

# **PORT ARTHUR HOUSING AUTHORITY**

## **Board of Commissioners Regular Meeting**

**January 23<sup>rd</sup>, 2023 at 5:30 p.m.**



### **Board Membership**

Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Rhonda Conner, Commissioner  
Fred Vernon, Commissioner  
Brent Smith, Commissioner

### **Executive Director**

Seledonio "Cele" Quesada



EXECUTIVE DIRECTOR  
CELE QUESADA

COMMISSIONERS:  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**HOUSING AUTHORITY OF THE CITY OF PORT ARTHUR  
BOARD OF COMMISSIONERS**

Notice is hereby given that on **Monday the 23<sup>rd</sup> day of January, 2023 at 5:30 p.m.**, the Board of Commissioners of the Housing Authority of the City of Port Arthur will hold a regular meeting. The Port Arthur Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Port Arthur Housing Authority office for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

Open Meeting -- 5:30 p.m.

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes for January 10, 2023 Special Meeting
6. Executive Director/Secretary Report
  - A. Financial Reports
    - i. Section 8
    - ii. Business Activities
  - B. Reports
    - i. Section 8
    - ii. Affiliates
    - iii. 50058 PIC Submission reports
    - iv. Police Reports
    - v. Home Ownership
  - C. Internal Control Reports
    - i. Listing of all the contracts executed
    - ii. List of all the public notices and procurement notices published
    - iii. List of all the checks paid for goods and services greater than \$10,000.
7. Consideration and discussion of a motion to approve award of Contract No. C22011, Temporary Employee Services.
8. Consideration and discussion of O. W. Collins Corporate Structure.
9. Consideration and discussion to move into Executive Session – Convene an Executive Session to discuss:
  - A. Personnel matters in accordance with Section 551.074 of the Texas Government Code
  - B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
  - C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code
10. Future Agenda Items
11. Adjournment

Done and posted the 19<sup>th</sup> day of January, 2023 at 3:43p, at the PORT ARTHUR HOUSING AUTHORITY ADMINISTRATION BUILDING and PROPERTIES, in Port Arthur, Texas before 5:30 p.m.

Delivered by:

Received by:

# Housing Authority of the City of Port Arthur

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January 23, 2023

### OPEN MEETING 5:30 P.M.

- Call to Order
- Roll Call
- Invocation
- Pledge of Allegiance

### MISSION STATEMENT

To provide adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

*- Board of Commissioners  
Port Arthur Housing Authority*

### MINUTES

Approval of Minutes

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### EXECUTIVE DIRECTOR/SECRETARY REPORTS

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**DISCUSSION/POSSIBLE ACTION**

- Consideration and discussion of a motion to approve award of Contract No. C22011,  
Temporary Employee Services

49-70



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 23, 2023**

**Subject: Consideration and discussion of a motion to approve the minutes from the Board of Commissioners Special Meeting on January 10, 2023.**

**Recommendation:**

A recommendation is being made for the Board to approve the minutes for the Board of Commissioners Regular Meeting on January 10, 2023.

**Background:**

A regular meeting was held on January 10, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640 and via teleconference. See attached copy of the minutes.

**Budget/Fiscal Effect:**

None

**Staffing/Employee Effect:**

None

MINUTES OF THE SPECIAL  
MEETING OF THE HOUSING AUTHORITY  
OF THE CITY OF PORT ARTHUR, TEXAS HELD ON  
THE 10<sup>TH</sup> OF JANUARY, 2023.

The Board of Commissioners of the Housing Authority of the City of Port Arthur, Texas, met in Special Session on Tuesday, January 10, 2023 at 920 DeQueen Blvd., Port Arthur, TX 77640.

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:32 p.m. by Roosevelt Petry, Chairman.

Agenda Item No. 2 – Roll Call. Seledonio Quesada, Executive Director noted the following attendance:

PRESENT: Board Members in Attendance:  
Roosevelt Petry, Chairman  
Debra Ambrose, Vice-Chairman  
Fred Vernon, Commissioner  
Rhonda Conner, Commissioner  
Brent Smith, Commissioner

ABSENT: None

STAFF: Shanel Dixon, Director of Affordable Housing  
Wendy Bledsoe, Operations HR/ Finance Analyst  
Jaclyn Herrington, Procurement Officer  
Anicia Salinas, HCV Program Manager  
Horatio Dumas, Accounting Director  
Tonja Roberts, Lead Property Manager

CONTRACTORS: Cris Feldman, Attorney  
Hannah LaCour, Legal Assistant

VISITORS: None

Agenda Item No. 3 – Invocation. The invocation was given by Vice-Chairman Debra Ambrose.

Agenda Item No. 4 – Pledge of Allegiance. This was spoken by all.

Agenda Item No. 5 – Consideration and discussion of a motion to approve the minutes from the Regular Board of Commissioners Meeting held on Tuesday, November 15<sup>th</sup>, 2022. The motion was made by Vice-Chairman Ambrose and seconded by Commissioner Vernon.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 6 – Consideration and discussion to move into Executive Session-Executive Session - Convene an Executive Session to discuss:

- A. Personnel matter in accordance with Section 551.074 of the Texas Government Code
- B. Legal Issues in accordance with Section 551.071 of the Texas Government Code
- C. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

A motion was made by Vice-Chairman Ambrose and seconded by Commissioner Conner to move into Executive Session.

The Board of Commissioners moved into Executive Session at 5:34 p.m.

The Board of Commissioners reconvened Open Session at 5:47 p.m.

PRESENT: Board Members in Attendance:  
Roosevelt Petry, Chairman  
Debra Ambroise, Vice-Chairman  
Fred Vernon, Commissioner  
Rhonda Conner, Commissioner  
Brent Smith, Commissioner

ABSENT: None

STAFF: Shanel Dixon, Director of Affordable Housing  
Wendy Bledsoe, Operations HR/ Finance Analyst  
Jaclyn Herrington, Procurement Officer  
Anicia Salinas, HCV Program Manager  
Horatio Dumas, Accounting Director  
Tonja Roberts, Lead Property Manager

CONTRACTORS: Cris Feldman, Attorney  
Hannah LaCour, Legal Assistant

VISITORS: None

Agenda Item No. 7 – Consideration and discussion of a motion to approve the nomination and election of Officers of the Board of Commissioners. A nomination to elect Roosevelt Petry as Chairman was made by Commissioner Conner and seconded by Commissioner Smith. A nomination to elect Debra Ambroise as Vice-Chairman was made by Commissioner Vernon and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 8 – Consideration and discussion to approve Contract Amendment #3 regarding Change Order #3 of Contract No. C22005, Valley View Estates Exterior Painting. The motion was made by Vice-Chairman Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 9 – Consideration and discussion of a motion to NTE increase for PBJ for Project Management & Mix Finance Real Estate. A recommendation was made to approve the contract for 90 days and change to the NTE to \$40,000 in order complete work already in progress by Commissioner Vernon and seconded by Vice-Chairman Ambroise.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 10 – Consideration and discussion of a motion to approve Contract Award to PMGR Development Group for the installation of gutters at Valley View Estates. The motion was made by Vice-Chairman Ambroise and seconded by Commissioner Conner.

AYES: All

NAYS: None

The motion carried.

Agenda Item No. 11 – Consideration and discussion to move into Executive Session-Executive Session - Convene an Executive Session to discuss:

- D. Personnel matter in accordance with Section 551.074 of the Texas Government Code
- E. Legal Issues in accordance with Section 551.071 of the Texas Government Code
- F. Real Estate matters in accordance with Section 551.072 of the Texas Government Code

Agenda Item No. 12 – Future Agenda Items – O.W. Collins – Management options and contract expiring, Villa Main

Agenda Item No. 13 – Adjournment

The motion to adjourn was made by Vice-Chairman Ambroise and seconded by Commissioner Conner, the following was recorded:

AYES: All

NAYS: None

Meeting adjourned at 5:51 p.m.

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Chairman, Board of Commissioners

ATTEST:

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Executive Director/Secretary



# Port Arthur Housing Authority

## Operating Statements

2 Months Ending

November 30, 2022

UNAUDITED

Rental Assistance Demonstration (RAD) Lakeview Palms	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance	Notes
<b>Operating Income</b>					
RAD PBV HAP Subsidy - Dwelling Rental Income	720,000	120,000	109,985	(10,015)	RAD-1
Other Income	12,500	2,083	0	(2,083)	
<b>Total Operating Income</b>	<b>732,500</b>	<b>122,083</b>	<b>109,985</b>	<b>(12,098)</b>	
<b>Operating Expenses</b>					
Administrative Expenses	222,000	37,000	19,418	17,582	
Utilities	90,000	15,000	9,581	5,419	
Maintenance	229,500	38,250	35,942	2,308	
Protective Services	27,000	4,500	4,100	400	
Insurance Expense	118,200	19,700	12,372	7,328	
Employee Benefits	107,000	17,833	11,961	5,872	
Other General Expense	18,500	3,083	0	3,083	
<b>Total Routine Operating Expenses</b>	<b>812,200</b>	<b>135,367</b>	<b>93,374</b>	<b>41,993</b>	
<b>Cash Flow (Deficit) from Operations</b>	<b>(79,700)</b>	<b>(13,283)</b>	<b>16,611</b>	<b>29,894</b>	
<b>Other (Uses) Sources of Cash Flow</b>					
less: Contribution to Replacement Reserve	(43,000)	(7,167)	(7,167)		
plus: Reimbursement from Replacement Reserves	43,000	7,167	0		
<b>Total Other (Uses) Sources of Cash Flow</b>	<b>0</b>	<b>0</b>	<b>(7,167)</b>		
<b>ADJUSTED Cash Flow (Deficit) from Operations</b>	<b>(79,700)</b>	<b>(13,283)</b>	<b>9,444</b>	<b>22,728</b>	
<b>10/1- Replacement Reserves</b>	<b>793,585</b>	<b>793,585</b>	<b>793,585</b>		
<b>09/30- Replacement Reserves</b>	<b>793,585</b>	<b>793,585</b>	<b>800,752</b>		
<b>10/1- Operating Reserves</b>	<b>868,475</b>	<b>868,475</b>	<b>868,475</b>		
<b>09/30- Operating Reserves</b>	<b>788,775</b>	<b>855,192</b>	<b>877,919</b>		

Notes: RAD-1 - Timing of OCAF rent increases-effective on tenant lease anniversary dates

# Port Arthur Housing Authority

## Operating Statements

2 Months Ending

November 30, 2022

UNAUDITED

Housing Choice Voucher Program	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>				
Total Operating Income - Budget @ 80% proration	2,318,250	386,375	415,914	29,539
<b>Operating Expenses</b>				
Salaries and Benefits	1,330,000	221,667	171,706	49,961
Office Facilities Expense	115,000	19,167	6,963	12,203
Other Administrative Expenses	585,000	97,500	49,471	48,029
Total Operating Expenses	2,030,000	338,333	228,141	110,193
<i>Transfer to Villa Main for Repairs</i>			(16,492)	
Cash Flow (Deficit) from Operations	288,250	48,042	171,281	123,239
<i>Beginning Admin Operating Reserves</i>	3,112,475	3,112,475	3,112,475	
<i>Ending Admin Operating Reserves</i>	3,400,725	3,160,517	3,283,756	
<b>Housing Assistance Payments (HAP)</b>				
				Over (Under)
Housing Assistance Payment Subsidy	23,397,080	3,899,513	4,026,341	126,828
Fraud Recovery	70,000	11,667	6,837	(4,829)
Housing Assistance Payments	23,467,080	3,911,180	4,241,188	330,008
HAP Current Year Excess (Use)	0	0	(208,010)	
<i>Beginning PAHA HAP Reserves</i>	0	0	0	
<i>Ending PAHA HAP Reserves</i>	0	0	(208,010)	

Notes

HCV-1

Notes: HCV-1: Add'l HAP Reserves are held by HUD...A request to release HUD Held Reserves is made following month end.

# Port Arthur Housing Authority

## Operating Statements

2 Months Ending

November 30, 2022

UNAUDITED

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Business Activities</b>				
<u>Operating Income</u>				
Total Operating Income	500	83	0	(83)
<u>Operating Expenses</u>				
Salaries and Benefits	160,000	26,667	11,131	15,535
Development and Other Administrative Expenses	150,000	25,000	16,345	8,655
Total Business Activities Expenses	310,000	51,667	27,476	24,191
Cash Transfer from Sec 8 Admin to PAAH for Villa Main-current fiscal year			16,492	
Loan to Villa Main-current fiscal year			(16,492)	
Net Cash Transfer from (to) Affiliates	300,000		105,000	
		0		
Increase (Decrease) Business Activities Reserves	(9,500)	(51,583)	77,524	129,107
Beginning Cash Reserves	(48,612)	(48,612)	(48,612)	
Ending Cash Reserves	(58,112)	(100,195)	28,912	
Outstanding Developer Fee Receivable+Accrued Interest	1,278,077	1,278,077	1,278,077	
Outstanding Operating Villa Main + FEMA Loan Receivable	1,816,538			
Includes: Port Arthur Housing Opportunities and Port Arthur Affordable Housing				

Notes

Notes:

	Annual Budget FYE 9-30-2023	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>ValleyView, Brittany Place Apts &amp; Bellbrook</b>				
<u>Operating Income</u>				
Tenant Rental Income	3,480,000	580,000	589,289	9,289
Other Tenant Charges-Other Income	47,750	7,958	14,994	7,036
Total Operating Income	3,527,750	587,958	604,283	16,325
<u>Operating Expenses</u>				
Administrative Expenses	601,500	100,250	69,547	30,703
Utilities	320,200	53,367	28,140	25,227
Maintenance & Protective Service	926,600	154,433	149,494	4,939
Insurance Expense	511,000	85,167	127,639	(42,472)
Employee Benefits	386,285	64,381	53,762	10,619
Other General Expense	35,000	5,833	0	5,833
Interest Expense	437,100	72,850	73,731	(881)
Total Routine Operating Expenses	3,217,685	536,281	502,314	33,967
Cash Flow (Deficit) from Operations	310,065	51,678	101,969	50,292
<u>Other (Uses) Sources of Cash Flow</u>				
less: Principal Loan Payments	(219,161)	(36,527)	(35,642)	885
less: Contribution to Replacement Reserves	(110,600)	(18,433)	(18,433)	(0)
plus: Reimbursement from Replacement Reserves	120,000	20,000	0	(20,000)
Total Other (Uses) Sources of Cash Flow	(209,761)	(34,960)	(54,075)	(19,115)
Transfer from (to) Business Activities	(300,000)	(50,000)	(105,000)	(55,000)
ADJUSTED Cash Flow (Deficit) from Operations	(199,696)	(33,283)	(57,106)	(23,823)
10/1-Replacement Reserves	568,593	568,593	568,593	
09/30-Replacement Reserves	559,193	567,026	587,026	

Notes

AF-1

AF-2

Notes:

AF-1: Insurance renewals far exceeded budgets. Budgets prepared-approved prior to renewal notifications.

AF-2: Replacement reserve request reimbursements done semi-annually for any eligible replacement costs.





**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

## **Explanation of HCV Program Activities**

### **New Admission**

- These are applicants who were recently issued vouchers who have successfully leased a unit.

### **Certifications**

- Certifications are conducted annually to determine continued eligibility of the family and rent subsidy based on household composition, income, expenses and deductions.

### **Moves**

- These are clients who are currently on the Section 8 Program who have chosen to move to another unit prior to or after their annual certification.

### **Cancels**

- Are conducted on families who fail to comply with the program guidelines.

### **Interims**

- Interims are changes in household composition, income, expenses and deductions that occur between the next annual certification.
- All changes must be reported in writing to the Housing Authority within 10 days of such change. Families may report multiple changes.

### **Inspections**

- Annual inspections are conducted 90 – 120 days prior to the anniversary month of the contract. The PHA shall not make any housing assistance payments if the contract unit does not meet HQS. (Housing Quality Standards) If at any time the family or owner / landlord notifies the PHA that the unit does not meet HQS, an inspection may be conducted. Inspections are also done to determine rent increases.

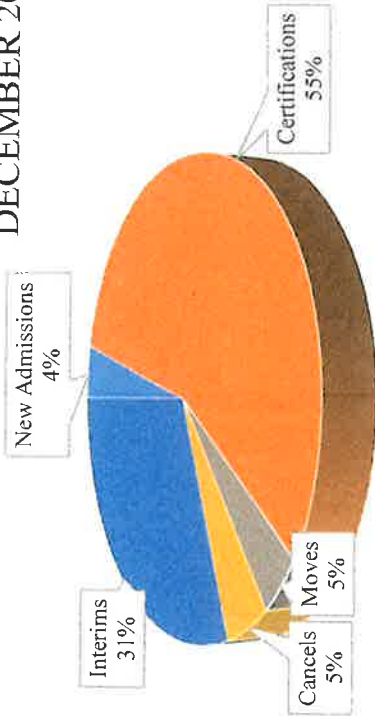
\*\*\* McCright has been contracted to inspect our affiliate units.

The increase or decrease in specific areas will vary from month to month depending on the information reported by the families and /or the needs of the families / landlords.

**HCV PROGRAM MONTHLY ACTIVITY REPORT DECEMBER 2022**

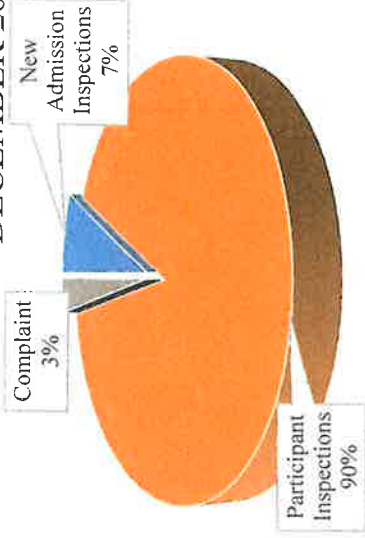
Month	New Admissions	Certifications	Moves	Cancel	Interims	Total
DECEMBER	23	311	25	28	175	562

**DECEMBER 2022**



Month	New Admission Inspections	Participant Inspections	Complaint
DECEMBER	23	300	10

**DECEMBER 2022**



**SEMAPP REPORTS**

**TX034 Utilization Report**

	# Housed	# EOP	Utilization		
	23	28	3140		
<b>ACC2</b> Units (enter only if change)				<b>Monthly</b> <b>ABA1</b> Expended %	<b>Cumulative</b> <b>ABA1</b> Annual Expended %
<b>UMA3</b> (enter only if change)				<b>Monthly</b> <b>UMA3</b> %	<b>Cumulative</b> <b>UMA3</b> %
<b>UML4</b>					
<b>3087</b>	3140	101.7%	107.0%	99.0%	98.2%

**ABA1** Annual Budget Authority ( for HAP expenses in the HCV program)  
**ACC2** Annual Contributions Contract. Annual Contracts with Public Housing Authorities for payments toward rents. Financing debt service, and financing for modernization.  
**UMA3** Unit Months Available.  
**UML4** Unit Months Leased.



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
 HOUSTON OFFICE OF PUBLIC AND INDIAN HOUSING  
 1331 Lamar Street, Suite 550  
 Houston, TX 77010

January 13, 2023

Seledonio “Cele” Quesada, Executive Director  
 Port Arthur Housing Authority  
 920 Dequeen Blvd  
 Port Arthur, TX 77640  
 Email: [cele.quesada@pahousing.org](mailto:cele.quesada@pahousing.org)

**SUBJECT: Port Arthur Housing Authority TX034 - FYE 09/30/2022  
 Section Eight Management Assessment Program (SEMAP) Final Score Letter**

Dear Mr. Quesada:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **Port Arthur Housing Authority**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Port Arthur Housing Authority** final SEMAP score for the fiscal year ended **9/30/2022** is **100**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	<b>15</b>
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	<b>20</b>
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	<b>20</b>
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	<b>5</b>
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	<b>5</b>
Indicator	6	HQS Enforcement (24 CFR 982.404)	<b>10</b>
Indicator	7	Expanding Housing Opportunities	<b>5</b>
Indicator	8	Payment Standards(24 CFR 982.503)	<b>5</b>
Indicator	9	Timely Annual Reexaminations(24 CFR 5.617)	<b>10</b>
Indicator	10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	<b>5</b>
Indicator	11	Pre-Contract HQS Inspections(24 CFR 982.305)	<b>5</b>
Indicator	12	Annual HQS Inspections(24 CFR 982.405(a))	<b>10</b>
Indicator	13	Lease-Up	<b>20</b>
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	<b>NA</b>
Indicator	15	Deconcentration Bonus	<b>0</b>

Your overall performance rating is **High**.

Thank you for your cooperation with the SEMAP process. Should you have questions, please contact Tia E. Allen, Portfolio Management Specialist at 713-718-3092 or via email at [tia.e.allen@hud.gov](mailto:tia.e.allen@hud.gov).

Sincerely,

*Lorraine D. Walls*

Lorraine D. Walls, Director  
Office of Public Housing

**“Bellbrook Estates”**  
 Month Reporting December 2022

• **Property Narrative-None**

• **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
3 Bedroom	100	100	0	0	100%

• **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	02	15
Move-outs	02	14
Evictions (included with move-outs)	00	00
Make-ready time (Avg. Days)	30	30
Lease-up time (Avg. Days)	7	7
<b>Total Turnaround Time (Avg. Days)</b>	<b>21</b>	<b>21</b>

• **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease/ Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>

• **Annual Unit Inspections**

Total units to be inspected for the year	100
Number completed/start of month	18
Number inspected for the month	02
Number completed year to date	20
Total left to be inspected for the year	80

• **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	13
Lease infractions issued	00
Abandonment letters	00
30-day lease terminations	00
72-hour lease terminations	00

• **Evictions**

*List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)*

<b>Resident Name</b>	<b>Reason (30-day/72-hour)</b>	<b>Summons Date</b>	<b>Judgment Action</b>



- **Non-Emergency Work Orders**

Beginning balance	06
Received	34
Closed	35
Ending Balance	05

- **Emergency Work Orders**

	<b>This Month</b>	<b>Year-to-Date</b>
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	675	

- **Rent Collections**

	<b>This Month</b>
Rent charges	\$99,478
Other charges	\$-9,002
<b>Total new charges</b>	<b>\$90,476</b>
Previous Month Balance	\$7,920
<b>Total charges</b>	<b>\$98,396</b>
Collections (Inactive Tenants)	\$0
End of Month Balance	\$ 7,186
<b>Collection rate</b>	<b>93%</b>

- **Delinquencies-End of Month**

<b>OUTSTANDING ACCOUNTS</b>	
Total number of households (Owes <.01)	08
Amount	\$7,186
Number under legal	0
Amount under legal	0

- **Other Comments/Notes:**

**“Brittany Place Townhomes”**  
Month Reporting December 2022

• **Property Narrative-None**

• **Physical Occupancy-First of the Month**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>E</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	50	47	3	3	94%
2 Bedroom	16	16	0	0	100%
3 Bedroom	30	28	2	2	93%
<b>Total</b>	<b>96</b>	<b>91</b>	<b>5</b>	<b>5</b>	<b>95%</b>

• **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	01	17
Move-outs	04	17
Evictions (included with move-outs)	00	02
Make-ready time (Avg. Days)	30	30
Lease-up time (Avg. Days)	10	10
<b>Total Turnaround Time (Avg. Days)</b>	<b>21</b>	<b>21</b>

• **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
3500 Normandy #6205	1	01/16/2023	01/20/2023	N
3500 Normandy #5102	1	01/23/2023	01/30/2023	Y
3500 Normandy#4304	3	01/13/2023	01/17/2023	N
3500 Normandy #4107	1	02/01/2023	02/06/2023	Y

• **Annual Unit Inspections**

Total units to be inspected for the year	96
Number completed/start of month	68
Number inspected for the month	05
Number completed year to date	73
Total left to be inspected for the year	23

• **Lease Enforcements**

Lease warnings issued (72 Hour Vacate)	06
Lease infractions issued	01
Abandonment letters	0
30-day lease terminations	0
72-Hour termination	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action
Trinell Brown	Non-payment of rent	12/19/2023	60 day abatement

- **Non-Emergency Work Orders**

Beginning balance	00
Received	35
Closed	33
Ending Balance	02

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year		561

- **Rent Collections**

	This Month
Rent charges	\$79,561
Other charges	\$-4,187
<b>Total new charges</b>	<b>\$75,374</b>
Previous Month Balance	\$10,680
<b>Total charges</b>	<b>\$86,054</b>
Collections (Inactive Tenants)	\$4,309
End of Month Balance	\$17,898
<b>Collection rate</b>	<b>79%</b>

- **Delinquencies-End of Month**

OUTSTANDING ACCOUNTS	
Total number of households (Owes <.01)	20
Amount	\$17,898
Number under legal	0
Amount under legal	0

- **Other Comments/Notes**

**“Lakeview Apartments”**  
 Month Reporting December 2022

• **Property Narrative**

• **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	18	17	1	1	94%
2 Bedroom	34	33	1	1	97%
3 Bedroom	34	32	2	2	94%
<b>Total</b>	<b>86</b>	<b>82</b>	<b>4</b>	<b>4</b>	<b>95%</b>

• **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	00	16
Move-outs	02	16
Evictions (included with move-outs)	00	05
Make-ready (Ave Day)	30	30
Lease-up time (Ave Days)	10	10
<b>Total Turnaround Time (Ave Days)</b>	<b>21</b>	<b>21</b>

• **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
5200 Gulfway #601	1	Done	01/30/2022	Yes/Inspection
5200 Gulfway #1605	3	12/28/2022	1/30/2023	Yes/Inspection
5200 gulfway #204	2	01/30/2022	02/01/2023	Yes
5200 Gulfway #502	3	01/30/2023	02/01/2023	Yes/Eviction

• **Annual Unit Inspections**

Total units to be inspected for the year	86
Number completed/start of month	25
Number inspected for the month	5
Number completed year to date	30
Total left to be inspected for the year	56

• **Lease Enforcements**

Lease warnings issued	05
Lease violations issued	0
Abandonment letters	0
30-day lease terminations	02
72-hour lease terminations	0

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	00
Received	29
Completed	26
Ending Balance	03

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year		519

- **Rent Collections**

	This Month
Rent charges	\$36,662
Other charges	\$-5,887
<b>Total new charges</b>	<b>\$30,775</b>
Previous Month Ending Balance	\$22,755
<b>Total charges</b>	<b>\$53,530</b>
Collections (M/O's in Collections)	\$0
End of Month Balance	\$17,593
<b>Collection rate</b>	<b>68%</b>

- **Delinquencies**

OUTSTANDING ACCOUNTS	
Total number of households	25
Amount	\$17,593
Number under legal up-to-date repayment agreement	00
Amount under legal up-to-date repayment agreement	00
Amount under legal (other than repayment agreement)	00

- **Other Comments/Notes**

## “Valley View Apartments”

Month Reporting December 2022

- **Property Narrative**

- **Physical Occupancy**

<i>a</i> Unit Type	<i>b</i> Total Units	<i>c</i> Occupied Units	<i>d</i> Make Ready	<i>e</i> Vacant Units	<i>c/b %</i> Gross Occupancy
1 Bedroom	32	32	00	00	100%
2 Bedroom	58	58	00	00	100%
3 Bedroom	58	53	05	05	91%
<b>Total</b>	148	143	05	05	97%

- **Move-Ins, Move-Outs, and Unit Turnaround Time**

	<b>This Month</b>	<b>Year-to-Date</b>
Move-ins	00	29
Move-outs	02	34
Evictions (included with move-outs)	03	13
Make-ready (Ave Days)	30	30
Lease-up time (Ave. Days)	10	10
<b>Total Turnaround Time (Ave. Days)</b>	21	21

- **List All Vacant Units and their Status**

<b>Address</b>	<b>Bdrm</b>	<b>Projected Ready Date (mm/dd/yy)</b>	<b>Anticipated Lease Date (mm/dd/yy)</b>	<b>Application Approved and Waiting?</b>
5801 Twin City Hwy #903	3	11/04/2022	1/23/2023	Yes /Inspection
5801 Twin City Hwy #2905	3	03/01/2023	03/15/2023	Applicant pending
5801 Twin City Hwy #2502	3	02/01/2023	02/20/2023	Make Ready
5801 Twin City Hwy #302	3	11/14//2022	02/15/2023	Make ready
5801 Twin City Hwy #1403	3	01/15/2022	02/15/2023	Make ready
5801 Twin City Hwy #1902	3	01/15/2022	02/15/2023	Make ready

- **Annual Unit Inspections**

Total units to be inspected for the year	148
Number completed/start of month	139
Number inspected for the month	5
Number completed year to date	144
Total left to be inspected for the year	04

- **Lease Enforcements**

Lease warnings issued	20
Lease violations issued	00
Abandonment letters	00
30-day lease terminations	03
72-hour lease terminations	00

- **Evictions**

List all tenants on formal eviction/court summons, then all households for whom a judgment was issued, the date of the judgment and the action (dismissal, eviction, etc.)

Resident Name	Reason (30-day/72-hour)	Summons Date	Judgment Action

- **Non-Emergency Work Orders**

Beginning balance	04
Received	25
Closed	29
Ending Balance	00

- **Emergency Work Orders**

	This Month	Year-to-Date
Requested	0	0
Completed within 24 hours	0	0
Percent completed within 24 hours	0	0
Total work orders for the year	1096	

- **Rent Collections**

	This Month
Rent charges	\$124,697
Other charges	\$-13,737
<b>Total new charges</b>	<b>\$110,960</b>
Previous Month Ending Balance	\$23,123
<b>Total charges</b>	<b>\$134,083</b>
Collections (Inactive tenants)	\$6,963
End of Month Balance	\$35,302
<b>Collection rate</b>	<b>74%</b>

- **Delinquencies**

<b>OUTSTANDING ACCOUNTS</b>	
Total number of households	34
Amount	\$25,302
Amount under legal (other than repayment agreement)	0



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 23, 2023**

**PIC SUBMISSION  
DELINQUENCY REPORT  
As of December 31, 2022  
Field Office Code: 6EPH**

**Field Office Name: HOUSTON AREA OFFICE REPORT  
Effective Dates Included: September 1, 2021 – December 31, 2022**

HA Name	HA FYE	Program Type	ACC Units	VMS Units Leased	As of (MM/YY)	Port Outs	Port Ins
Port Arthur Housing Authority	09/30	Public Housing	0				
Port Arthur Housing Authority	09/30	Voucher Funded Assistance	2858	2957	11/22	47	0

HA Code	50058 Required	50058 Received	Difference	Reporting Rate	Last Month	Last 3 Months	Last 6 Months
TX034	0	0	0	0	0	0	0
TX034	2910	3168	-258	108.87	806	1618	2511

A PHA uses this report to monitor its monthly Form HUD-50058 submission and resulting reporting rate. The reporting rate reflected in the Delinquency Report as of the Public Housing Agency's (PHA's) fiscal year end is used by HUD for the Section Eight Management Assessment Program (SEMAP) scoring (Voucher-Funded Assistance only) or for potential Public Housing and Voucher-Funded Assistance sanctions.





Port Arthur Police Dept  
All Calls For Service For  
Bell Brook Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/01/2022 6:33:11PM	2444 Julian Dr		Suspicious Activity/Perso	Checks Ok
12/03/2022 9:51:10PM	2492 Julian Dr		Family Disturbance	Settled
12/05/2022 7:36:45AM	2400 Guzman Dr		Animal In Road	Checks Ok
12/21/2022 2:31:13PM	2454 Guzman Dr		Reckless Driver	Unable to Loc
12/21/2022 7:31:41PM	5900 Reyna Ave		Suspicious Activity/Perso	Subject Located
12/25/2022 1:41:32PM	2400 Guzman Dr		Accident Minor/Major	Wreck Report
12/30/2022 9:19:20PM	2493 Warren Way		Suspicious Activity/Perso	Checks Ok

**Total CFS: 7**





Port Arthur Police Dept  
All Calls For Service For  
Brittany Place Apts



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/15/2022 2:40:08AM	3500 Normandy Ave		Suspicious Activity/Person	Checks Ok
12/15/2022 7:51:36PM	3500 Normandy Ave		Assault	Offense Report
12/19/2022 9:28:57PM	3500 Normandy Ave	5201	Asst Public/Civ Stand By	Assnmt Complete
12/20/2022 10:35:36AM	3500 Normandy Ave	1107	Criminal Mischief	Referred to
12/21/2022 1:33:08AM	3500 Normandy Ave	1107	Suspicious Activity/Person	Checks Ok
12/24/2022 4:22:54PM	3500 Normandy Ave	1304	Community Policing	Comm Policing
12/25/2022 4:44:09PM	3500 Normandy Ave		Alarm	Alarm Malfunction
12/26/2022 2:23:30PM	3500 Normandy Ave		Alarm	Accident Setoff
12/28/2022 10:06:06AM	3500 Normandy Ave	CLUB	Alarm	Accident Setoff

**Total CFS: 9**





**Port Arthur Police Dept  
All Calls For Service For  
Lakeview Palms**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/01/2022 4:01:37PM	5200 Gulfway Dr	120	Unk Call / 911 Hang Up	Unable to Loc
12/02/2022 1:44:29AM	5200 Gulfway Dr	404	Disturbance	Settled
12/02/2022 9:27:45AM	5200 Gulfway Dr	404	Check On Rounds	Check on Rounds
12/03/2022 10:37:52PM	5200 Gulfway Dr	103	Harassment/Threats	See Blotter
12/04/2022 1:11:31AM	5200 Gulfway Dr		Public Intoxication	Prsnr In Custdy
12/09/2022 8:05:00PM	5200 Gulfway Dr	404	Unk Call / 911 Hang Up	Checks Ok
12/11/2022 11:11:53AM	5200 Gulfway Dr	1303	Check On Welfare	Disregard Call
12/11/2022 4:07:37PM	5200 Gulfway Dr	101	Elderly Child Abuse/Neg	Offense Report
12/12/2022 7:21:57PM	5200 Gulfway Dr	104	Attempt To Locate	Disregard Call
12/18/2022 9:28:33PM	5200 Gulfway Dr	206	Disturbance	Settled
12/27/2022 7:07:12PM	5200 Gulfway Dr	206	Disturbance	Settled
12/29/2022 2:24:48PM	5200 Gulfway Dr		Asst Public/Civ Stand By	Assnmt Complete
12/31/2022 12:47:58PM	5200 Gulfway Dr	502	Person W/Gun/Weapon	Unable to Loc

**Total CFS: 13**





Port Arthur Police Dept  
All Calls For Service For  
Legacy Senior Homes



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/09/2022 4:16:36PM	3225 Lake Arthur Dr	4101	Family Disturbance	Settled
12/16/2022 9:08:36AM	3225 Lake Arthur Dr	2203	Check On Welfare	Checks Ok
12/20/2022 3:31:30PM	3225 Lake Arthur Dr	5102	Forgery	Unfounded
12/22/2022 5:32:25PM	3225 Lake Arthur Dr	4101	Unk Call / 911 Hang Up	Checks Ok
12/30/2022 3:09:45AM	3225 Lake Arthur Dr	1215	Misc Call For Service	Assnmt Complete

**Total CFS: 5**







**Port Arthur Police Dept  
All Calls For Service For  
O W Collins Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/03/2022 1:06:56PM	4440 Gulfway Dr		Disturbance	Settled
12/04/2022 12:29:38PM	4440 Gulfway Dr	138	Theft/Shoplifter/Driveoff	See Blotter
12/04/2022 6:42:58PM	4440 Gulfway Dr	138	Family Disturbance	Settled
12/06/2022 2:01:13AM	4440 Gulfway Dr	426	Disturbance	Settled
12/06/2022 3:30:26PM	4440 Gulfway Dr	513	Assault	See Blotter
12/07/2022 9:00:32AM	4440 Gulfway Dr	232	Disturbance	Unable to Loc
12/09/2022 8:01:42AM	4440 Gulfway Dr		Disturbance	Settled
12/09/2022 10:34:32AM	4440 Gulfway Dr		Criminal Mischief	Refer to File
12/10/2022 10:55:51PM	4440 Gulfway Dr		Disturbance	Unable to Loc
12/11/2022 5:41:41AM	4440 Gulfway Dr	426	Assault	Unable to Loc
12/13/2022 4:34:15AM	4440 Gulfway Dr	127	Overdose (Drug)	Disregard Call
12/16/2022 12:22:13AM	4440 Gulfway Dr		Vice Related Activity	Checks Ok
12/16/2022 1:31:15PM	4440 Gulfway Dr	206	Misc Call For Service	Assnmt Complete
12/17/2022 6:25:52PM	4440 Gulfway Dr	426	Disturbance	Settled
12/18/2022 5:05:57PM	4440 Gulfway Dr		Public Intoxication	Prsnr In Custdy
12/19/2022 12:29:20AM	4440 Gulfway Dr	426	Disturbance	Settled
12/19/2022 11:14:02AM	4440 Gulfway Dr	122	Check On Welfare	Checks Ok
12/20/2022 12:38:41AM	4440 Gulfway Dr	LOBBY	Man(Person) Down	Referred to
12/20/2022 9:53:31PM	4440 Gulfway Dr		Followup	Unable to Loc
12/21/2022 5:19:57AM	4440 Gulfway Dr		Disturbance	Disregard Call
12/22/2022 12:05:24PM	4440 Gulfway Dr		Trespassing	Offense Report
12/22/2022 3:17:38PM	4440 Gulfway Dr	138	Misc Call For Service	Inf Rec/No Rpt
12/22/2022 5:49:18PM	4440 Gulfway Dr	138	Family Disturbance	Settled
12/23/2022 2:04:44AM	4440 Gulfway Dr	426	Disturbance	Settled
12/23/2022 3:30:26AM	4440 Gulfway Dr	405	Disturbance	Settled
12/23/2022 1:23:05PM	4440 Gulfway Dr		Theft/Shoplifter/Driveoff	Referred to
12/23/2022 6:26:37PM	4440 Gulfway Dr		Disturbance	Settled
12/23/2022 9:48:52PM	4440 Gulfway Dr	2ND FLOO	Suspicious Activity/Person	Gone on Arrival
12/24/2022 12:13:16AM	4440 Gulfway Dr	426	Loud Noise / Music	Quieted
12/24/2022 11:03:06PM	4440 Gulfway Dr	525	Loud Noise / Music	Quieted
12/25/2022 12:31:13AM	4440 Gulfway Dr	426	Disturbance	Settled
12/26/2022 5:12:09PM	4440 Gulfway Dr	405	Disturbance	Settled
12/26/2022 11:44:36PM	4440 Gulfway Dr	426	Disturbance	Settled
12/27/2022 2:28:23AM	4440 Gulfway Dr	FRONT	Fire (Police Response)	Referred to
12/27/2022 10:42:39PM	4440 Gulfway Dr		Disturbance	Unable to Loc
12/30/2022 2:19:37AM	4440 Gulfway Dr		Disturbance	Unable to Loc
12/30/2022 2:10:08PM	4440 Gulfway Dr		Fight	Inf Rec/No Rpt
12/31/2022 12:06:52AM	4440 Gulfway Dr		Suspicious Activity/Person	Unable to Loc
12/31/2022 2:32:27AM	4440 Gulfway Dr	102	Suspicious Activity/Person	Unable to Loc

**Total CFS: 39**

**O.W. COLLINS**  
**JANUARY 2023**

<b>Date</b>	<b>Unit</b>	<b>Activity</b>	<b>Response</b>
12/3/2022		Disturbance	The office was closed at the time and was not notified
12/4/2022	138	Theft/shoplifter/drive off	The office was closed at this time and was not notified
12/4/2022	138	family disturbance	The office was closed at this time and was not notified
12/6/2022	426	disturbance	The office was closed at this time and was not notified
12/6/2022	513	Assault	The office was not informed
12/7/2022	232	Disturbance	Tenants son was banging on door and would not leave.
12/9/2022		Disturbance	removed from the property.
12/9/2022		criminal mischief	The office was not informed
12/10/2022		Disturbance	The office was closed at this time and was not notified
12/11/2022		Assault	The office was closed at this time and was not notified
12/13/2022		overdose (Drug)	thid call was disregarded
12/16/2022		Vice related activity	the office called to have nonresidents that were not visiting removed from the property.
12/16/2022	206	Misc call for service	The office was not informed
12/17/2022	426	Disturbance	The office was closed at this time and was not notified
12/18/2022		Public intoxication	The office was closed at this time and was not notified
12/19/2022	426	Disturbance	The office was closed at this time and was not notified
12/19/2022	122	Welfare	a call was made to request a welfare check
12/20/2022	LOBBY	Man( person) down	The office was closed and was not informed
12/20/2022		followup	The office was closed at this time and was not notified
12/21/2022		disturbance	disregard call
12/22/2022		Trespassing	The office was closed at this time and was not notified
12/22/2022	138	misc call for service	The office was closed at this time and was not notified
12/22/2022	138	family disturbance	The office was closed at this time and was not notified
12/23/2022	426	disturbance	The office was closed at this time and was not notified
12/23/2022	405	disturbance	The office was closed at this time and was not notified
12/23/2022		theft/shoplifter/driveoff	The office was not informed
12/23/2022		disturbance	The office was closed at this time and was not notified
12/23/2022	floor	suspicious activity/person	The office was closed at this time and was not notified
12/24/2022	426	loud noise/music	The office was closed at the time and was not notified
12/24/2022	525	loud noise/music	apartment number.
12/25/2022	426	disturbance	The office was closed at this time and was not notified
12/26/2022	405	disturbance	The office was closed at this time and was not notified
12/26/2022	426	disturbance	The office was closed at this time and was not notified
12/27/2022	front	Fire ( police response)	The office was closed and was not informed
12/27/2022		disturbance	The office was closed and was not informed
12/30/2022		disturbance	The office was closed and was not informed
12/30/2022		fight	The office called because the tenant in 426 was fighting in the
12/31/2022	102	suspicious activity/person	The office was closed at this time and was not notified



**Port Arthur Police Dept  
All Calls For Service For  
Park Central Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/02/2022 11:55:02PM	8580 Park Central Blvd	5273727	Shots Fired	Unable to Loc
12/03/2022 3:32:53PM	8580 Park Central Blvd	5273727	Check On Rounds	Assnmt Complete
12/08/2022 10:53:10PM	8580 Park Central Blvd	413	Public Intoxication	Prsnr In Custdy
12/13/2022 9:05:39AM	8580 Park Central Blvd	5273727	Check On Rounds	Checks Ok
12/17/2022 11:20:58PM	8580 Park Central Blvd	3212	Asst Public/Civ Stand By	Assnmt Complete
12/19/2022 3:27:14PM	8580 Park Central Blvd		Criminal Mischief	Inf Rec/No Rpt
12/20/2022 10:55:04PM	8580 Park Central Blvd		Check On Rounds	Checks Ok
12/21/2022 8:21:38AM	8580 Park Central Blvd	3110	Disturbance	Unfounded
12/23/2022 11:57:38AM	8580 Park Central Blvd	3010	Disturbance	Settled
12/23/2022 4:29:08PM	8580 Park Central Blvd		Violation Of Court Order	Referred to
12/23/2022 4:29:24PM	8580 Park Central Blvd	1314	Disturbance	Settled
12/30/2022 11:39:57AM	8580 Park Central Blvd	1314	Violation Of Court Order	Inf Rec/No Rpt
12/30/2022 5:48:32PM	8580 Park Central Blvd	5273727	Asst Public/Civ Stand By	Assnmt Complete

**Total CFS: 13**





**Port Arthur Police Dept  
All Calls For Service For  
Southwood Crossing Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/01/2022 12:21:22PM	3901 73 Hwy	9629292	Repossessed Vehicle	Vehicle Towed
12/01/2022 8:37:10PM	3901 73 Hwy	310	Auto Theft	Inf Rec/No Rpt
12/03/2022 9:14:48PM	3901 73 Hwy	1510	Check On Welfare	Checks Ok
12/06/2022 12:17:58PM	3901 73 Hwy	9629292	Repossessed Vehicle	Vehicle Towed
12/06/2022 5:03:56PM	3901 73 Hwy	210	Asst Public/Civ Stand By	Checks Ok
12/07/2022 5:10:35PM	3901 73 Hwy	1222	Harassment/Threats	Inf Rec/No Rpt
12/08/2022 3:19:12AM	3901 73 Hwy	610	Repossessed Vehicle	Vehicle Towed
12/10/2022 9:44:35AM	3901 73 Hwy	1611	Assault	Offense Report
12/13/2022 5:21:19PM	3901 73 Hwy	1515	Check On Welfare	Checks Ok
12/14/2022 10:29:55PM	3901 73 Hwy	1711	Disturbance	Settled
12/18/2022 3:31:27AM	3901 73 Hwy	1911	Disturbance	Disregard Call
12/18/2022 3:51:47AM	3901 73 Hwy	1421	Death	Referred to
12/20/2022 8:57:13PM	3901 73 Hwy	1423	Disturbance	Settled
12/21/2022 10:42:40AM	3901 73 Hwy	1312	Theft/Shoplifter/Driveoff	Offense Report
12/21/2022 11:54:41AM	3901 73 Hwy	1312	Followup	Referred to
12/21/2022 11:15:50PM	3901 73 Hwy		Disturbance	Settled
12/23/2022 12:40:49AM	3901 73 Hwy	1711	Assault	Offense Report
12/24/2022 1:47:33AM	3901 73 Hwy	221	Disturbance	Settled
12/24/2022 9:33:03AM	3901 73 Hwy	1312	Assist Other Agency	Assmnt Complete
12/24/2022 4:33:41PM	3901 73 Hwy	1310	Community Policing	Comm Policing
12/24/2022 11:03:50PM	3901 73 Hwy	820	Sexual Assault	Unfounded
12/25/2022 9:40:29PM	3901 73 Hwy	1123	Disturbance	Settled
12/26/2022 3:28:35PM	3901 73 Hwy	1312	Person W/Gun/Weapon	Unfounded
12/27/2022 11:24:15PM	3901 73 Hwy	1410	Disturbance	Settled
12/28/2022 11:07:04PM	3901 73 Hwy	912	Shots Fired	Unable to Loc

**Total CFS: 25**





Port Arthur Police Dept  
All Calls For Service For  
Valley View Estates



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/10/2022 4:36:08PM	5801 Twin City Hwy	2003	Assault	Offense Report
12/27/2022 3:21:37AM	5801 Twin City Hwy	502	Family Disturbance	Settled
12/31/2022 2:20:38PM	5801 Twin City Hwy	1302	Misc Call For Service	Assnmt Complete

**Total CFS: 3**









**Port Arthur Police Dept  
All Calls For Service For  
Villa Main Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/01/2022 7:31:36AM	901 Main Ave	185	Criminal Mischief	See Blotter
12/01/2022 1:34:00PM	901 Main Ave	176	Disturbance	Settled
12/01/2022 4:14:44PM	901 Main Ave	176	Asst Public/Civ Stand By	Assnmt Complete
12/01/2022 8:49:55PM	901 Main Ave		Shots Fired	Unable to Loc
12/06/2022 1:29:27PM	901 Main Ave	181	Suicide/Attempted Suicide	Unable to Loc
12/07/2022 1:58:34PM	901 Main Ave		Person W/Gun/Weapon	Inf Rec/No Rpt
12/07/2022 5:09:38PM	901 Main Ave		Community Policing	Comm Policing
12/10/2022 8:19:01PM	901 Main Ave		Suspicious Activity/Person	Unable to Loc
12/10/2022 11:19:01PM	901 Main Ave	181	Disturbance	Settled
12/13/2022 5:15:48AM	901 Main Ave	157	Followup	Referred to
12/17/2022 9:04:08AM	901 Main Ave		Indecency W/Child	Offense Report
12/24/2022 8:40:58PM	901 Main Ave	178	Disturbance	Gone on Arrival
12/25/2022 11:38:56PM	901 Main Ave		Shots Fired	Unable to Loc
12/28/2022 12:43:33PM	901 Main Ave	157	Harassment/Threats	Inf Rec/No Rpt
12/28/2022 6:00:45PM	901 Main Ave	181	Disturbance	Settled
12/29/2022 6:38:42PM	901 Main Ave		Person W/Gun/Weapon	Unable to Loc
12/31/2022 9:46:52PM	901 Main Ave		Shots Fired	Unable to Loc
12/31/2022 11:30:10PM	901 Main Ave		Shots Fired	Unable to Loc

**Total CFS: 18**





**Port Arthur Police Dept  
All Calls For Service For  
Port Arthur Town Homes Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/04/2022 12:26:08AM	3500 Turtle Creek Dr	1107	Disturbance	Settled
12/04/2022 1:15:30AM	3500 Turtle Creek Dr		Fight	Settled
12/04/2022 3:31:46AM	3500 Turtle Creek Dr		Suspicious Activity/Person	Unable to Loc
12/05/2022 5:32:33AM	3500 Turtle Creek Dr	608		Inf Rec/No Rpt
12/05/2022 8:59:24AM	3500 Turtle Creek Dr		Suspicious Activity/Person	Unable to Loc
12/07/2022 8:35:38AM	3500 Turtle Creek Dr	705	Asst Public/Civ Stand By	Assnmt Complete
12/09/2022 8:10:40PM	3500 Turtle Creek Dr	710	Loud Noise / Music	Quieted
12/10/2022 7:18:23AM	3500 Turtle Creek Dr		Burglary	Offense Report
12/10/2022 8:54:58AM	3500 Turtle Creek Dr		Followup	Assnmt Complete
12/10/2022 9:36:14PM	3500 Turtle Creek Dr	207	Family Disturbance	Settled
12/11/2022 7:25:04PM	3500 Turtle Creek Dr	501	Harassment/Threats	Inf Rec/No Rpt
12/13/2022 9:25:40AM	3500 Turtle Creek Dr		Followup	Assnmt Complete
12/13/2022 6:44:57PM	3500 Turtle Creek Dr	708	Disturbance	Settled
12/18/2022 4:51:18PM	3500 Turtle Creek Dr	809	Family Disturbance	Settled
12/20/2022 5:15:35PM	3500 Turtle Creek Dr	604	Check On Welfare	Unable to Loc
12/20/2022 8:50:10PM	3500 Turtle Creek Dr	706	Loud Noise / Music	Checks Ok
12/21/2022 4:07:37PM	3500 Turtle Creek Dr	906	Check On Rounds	Check on Rounds
12/22/2022 6:29:55PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
12/23/2022 5:52:55PM	3500 Turtle Creek Dr	706	Disturbance	Settled
12/27/2022 6:26:17PM	3500 Turtle Creek Dr	404	Family Disturbance	Settled
12/27/2022 8:41:24PM	3500 Turtle Creek Dr	404	Assault	Unfounded
12/27/2022 10:55:20PM	3500 Turtle Creek Dr	501	Suspicious Activity/Person	Checks Ok
12/29/2022 4:53:01PM	3500 Turtle Creek Dr	908	Disturbance	Unable to Loc
12/29/2022 9:25:46PM	3500 Turtle Creek Dr		Check On Rounds	Checks Ok
12/30/2022 9:01:06PM	3500 Turtle Creek Dr	1005	Assault	Offense Report
12/30/2022 10:53:06PM	3500 Turtle Creek Dr	710	Man(Person) Down	Referred to
12/31/2022 7:01:32PM	3500 Turtle Creek Dr	709	Disturbance	Settled

**Total CFS: 27**



**Port Arthur Police Dept  
All Calls For Service For  
The Shire Apts**



<u>TimeReported</u>	<u>Location</u>	<u>Apt</u>	<u>Activity</u>	<u>Disposition</u>
12/02/2022 2:04:23PM	4160 365 Hwy	102	Harassment/Threats	Offense Report
12/02/2022 7:34:31PM	4040 365 Hwy	124	Assist Other Agency	Disregard Call
12/03/2022 7:49:09PM	4180 365 Hwy	105	Criminal Mischief	Disregard Call
12/06/2022 3:37:30AM	4040 365 Hwy		Shots Fired	Unable to Loc
12/07/2022 1:28:12AM	4020 365 Hwy	7270781	Misc Call For Service	Assnmt Complete
12/08/2022 6:31:05PM	4200 365 Hwy		Accident Minor/Major	Inf Rec/No Rpt
12/09/2022 3:13:46PM	4020 365 Hwy	7270781	Accident Minor/Major	Inf Rec/No Rpt
12/10/2022 11:21:33PM	3948 365 Hwy		Misc Call For Service	Assnmt Complete
12/11/2022 6:35:36PM	3960 365 Hwy	133	Criminal Mischief	Inf Rec/No Rpt
12/12/2022 10:57:42AM	412 365 Hwy		Disturbance	Settled
12/13/2022 10:23:18AM	400 365 Hwy		Hazardous Condition	Unable to Loc
12/13/2022 7:32:24PM	4160 365 Hwy	106	Disturbance	Settled
12/13/2022 9:33:57PM	4060 365 Hwy		Shots Fired	Unable to Loc
12/14/2022 9:59:14PM	4160 365 Hwy	108	Harassment/Threats	Inf Rec/No Rpt
12/15/2022 5:23:52PM	4040 365 Hwy	121	Disturbance	Settled
12/15/2022 7:46:14PM	4200 365 Hwy	207	Disturbance	Settled
12/19/2022 3:16:54PM	3980 365 Hwy	175	Credit / Debit Card Abuse	Offense Report
12/21/2022 11:25:06AM	4160 365 Hwy	108	Assault	Unfounded
12/22/2022 8:21:25PM	4000 365 Hwy	230	Theft/Shoplifter/Driveoff	Unfounded
12/23/2022 6:43:07PM	3920 365 Hwy		Check On Welfare	Checks Ok
12/25/2022 10:24:49PM	4160 365 Hwy		Disturbance	Settled
12/26/2022 3:50:03PM	4040 365 Hwy		Disturbance	Unable to Loc
12/26/2022 4:43:35PM	4040 365 Hwy		Loud Noise / Music	Checks Ok
12/27/2022 3:02:22AM	412 365 Hwy	17	Loud Noise / Music	Unable to Loc
12/27/2022 9:23:24PM	4000 365 Hwy		Abandon Veh/ Veh Off Rdwy	Referred to
12/27/2022 10:49:42PM	4100 365 Hwy	207	Disturbance	Settled
12/28/2022 7:09:38PM	4040 365 Hwy	122	Mental Subject	Checks Ok
12/29/2022 7:10:58AM	4000 365 Hwy	228	Burglary	Offense Report
12/31/2022 12:42:34PM	4020 365 Hwy	7270781	Check On Rounds	Checks Ok

**Total CFS: 29**



**EXECUTIVE DIRECTOR**  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 23, 2023**

**To:** The Board of Commissioners

**From:** Anicia Salinas, HCV Program Manager

In efforts to ensure our HCV Participants are in compliance with the Housing Choice Voucher Program, we have reached out to our families at Avery Trace and Port Arthur Town Homes that pose a concern. Eleven of our HCV Participants were listed on the police call-outs for the month of December. After speaking with the Manager at both properties and our HCV Participants, the following is a brief summary of what occurred.

**Port Arthur Town Homes – 4 police call outs**

Spoke with manager at PA Town Homes. She stated no action was taken on any of our clients. After speaking with her I reiterated that she will need to send PAHA any lease violation notices so our clients can be address according.

**Avery Trace – 7 police call outs**

Spoke with manager at Avery Trace. She stated no action was taken on any of our clients and no lease violation notices were given. Per their procedures, actions do no occur unless police involvement is executed. After speaking with her I reiterated that she will need to send PAHA any lease violation notices so our clients can be address according.



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FRED VERNON  
BRENT SMITH

## **HOMEOWNERSHIP REPORT**

### **Summary**

**November 2022**

Currently there are five Homeowners left on the Homeownership program. We have escrow accounts set up for four of the Homeowners regarding their property taxes and insurance. Only one Homeowner isn't escrowed. That Homeowner provide copies of their payments regarding property taxes and insurance.



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## **HOMEOWNERSHIP REPORT**

### **Summary**

**December 2022**

Currently there are five Homeowners left on the Homeownership program. We have escrow accounts set up for four of the Homeowners regarding their property taxes and insurance. Only one Homeowner isn't escrowed. That Homeowner provide copies of their payments regarding property taxes and insurance.



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BRENT SMITH

**January 23, 2023**

**Subject: Internal Control and Monthly Board Report**

**Policy:** It is the Policy of the Port Arthur Housing Authority that staff will report to the Board of Commissioners on the following information as part of the background material for their review:

- 1. Contracts: A listing of all contracts issued during the month of December.**  
None.
- 2. A listing of all public notices and procurement notices published during December.**  
None.
- 3. A listing of all major procurements currently in preparation.**  
B22012 – On-call HVAC Services  
B22014 – Villa Main Roof Restoration  
B22015 – Edison Square Site Drainage and Landscape Improvements  
P23001 – HQS Inspections
- 4. A listing of all checks paid for goods and services that exceed a Board-set threshold (\$10,000).**  
The listing is attached.



November 2022  
Checks over \$10,000

		<b>Bellbrook</b>		
Date	Check#	Vendor	Amount	
11/10/2022	4998	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 207,458.68	Note 1
11/3/2022	4988	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 35,336.36	
<b>Subtotal</b>			<b>\$ 242,795.04</b>	

		<b>Brittany</b>		
Date	Check#	Vendor	Amount	
11/3/2022	4774	COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 36,686.57	
<b>Subtotal</b>			<b>\$ 36,686.57</b>	

		<b>Low Rent - COCC</b>		
Date	Check#	Vendor	Amount	
11/22/2022	56832	HEALTH CARE SERVICE CORP	\$ 41,560.47	
11/3/2022	56809	INSGROUP, INC	\$ 18,625.18	
11/30/2022	56838	AMERICAN FUNDS SERVICE CO.	\$ 16,636.70	
11/9/2022	56817	SENGSOUVANNA CONSULTING, LLC	\$ 16,278.40	
11/9/2022	56818	TEXAS BEST LAWN, LLC	\$ 14,745.00	
11/7/2022	56813	THE TAYLOR LAW FIRM, P.C.	\$ 13,862.36	
11/3/2022	56811	SENGSOUVANNA CONSULTING, LLC	\$ 13,136.25	
11/3/2022	56810	LOWE'S BUSINESS ACCOUNT	\$ 10,557.68	
<b>Subtotal</b>			<b>\$ 145,402.04</b>	

		<b>Port Arthur Affordable Housing Corporation</b>		
Date	Check#	Vendor	Amount	
11/3/2022	3798	GP STRATEGIES CORPORATION	\$ 38,605.00	
11/7/2022	3805	THE TAYLOR LAW FIRM, P.C.	\$ 16,579.03	
11/3/2022	3799	HOUSING AUTHORITY GENERAL FUND	\$ 10,229.24	
<b>Subtotal</b>			<b>\$ 65,413.27</b>	

		<b>Section 8</b>		
Date	Check#	Vendor	Amount	
11/2/2022	D000150869	P A HOUSING INITIATIVE I, LP	\$ 66,104.00	H
11/2/2022	D000150526	CC AVERY LLC	\$ 46,776.00	H
11/2/2022	D000151014	THE WOODLANDS	\$ 42,632.00	H
11/2/2022	D000150968	SOUTHWOOD CROSSING LP	\$ 42,607.00	H
11/2/2022	D000150889	PINE CLUB APARTMENTS	\$ 41,653.00	H
11/2/2022	D000150607	3501 EDISON SQUARE LLC	\$ 36,870.00	H
11/2/2022	D000150482	BELLBROOK ESTATES	\$ 35,960.00	H
11/2/2022	D000151035	VALLEY VIEW ESTATES	\$ 33,757.00	H
11/2/2022	D000151020	TRL SOLUTIONS	\$ 31,259.00	H
11/2/2022	D000151083	LAKEVIEW PALMS, LLC	\$ 27,667.00	H
11/2/2022	D000150473	BAYTOWN APARTMENT GROUP LLC	\$ 27,529.00	H
11/2/2022	D000150864	ONE SOUTHWOOD CROSSING LP	\$ 26,565.00	H
11/2/2022	D000150871	PAHA BRITTANY PLACE APARTMENTS	\$ 23,833.00	H
11/2/2022	D000150989	SUNSET WAY APARTMENTS	\$ 23,814.00	H
11/2/2022	D000151009	THE LANDMARK	\$ 23,489.00	H
11/2/2022	D000150781	LEGACY SENIOR HOUSING	\$ 21,538.00	H
11/22/2022	411707	HOUSING AUTHORITY GENERAL FUND	\$ 21,454.57	
11/2/2022	411679	ENTERGY SERVICES, INC. (FINA)	\$ 21,290.00	U
11/2/2022	D000150859	NORMANDY MANAGEMENT TX LLC	\$ 20,453.00	H
11/14/2022	D000151189	PALM HARBOR APTS LLC	\$ 19,486.00	H
11/2/2022	D000150527	CEDAR RIDGE APARTMENTS	\$ 18,824.00	H
11/2/2022	D000150682	HARRIS COUNTY HOUSING AUTHORITY	\$ 18,656.48	H
11/2/2022	D000150484	AUTUMN OAKS APARTMENTS	\$ 18,364.00	H
11/2/2022	D000150865	ORANGE NAVY	\$ 18,198.00	H
11/2/2022	D000150653	GRACELAKE TOWNHOMES	\$ 17,600.00	H
11/2/2022	D000151012	THE POINTE	\$ 17,540.00	H

November 2022  
Checks over \$10,000

11/2/2022	D000151012	CARDINAL OAKS	\$	17,065.00	H
11/2/2022	D000150605	EDGE ESTATES LLC	\$	16,539.00	H
11/2/2022	D000151031	TURTLE CREEK OTM HARMONY LP	\$	16,421.00	H
11/2/2022	D000150565	CYPRESSWOOD CROSSING	\$	16,324.00	H
11/2/2022	D000151024	TRAILS ON TREADWAY LLC	\$	15,848.00	H
11/2/2022	D000150460	AZURE POINTE LTD	\$	14,417.00	H
11/2/2022	D000151011	THE PALMS APARTMENT	\$	14,331.00	H
11/3/2022	411693	HOUSING AUTHORITY GENERAL FUND	\$	13,287.03	
11/2/2022	D000150648	GOBAR MANAGEMENT, LLC	\$	12,334.00	H
11/2/2022	D000150982	STONE WAY LIMITED PARTNERS	\$	12,305.00	H
11/2/2022	D000150793	LUCILLE HOMES & REMODELING	\$	11,972.00	H
11/2/2022	D000150916	REFRESH LLC	\$	11,896.00	H
11/2/2022	D000150558	CREEL INVESTMENT	\$	11,574.00	H
11/2/2022	D000150826	MONTERREY RENTALS, LLC	\$	10,957.00	H
11/2/2022	D000150429	ALAN CRAMER INVESTMENTS, INC.	\$	10,875.00	H
11/2/2022	D000150917	REGENT I APARTMENTS	\$	10,496.00	H
11/2/2022	D000150638	GARDENS AT SIENNA	\$	10,407.00	H
11/2/2022	D000150577	DEVILLIER PROPERTIES	\$	10,350.00	H
11/30/2022	D000151287	WINSLOW LEGACY GROUP	\$	10,269.00	H
11/2/2022	D000150883	PEBBLE CREEK APARTMENTS	\$	10,151.00	H
11/2/2022	D000150777	LEDUC PARTNERSHIP LTD	\$	10,122.00	H

**Subtotal** **\$ 1,011,859.08**

Date	Check#	Valley View Vendor	Amount	
11/30/2022	5298	GEOFILL CONSTRUCTION	\$ 72,208.80	Note 2
11/3/2022	5277	GEOFILL CONSTRUCTION	\$ 53,566.20	Note 3
11/10/2022	5286	NORTHMARQ FINANCE, L.L.C.	\$ 50,683.09	Note 4
11/9/2022	5281	CITY OF PORT ARTHUR WATER UTILITIES	\$ 13,421.72	
11/9/2022	5285	HOUSING AUTHORITY GENERAL FUND	\$ 13,137.13	
11/3/2022	5278	HOUSING AUTHORITY GENERAL FUND	\$ 11,617.88	

**Subtotal** **\$ 214,634.82**

**Grand Total** **\$ 1,716,790.82**

U=Utility Check  
H=Hap Check  
V=Vacancy Payments  
Note 1 - To Cover Windstorm Insurance Escrow Shortfall  
Note 2 - GLO Reimbursable Eligible Expense  
Note 3 - GLO Reimbursable Eligible Expense  
Note 4 - To Cover Windstorm Insurance Escrow Shortfall

December 2022  
Checks over \$10,000

<b>Bellbrook</b>			
Date	Check#	Vendor	Amount
12/7/2022		5015 COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 35,336.36
<b>Subtotal</b>			<b>\$ 35,336.36</b>
<b>Brittany</b>			
Date	Check#	Vendor	Amount
12/7/2022		4810 COLLIERS INTERNATIONAL MORTGAGE HOLDINGS	\$ 36,686.57
12/20/2022		4819 BR GENERAL CONTRACTORS, LLC	\$ 31,014.00 Note 1
12/7/2022		4808 BR GENERAL CONTRACTORS, LLC	\$ 26,496.00 Note 2
<b>Subtotal</b>			<b>\$ 94,196.57</b>
<b>Low Rent - COCC</b>			
Date	Check#	Vendor	Amount
12/29/2022		56870 HEALTH CARE SERVICE CORP	\$ 42,574.14
12/29/2022		56874 TML INTERGOVERNMENTAL RISK POOL	\$ 25,884.50
12/29/2022		56868 AMERICAN FUNDS SERVICE CO.	\$ 16,774.17
12/7/2022		56850 TEXAS BEST LAWN, LLC	\$ 11,155.00
<b>Subtotal</b>			<b>\$ 96,387.81</b>
<b>Lakeview Palms RAD</b>			
Date	Check#	Vendor	Amount
12/29/2022		2380 HOUSING AUTHORITY GENERAL FUND	\$ 21,064.88
12/20/2022		2375 CITY OF PORT ARTHUR WATER UTILITIES	\$ 12,345.83
<b>Subtotal</b>			<b>\$ 33,410.71</b>
<b>Port Arthur Affordable Housing Corporation</b>			
Date	Check#	Vendor	Amount
12/29/2022		3832 REDI CARPET	\$ 11,550.88
<b>Subtotal</b>			<b>\$ 11,550.88</b>
<b>Port Arthur Housing Opportunity Fund Corporation</b>			
Date	Check#	Vendor	Amount
12/20/2022		2398 GEOFILL CONSTRUCTION	\$ 79,703.73 Note 3
<b>Subtotal</b>			<b>\$ 79,703.73</b>
<b>Section 8</b>			
Date	Check#	Vendor	Amount
12/2/2022	D000151744	P A HOUSING INITIATIVE I, LP	\$ 66,827.00 H
12/2/2022	D000151407	CC AVERY LLC	\$ 53,921.00 H
12/6/2022	D000151954	LAKEVIEW PALMS, LLC	\$ 45,853.00 H
12/2/2022	D000151842	SOUTHWOOD CROSSING LP	\$ 41,301.00 H
12/2/2022	D000151886	THE WOODLANDS	\$ 40,474.00 H
12/2/2022	D000151765	PINE CLUB APARTMENTS	\$ 38,495.00 H
12/2/2022	D000151907	VALLEY VIEW ESTATES	\$ 34,560.00 H
12/2/2022	D000151360	BELLBROOK ESTATES	\$ 33,207.00 H
12/2/2022	D000151892	TRL SOLUTIONS	\$ 32,317.00 H
12/29/2022	411791	HOUSING AUTHORITY GENERAL FUND	\$ 32,098.29
12/2/2022	D000151485	3501 EDISON SQUARE LLC	\$ 31,931.00 H
12/2/2022	D000151739	ONE SOUTHWOOD CROSSING LP	\$ 27,554.00 H
12/2/2022	D000151351	BAYTOWN APARTMENT GROUP LLC	\$ 27,382.00 H
12/2/2022	D000151862	SUNSET WAY APARTMENTS	\$ 25,074.00 H
12/2/2022	D000151882	THE LANDMARK	\$ 23,517.00 H
12/2/2022	D000151746	PAHA BRITTANY PLACE APARTMENTS	\$ 22,544.00 H
12/2/2022	D000151663	LEGACY SENIOR HOUSING	\$ 22,464.00 H
12/2/2022	411739	ENTERGY SERVICES, INC. (FINA)	\$ 21,649.00 U

December 2022  
Checks over \$10,000

12/2/2022	D000151734	NORMANDY MANAGEMENT TX LLC	\$	20,572.00	H
12/2/2022	D000151332	AUTUMN OAKS APARTMENTS	\$	19,243.00	H
12/2/2022	D000151561	HARRIS COUNTY HOUSING AUTHORITY	\$	18,782.92	H
12/2/2022	D000151903	TURTLE CREEK OTM HARMONY LP	\$	18,298.00	H
12/2/2022	D000151401	CARDINAL OAKS TX LLC	\$	18,274.00	H
12/2/2022	D000151749	PALM HARBOR APTS LLC	\$	18,073.00	H
12/2/2022	D000151483	EDGE ESTATES LLC	\$	18,059.00	H
12/2/2022	D000151531	GRACELAKE TOWNHOMES	\$	17,719.00	H
12/2/2022	D000151740	ORANGE NAVY	\$	17,336.00	H
12/2/2022	D000151408	CEDAR RIDGE APARTMENTS	\$	16,776.00	H
12/2/2022	D000151896	TRAILS ON TREADWAY LLC	\$	15,633.00	H
12/2/2022	D000151884	THE POINTE	\$	14,424.00	H
12/2/2022	D000151338	AZURE POINTE LTD	\$	13,993.00	H
12/2/2022	D000151444	CYPRESSWOOD CROSSING	\$	13,395.00	H
12/2/2022	D000151706	MONTERREY RENTALS, LLC	\$	13,230.00	H
12/2/2022	D000151953	ZLB PALMS LLC	\$	13,118.00	H
12/2/2022	D000151791	REFRESH LLC	\$	13,075.00	H
12/2/2022	D000151438	CREEL INVESTMENT	\$	12,742.00	H
12/2/2022	D000151855	STONE WAY LIMITED PARTNERS	\$	12,682.00	H
12/2/2022	D000151525	GOBAR MANAGEMENT, LLC	\$	11,896.00	H
12/2/2022	D000151759	PEBBLE CREEK APARTMENTS	\$	11,310.00	H
12/2/2022	D000151674	LUCILLE HOMES & REMODELING	\$	11,104.00	H
12/2/2022	D000151878	THE CARLYLE APARTMENTS	\$	10,601.00	H
12/2/2022	D000151515	GARDENS AT SIENNA	\$	10,590.00	H
12/2/2022	D000151659	LEDUC PARTNERSHIP LTD	\$	10,075.00	H
<b>Subtotal</b>			<b>\$</b>	<b>992,169.21</b>	

Date	Check#	Valley View Vendor	Amount
12/7/2022	5309	CITY OF PORT ARTHUR WATER UTILITIES	\$ 14,995.02
<b>Subtotal</b>			<b>\$ 14,995.02</b>

**Grand Total** **\$ 1,357,750.29**

U=Utility Check

H=Hap Check

V=Vacancy Payments

Note 1 - Replacement Reserves Reimbursable Eligible Expense

Note 2 - Replacement Reserves Reimbursable Eligible Expense

Note 3 - GLO Reimbursable Eligible Expense



EXECUTIVE DIRECTOR  
CELE QUESADA

**COMMISSIONERS:**  
ROOSEVELT PETRY, CHAIRMAN  
DEBRA AMBROISE, VICE-CHAIRMAN  
RHONDA CONNER  
FRED VERNON  
BRENT SMITH

**January 23, 2023**

**Subject: Consideration and discussion of a motion to approve award of Contract No. C22011, Temporary Employee Services**

**Recommendation:**

A recommendation is hereby made for the Board of Commissioners to approve a motion to award a contract to Smarter HR of Houston, Texas with an NTE amount of \$58,000.00 and Infojini of Linthicum Heights, MD with an NTE amount of \$70,000.00.

**Background:**

A Request for Proposals (RFP) was conducted in keeping with the Agency's Procurement Policy and Procurement Procedures to obtain a firm for Temporary Employee Staffing Services. The solicitation has been open since September 12<sup>th</sup> of 2022; eight proposals were received. The proposals received were evaluated based on pre-determined criteria listed in the RFP documents. For your perusal, the Evaluation Results, the Scope of Work, the Evaluation and Pricing Scores, and the Cost Price Analysis are attached hereto.

**Budget/Fiscal Effect:**

Total Not-To-Exceed amount of \$128,000.00 as recommended above.

**Staffing/Employee Effect:**

None.

## EVALUATION RESULTS

### LOT #1 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Infojini, Inc	117	25	27	27	56	26	278.00	92.67
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Cambay Consulting LLC	93	21	20	20	45	14	213.00	71.00
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00

### LOT #2 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Infojini, Inc	117	25	27	27	56	26	278.00	92.67
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Cambay Consulting LLC	93	21	20	20	45	14	213.00	71.00
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00

### LOT #3 EVALUATION RESULTS

Categories:	1	2	3	4	5	6	TOTAL	AVG
Smarter HR Solutions, LLC	120	24	24	25	52	25	270.00	90.00
Infojini, Inc	87	25	27	27	56	26	248.00	82.67
Noor Staffing Group, LLC	108	19	19	20	44	22	232.00	77.33
Infinity Staffing Solutions, LLC	27	29	29	30	60	29	204.00	68.00
Talantage, LLC	27	25	25	25	49	21	172.00	57.33
Info Way Solutions LLC	0	21	21	21	44	16	123.00	41.00
22nd Century Technologies, LLC	0	23	23	23	49	23	141.00	47.00
Cambay Consulting LLC	This firm did not submit a proposal for Lot #3							

- Criteria #1: Proposed Cost (120 maximum points)
- Criteria #2: Demonstrated Understanding (30 maximum points)
- Criteria #3: Quality of the Technical Approach and Services Proposed (30 maximum points)
- Criteria #4: Technical Capabilities (30 maximum points)
- Criteria #5: Demonstrated Experience and Successful Past Performance (60 maximum points)
- Criteria #6: Appearance of the Proposal Submitted (30 maximum points)



## SCOPE OF WORK (SECTION 2.0 OF THE RFP DOCUMENT)

- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified and licensed firms/individuals (a.k.a., “the proposer”) to provide the Housing Agency with the following detailed services listed herein:
- 2.1 General Overview of Services.** The Housing Agency, on an as-needed basis, periodically has need to retain temporary employees in a variety of disciplines. The Housing Agency anticipates that, as a result of the award of this RFP, the Housing Agency will retain an Employment Agency to:
- 2.1.1** Coordinate the recruitment and placement of such temporary employees (though the Housing Agency may choose to refer preferred candidates to the firm for any such retention).
  - 2.1.2** Provide temporary personnel to typically work standard hours (i.e., 7:30 AM to 5:30 PM, Monday through Thursday and Friday 8:00 AM to 12:00 PM) unless otherwise determined and approved by the Housing Agency department head. Overtime is typically discouraged but shall be at the discretion of the Housing Agency. In the event overtime is authorized by the Agency, overtime compensation will be paid by the Agency when temporary personnel exceed forty (40) hours of actual/physical time worked per week.
  - 2.1.3** Provide temporary personnel who meet at least the minimum qualifications for specified duties, required qualifications will be provided to the Housing Agency by the Employment Agency at the time of request by the Housing Agency. The Employment Agency will also be informed of the specific duties, length of assignment, and any specific skills or abilities required.
  - 2.1.4** Provide temporary maintenance personnel who will work as (including, but not limited to): laborers, maintenance aides, maintenance technicians, and/or maintenance mechanics that are able to work in apartments (units) occupied by the Housing residents, unoccupied apartments, perform vacancy preparation, and monitor the property.
  - 2.1.5** Provide temporary personnel who will work as administrators in an office setting to include managers, clergy, accountants, specialist, assistants, receptionist, etc. that are able to work in public and private sector for resident/client living in public, private, and multifamily housing.
  - 2.1.6** Provide temporary personnel eligible to work in the United States who possess the necessary documentation from the Immigration and Naturalization Service.
  - 2.1.7** The Employment Agency shall carefully pre-screen and perform background/drug-screen checks on all applicants prior to referral to Housing Agency to assure that they possess all the required skills and abilities to perform the assigned tasks.
  - 2.1.8** The Housing Agency shall have the right to interview and/or to examine any prospective employee to be assigned to the Housing Agency Department to determine the skills of the individual provided.
  - 2.1.9** Any of the Employment Agency temporary employees who do not meet the requirements specified or do not otherwise satisfactorily complete an interview shall be immediately replaced by the Employment Agency or secondary Employment Agency chosen.

- 2.1.10 Should the Housing Agency determine that a temporary individual does not have the required skills and dismisses that person within the first four (4) hours of employment, the Employment Agency shall not charge the Housing Agency for that person's time worked.
- 2.1.11 Temporary personnel shall remain the Employment Agency's employees and shall not receive Housing Agency benefits.
- 2.1.12 The Employment Agency shall be responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary person as well as conform to the provisions of the Immigration Reform and Control Act of 1986 by verifying the employment eligibility of each person referred to the Housing Agency.
- 2.1.13 The Employment Agency shall be responsible for communicating its benefits, timecards, and safety practices to its employees and to the Housing Agency.
- 2.1.14 The Employment Agency will serve as liaison between the temporary employee and the Housing Agency for any disciplinary action or periodic performance evaluation. The Employment Agency must be willing to recall the temporary employee at any time and for any reason, at the sole discretion of Housing Agency.
- 2.1.15 The Employment Agency's temporary employees performing work for the Housing Agency may be required at any time to comply with federal, state and/or the Housing Agency's executive orders, guidelines, and protocols regarding COVID-19 safeguards.
- 2.1.16 The Employment Agency shall submit weekly invoices and applicable timecards in a format to which both parties have agreed. Payment shall be made upon receipt of verified timecards and accurate invoices. Payment for holidays observed by the Housing Agency and/or any time as the result of early dismissal by the Housing Agency or the State due to weather and/or any other situation will not be covered unless otherwise specified.
- 2.1.17 The positions most often required include but are not limited to: administrative assistant; file clerk; accounting clerk; maintenance; mechanic; assistant maintenance; and seasonal grounds laborer. These positions may also require an individual to be bilingual (English/Spanish fluency).

**2.2 The Contractor's Additional Responsibilities.** The chosen Employment Agency shall administer the services and/or be responsible as follows:

- 2.2.1 Utilizing employees who are sensitive to the cultural diversity of the Housing Agency's employees and resident population, coordinate the recruitment, screening, and placement of such temporary employees in accordance with the job descriptions provided by the Housing Agency (PLEASE NOTE: The Housing Agency may choose to refer preferred candidates to the firm for any such retention; and, there is an option herein for the Housing Agency to provide direct placement of certain temporary employees, meaning persons to who referred to the Contractor by the Housing Agency).
- 2.2.2 The proposer shall, as detailed otherwise herein, provide the appropriate contact person and phone numbers which the Housing Agency can call to make requests. Answering machines or voicemail systems are not acceptable.
- 2.2.3 The administration of and payments to such temporary employees (the Housing Agency will set the rate of compensation for each such temporary employee).



- 2.2.4** The withholding and payment to the appropriate governmental agencies and reporting of all taxes and issuance to the employee of the W-2 forms at the end of each year, each as required by law.
- 2.2.5** All insurance claims pertaining to the required insurance coverage.
- 2.2.6** Coordinate the screening of such temporary and/or direct hire employees to include national criminal background check; education verification; 10-panel drug screening; and, when directed by Housing Agency for specific positions that may require such, pre-employment physical. If the person in the position will be required to drive Housing Agency vehicles, a Department of Motor Vehicle (DMV) check will be required.
- 2.2.7** The contractor shall verify that personnel provided for assignment to agency positions are I-9 compliant, fully documented and authorized to work in the United States. Such documentation shall be provided to the Housing Agency by the Employment Agency upon request.
- 2.2.8** Hours worked will be reported in whole and quarter hours. The Housing Agency will specify the time for the temporary employee's arrival and departure from the work site. Temporary employees are responsible for their own transportation to and from the work site. The Housing Agency will not be responsible for payment for time spent applying and testing/interviewing for agency jobs nor for any time not actually spent in productive work for the Agency.
- 2.2.9** The Housing Agency reserves the right to immediately terminate any employee provided by the Housing Agency when dissatisfied with the performance of the work or for any other reason. The contractor shall ensure that all temporary employees filling the requirements of this contract report to their workplace dressed in the proper attire for the position being filled and shall meet the minimum job skill requirements of the assignment as indicated on the job descriptions.
- 2.2.10** If the temporary employee terminates employment with the Contractor while working at the Housing Agency, the Contractor agrees to notify the Housing Agency within four business hours for confirmation of the temporary employee who will report to the job on the next business day as a replacement.
- 2.2.11** As compensation for providing the services pertaining to temporary employees, the Contractor will charge the Housing Agency a set percentage of each such "rate of pay" set by the Housing Agency (please see the following Section 3.2 herein).
- 2.2.12** Promptly inform the Housing Agency of, in so far as the Contractor is aware, any wage and hour practices affecting the temporary employees and to ensure that the retention of the temporary employees are in compliance with all applicable State and Federal laws, codes, and regulations (NOTE: The Contractor shall not, of course, have any responsibility for any such laws that the Housing Agency may choose to not be in compliance with or; meaning, such actions that the Housing Agency may take without informing the Contractor of and which the Contractor does not observe).
- 2.2.13** In the case of any suits filed against the Contractor by a temporary employee, the Contractor agrees to immediately (within 24 hours) notify the Housing Agency in writing of such.
- 2.2.15** Perform and pay, without reimbursement from the Housing Agency, for all Criminal History Background Checks required on the temporary employees provided to the Housing Agency. The Housing Agency will not assign employees to temporary positions

until a complete copy of a National Criminal History Background Check and a 10-panel drug screening and alcohol screening results are available, if requested, by the Housing Agency from the Contractor. ***NOTE: The Employment Agency is hereby advised that the Housing Agency shall not collect background checks from the Employment Agency due to liability related to Title VII and discrimination.***

- 2.2.16** The Contractor shall provide to each temporary employee initial "Right-to-Know" training on general safety and health topics, including OSHA's hazard communication standard. The Housing Agency shall provide temporary workers with worksite-specific and task-specific training on safety hazards. The Housing Agency shall provide Personal Protective Equipment (PPE) to assigned temporary workers, as well as applicable training on the use of PPE.
- 2.2.17** Injury and illness reporting, and recordkeeping, shall, as detailed following, be the joint responsibility of both that Housing Agency and the Contractor. The Contractor shall provide, at the Contractor's expense, Workers' Compensation coverage for all temporary workers and ensure that injuries and illnesses are reported for Workers' Compensation purposes
- 2.2.18** The Contractor shall provide assigned temporary workers with a handbook before beginning each assignment. The handbook shall be customized for the Housing Agency to include the most important aspects of Housing Agency's workplace policies and Work Standards, including Data Practices, Information Technology, Discrimination, and the Housing Agency's workplace policy.
- 2.2.19** The Housing Agency will not typically (meaning, such will only occur at the sole discretion of the Housing Agency, and in the case of an extreme emergency) authorize overtime work for temporary help employees. As a result, the contractor shall advise their employees that Housing Agency will not typically authorize overtime work.
- 2.2.20** Typically, once a task order has been received from the Housing Agency the Contractor will, within one work day, begin work on fulfilling that request and will, within no more than 5 work days (unless otherwise approved by the Housing Agency in writing), present the requested temporary employee to the Housing Agency for review by the Housing Agency. If this requirement is not fulfilled, the Agency reserves the right, and most likely will, move to another provider.
- 2.3 The Housing Agency's Responsibilities.** The Housing Agency will be responsible to:
- 2.3.1** Provide the Contractor with a job description specifying job duties and the scope of temporary assignment for each temporary position.
- 2.3.2** Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing in the event there is any material change in the terms and conditions of any employee's temporary assignment or the job duties, including the job description and location assignment.
- 2.3.3** Review, approve, and sign all time cards for the temporary employees on assignment at the Housing Agency, which signature will authorize the Contractor to pay the employee for the hours detailed thereon and to bill the Housing Agency accordingly.
- 2.3.4** Promptly, within a reasonable timeframe (i.e., no more than 1 week), notify the Contractor in writing of any in-ordinary wage and hour practices such as alternative work schedules, split shifts, shift differentials, etc., that might affect the temporary employee.

- 2.3.5** The Housing Agency shall exercise good judgment and management relating to the day-to-day supervision of the temporary employees. The Housing Agency shall, as with its other employees, provide appropriate supervision and training (including, but not limited to, on-the-job safety and the handling of any hazardous materials), specifically tailored to the job requirements of the temporary employee. The Housing Agency shall provide all tools and equipment, including safety equipment that the temporary employee will need to complete his /her assigned duties (NOTE: Unless otherwise agreed to by the Housing Agency in writing, such "tools and equipment" shall remain the property of the Housing Agency).
- 2.3.6** In the case of a temporary employee that is injured during the performance of his/her duties; the Housing Agency shall cooperate fully with the Contractor in addressing any ensuing issues and tasks that must be addressed accordingly. In the case of any suits filed against the Housing Agency by a temporary employee, the Housing Agency agrees to notify the Contractor within a reasonable timeframe in writing of such.
- 2.3.7** The Housing Agency retains the right to terminate any temporary employee whenever the Housing Agency feels such is in the best interests of the Housing Agency. The Housing Agency shall immediately (within 24 hours) inform the Contractor in writing to terminate said temporary employee.

## **2.4 General Description of the Lots.**

- 2.4.1 Lot #1, Clerical/Administrative Temporary Employees.** All levels of analytical, administration and clerical type work, including, but not limited to, working knowledge of standard office practices and procedures. Ability to multitask, have professional phone and keyboarding skills, with the ability to learn quickly and work in a fast-paced setting and possess excellent customer service skills. Candidates must possess the ability to effectively communicate with people of varied economic, social, and ethnic backgrounds. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Work varies from entry level to highly skilled analytical work task. Must know and understand Microsoft Office, beginner to expert level, based on the Housing Agency's need. Position titles filled in the past were pertaining to these services include, but are not limited to:
- 2.4.1.1** Administrative Assistant.
  - 2.4.1.2** HCV Clerk
  - 2.4.1.3** Admissions Clerk
  - 2.4.1.4** Assistant Property Manager.
  - 2.4.1.5** File Clerk – Section 8.
  - 2.4.1.6** Housing Coordinator.
  - 2.4.1.7** Housing Specialist - Section 8.
  - 2.4.1.8** HQS Inspector.
  - 2.4.1.9** Human Resources Assistant.

**2.4.2 Lot #2, Finance-related Temporary Employees.** Assists with month-end close processes in housing management software, including closing, reconciling, preparing, and posting journal entries for the programs and properties. Maintains General Ledger, prepares monthly Bank Reconciliations Prepares Monthly Journal Entries in Financial Software. Assists in the review and reconciliation of general ledger accounts, monthly; analyzes general ledger variances; and resolves any discrepancies. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Process and reconcile Accounts Payable. Any other Financial/Accounting Duties assigned by the CFO, including procurement-related tasks.

2.4.2.1 Accounting Clerk

2.4.2.2 Accounting Specialist

2.4.2.3 Accounting Assistant

2.4.2.4 Administrative Finance Assistant

2.4.2.5 Procurement Specialist

2.4.2.6 Procurement Assistant

**2.4.3 Lot #3, Maintenance Temporary Employees.** Routine janitorial duties in properties owned by the Housing Agency. Prepares vacant properties for re-rental. Exterior grounds maintenance including lawn and garden care as an example. Minor building maintenance duties. Must possess the ability to maintain professional confidentiality and follow Agency privacy policies. Monitor the property.

2.4.3.1 Maintenance Assistant.

2.4.3.2 Maintenance Technician.

2.4.3.3 Mechanic.

2.4.3.4 General Laborer

2.4.3.5 Janitor

**2.4.4 Preceding listed positions not all-inclusive.** The positions listed within the preceding Sections No. 2.4.1 through 2.4.3 are not to be considered to be all-inclusive of all positions that the Agency may retain temporary employees to perform.

**2.4.5 Ability by the Housing Agency to choose multiple firms (Contractors).** The Housing Agency reserves the right to, at any time during the ensuing contract period(s), make award to more than one firm (Contractor) for any positions within a Lot. For example, the Housing Agency may contract with a firm for services pertaining to Lot #1, the Clerical/Administrative area; then, during the ensuing contract period(s), the Housing Agency discovers that the Contractor cannot or is not successful ("successful," as determined by the sole decision by the Housing Agency) in providing a certain temporary employee. In such case the Housing Agency reserves the right to choose another proposer to provide the temporary employee to the Housing Agency. Such "choosing" shall occur with another firm that is "next-rated" during either the initial evaluation of proposals or, if the Housing Agency chooses, as the result of an additional evaluation of proposals (an additional evaluation would be especially appropriate, for example, if the Finance Department needs a temporary employee to perform specialized skill-sets and there is another firm that has such a temporary employee available or that specializes in the placement of such temporary employees).



**2.5 Method of and Procedure to Award (Task Order).** The Housing Agency shall retain the right to contract with any of the proposers as a result of this RFP, which contracting shall occur in the following manner (this is sometimes called “forming a pool” of contractors that the Agency may draw from):

**2.5.1** As detailed within the following Section 3.3 herein (most specifically, Section 3.3.1), if a pool of contractors is formed, each proposer will be ranked by the total calculated bid sum submitted in response to this RFP.

**2.5.2** When the Agency has need of work in each service area, the Agency staff assigned will contact the 1<sup>st</sup>-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable time-frame (set forth in Section in 2.2.20) the Agency has established for that work. If the 1<sup>st</sup>-ranked Contractor is not available, the Agency will proceed to the next-ranked Contractor, and so forth, until the Agency has located an available Contractor. The Agency will use the form attached as RFP Attachment H, attached hereto, to record this information.

**2.5.2.1 “Typical” Definition Pertaining to Emergencies.** There may be instances when it is not reasonable to wait for the needed services to be completed, when service is required from a Contractor immediately, meaning a Contractor is needed to drive to the site quickly. In such cases the Agency reserves the right to (and probably will) suspend the one-day required response time defined within the immediate-preceding Section 2.5.2 herein and will seek a Contractor who within the previously described pool rotation who is immediately available.

**2.6 Previous/Current Contractor(s).** The Agency’s current contractor(s) for these services is Infinity Staffing of Nederland, TX.

**PRICING INSTRUCTIONS PER SECTION 3.2.2 OF THE RFP DOCUMENT:**

Pricing Item No.	Qty	U/M	Description
<b>Lot #1: Clerical/Administrative Temporary Employees</b>			
1	60,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.
<b>Lot #2: Finance-related Temporary Employees</b>			
2	40,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.
<b>Lot #3: Buildings and Grounds (Maintenance) Temporary Employees</b>			
3	100,000	Dollars	Proposed percentage above the temporary employee’s hourly rate of pay.

**IMPORTANT INFORMATION PERTAINING TO HOW TO ENTER THE PROPOSED COSTS WITHIN THE E-PROCUREMENT MARKETPLACE!** Each proposer shall enter the proposed costs for the immediate-preceding Pricing Items No. 1, 2, and 3, where provided for within the eProcurement Marketplace, as a percentage over the hourly fee that the proposer pays the temporary employee. For instance, if the proposer wishes to provide the services at 30% over each such hourly fee paid to the temporary employee, he/she shall enter ".30" within the cost area for this item; and so forth. The eProcurement Marketplace will perform the extended calculations. Please note that this fee proposed shall be the ONLY fee that the Contractor shall receive from the Housing Agency to provide these services, except as otherwise may be provided herein.

**(Evaluations and pricing results on the next page)**

## EVALUATIONS AND PRICING RESULTS

### Lot #1: Clerical/Administrative

#### Lot #1: Clerical/Administrative

(1)	(2)	(3)	(4)	(4)	(4)
Proposer	Final Rank Lot #1	Average Total Points Awarded Lot #1	Rate Proposed **	Ensuuing Points Awarded for Evaluation Factor No. 1***	Total Calculated \$ Proposed
Infojini, Inc.*	1	92.7	.30 (30%)	39	\$18,000.00
Smarter HR Solutions, LLC*	2	90.0	.29 (29%)	40	\$17,400.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$19,200.00
Cambay Consulting LLC	4	71.0	.38 (38%)	31	\$22,800.00
Infinity Staffing Solutions, LLC****	5	68.0	1.29 (129%)	9	\$77,400.00
Talantage, LLC****	6	57.3	1.30 (130%)	9	\$78,000.00
22 <sup>nd</sup> Century Technologies, LLC****	7	47.0	28.00 (280%)	0	\$1,680,000.00
Info Way Solutions LLC****	8	41.0	34.00 (340%)	0	\$2,040,000.00

\*Top-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).

\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.

\*\*\*Points award of the maximum 40 points available.

\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.

(Lot #1 Calculations con'd on the next page)

**Lot #1: Clerical/Administrative**  
(con'd)

**Points Calculation of all Costs Proposed, Lot #1:**

(1) Proposer	(2) Total Calculated Amount Proposed	(3) Calculation Factor Total	(4) Ensuing Points Assigned, Evaluation Factor No. 1
Infojini, Inc.*	\$18,000.00	.9667	39
Smarter HR Solutions, LLC	\$17,400.00	1.0000	40
Noor Staffing Group, LLC	\$19,200.00	.9063	36
Cambay Consulting LLC	\$22,800.00	.7632	31
Infinity Staffing Solutions, LLC	\$77,400.00	.2248	9
Talantage, LLC	\$78,000.00	.2231	9
22 <sup>nd</sup> Century Technologies, LLC	\$1,680,000.00	.0104	0
Info Way Solutions LLC	\$2,040,000.00	.0085	0

**Compilation of all Evaluations, Lot #1:**

(1) Name of Proposer	(2) Final Rank	(3) Total Objective Points Awarded*	(4) Total Subjective Points Awarded**	(5) Total Points Awarded	(6) Average of Points Awarded
<b>Maximum Points Available:</b>		<b>120*</b>	<b>180**</b>	<b>300</b>	<b>100.0</b>
Infojini, Inc.*	1	117	161	278	92.7
Smarter HR Solutions, LLC	2	120	150	270	90.0
Noor Staffing Group, LLC	3	108	124	232	77.3
Cambay Consulting LLC	4	93	120	213	71.0
Infinity Staffing Solutions, LLC	5	27	177	204	68.0
Talantage, LLC	6	27	145	172	57.3
22 <sup>nd</sup> Century Technologies, LLC	7	0	141	141	47.0
Info Way Solutions LLC	8	0	123	123	41.0
*Cost Factor #1 only: 40 points/evaluator x 3 evaluators = 120 points maximum available.					
**Technical Factors #2 - #6 only: 60 points/evaluator x 3 evaluators = 180 points maximum available.					

(Lot #2 Calculations on the next page)



**Lot #2: Finance**

**Lot #2: Finance**

(1)	(2)	(3)	(4)	(4)	(4)
Proposer	Final Rank Lot #1	Average Total Points Awarded Lot #1	Rate Proposed* *	Ensuuing Points Awarded for Evaluation Factor No. 1***	Total Calculated \$ Proposed
Infojini, Inc.*	1	92.7	.30 (30%)	39	\$12,000.00
Smarter HR Solutions, LLC*	2	90.0	.29 (29%)	40	\$11,600.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$12,800.00
Cambay Consulting LLC	4	71.0	.38 (38%)	31	\$15,200.00
Infinity Staffing Solutions, LLC****	5	68.0	1.29 (129%)	9	\$51,600.00
Talantage, LLC****	6	57.3	1.30 (130%)	9	\$52,000.00
22 <sup>nd</sup> Century Technologies, LLC****	7	47.0	28.00 (280%)	0	\$1,120,000.00
Info Way Solutions LLC****	8	41.0	34.00 (340%)	0	\$1,360,000.00

\* Tap-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).

\*\*Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.

\*\*\*Points award of the maximum 40 points available.

\*\*\*\*Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.

(Lot #2 con'd on the next page)



**Lot #2: Finance**  
(con'd)

**Points Calculation of All Costs Proposed, Lot #2):**

(1) Proposer	(2) Total Calculated Amount Proposed	(3) Calculation Factor Total	(4) Ensuing Points Assigned, Evaluation Factor No. 1
Infojini, Inc.*	\$12,000.00	.9667	39
Smarter HR Solutions, LLC	\$11,600.00	1.0000	40
Noor Staffing Group, LLC	\$12,800.00	.9063	36
Cambay Consulting LLC	\$15,200.00	.7632	31
Infinity Staffing Solutions, LLC	\$51,600.00	.2248	9
Talantage, LLC	\$52,000.00	.2231	9
22 <sup>nd</sup> Century Technologies, LLC	\$1,120,000.00	.0104	0
Info Way Solutions LLC	\$1,360,000.00	.0082	0

**Compilation of all Evaluations, Lot #2:**

(1) Name of Proposer	(2) Final Rank	(3) Total Objective Points Awarded*	(4) Total Subjective Points Awarded**	(5) Total Points Awarded	(6) Average of Points Awarded
<b>Maximum Points Available:</b>		<b>120*</b>	<b>180**</b>	<b>300</b>	<b>100.0</b>
Infojini, Inc.*	1	117	161	278	92.7
Smarter HR Solutions, LLC	2	120	150	270	90.0
Noor Staffing Group, LLC	3	108	124	232	77.3
Cambay Consulting LLC	4	93	120	213	71.0
Infinity Staffing Solutions, LLC	5	27	177	204	68.0
Talantage, LLC	6	27	145	172	57.3
22 <sup>nd</sup> Century Technologies, LLC	7	0	141	141	47.0
Info Way Solutions LLC	8	0	123	123	41.0
*Cost Factor #1 only: 40 points/evaluator x 3 evaluators = 120 points maximum available.					
**Technical Factors #2 - #6 only: 60 points/evaluator x 3 evaluators = 180 points maximum available.					

(Lot #3 calculations on the next page)

## Lot #3: Building & Grounds (Maintenance)

### Lot #3: Building & Grounds (Maintenance)

(1)	(2)	(3)	(4)	(4)	(4)
Proposer	Final Rank Lot #1	Average Total Points Awarded Lot #1	Rate Proposed **	Ensuing Points Awarded for Evaluation Factor No. 1 ***	Total Calculated \$ Proposed
Smarter HR Solutions, LLC*	1	90.0	.29 (29%)	40	\$29,000.00
Infojini, Inc.*	2	82.7	.40 (40%)	29	\$40,000.00
Noor Staffing Group, LLC	3	77.3	.32 (32%)	36	\$32,000.00
Infinity Staffing Solutions, LLC****	4	68.0	1.32 (132%)	9	\$132,000.00
Talantage, LLC****	5	57.3	1.35 (135%)	9	\$135,000.00
22 <sup>nd</sup> Century Technologies, LLC****	6	47.0	28.00 (280%)	0	\$2,800,000.00
Info Way Solutions LLC****	7	41.0	34.00 (340%)	0	\$3,400,000.00
Cambay Consulting LLC	<b>THIS FIRM DID NOT RESPOND TO THIS LOT</b>				
*Top-rated Responsive and Responsive Proposers that will be placed in the Pool (i.e., receive a contract award).					
**Percentage fee of each temporary employees calculated pay that the proposer proposed to receive (NOTE: Please see Section 3.3.3, and most specifically Section 3.3.2.1, of the RFP 1.0 Document issued. It is obvious that some of the proposers did not comply with the instructions within the preceding-noted Sections.					
***Points award of the maximum 40 points available.					
****Pursuant to Section 4.2.6.1 of the RFP 1.0 Document issued, whereas these firms scored an average of less than 70.0 points, these firms are not eligible to receive an award pursuant to this RFP.					

(Lot #3 con'd on the next page)

**Lot #3: Building & Grounds (Maintenance)**  
(con'd)

**Points Calculation of all Costs Proposed, Lot #3:**

(1) Proposer	(2) Total Calculated Amount Proposed	(3) Calculation Factor Total	(4) Ensuing Points Assigned, Evaluation Factor No. 1
Infojini, Inc.*	\$40,000.00	.7250	29
Smarter HR Solutions, LLC	\$29,000.00	1.000	40
Noor Staffing Group, LLC	\$32,000.00	.9063	36
Infinity Staffing Solutions, LLC	\$132,000.00	.2197	9
Talantage, LLC	\$135,000.00	.2148	9
22 <sup>nd</sup> Century Technologies, LLC	\$2,800,000.00	.0104	0
Info Way Solutions LLC	\$3,400,000.00	.0085	0
<b>Cambay Consulting LLC</b>	<b>THIS FIRM DID NOT RESPOND TO THIS LOT</b>		

**Compilation of all Evaluations, Lot #3:**

(1) Name of Proposer	(2) Final Rank	(3) Total Objective Points Awarded*	(4) Total Subjective Points Awarded**	(5) Total Points Awarded	(6) Average of Points Awarded
<b>Maximum Points Available:</b>		<b>120*</b>	<b>180**</b>	<b>300</b>	<b>100.0</b>
Infojini, Inc.*	1	120	161	281	93.7
Smarter HR Solutions, LLC*	2	87	150	237	79.0
Noor Staffing Group, LLC	3	108	124	232	77.3
Infinity Staffing Solutions, LLC	4	27	177	204	68.0
Talantage, LLC	5	27	145	172	57.3
22 <sup>nd</sup> Century Technologies, LLC	6	0	141	141	47.0
Info Way Solutions LLC	7	0	123	123	41.0
<b>Cambay Consulting LLC</b>	<b>THIS FIRM DID NOT RESPOND TO THIS LOT</b>				
*Cost Factor #1 only: 40 points/evaluator x 3 evaluators = 120 points maximum available.					
**Technical Factors #2 - #6 only: 60 points/evaluator x 3 evaluators = 180 points maximum available.					

(Cost Price Analysis on the next page)



## COST PRICE ANALYSIS OF TOP RANKED FIRMS

### 1.1.1 Lot #1: Clerical/Administrative

(1) Proposer	(2) Final Rank	(3) Average Points Awarded	(4) Comparison with the top-rated proposal	(5) Total Calculated Amount Proposed	(6) Comparison with the top-rated proposal	(7) Comparison with the ICE
					<b>ICE:</b>	<b>\$22,800.00</b>
Infojini, Inc.*	1	92.7		\$18,000.00		-21.1%
Smarter HR Solutions, LLC*	2	90.0	-2.9%	\$17,400.00	-3.3%	-23.7%
Noor Staffing Group, LLC	3	77.3	-16.6%	\$19,200.00	+6.2% (1) +9.4% (2)	-15.8%
Cambay Consulting LLC	4	71.0	-23.4%	\$22,800.00	+21.1% (1) +23.7 (2)	Even
<b>Average of all proposers (331.0 points and \$77,400.00, each divided by 4)</b>		<b>82.8</b>	<b>-10.7% (1) -8.0% (2)</b>	<b>\$19,350.00</b>	<b>+7.0% (1) +10.1% (2)</b>	<b>-15.1%</b>
<b>*Top-rated responsive and responsible proposers that will receive an initial award.</b>						
<b>NOTE: We have conducted this CPA only for the 4 firms that are eligible to receive an award. There were a number of additional proposers that did not score at least 70 points awarded, so those firms are ineligible to receive an award; accordingly, there is no reason to conduct this analysis for those firms (especially also because those firm's proposed costs that are very unrealistic).</b>						

1.1.3.1 **Price Analysis Conclusion (Lot #1).** The above shows that costs submitted by the two top-rated proposers, Infojini, Inc. and Smarter HR Solutions, LLC, are:

- 1.1.3.1.1.1 **(Comparison to the ICE)** as shown within Column No. (7), compare reasonably well with the Agency's Independent Cost Estimate, 21.1% and 23.7% lower, respectively; and,
- 1.1.3.1.1.2 **(Force of Competition)** as shown within Column No. (6), 7.0% and 10.1% lower, respectively, than the average of costs submitted by all proposers; and,
- 1.1.3.1.1.3 **(Average Points Awarded)** as shown within Column No. (4), as a result of our evaluation of the proposals submitted, scored and average of 10.7% and 8.0% higher respectively, than the other proposers.
- 1.1.3.1.1.4 **Conclusion.** Accordingly, we find the proposed costs submitted by Infojini, Inc. and Smarter HR Solutions, LLC, to be fair and reasonable.

(Calculations pertaining to Lot #2 con'd on the next page)

**1.1.4 Lot #2: Finance**

(1) Proposer	(2) Final Rank	(3) Average Points Awarded	(4) Comparison with the top-rated proposal	(5) Total Calculated Amount Proposed	(6) Comparison with the top-rated proposal	(7) Comparison with the ICE
					ICE:	\$15,200.00
Infojini, Inc.*	1	92.7		\$12,000.00		-21.1%
Smarter HR Solutions, LLC*	2	90.0	-2.9%	\$11,600.00	-3.3%	-23.7%
Noor Staffing Group, LLC	3	77.3	-16.6%	\$12,800.00	+6.2% (1) +9.4% (2)	-15.8%
Cambay Consulting LLC	4	71.0	-23.4%	\$15,200.00	+21.1% (1) +23.7% (2)	Even
<b>Average of all proposers (331.0 points and \$51,600.00, each divided by 4)</b>		<b>82.8</b>	<b>-10.7% (1) -8.0% (2)</b>	<b>\$12,900.00</b>	<b>+7.0% (1) +10.1% (2)</b>	<b>-15.1%</b>
*Top-rated responsive and responsible proposers that will receive an initial award.						
NOTE: We have conducted this CPA only for the 4 firms that are eligible to receive an award. There were a number of additional proposers that did not score at least 70 points awarded, so those firms are ineligible to receive an award; accordingly, there is no reason to conduct this analysis for those firms (especially also because those firm's proposed costs that are very unrealistic).						

**1.1.4.1 Price Analysis Conclusion (Lot #2).** The above shows that costs submitted by the two top-rated proposers, Infojini, Inc. and Smarter HR Solutions, LLC, are:

- 1.1.4.1.1.1 (Comparison to the ICE)** as shown within Column No. (7), compare reasonably well with the Agency's Independent Cost Estimate, 21.1% and 23.7% lower, respectively; and,
- 1.1.4.1.1.2 (Force of Competition)** as shown within Column No. (6), 7.0% and 10.1% lower, respectively, than the average of costs submitted by all proposers; and,
- 1.1.4.1.1.3 (Average Points Awarded)** as shown within Column No. (4), as a result of our evaluation of the proposals submitted, scored and average of 10.7% and 8.0% higher respectively, than the other proposers.
- 1.1.4.1.1.4 Conclusion.** Accordingly, we find the proposed costs submitted by Infojini, Inc. and Smarter HR Solutions, LLC, to be fair and reasonable.

(Calculations pertaining to Lot #3 con'd on the next page)



**1.1.5 Lot #3: Building & Grounds (Maintenance)**

(1) Proposer	(2) Final Rank	(3) Average Points Awarded	(4) Comparison with the top-rated proposal	(5) Total Calculated Amount Proposed	(6) Comparison with the top-rated proposal	(7) Comparison with the ICE
<b>ICE:</b>						<b>\$38,000.00</b>
Smarter HR Solutions, LLC*	1	90.0		\$29,000.00		-23.7%
Infojini, Inc.*	2	82.7	-8.1%	\$40,000.00	+27.5%	+5.0%
Noor Staffing Group, LLC	3	77.3	-14.1%	\$32,000.00	+9.4% (1) -20.0% (2)	-15.8%
<b>Average of all proposers (250.0 points and \$101,000.00, each divided by 3)</b>		<b>83.3</b>	<b>-7.4% (1) +0.7% (2)</b>	<b>\$33,666.67</b>	<b>+13.9% (1) -15.8% (2)</b>	<b>-11.4%</b>
<i>*Top-rated responsive and responsible proposers that will receive an initial award.</i>						
NOTE: We have conducted this CPA only for the 4 firms that are eligible to receive an award. There were a number of additional proposers that did not score at least 70 points awarded, so those firms are ineligible to receive an award; accordingly, there is no reason to conduct this analysis for those firms (especially also because those firm's proposed costs that are very unrealistic).						

**1.1.5.1 Price Analysis Conclusion (Lot #3).** The above shows that costs submitted by the two top-rated proposers, Smarter HR Solutions, LLC and Infojini, Inc., are:

- 1.1.5.1.1 (Comparison to the ICE)** as shown within Column No. (7), compare reasonably well with the Agency's Independent Cost Estimate, 23.7% lower and 5.0% higher, respectively; and,
- 1.1.5.1.2 (Force of Competition)** as shown within Column No. (6), 13.9% higher and 15.8% lower, respectively, than the average of costs submitted by all proposers; and,
- 1.1.5.1.3 (Average Points Awarded)** as shown within Column No. (4), as a result of our evaluation of the proposals submitted, scored and average of 7.4% lower and 0.7% higher respectively, than the other proposer.
- 1.1.5.1.4 Conclusion.** Accordingly, we find the proposed costs submitted by Smarter HR Solutions, LLC and Infojini, Inc., to be fair and reasonable.

(Calculations pertaining to the Cost Analysis con'd on the following pages)

## **2.0 Cost Analysis.**

**2.1 Critical Tests.** As specifically detailed within Section 10.3.D.3.a.i of HUD Procurement Handbook 7460.8 REV 2, "Proposed costs must meet three critical tests. The costs must be:" (NOTE: Attached any related documentation justifying each following confirmation)

**2.1.1** *Allowable*, meaning the proposed costs are permitted by law or valid. **CONFIRMATION:** Yes X No\_\_ **JUSTIFICATION:** The services are certainly allowed by HUD in that the Agency has determined that it is much more cost effective to retain a skilled contractor to provide these services as compared with retaining additional skilled employees to do so.

**2.1.2** *Allocable*, meaning the proposed costs "are logically related to or required in the performance of the contract" and are listed within and provided for within the Agency budget. **CONFIRMATION:** Yes X No\_\_ **JUSTIFICATION:** Please see attached highlighted budget page.

**2.1.3** *Reasonable*, meaning "what a prudent business would pay in a competitive marketplace," as confirmed by the aforementioned Price Analysis. **CONFIRMATION:** Yes X No\_\_ **JUSTIFICATION:** Please see the Price Analysis detailed within the preceding page No. 1, Table No. 1.

(Calculations pertaining to the Cost Analysis con'd on the following pages)

2.2 **Determination of Profit (REMEMBER: Profit Rewards Risk).** As suggested by HUD within the last paragraph of Appendix 12 on page a-38 of HUD Procurement Handbook 7460.8 REV 2: (Assuming a minimum reasonable profit of 8% and a top-end maximum allowed profit of 15%):

(1) Factor *	(2) Factor*	(3) Rates	(4) Total Weight	(5) Determined Rate**	(6) Assigned Value**
A	Complexity of the work to be performed	Simple Work=.08 to Most Complex Work=.15	20	.15	3.00
<b>JUSTIFICATION FOR THE DETERMINED RATE:</b> The provision of these services is certainly a complex issue, requiring a high amount of experience, training, and knowledge by the Contractor.					
B	Contractor's risk in performing the contract	Little Risk=.08 to High Risk=.15	20	.08	1.60
<b>JUSTIFICATION FOR THE DETERMINED RATE:</b> This Contractor will be paid on a firm-fixed fee basis for all the work; accordingly, the Contractor is taking the greater risk. If the Contractor was being paid on an hourly fee basis, which is not realistic for these services, then the risk would be greater on the Agency rather than the Contractor.					
C	Contractor's investment in the contracted effort	Below Average=.08 to Above Average=.15	20	.15	3.00
<b>JUSTIFICATION FOR THE DETERMINED RATE:</b> This Contractor certainly has a significant investment in staffing, education, equipment, and resources to provide these services.					
D	Amount of subcontracting	0%=.15; to <20%=.14; to <35%=.13; to <50%=.12; to <65%=.11; to <80%=.10; to <95%=.09; to >100%=.08	20	.15	3.00
<b>JUSTIFICATION FOR THE DETERMINED RATE:</b> This Contractor will initially perform all the work in-house (will not utilize any subcontractors).					
E	Contractor's record of past performance	Excellent= .15 Above Average=.13 Average= .11 Below Average=.09 Poor= .08	20	.13 (1) .12 (2)	2.60 2.40
<b>JUSTIFICATION FOR THE DETERMINED RATE:</b> (1) Infojini scored, for all 3 Lots, a total of 483 of a possible 540 points for Evaluation Factor No. 5, Demonstrated Relevant Experience and Successful Past Performance, a total of 89%; and, (2) pertaining to Smarter, scored a total of 450 of 540 points, a total of 83%; accordingly, we have awarded the firm the corresponding percentages of the available maximum 15 points.					
<b>CALCULATED TOTAL (Infojini):</b>			100		13.20
<b>CALCULATED TOTAL (Smarter):</b>			100		13.00
*Factors, as detailed within the last paragraph of Appendix 12, HUD Procurement Handbook 7460.8 REV 2 ***"Total Weight" multiplied by the "Determined Rate" = "Assigned Value"					

(Calculation of profit and overhead on the next page)



**2.3 Calculation of Profit and Overhead.**

**2.3.1 Calculation pertaining to the total calculated fees for each Lot:**

(1)	(2)	(3)	(4)	(5)
Service Description	Total Calculated Amount Per Lot	Profit Rate	Calculated Profit Amount	Divided by the Overhead Rate of 1.6 =
<b>Lot #1: Clerical/Administrative</b>				
Infojini, Inc.	\$18,000.00	13.20	\$2,376.00	\$11,250.00
Smarter HR Solutions, LLC	\$17,400.00	13.00	\$2,262.00	\$10,875.00
<b>Lot #2: Finance</b>				
Infojini, Inc.	\$12,000.00	13.20	\$1,584.00	\$7,500.00
Smarter HR Solutions, LLC	\$11,600.00	13.00	\$1,580.00	\$7,250.00
<b>Lot #3: Building &amp; Grounds (Maintenance)</b>				
Smarter HR Solutions, LLC	\$29,000.00	13.00	\$3,770.00	\$18,125.00
Infojini, Inc.	\$40,000.00	13.20	\$5,280.00	\$25,000.00
<b>Legend for this Table No. 5:</b>				
(1) The name of the proposer.				
(2) The Total Calculated Amount proposed for the noted Lot.				
(3) The calculated "Profit Rate," as detailed within the immediate-preceding Table No. 4.				
(4) The ensuing Calculated Profit Amount.				
(5) The ensuing calculated amount allowed for overhead at the typical accepted industry rate of 1.6.				

**2.4 Cost Analysis Conclusion.** As shown within the preceding, the costs proposed by the top-rated firms, Infojini, Inc. and Smarter HR Solutions, LLC: (1) are allowable, allocable, and reasonable; (2) the overall proposed costs are appropriate; and (3) the calculated profit and overhead amounts are reasonable and appropriate; accordingly, the proposed costs are deemed to be appropriate, fair, and reasonable.

**PORT ARTHUR HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
MONDAY, JANUARY 23, 2023**

**RESOLUTION NO. 01232023 – 01**

**APPROVAL OF AWARD OF A CONTRACTS FOR  
TEMPORARY EMPLOYEE SERVICES**

**WHEREAS**, The Agency conducted a Request for Proposals in keeping with its Procurement policy and procedures; and

**WHEREAS**, The Agency has an ongoing need for Temporary Employee Services; and

**WHEREAS**, nine proposals were received and evaluated; and

**WHEREAS**, the top-rated firms are Smarter HR of Houston, Texas and Infojini of Linthicum Heights, MD.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port Arthur Housing Authority that a one-year contract for Temporary Employee Services shall be awarded to Smarter HR of Houston, Texas in the amount of \$58,000.00 and Infojini of Linthicum Heights, MD in the amount of \$70,000.00 for one year with four option years at the Agency's discretion. These two firms will be placed in a pool from which the Agency will reserve the right to request services pertinent to their strengths and availability.

**EXECUTED THIS 23<sup>rd</sup> DAY OF JANUARY 2023.**

\_\_\_\_\_  
**CHAIR**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY**