accounts showing receipts and expenditures and, if requested to do so by one or more of the Commissioners, shall render to the Authority, at each regular meeting, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine. The compensation of the Secretary shall be determined by the Authority.

Section 6- President and Chief Executive Officer

The Secretary shall be the President and Chief Executive Officer of the Authority and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority's Board of Commissioners. He/she shall be charged with the management of the housing developments of the Authority.

Section 7- Additional Duties

The officers of the Authority shall perform such other duties and functions as may be required by the Authority, the Bylaws or rules and regulations of the Authority.

Section 8- Election or Appointment

The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible for this office.

Section 9- Removal of Commissioners

The Mayor may remove a Commissioner of the Authority for inefficiency, neglect of duty or misconduct in office.

It shall be considered a neglect of duty for a Commissioner to be absent from four (4) or more regularly scheduled board meetings during any twelve (12) month period.

Section 10- Vacancies

Should the offices of the Chairperson, Vice-Chairperson, or Second Vice-Chairperson become vacant, the Authority shall elect a successor from the current Commissioners at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 11- Additional Personnel

The Authority may employ technical experts and other officers, agents and employees, as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities law of the State of Texas and all other laws of the State of Texas applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of Texas.

ARTICLE III- MEETINGS

Section 1- Annual Meeting

The annual meeting of the Authority shall be held conjointly, at the same time, date and place, as the regularly scheduled monthly meeting for the month of March every year, ~~unless,unless~~ a resolution adopted by the Board of Commissioners designates another time, date and place.

Section 2- Regular Meeting

Regular meetings shall be held on the third Thursday of every month at a time designated at the discretion of the Board and the place shall be at the Austin Housing Authority as designated by resolution, unless some other time and place as designated by the Commissioners prior to the posting of the meeting. The regular meeting shall be held quarterly at a Public Housing site and all other regular meetings will be held at 1124 S. IH 35 in Austin, TX, unless the Commissioners, by resolution, shall designate some other place at the last regular meeting prior to the upcoming meeting.

Section 3- Special Meetings

The Chairperson of the Authority may, when she/he deems it expedient, and shall, upon the written request of two Commissioners of the Authority, call a special meeting of the Authority for the purpose of transacting any business in the call. The call for a special meeting may be delivered to each Commissioner of the Authority at least three (3) days prior to the date of such a special meeting. Formal notice of the calling of a special meeting may be waived if all Commissioners of the Authority sign a written waiver of notice and consent to the meeting in which shall be set out the purpose for which the meeting is to be held. At such special meeting no business shall be considered other than as designated in the call or waiver, but if all of the Commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4- Notices

Public notices of all meetings of the Board of Commissioners shall be given in

accordance with the requirements of the “Texas Open Meetings Act” (Tex. Local Gov’t. Code, Section 551.01 et. al.), or any succeeding law relating to public notices of meetings of governmental bodies.

Section 5- Quorum

At all ~~meeting~~meetings of the Authority, a majority of the Commissioners (3) of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 6- Order of Business

At the regular meetings of the Authority, the following shall be order of business:

1. Roll Call
2. ~~Reading and approval of the minutes of the previous meeting~~Pledge of Allegiance
3. ~~Citizens~~Public Communications
- 3.4. ~~Citywide Advisory Board Report~~
4. ~~Reports of Committees~~Consent Items
5. ~~Report of the Secretary~~Action Items
6. ~~Unfinished Business~~Executive Session (if needed)
7. ~~New Business~~Reports
8. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 7- Manner of Voting

The voting on all matters coming before the Board shall be by either voice or roll call, and the “yeas” and “nays” shall be entered upon the minutes of such meeting. Any commissioner may request a roll call vote on any matter for Board consideration.

Section 8- Vote required for Action

Action by the Authority may be taken by a majority vote of the Commissioners present at a quorum meeting, unless otherwise required by these bylaws or the laws of the State of Texas.

ARTICLE VI- AMENDMENTS

Section 1- Amendments to the Bylaws

The Bylaws of the Authority shall be amended only with the approval of at least two-thirds (2/3) of all the Commissioners of the Authority at a regular meeting or at a special meeting which has been duly called and held pursuant to Article III, Section 3 of the Bylaws, but no such amendment shall be adopted unless at least seven (7) days notice thereof has been previously given to all of the Commissioners of the Authority.



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

Executive ITEM 4.

MEETING DATE: March 17, 2026
STAFF CONTACT: Gloria Morgan
ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02942: Approval of Revision to the HACA Personnel Policy
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

The Board is being asked to approve a revision to the HACA Personnel Policy related to annual leave rollover.

SUMMARY

Background:

The Housing Authority of the City of Austin (dba Austin Housing Authority) Personnel Policy governs employee benefits, including the accrual, carryforward, and payout of annual leave. Under the current policy, employees may carry forward a maximum of thirty (30) days (or 240 hours) of unused accrued annual leave from one fiscal year to the next. Any accrued annual leave in excess of this cap that is not used by the end of the fiscal year is forfeited by the employee at the beginning of the next fiscal year. Following is an excerpt from the Personnel Policy:

“A maximum of thirty days (30) days (or 240 hours) of unused accrued annual leave may be carried forward by an employee from one fiscal year to the next. Employees who have annual leave in excess of the maximum and have not used the amount of leave exceeding the maximum will lose the unused annual leave at the beginning of the next fiscal year.”

Separately, the Personnel Policy provides that upon resignation, dismissal, or other separation from employment, eligible employees may receive a lump-sum payment for unused accrued annual leave, subject to a maximum payout of 240 hours and a minimum continuous employment period of one hundred eighty (180) days.

Process:

The executive team has discussed a proposed revision to the annual leave rollover provision. Based on those discussions, executive leadership recommends eliminating the annual leave

rollover cap while retaining all other provisions related to accrual, usage approval, and payout upon separation.

The proposed revision would:

- Remove the policy provision that limits the amount of unused accrued annual leave that may be carried forward from one fiscal year to the next.

The proposed revision would not change:

- Annual leave accrual rates.
- Supervisory approval requirements for the scheduling and use of leave.
- The maximum annual leave payout of 240 hours upon resignation, dismissal, or other separation, as currently defined in policy.

Removing the annual leave rollover cap is intended to provide employees with greater flexibility to manage leave in response to personal, family, and operational demands, while recognizing that business needs may limit employees' ability to take leave within a single fiscal year. Leadership believes this change supports employee morale and retention while maintaining appropriate fiscal controls through existing payout limits.

The Chief Financial Officer has confirmed that eliminating the annual leave rollover cap will not pose an additional financial liability to HACA. The proposed revision does not increase annual leave accrual rates or the maximum payout of annual leave upon separation, which remains capped at 240 hours. Accordingly, the change is not expected to result in a fiscal impact and affects only the timing of leave usage. Management will continue to monitor leave balances and operational coverage to ensure continuity of operations.

Staff Recommendation:

Staff recommends that the Board of Commissioners approve the proposed revision to the HACA Personnel Policy removing the annual leave rollover cap, effective upon Board approval.

ATTACHMENTS:

None

RESOLUTION NO. 02942

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN APPROVING A REVISION TO THE PERSONNEL POLICY RELATED TO ANNUAL LEAVE ROLLOVER

WHEREAS, the Housing Authority of the City of Austin (“HACA”) maintains a Personnel Policy governing employee benefits, including the accrual, carryforward, and payout of annual leave; and

WHEREAS, the current Personnel Policy limits the amount of unused accrued annual leave that an employee may carry forward from one fiscal year to the next; and

WHEREAS, HACA's leadership team has reviewed the annual leave rollover provision and recommends eliminating the rollover cap while retaining existing accrual rates, approval requirements, and payout limits upon separation; and

WHEREAS, HACA's Chief Financial Officer has confirmed that eliminating the annual leave rollover cap will not pose an additional financial liability to HACA; and

WHEREAS, the Board of Commissioners desires to support employee wellbeing and operational flexibility while maintaining responsible fiscal oversight;

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

1. The Housing Authority of the City of Austin Board of Commissioners hereby approves a revision to the HACA Personnel Policy to remove the annual leave rollover cap.
2. All other provisions of the Personnel Policy related to annual leave accrual, use, and payout upon separation, including the maximum payout of 240 hours, shall remain in effect.
3. The Chief Executive Officer or designee is authorized to implement this policy revision and to update the Personnel Policy and related administrative documents accordingly.
4. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2026.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RAD ITEM 5.

MEETING DATE: March 17, 2026
STAFF CONTACT: Ann Gass
ITEM TITLE: Presentation, Discussion and Possible Action on Resolution No. 02943 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take such actions necessary or convenient to facilitate the bridge loan to Pathways at Rosewood Courts East, LP (the “Partnership”) for the development of the Pathways at Rosewood Courts East (the “Project”)
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

Presentation, Discussion and Possible Action on Resolution No. 02943 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take such actions necessary or convenient to facilitate the bridge loan to Pathways at Rosewood Courts East, LP (the “Partnership”) for the development of the Pathways at Rosewood Courts East (the “Project”).

SUMMARY

Background:

In October 2022, Pathways at Rosewood Courts, LP closed on the real estate transaction to redevelop Pathways at Rosewood Courts, which included \$30 million in private activity bonds. In June 2023, the partnership closed on an additional \$4 million in private activity bonds to ensure compliance with the 50% test required under the Low-Income Housing Tax Credit (LIHTC) program.

The bonds were structured to be repaid at conversion to permanent financing using tax credit equity scheduled for disbursement upon completion of construction, and in no event later than April 1, 2026. However, due to construction delays, the second tranche of bonds is maturing prior to the completion of construction. Although construction is now anticipated to be completed before April 1, 2026, additional time will be required for the development team to document project completion to the tax credit investor and to secure the release of the corresponding equity installment.

Process:

To avoid potential penalties, Austin Affordable Housing Corporation can provide a short-term bridge loan to the partnership in the amount of approximately \$3.8 million. This loan will be repaid upon conversion to permanent financing and receipt of the tax credit equity installment following documentation and confirmation of construction completion. The remaining bond balance will be retired using available project sources.

Staff Recommendation:

Staff recommends approval of this action.

ATTACHMENTS:

None

RESOLUTION NO. 02943

A Resolution by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take such actions necessary or convenient to facilitate the bridge loan to Pathways at Rosewood Courts East, LP (the “Partnership”) for the development of the Pathways at Rosewood Courts East (the “Project”)

WHEREAS, Austin Affordable Housing Corporation, a Texas nonprofit corporation (“AAHC”), is the sole member of Pathways at Rosewood Courts East GP, LLC, a Texas limited liability company (the “General Partner”), the general partner of the Partnership;

WHEREAS, the Partnership was formed for the purpose of owning, developing, managing, and otherwise dealing with the Project, a 184-unit apartment complex consisting of existing buildings being rehabilitated and new buildings being constructed on certain real property located in Austin, Travis County, Texas (the “Land”), and intended for rental to persons of low and moderate income;

WHEREAS, the Authority owns the Land on which the Project is being developed by the Partnership and entered into that certain Ground Lease (the “Ground Lease”) with the Partnership granting site control of the Land to the Partnership;

WHEREAS, in connection with the financing of the development of the Project, the Partnership desires to obtain a bridge loan from AAHC and AAHC desires to make a bridge loan to the Partnership in an amount not to exceed \$4,000,000.00 (the “Bridge Loan”), and in connection therewith will enter into, execute, and deliver certain financing documents including, but not limited to, a subordinate promissory note, a subordinate leasehold deed of trust, and other certifications, assignment and such other documents (collectively, the “Bridge Loan Documents”);

NOW, THEREFORE, in connection with the development and financing of the Project, the Board of Commissioners of the Authority hereby adopt the following resolutions:

BE IT RESOLVED, that any officer of the Authority (the “Executing Officer”), acting alone, is hereby authorized to review, approve and execute the Bridge Loan Documents and all other certificates, affidavits, agreements, instruments, documents and other writings (collectively the “Transaction Documents”) the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer of the Authority, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action

in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

PASSED, APPROVED AND ADOPTED this 17th day of March, 2026.

[End of Resolution.]

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

PAMI ITEM 6.

MEETING DATE: March 17, 2026
STAFF CONTACT: Michael Roth, Vice President of Pathways Asset Management, Inc.
ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No. 02944: Renewal of Multiple Vendor Contracts for Landlord/Tenant Legal Services at all Pathways Asset Management Managed Properties
BUDGETED ITEM: Yes
TOTAL COST: Not to exceed \$280,000 per year, renewable for up to 5 years.

ACTION

The Board is being asked to authorize the renewal of contracts to provide landlord / tenant legal services at all Pathways Asset Management-managed properties for the following vendors:

- Troilo Law Firm, P.C.
- Cokinos / Young

SUMMARY

Background:

Pathways Asset Management, Inc. (PAMI) is a wholly owned governmental instrumentality of the Housing Authority of the City of Austin. On October 15, 2016, the HACA Board of Commissioners passed a resolution to approve the formation of PAMI. At that time in 2016, HACA was converting its entire Public Housing portfolio to HUD Project Based Rental Assistance (PBRA) through the Rental Assistance Demonstration (RAD). Through that conversion, the ownership of the properties transferred to individual Limited Liability Companies (LLCs) or Limited Partnerships (LPs). HACA formed PAMI to function as the management company to manage the properties on behalf of the new ownership entities.

The mission of Pathways Asset Management, Inc (PAMI) is to provide affordable, service-enriched housing to low and moderate-income families living in RAD converted properties and properties owned by the Housing Authority of the City of Austin. As part of that mission, PAMI staff work with the goal of avoiding eviction whenever possible. However, it is unavoidable that legal actions up to and including evictions will arise in the administration of this work. It is important for PAMI to have proper legal representation to protect the interests of each property entity 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. Landlord / Tenant law has been a changing landscape with open questions about the interpretation of the CARES Act, new and changing City and County ordinances, new State laws regarding eviction notices, and new notices of HUD requirements. It has been valuable for PAMI to have effective and timely legal resources to help navigate these guidelines.

Process:

On September 21, 2023, the Board of Commissioners approved Resolution No. 02814 awarding the contract for providing Landlord / Tenant Legal Services at all PAMI-managed properties. This award was for an annual contract which can be renewed for up to 5 years.

At that time, staff followed our procurement policy. An RFP was issued for Legal Services for Landlord / Tenant issues (PAMI-23-0251). The RFP was properly advertised 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.

As part of the renewal process, an evaluation team reviewed the work of the vendors since the contract was awarded and recommends renewing the contracts for Troilo Law Firm, P.C. and Cokinos/Young for the following reasons:

1. It has proven beneficial to PAMI to have more than one legal service provider to handle the volume of work related to Landlord / Tenant issues at 15 properties. Splitting that work between multiple law firms has been effective.
2. During this time of changing laws and regulations at the Federal, State and Local level, the law firms located within our city and county have demonstrated the best ability to navigate all three levels of government regulations as they apply to our PAMI-managed properties.
3. The two law firms being renewed have demonstrated the working experience and capacity to handle the volume of work related to our properties.

The evaluation team identified the specific properties to renew for 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 renewed for each vendor.

Staff Recommendation:

Troilo Law Firm, P.C. and Cokinos/Young both had experience providing legal services to PAMI prior to this contract. During the initial term of this contract, the performance of their service has been satisfactory.

After reviewing all services provided, staff recommends renewal of the contract to provide Landlord / Tenant legal services to multiple vendors: Troilo Law Firm, P.C. and Cokinos/Young.

ATTACHMENTS:

Exhibit 1 - RFP for Legal Services, Exhibit 2 - RFP Distribution List, Exhibit 3 - Contract Renewal Distribution

RESOLUTION NO. 02944

RENEWAL OF AWARD OF MULTIPLE CONTRACTS FOR LEGAL SERVICES FOR LANDLORD / TENANT ISSUES TO TROILO LAW FIRM, P.C. AND COKINOS/YOUNG

WHEREAS, Pathways Asset Management, Inc is a wholly-owned governmental instrumentality of the Housing Authority of the City of Austin (HACA) formed to manage HACA's RAD converted Project Based Rental Assistance portfolio; and

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 September 21, 2023, the board of commissioners approved a contract for legal services and awarded to multiple vendors and this contract has been reviewed for renewal by PAMI; and

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

WHEREAS, it is recommended to renew the contracts to Troilo Law Firm, P.C. and Cokinos/Young with distribution as follows:

Troilo Law Firm, P.C. in the amount not to exceed \$160,000 for services to Pathways at Meadowbrook, Pathways at Booker T. Washington, Pathways at Bouldin Oaks, Pathways at Georgian Manor, Pathways at Northgate, Pathways at North Loop and Pathways at Coronado Hills.

Cokinos/Young in the amount not to exceed \$120,000 for services to Pathways at Lakeside, Pathways at Salina, Pathways at Gaston Place, Pathways at Thurmond Heights, Pathways at Goodrich Place, Pathways at Shadowbend, Pathways at Manchaca II and Pathways at Manchaca Village.

WHEREAS, THIS IS THE FIRST RENEWAL OF THIS CONTRACT WITH A MAXIMUM RENEWAL TIME PERIOD 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 RENEW THE CONTRACTS FOR TROILO LAW FIRM, P.C. AND COKINOS/YOUNG FOR ONE YEAR.

PASSED, APPROVED AND ADOPTED THIS 17TH DAY OF MARCH 2026.

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

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.

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

Contract Renewal Distribution

Property	# Units	Vendor	Annual Not To Exceed Amount	Cost for Partner	Cost for Senior	Cost for Associate	Cost for Paralegal	Avg. Evaluation Score
Pathways at Meadowbrook	160	Troilo Law Firm, P.C.	\$160,000 for all properties combined	\$250 / Hour	\$250 / Hour	\$200 / Hour	\$100 / Hour	97
Pathways at Booker T Washington	216							
Pathways at Bouldin Oaks	144							
Pathways at Georgian Manor	94							
Pathways at Northgate	50							
Pathways at North Loop	130							
Pathways at Coronado Hills	48							

Property	# Units	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	\$120,000 for all properties combined	\$350 / Hour	\$300 / Hour	\$250 / Hour	\$150 / Hour	84
Pathways at Salina	32							
Pathways at Gaston Place	100							
Pathways at Thurmond Heights	144							
Pathways at Goodrich Place	120							
Pathways at Shadowbend	50							
Pathways at Manchaca II	33							
Pathways at Manchaca Village	33							