



June 11, 2024

Board of Commissioners Regular Meeting

BOARD OF COMMISSIONERS

Dr. M. Ann Levett, *Chairwoman*
Term Expires: 01/04/2028

Edward Gresham, *Vice Chairman*
Term Expires: 01/04/2026

Darrel Daise
Term Expires: 01/04/2025

Michael Holland
Term Expires: 01/04/2027

Happi Peavey-Guzman
Term Expires: 01/04/2029

RESIDENT ADVISORS

Deborah Bulloch
Term Expires: 05/14/2026

Sophia Perry
Term Expires: 05/14/2026

Earline Wesley Davis, Executive Director



TENTATIVE AGENDA

REGULAR BOARD OF COMMISSIONERS MEETING

Tuesday, June 11, 2024, 12:15 p.m.

HAS Administrative Office, 1407 Wheaton Street, Building A

MEETING CALL TO ORDER: DR. M. ANN LEVETT, CHAIRWOMAN

MOMENT OF SILENCE

1. Consent Agenda* Dr. M. Ann Levett, Chairwoman

Recommended Action: Approve

(A) Minutes of May 14, 2024 Regular Meeting and May 14, 2024 Annual Meeting

(B) Resident Services Report

(C) Asset and Property Management Report

(D) Assisted Housing Programs Report

(E) Financial Report

**NOTE: Items on the consent agenda will not be discussed prior to action; however, if any Commissioner believes that an item on the consent agenda requires discussion, the Commissioner may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.*

2. Contract for Financial Audit Services Carl Edwards, Procurement Manager

Recommended Action: Adopt Board Resolution No. 06-24-01

3. Hurricane Season Preparations.....Phillip Taylor, Director of Property Management

Recommended Action: For information

4. Executive Director’s Report Earline Wesley Davis, Executive Director

5. Executive Session** Earline Wesley Davis, Executive Director

***Pursuant to O.C.G.A. § 50-14-3, the meeting may be closed to the public to discuss real estate, litigation and/or personnel matters.*

COMMENTS FROM COMMISSIONERS Dr. M. Ann Levett, Chairwoman

ADJOURNMENT Dr. M. Ann Levett, Chairwoman



Agenda Item No. 1 – *New Business* CONSENT AGENDA

RECOMMENDED ACTION:
Approve Consent Agenda

BACKGROUND:
To make efficient use of meeting time, the Board has authorized the use of a consent agenda as part of the Housing Authority’s regular meeting agenda. The consent agenda will condense the routine business of the Board into a single motion.

Reports included in the consent agenda have been compiled under the direction of HAS’s leadership team that includes:

- Earline Wesley Davis, Executive Director
- Kenneth Clark, Deputy Director
- Lynn Coleman, Director of Assisted Housing Programs
- Robert Faircloth, Director of Finance
- Shannell Hardwick, Director of Human Resources
- Rafaella Nutini, Director of Asset Management
- Phillip Taylor, Director of Property Management
- Tammy Brawner, Management Analyst

ANALYSIS:
Items on the consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, the Board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration. The following table details the consent agenda items for Tuesday’s meeting, along with the action to be accomplished by approval.

CONSENT AGENDA ITEM	TO BE ACCOMPLISHED
(A) Minutes of May 14, 2024 Regular Meeting and May 14, 2024 Annual Meeting	Approve Minutes
(B) Resident Services Report	Receive Report
(C) Asset and Property Management Report	Receive Report
(D) Assisted Housing Programs Report	Receive Report
(E) Financial Report	Receive Report

BOARD CONSIDERATION AND ACTION:
Approve Consent Agenda

Consent Agenda Item (A)

MEETING MINUTES

The proposed minutes of the May 14, 2024 regular meeting and May 14, 2024 annual meeting are presented on the following pages for approval.

The Housing Authority of Savannah is governed by a five-member Board of Commissioners, appointed by the Mayor to serve for five-year terms. The Board of Commissioners holds its meetings on the second Tuesday of the month.

Dr. M. Ann Levett
Chairwoman

Edward Gresham
Vice Chairman

Darrel Daise

Michael Holland

Happi Peavey-Guzman

DRAFT FOR APPROVAL
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF SAVANNAH
May 14, 2024

The Board of Commissioners of the Housing Authority of Savannah met in regular session at the office of the Housing Authority of Savannah, 1407 Wheaton Street – Building A Board Room beginning at 12:15 p.m. on Tuesday, May 14, 2024. Chairman Darrel Daise called the meeting to order and upon roll call those present and absent were as follows:

Present: Darrel Daise, Chairman
 Edward Gresham, Vice Chairman
 Happi Peavey-Guzman
 Dr. M. Ann Levett

Absent: Michael Holland

Also present were Executive Director Earline Wesley Davis, Deputy Director Kenneth Clark, Director of Assisted Housing Programs Lynn Coleman, Director of Human Resources Shannell Hardwick, Director of Asset Management Rafaella Nutini, Director of Property Management Phillip Taylor, Management Analyst Tammy Brawner, Public Housing Family Self-Sufficiency Specialist Paprice Simmons, Resident Advisor Deborah Bulloch, and Resident Advisor Sophia Perry. Attorney Phillip Thompson of Ellis, Painter, Ratterree, & Adams LLP and Attorney David Sunshine Hamburger of Georgia Legal Services were also in attendance.

The Chairman opened the meeting with a moment of silence.

INTRODUCTION OF NEW RESIDENT ADVISORS

Executive Director Earline Davis began the meeting by stating that two Resident Advisors to the Board of Commissioners had recently been selected from the Housing Authority’s Resident Advisory Board. This is an advisory position to the Board to provide insight to the Commissioners from a Resident perspective and the position is for a term of two years. Ms. Davis invited Management Analyst Tammy Brawner to formally introduce the two new Resident Advisors. The Commissioners welcomed Deborah Bulloch of Pickens Patterson Terrace and Sophia Perry of Yamacraw Village.

APPROVAL OF CONSENT AGENDA

The Consent Agenda included the minutes of the April 9, 2024 regular meeting; Resident Services Report; Asset and Property Management Report; Assisted Housing Programs Report; and Financial Report. Commissioner Levett made a motion to approve the consent agenda. Commissioner Gresham seconded the motion and it passed unanimously.

ADOPTION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION

Director of Assisted Housing Programs Lynn Coleman explained that housing authorities are graded by HUD on their Housing Choice Voucher Program’s performance. By using the Section 8 Management Assessment Program (SEMAP), HUD can assess the Housing Authority’s performance based on fourteen indicators that show whether or not families are being assisted according to federal regulations. This information is electronically submitted to HUD on Form HUD-52648 on an annual basis.

Ms. Coleman answered questions of the Commissioners and following the discussion, Commissioner Levett made a motion to approve the Section 8 Management Assessment Program Certification and to authorize the Chairman and Executive Director to execute the form, and accompanying Board Resolution No. 05-24-01. Commissioner Gresham seconded the motion and it was unanimously approved.

AWARD OF MAKE-READY CONTRACT

Deputy Director Kenneth Clark addressed the Board of Commissioners regarding the need for unit make-ready services by qualified licensed and insured contractors. Mr. Clark stated that an Invitation to Bid (IFB) was published for these services that will include electrical, plumbing, flooring, hardware installation, HVAC, painting, etc. that will be executed through task orders based on unit need.

To improve the overall efficiency and effectiveness of the unit make ready program. HAS intends to award the work to multiple Contractors. The HAS facilities will not be divided into groups. Instead, each Contractor may be called to any facility within HAS’s portfolio on an as-needed basis. The contractor shall provide all labor and equipment and perform

all operations necessary to perform unit make ready services at various locations owned or operated by HAS.

Seven contractors submitted responsive and responsible bids based on cost and overall compliance. Clearbrook Services, Inc., Faithful 8, LLC, City Wide Renovations, LLC, 25th Hour Enterprises, LLC Blackshear Enterprises, Inc., LTD Construction & Management Services, LLC and HHO, Inc. met all the requirements for the award.

After the presentation, Commissioner Gresham moved to adopt Board Resolution 05-24-02, to authorize the Executive Director to execute contracts with Clearbrook Services, Inc., Faithful 8, LLC, City Wide Renovations, LLC, 25th Hour Enterprises, LLC Blackshear Enterprises, Inc., LTD Construction & Management Services, LLC and HHO, Inc., to provide unit make ready services based on proposed rates by bedroom size and condition, also according to the terms specified in the IFB. Commissioner Levett seconded the motion which passed unanimously.

APPROVAL OF FLAT RENTS SCHEDULE FOR PUBLIC HOUSING NEIGHBORHOODS

Director of Property Management Phillip Taylor addressed the Board regarding Section 523 of the Public Housing Reform law that authorizes public housing residents to choose between income-based and flat rents. Mr. Taylor explained the difference between the two rents and the benefits that each option provides to Housing Authority residents.

To determine flat rents, HUD requires that the Housing Authority of Savannah consider location, quality, size, unit type, age of the unit, amenities, housing services, maintenance, and utilities provided. Flat rents must also be based on a rent that would allow the unit to be successfully rented if the unit were not in public housing, but on the private market.

Mr. Taylor recommended that the Board adopt Board Resolution No. 05-24-03 to approve the proposed flat rents schedule for the Housing Authority neighborhoods of Simon Frazier Homes, Pickens Patterson Terrace, Single Family Homes, Horace Stillwell Towers, and Yamacraw Village, to be effective immediately. Commissioner Gresham made a motion to approve the increase. Commissioner Levett seconded the motion and it passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided a report to the Board of Commissioners. A discussion was held following the report about poverty simulations.

There being no further business, the Chairman adjourned the meeting at 1:05 p.m.

Secretary

ATTEST:

Chairwoman

Approval Date: June 11, 2024

DRAFT FOR APPROVAL
ANNUAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF SAVANNAH
May 14, 2024

The Board of Commissioners of the Housing Authority of Savannah met in annual session at the office of the Housing Authority of Savannah, 1407 Wheaton Street – Building A Board Room beginning at 1:05 p.m. on Tuesday, May 14, 2024. Chairman Darrel Daise called the meeting to order and upon roll call those present and absent were as follows:

Present: Darrel Daise, Chairman
 Edward Gresham, Vice Chairman
 Happi Peavey-Guzman
 Dr. M. Ann Levett

Absent: Michael Holland

Also present were Executive Director Earline Wesley Davis, Deputy Director Kenneth Clark, Director of Assisted Housing Programs Lynn Coleman, Director of Human Resources Shannell Hardwick, Director of Asset Management Rafaella Nutini, Director of Property Management Phillip Taylor, Management Analyst Tammy Brawner, Public Housing Family Self-Sufficiency Specialist Paprice Simmons, Resident Advisor Deborah Bulloch, and Resident Advisor Sophia Perry. Attorney Phillip Thompson of Ellis, Painter, Ratterree, & Adams LLP and Attorney David Sunshine Hamburger of Georgia Legal Services were also in attendance.

ELECTION OF OFFICERS

The Chairwoman stated that the election of officers was in order and called for nominations. (In accordance with the By-Laws of the Housing Authority of Savannah, the Executive Director serves as Secretary to the Board of Commissioners.)

CHAIRPERSON

Commissioner Gresham nominated Dr. M. Ann Levett as Chairwoman. Nominations were then closed. Commissioner Levett was unanimously elected as Chairwoman.

VICE CHAIRPERSON

Commissioner Levett nominated Edward Gresham as Vice Chairman. Nominations were then closed. The vote was unanimous in the election of Commissioner Gresham as Vice Chairman.

TREASURER

Commissioner Daise nominated Director of Finance Robert Faircloth to serve as Treasurer. The nomination was seconded by Commissioner Daise and Mr. Faircloth was unanimously elected.

ASSISTANT SECRETARY

Commissioner Gresham nominated Management Analyst Tammy Brawner to serve as Assistant Secretary. The nomination was seconded by Commissioner Daise and Ms. Brawner was unanimously elected.

There being no further business, the Chairman adjourned the meeting at 1:08 p.m.

Secretary

ATTEST:

Chairwoman

Approval Date: June 11, 2024

Consent Agenda Item (A)

RESIDENT SERVICES

Housing Choice Voucher (HCV) Homeownership New Homeowners

The homeownership program would like to congratulate our two newest homeowners. A family of six has purchased a 3-bedroom, 2-bath home in the Windsor Forest neighborhood. The family initially applied for the homeownership program in July 2022 and was pre-approved for a conventional loan in the amount of \$237,750 by Truist Mortgage on March 24, 2023. The sale of the home was originally scheduled to close in November 2023; however, due to a real estate title defect, the closing did not occur until May 6, 2024. In addition, the City of Savannah’s Dream Maker Program was utilized for down payment assistance in the amount of \$30,000. This family is our fifth homeowner for 2024.



Our sixth homeowner is a family of two who purchased a new-construction home on May 10, 2024. The home is in the Cuyler/Brownville Community of Savannah, GA. The purchase price was \$209,000. The journey toward homeownership began on September 6, 2018. At the time of the initial application, the family needed to improve their credit history and credit score. Through extensive financial counseling, the family was eventually pre-qualified through King Newton Financial Services for an FHA loan in the amount of \$220,000. The family also received a combined total of \$53,000 in down payment assistance from the City of Savannah’s Dream Maker Program and the Community

The Housing Authority of Savannah Resident Services Department continues to provide educational, employment and enrichment activities through a variety of community partnerships.

Housing Services Agency, Incorporated Savannah Affordable Housing Fund Buyer Assistance Program to assist with the purchase.



Frazier Homes Resident Engagement

Resident associations play a crucial role in fostering community engagement and addressing vital concerns. The Frazier Homes Resident Association is off to a fantastic start. The first meeting was held on May 22, 2024. At the meeting, 11 residents were in attendance. A few residents expressed an interest in taking an officer position. We are thrilled to see residents actively participate in shaping the future of their community.

Family Self-Sufficiency Program (FSS) Employment Training 101

The FSS Program is dedicated to helping participants achieve their goals, increase their earnings, and thrive in the workforce. Our team works tirelessly to establish partnerships with leading companies, providing participants with exclusive access to job training and employment opportunities that enhance their skills. We understand that each participant's journey is unique, which is why we offer personalized guidance and support tailored to their specific needs and goals. Whether they are exploring new career paths or striving for advancement in their current role, the program is designed to assist them in achieving financial independence. We are thrilled to provide an invaluable opportunity to gain essential skills and explore exciting career paths with one of the world's leading logistics companies. Kristi Crouse, FedEx Human Resources Business Partner, will facilitate employment training and provide information regarding career opportunities with FedEx. The session is scheduled for Friday, June 14, 2024, at 10:00 am. The location is the Housing Authority of Savannah, Conference Room, Building B. In collaboration with our community partners, we will unlock new opportunities and pave the way for brighter futures. This is another opportunity to enhance participants' professional toolkit and boost their confidence in the job market.

Consent Agenda Item (C)

Asset and Property Management Report

I. Capital Needs Planning and Investments

CAPITAL FUND PLANNING INITIATIVE

Capital Funds are provided annually by the U.S. Department of Housing and Urban Development (HUD) to the Housing Authority of Savannah (HAS) for development, modernization, and management improvements related to public housing properties. Every five years, HAS is tasked with submitting to HUD a plan describing in detail how it plans to utilize Capital Funds, which includes a series of physical improvement projects to be implemented in the next five-year cycle. To produce a *Five-Year Action Plan (5YAP)* congruent with the properties' needs, HAS contracts third-party inspection companies to conduct complete Physical Needs Assessments (PNA) that describe what components of site, buildings and units will need to be repaired and/or replaced over the next twenty years of operations. PNAs also highlight the properties' critical needs and provide a cost estimate for the work. Once HAS receives PNA reports, the information is analyzed and combined with other inspections scores and input provided by staff, residents, the Board of Commissioners, and the public, before the 5YAP is submitted to HUD.

Following the process mentioned above, a PNA has been conducted and Final Reports were made available to HAS, containing immediate needs of the properties and estimated cost for the work. The *2024 – 2028 5YAP Draft* was reviewed by the Board of Commissioners on October 10, 2023, after consultation with residents was complete, and published on November 20, 2023. Public review ended with a public hearing held on January 8, 2024. The submission of the 5YAP to HUD is expected to happen once HAS receives Environmental Review reports executed by the City of Savannah. Prior to executing the reports, the City of Savannah plans to publish Notices of Intent to Request Release of Funds (NOI / RROF), which are mandatory given the historic and/or geographic character of HAS public housing properties. As of May 31, 2024, the City of Savannah is reviewing all final Environmental Reports so it can proceed with publication.

A date for submission of the 5YAP is to be determined.

The Asset Management and Property Management functions of the Housing Authority of Savannah (HAS) seek to operate, preserve, improve, and develop HAS real estate assets through inspired consultation and effective collaboration with HAS staff, residents, public and private partners, and community stakeholders. This summary highlights significant ongoing and planned initiatives for properties HAS manages, which include five conventional public housing properties, three mixed-income tax credit properties, and one Project-Based Voucher property, with a total of **1,513** affordable units.

Activity	Completion Date (*estimated)	Status
<i>Solicitation for PNA is published</i>	7-Nov-22	Complete
<i>Deadline for receiving responses</i>	7-Dec-22	Complete
<i>PNA vendor selection</i>	12-Dec-22	Complete
<i>Preparation of schedule and project documents</i>	27-Jan-23	Complete
<i>Period for physical assessment of properties</i>	10-Feb-23	Complete
<i>Period for preparation of reports</i>	20-Feb-23	Complete
<i>Delivery of PNA Draft reports to HAS</i>	28-Feb-23	Complete
<i>HAS review of Drafts and consultation with site staff</i>	30-Mar-23	Complete
<i>HAS final submission of comments to vendor</i>	28-Apr-23	Complete
<i>Delivery of Final PNA reports to HAS</i>	31-May-23	Complete
<i>Selection of new members of HAS Resident Advisory Board (RAB)</i>	23-Jun-23	Complete
<i>Conclusion of RAB and resident consultation period for 5YAP</i>	1-Sep-23	Complete
<i>Board of Commissioners 5YAP Workshop</i>	10-Oct-23	Complete
<i>Publication of 5YAP Draft</i>	20-Nov-23	Complete
<i>End of Public Comment Period and Public Hearing</i>	8-Jan-24	Complete
<i>Board of Commissioners adoption of 5YAP</i>	9-Jan-24	Complete
<i>EPIC Submission of 2024_2028 CFP Action Plan</i>	TBD	Pending

5YAP Schedule

When Capital Funds become insufficient to cover the needs of a public housing property, and modernization becomes infeasible due to high cost or obsolescence of structures, HUD makes available *Repositioning tools* that assist public housing authorities in obtaining other sources of funds through the conversion of units to the Section 8 platform under the Rental Assistance Demonstration Program (RAD) and through Demolition/Disposition and redevelopment of the site, as authorized under ‘Section 18’. HAS has repositioned several of its public housing properties utilizing a mix of demolition and site redevelopment (i.e., Garden Homes, Fellwood Homes, and Robert Hitch Village), and RAD conversions (i.e., Fred Wessels, Edgar Blackshear and Herbert Kayton Homes), and continues to plan the strategic repositioning of properties in accordance with their physical conditions and the need to leverage other agency funds or third-party sources to complete all necessary improvements. Nonetheless, challenges brought by rising housing costs and low housing supply must be recognized by HAS and result in strategic planning for rehabilitation work to be conducted in public housing properties, to avoid impediments to the relocation of residents within the Savannah area.

FRAZIER HOMES: FOCUS ON PRESERVATION

The 2019 PNA of Frazier Homes identified components in need of immediate replacement, including several electrical components such as power switches, outlets, fire and carbon alarms, HVAC systems, and external lights. Embracing a preservation strategy, HAS initiated several projects to improve structures and systems at Frazier. In November 2022 HAS entered into a contract with Intex Construction for installation of new external lights. The \$336K contract was partially paid with a \$114K *Safety and Security Grant* awarded to HAS in September 2022. Following completion of the external lights project, HAS was awarded a \$1.8 million HUD grant for completion of remaining items in the electrical scope of work. In February 2023, HAS executed a \$4 million contract with Mid-Atlantic, under which several electrical parts have already been replaced, and

installation of new HVAC units is ongoing. Amendments to the original contract have raised the project cost to \$4.4 million. On January 9, 2024, the Board of Commissioners approved a \$4.9 million contract with Gibraltar for replacement of Windows and Security Screens in Frazier and Single-Family Homes. Other projects in the pipeline are breezeway and accessibility improvements. In August 2023, HAS submitted to HUD an application to the *Capital At -Risk* Program, aiming to be awarded a \$3 million grant in 2024 that would be utilized for partially financing the breezeway improvement project. On February 21, 2024, HUD notified HAS that its application was not funded. A debriefing meeting between HAS and HUD was held on April 11, 2024, to discuss results. HUD informed HAS only troubled agencies were selected for funding.

On March 26, 2024, HAS submitted to HUD an application for *Emergency Safety and Security Grant* (ESSG). If awarded, the \$250,000 grant would be utilized for covering costs associated with the Windows and Security Screens project mentioned above, and would result in improved security in Single Family Homes units. HUD awards ESSG through a lottery system.

The [current 5YAP \(2019 – 2023\)](#) strongly relied on results of the 2019 PNA and is inclusive of projects currently underway, presented in Table 1 below:

Capital Improvement Project	Scope	Contract Amount	Contract Execution	Estimated Completion
<i>Stillwell Towers Elevator Modernization</i>	Replacement of all existing elevator equipment with new energy efficient mechanical, electrical, and technological systems	\$ 1,464,870	August 2022	October 2024
<i>Frazier MEP</i>	Upgrade of HVAC units, electrical power devices and interior lighting components within the apartment units. Installation of attic access doors	\$ 4,019,507	February 2023	August 2024
<i>Frazier MEP II</i>	Replacement of main service breakers and meter packs	\$ 405,221	Change order approval January 2024	November 2024
<i>Monument Signage</i>	Construction of monumental signs at 5 properties	\$94,000	January 2024	June 2024 (pending: lettering)
<i>Frazier and Single-Family Homes Windows and Screen Doors</i>	Replacement of windows and screen doors	\$4,900,0000	February 2024	February 2025

Table 1: Capital Improvement Projects

One of the projects recently conducted by HAS was the installation of new PTACs (Packaged Terminal Air Conditioning) in Stillwell Towers units. Successfully completed in September 2023, the \$424K contract with Blackshear Enterprises will be followed by replacement of PTAC sleeves, to begin in June 2024.

YAMACRAW VILLAGE: SECTION 18, DEMOLITION AND DISPOSITION APPLICATION

Five Year Action Plans also assist HAS in identifying obsolete properties where rehabilitation is not cost effective. According to the 2019 PNA, Yamacraw Village reached physical obsolescence and could receive HUD approval to be demolished. Since a Repositioning Plan approval by the Board of Commissioners on June 9, 2020, an application for Demolition and Disposition of Yamacraw Village is being prepared by HAS. The application has several parts and, although a majority is complete, submission is pending due to necessary steps being undertaken in the *Section 106 (Historic Preservation)* consultation process. HAS's intention is to develop improved housing units on site and work with stakeholders and community partners in creating a holistic redevelopment plan. As part of the planning process and in fulfillment of requirements under Section 18, to date HAS conducted a total of 44 meetings with Yamacraw residents. HAS will continue to update residents and partners regarding the timeline for submission of this application, which now awaits the successful conclusion of the Section 106 Review by the City of Savannah (Responsible Entity under 24 CFR 58), execution of the Environmental Certification, and issuance by HUD of form 7015.16, Authorization to Use Grant Funds.

EAST SAVANNAH GATEWAY TRANSFORMATION

The East Savannah Gateway is an area for which HAS received a Choice Neighborhood Planning Grant that culminated into a [complete Transformation Plan](#), bounded by President Street on the north, Pennsylvania Avenue on the east, Henry Street on the south, and Broad Street on the west. A total of 478 new and 280 rehabilitated units are now present in the East Savannah Gateway. The former Robert Hitch Village site currently has two phases of construction in a new development named The View at Oglethorpe. Phase I consists of 72 units, of which 34 are RAD units transferred from the former Wessels and Blackshear sites. Phase I is 90% affordable with 15 market-rate units. Phase II consists of 100 units, of which 36 are RAD units transferred from the former Wessels and Blackshear sites. Phase II is 80% affordable with 20 market-rate units. Also, part of this Transformation initiative was the RAD conversion and rehabilitation of Wessels and Blackshear Homes, resulting in a new community named River Pointe. The financial closing for the redevelopment of the former Fred Wessels Homes (Wessels) and Edgar Blackshear Homes (Blackshear) occurred on June 30, 2016. The new community consists of 280 RAD Project-Based Rental Assistance (PBRA) units.

The presence of vacant parcels of land owned by HAS in East Savannah is another consequence of previous demolition activity, totaling *18 acres* currently available for redevelopment. HAS is currently evaluating redevelopment options for these properties, which may include new projects arising from the current Faircloth-to-RAD solicitation which is described in greater detail later in this report.

Other important pieces of a successful transformation strategy are education and recreation. Committed to a holistic revitalization approach, HAS is furthering the development of an Early Childhood Learning Center (ECLC) on a portion of the former Robert Hitch Village site. The ELC is a SPLOST-approved (Special Purpose Local Option Sales Tax) project expected to be funded by Chatham County and the City of Savannah

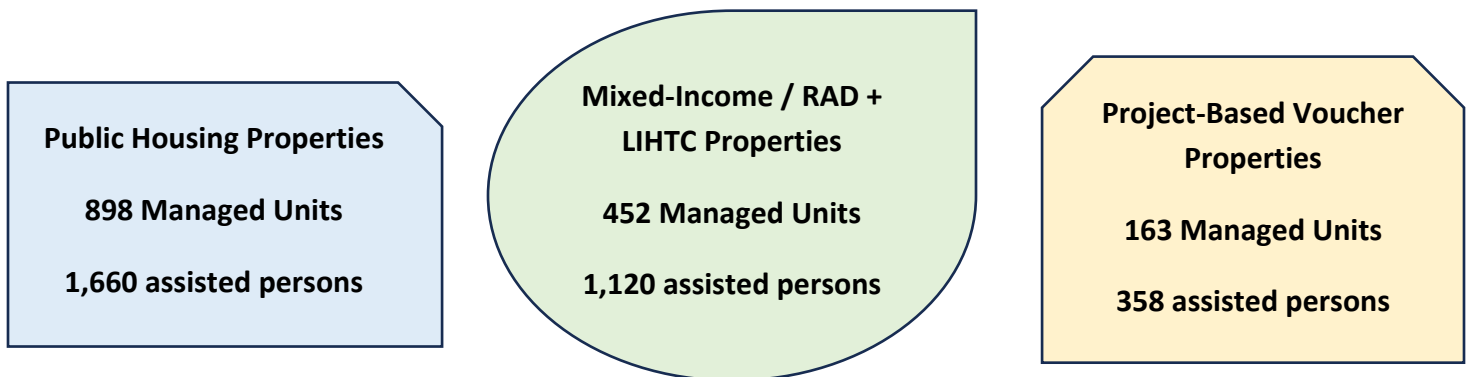
to provide enrichment programs that will serve children 0 to 3 years of age. A library is forecasted to be included in the same building. On January 26, 2022, HUD approved HAS request to lease a 9-acre parcel to Chatham County for development of educational and recreational facilities. The lease, approved by the Board of Commissioners and executed on March 8, 2022, authorized the County to sublet areas of the site to non-profit entities for development and operations of other facilities that will provide services to residents of HAS owned and/or managed properties. In October 2022, the County entered into an agreement with East Savannah United, YMCA of Coastal Georgia, Live Oak Public Libraries and Goodwill Southeast GA to provide services on site. The master site plan for the entire project and conceptual design of the ECLC became available in May 2023 and underwent review by HAS staff. On April 24, 2024, following approval by the Board of Commissioners, HAS submitted an Amendment Request to the Metropolitan Planning Commission (MPC) seeking to amend the Planned Unit Development (PUD) zoning ordinance in which the ECLC parcel is located. MPC approved HAS's request on May 21, 2024.

II. HAS-Managed Operating Properties

Table 3 below presents information about properties managed by HAS, with their number of units, occupancy rate, and width of assistance.

Properties	Year of Construction	Number of Managed Units	Occupancy as of 31-May-24	Number of residents as of 31-May-24
Yamacraw Village	1941	315	43%	431
Simon Frazier Homes	1968	236	88%	677
Stillwell Towers	1972	211	95%	201
Pickens Patterson Terrace	1982	76	91%	169
Single Family Homes	1996	60	87%	153
The View at Oglethorpe I	2018	72	90%	204
The View at Oglethorpe II	2018	100	94%	217
River Pointe	2016	280	89%	693
Herbert Kayton Homes	1962	163	74%	359

SUMMARY BY PROPERTY TYPE



1,513 housing units managed by HAS

3,138 persons currently housed in HAS-managed properties

CONVENTIONAL PUBLIC HOUSING PROPERTIES

OCCUPANCY BRIEFINGS AND WORKSHOPS

During the month of May, twenty-one (21) eligibility interviews were conducted with families interested in becoming public housing residents. Ten applicants and/or residents were housed and/or transferred this month.

EVICCTIONS/MOVE-OUTS

The following table provides a breakdown of the number of evictions as well as other move outs that took place during the past three months and the reason for those evictions and move outs.

	May	April	March	Trimester TOTAL
Abandoned Unit	0	0	0	0
Non Payment of Rent	2	1	0	3
Criminal Activity	0	2	2	4
Other Lease Violations	0	4	0	4
Other Move outs	4	12	6	22
Section 8	0	0	0	0
TOTAL	6	19	8	33

III. Other Unit Production and Preservation Initiatives

REQUEST FOR QUALIFICATIONS (RFQ) FOR FAIRCLOTH-TO-RAD PROJECTS

Public housing authorities are authorized to develop a certain number of public housing units, capped in accordance with the 1998 Faircloth Amendment. The number of public housing units a public housing authority is authorized to own and operate cannot exceed the number of units the authority owned and operated in October 1999. This requirement, known as the “*Faircloth Limit*”, results in HAS’s current ability to develop 757 additional public housing units in Savannah.

With the goal of expanding the supply of affordable housing units, HAS is utilizing its Faircloth availability through current solicitation. On December 27, 2022, HAS issued a Request for Qualifications (RFQ) seeking proposals by qualified Developers and Owners of multifamily rental units interested in developing public housing units with pre-approval for conversion to project-based assistance. This new program, known as Faircloth-to-RAD, was launched by HUD in 2021 offering public housing authorities an opportunity to restore or add units to their housing stock by creating public housing units and converting them to Section 8 through RAD. HAS hosted a [virtual workshop](#) for partners and potential proposers on *May 8, 2023*. Additionally, HAS offered on February 5 and February 26, 2024, an opportunity for interested developers to tour vacant sites owned by HAS and available for redevelopment under this solicitation. The deadline for submission of proposals was recently extended to June 30, 2024.

THE PINES AT GARDEN CITY

The Pines at Garden City is a 94-unit affordable housing development located in Garden City, GA. On September 12, 2023, the HAS Board of Commissioners approved an Inducement Resolution declaring HAS’s official intent to issue tax-exempt housing revenue bonds to the Seattle-based Developer Vitus Group, for the purpose of acquiring and renovating the property. HAS, through its affiliate non-profit Savannah Community Builders (SCB), is expected to participate in the ownership of the Pines as a minor member of its general partner, and co-developer. In October 2023, Vitus and SCB submitted to the Georgia’s Department of Community Affairs (DCA) an application for Low-Income Housing Tax Credits (LIHTC). HAS is pleased to announce that the Pines at Garden City was awarded LIHTC, which along with bond proceeds is forecasted to be the main funding source for this renovation.

IV. Bond Transactions

The Housing Authority of Savannah has issued tax-exempt bonds that supported either the new construction or renovation of income-restricted units. Table 2 presents information on recent deals for which the principal balance on the bonds is still outstanding and HAS Issuer Fees are still being collected.

	Bond Inducement Date	Bond Issuance Date	Deal type	Total n° of income-restricted units	Total HAS Bond amount
Woodlands at Montgomery	October 2016	September 2017	New construction	246	\$28.5 mi
Waters at Gateway	April 2018	November 2017	New construction	270	\$23 mi
Westlake Apartments	February 2019	December 2018	Renovation	100	\$21.5 mi
Paradises Forest, Moultrie, and Carrollton	November 2019	February 2020	Renovation	206	\$29.3 mi
SNAP	June 2019	April 2020	Renovation	233	\$56 mi
Ogeechee Place	March 2020	March 2021	New construction	204	\$22 mi
Savannah Summit	February 2020	March 2021	Renovation	138	\$17.5 mi

Table 2: Outstanding Bonds

Consent Agenda Item (D)

HOUSING CHOICE VOUCHER PROGRAM

As of May 1, 2024, the total leased Vouchers are 2,427. As of October 1, 2023, the numbers in the chart only include **leased** units. The previous numbers included issued vouchers as well as leased.

As you may recall from previous discussions, the utilization for the HCV program is based upon the actual number of vouchers leased **or** the amount of budget authority expended. Although the leased vouchers are considerably less than the allocation, we are spending approximately 98+% of the budget authority.

Via PIH Notice 2024-16 *Implementation of the Federal Fiscal Year (FRY) 2024 Funding Provisions for the Housing Choice Voucher Program*, on May 10, 2024, we applied for additional funds under Category 1 which is the Prevention of Terminations Due to Insufficient Funding (Shortfall).

	No. Allocated 05/01/2024	No. Leased 03/01/2024	No. Leased 04/01/2023	No. Leased 05/01/2024	No. Available
SPC	112	119	120	121	-9
Mod Rehab Vouchers	20	18	17	17	3
Portables	2753	2466	2445	2427	326
VASH	-	31	30	31	
HCV PBV	137	102	114	116	21
RADPBV	271	242	246	248	23
TOTAL	330	267	268	267	63
	3623	3214	3210	3196	427

NUMBER ON WAITING LIST: 1,991

The Housing Choice Voucher Program allows housing authorities to assist families to obtain rental housing from private property owners. Housing can be apartments, houses, townhomes or duplexes. The Shelter Plus Care Program provides vouchers to people who are homeless and meet at least one of three other criteria: HIV/AIDS, chronic mental disability, and/or substance abuse. The Moderate Rehabilitation Program provides housing to homeless men at Duffy Street (Single Room Occupancy). Portables are vouchers in which the participant has moved from our jurisdiction to another area within the US and HAS is paying their assistance to another housing authority. For utilization purposes, they are counted as ours and included in the "Vouchers" total. The VASH vouchers combine HCV rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs at its medical centers. The local VA refers eligible VASH families to HAS. The project based allocations are to assist elderly participants at the Veranda (89), Rose of Sharon (100) and Sustainable Fellwood III (44) as well as mentally disabled at Sustainable Fellwood I (6) plus (32) at Sustainable Fellwood II. The RAD PBV allocations are the converted public housing units at Kayton Homes (163), Sustainable Fellwood I (40), Sustainable Fellwood II (40), Sustainable Fellwood III (20) & Ashley Midtown I (67). As of September 1, 2023, the Housing Authority of Savannah has been approved to administer 3,623 allocations.

Consent Agenda Item (E)

FINANCE

YARDI SOFTWARE UPDATE

The Authority's Finance Department is currently working with BDO, LLC to complete the closeout of the FYE 03/31/2024 and to prepare the unaudited Financial Data Schedules (FDS) to HUD. The Housing Authority of Savannah's usual Budget-V-Actual report presentation, for the period ending 03/31/2024, will be deferred until the July 2024 Board of Commissioners meeting. At that time the Finance Department will present a set of unaudited Financial Statements and Budget-V-Actual reports for the Year Ended 03/31/2024 and the period ending 03/31/2024.

In lieu of the normal Budget-V-Actual report the Authority will instead provide an update regarding the implementation and progress of the new YARDI Software solutions.

The Housing Authority of Savannah has been actively engaged in a very complex software conversion and implementation since before June of 2023. That engagement has led to many positive changes and enhancements to the daily operations of the Authority. Many are still in process.

Some of the daily operational enhancements stem from the RentCafe' module and the VendorCafe' and Procure- to-Pay modules.

RENTCAFE'

RentCafe' is an online web portal designed to allow residents and landlords to remotely access and provide updates to basically all elements of their residency or landlord tenure with the Authority.

Public Housing and Kayton residents can

- view their account activity and balances and pay online or at a local WIPS (walk-in-payment) participant
- report, process and view the status of maintenance requests online
- report resident and family basic data and status changes
- communicate electronically with their Property Management team

Authority staff is currently finalizing the ability for RentCafe' registered resident to process both intake (initial) and interim (status change) certifications for assistance eligibility online. June 2024 will be the first month of activity for these certifications.

As of 06/03/2024, a very encouraging 647 of the 789, **82%**, occupied unit Public Housing and Kayton residents have enrolled in RentCafe'.

Section 8 residents can

- view their account and assistance payment status
- report resident and family basic data and status changes
- communicate electronically with their assigned Caseworker

Authority staff is currently finalizing the ability for RentCafe' registered resident to process both intake (initial) and interim (status change) certifications for assistance eligibility online. June 2024 will be the first month of activity for these certifications.

As of 06/03/2024, a very encouraging 1658 Section 8 households, **54%** issued vouchers, have enrolled in RentCafe'.

Section 8 landlords can

- view their account and assistance payment ledgers and status
- request payment standard changes
- view inspections results
- view annual tax reporting – 1099-Misc
- communicate electronically with their assigned Caseworker

As of 06/03/2024, a very encouraging 459 Section 8 landlords, **62%**, have enrolled in RentCafe'.

RentCafe' internal management operations efficiencies include

- streamlined and electronic billing functions – PH & Kayton
- streamlined and electronic rent collections functions – PH & Kayton
- streamlined and remote electronic certifications processing – PH, Kayton & Section 8
- streamlined and electronic resident and landlord communications and reporting functions - PH, Kayton & Section 8
- front-end electronic digital data capture - PH, Kayton & Section 8

VENDORCAFE' & PROCURE-to-PAY

VendorCafe' is an online web portal designed to allow participating vendors to remotely access and provide updates to basically all elements of their business relationship with the Authority. Improved purchasing management and enhanced vendor payment tools are available to both Authority staff and third-party vendors with the integration and coupling of VendorCafe' and Procure to Pay.

Vendors can

- choose payment options of credit card, EFT (electronic funds transfer), and paper check
- upload and submit invoices remotely
- view invoice payment status

Authority staff are excited about the new abilities to streamline and improve the entire purchase request to payment life cycle that VendorCafe' and Procure-to-Pay provide internally, as well as to our partner vendors. As of 06/03/2024, 17 vendors have registered and been approved by Authority staff, with 16 other vendors registrations in progress.

VendorCafe' and Procure-to-Pay internal management operations efficiencies include

- streamlined and electronic purchasing and purchasing approval functions
- streamlined and enhanced systems integrated budget management functions
- streamlined and electronic invoice receipts functions
- streamline and electronic invoice payment functions
- streamlined and electronic vendor communications and reporting functions
- front-end electronic digital data capture



Agenda Item No. 2 – *New Business*

AWARD OF CONTRACT FOR FINANCIAL AUDIT SERVICES

RECOMMENDED ACTION:

Award Contract.

BACKGROUND:

The Housing Authority of Savannah requested proposals from qualified certified public accountants to perform its annual independent audit for a period of one (1) fiscal year beginning with Fiscal Year Ending March 31, 2024 followed by the possibility of four (4) additional one (1) year optional extensions, totaling a possible five (5) fiscal year periods beginning with Fiscal Year Ending March 31, 2024 and ending with Fiscal Year Ending March 31, 2028.

A Request for Proposals (RFP) was published to procure Financial Audit Services, on March 15, 2024, through the Housing Agency Marketplace e-Procurement system. Notices were published in the *Savannah Morning News*, *The Savannah Tribune*, and the HAS and PHADA websites.

ANALYSIS:

Eight hundred and fifty-three (853) vendors across the country were notified through the e-Procurement system. Twenty-two (22) vendors opened and reviewed the solicitation documents. Seven (7) vendors submitted proposals by the deadline of April 12, 2024.

An Evaluation Committee consisting of HAS staff members was convened to evaluate the seven (7) submitted proposals. Rector, Reeder & Lofton, P.C., was identified as the highest ranked proposer with an overall score of 87.8 points and was recommended by the Committee.

COMMENTS:

None

LEGAL CONSIDERATIONS:

None

FINANCIAL CONSIDERATIONS:

The initial cost estimate (ICE) for financial audit services was assessed at \$65,500.00 per year based on previous expenditures. The proposed cost per audit period by Rector, Reeder & Lofton, P.C., is \$63,250.00. This cost structure would be set for one (1) year with four (4) optional, one (1) year extensions. The total contract period would be a potential of five (5) years.

BOARD CONSIDERATION AND ACTION:

Award the Financial Audit Services contract to Rector, Reeder & Lofton, P.C., by adoption of the following Board Resolution No. 06-24-01. HAS staff also recommends the Board of Commissioners provide the Agency power to execute a contract with the 2nd place proposer, and sequentially any other proposer who meets the minimum score of 70, should the Agency not be able to execute a contract, and/or the contracted vendor can no longer fulfill the obligations of the contract at any time during the potential five (5) year contract term.

RESOLUTION NO. 06-24-01

**RESOLUTION OF THE HOUSING AUTHORITY OF SAVANNAH BOARD OF COMMISSIONERS
AUTHORIZING THE AWARD OF FINANCIAL AUDIT SERVICES**

WHEREAS, the Housing Authority of Savannah (HAS) requires the services of a qualified certified public accountants to perform its annual independent audit; and

WHEREAS, HAS published an Request for Proposals (RFP) on March 14, 2024; and

WHEREAS, HAS received seven responsive and responsible proposals in response to the RFP for Financial Audit Services and selected Rector, Reeder & Lofton, P.C. for this award; and

WHEREAS, HAS intends to enter into an contract with the above referenced contractor with a not-to-exceed amount of \$63,250 per audit period;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Housing Authority of Savannah hereby awards the contract, based on proposed fees, in accordance with the scope of work specified in the RFP to Rector, Reeder & Lofton, P.C. We also recommend the Board of Commissioners provide the Agency power to execute a contract with the 2nd place proposer, and sequentially any other proposer who meets the minimum score of 70, should the Agency not be able to execute a contract, and/or the contracted vendor can no longer fulfill the obligations of the contract at any time during the potential five (5) year contract term.

ADOPTED by the Board of Commissioners this 11th day of June 2024.

HOUSING AUTHORITY OF SAVANNAH

By: _____
Dr. M. Ann Levett, Chairwoman

ATTEST:

Earline Wesley Davis, Secretary



Agenda Item No. 3 – *New Business* **HURRICANE SEASON PREPARATIONS**

RECOMMENDED ACTION:

Discussion of hurricane season preparedness.

Hurricane season began on June 1st. The Director of Property Management will provide a presentation to the Board at the meeting regarding the Housing Authority of Savannah's preparations.

BOARD CONSIDERATION AND ACTION:

Discussion of hurricane season preparedness.