



HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING

HELEN W. LANG MEMORIAL BOARDROOM, BUILDING B  
4100 TOURO STREET, NEW ORLEANS, LA 70122

OCTOBER 30, 2018 at 4:00 P.M.

BOARD OF COMMISSIONERS

PRESIDENT  
ALICE RIENER

COMMISSIONERS  
ISABEL BARRIOS  
TONI HACKETT ANTRUM  
SHARON JASPER  
DEBRA JOSEPH  
CASIUS PEALER  
KIM PIPER  
LISHA A. WHEELER

COMMITTEE APPOINTMENTS

DEVELOPMENT,  
ASSET MANAGEMENT &  
OPERATIONS

CHAIR  
LISHA WHEELER

COMMISSIONERS  
DEBRA JOSEPH  
SHARON JASPER

FINANCE & AUDIT

CHAIR  
TONI HACKETT ANTRUM

COMMISSIONERS  
CASIUS PEALER  
KIM PIPER  
ALICE RIENER

AGENDA

- I. STATEMENT BY GENERAL COUNSEL
- II. CALL TO ORDER
- III. ROLL CALL
- IV. APPROVAL OF THE AGENDA
- V. APPROVAL OF THE MINUTES OF THE MEETING HELD ON SEPTEMBER 25, 2018
- VI. EXECUTIVE DIRECTOR'S REPORT
- VII. COMMITTEE REPORT(S)
- VIII. ITEMS FOR APPROVAL

AUTHORIZATON(S)

- **Resolution #2018-16** – Approval of Extension to Management Agreement with Guste Homes Resident Management Corporation for Management Services at the Guste High Rise and Guste II
- **Resolution #2018-17** – Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year 2018
- **Resolution #2018-18** – Approval of Additional funding for On-Call Architecture/Engineering Contracts

- IX. COMMENTS
  - Public Comment(s)
  - Board of Commissioners Comment(s)
- X. EXECUTIVE SESSION
  - Executive Session pursuant to R.S. 42:17(A)(1), to discuss the “character, professional competence, or physical or mental health of a person”.
- XI. ADJOURNMENT



**October 30, 2018**

**MEMORANDUM**

**To: Board of Commissioners  
President Alice Riener, Commissioner Isabel Barrios,  
Commissioner Toni Hackett Antrum, Commissioner Sharon Jasper,  
Commissioner Debra Joseph, Commissioner Casius Pealer,  
Commissioner Kim Piper and Commissioner Lisha A. Wheeler**

**Through: Gregg Fortner  
Executive Director**

**From: Maggie Merrill  
Director, Asset Management Department**

**Re: Approval of Extension to Management Agreement with Guste Homes  
Resident Management Corporation for Management Services at the Guste  
High Rise and Guste II**

---

On November 1, 2014, the Housing Authority of New Orleans (HANO) entered into a Contract for Services with the Guste Homes Resident Management Corporation (GHRMC) for Property Management Services for Guste High Rise and Guste II. The initial term of the contract was for two years, with two additional one year extensions. The contract expires on October 31, 2018.

HANO wishes to enter into a sole source contract with the GHRMC for management services at the Guste High Rise elderly community (385 units) and Guste II (16 units). Per section 15.4 of the Procurement Handbook for Public Housing Agencies (HUD Handbook 7460.8 Rev 2), "Contracting with an Resident Management Corporation (RMC)", HANO may award a sole source contract to the GHRMC for property management, if certain HUD conditions are met. HANO has requested that the GHRMC submit documentation that it meets the HUD conditions.

In order to continue operations at the property, and to provide the GHRMC time to submit documentation that it meets the HUD conditions, we are requesting to extend the existing contract for a period of ninety (90) days, with an option to extend for an additional ninety (90) days.

We ask the Board of Commissioners of the Housing Authority of New Orleans to hereby approve the extension of the Contract for Services with the Guste Homes Resident Management Corporation for Property Management Services for Guste High Rise and Guste II for a term of 90 days, with the option to extend for an additional 90 days, and to authorize the Executive Director to execute any and all documents necessary to effectuate the contract extension.

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 30, 2018**

**RESOLUTION No. 2018-16**

**WHEREAS**, the current Contract for Services with the Guste Homes Resident Management Corporation (GHRMC) for Property Management Services for Guste High Rise and Guste II expires on October 31, 2018 ; and

**WHEREAS**, the Housing Authority of New Orleans (HANO) wishes to enter into a sole source contract with the GHRMC for management services at the Guste High Rise elderly community (385 units) and Guste II (16 units); and

**WHEREAS**, per section 15.4 of the Procurement Handbook for Public Housing Agencies (HUD Handbook 7460.8 Rev 2), "Contracting with an Resident Management Corporation (RMC)", HANO may award a sole source contract to the GHRMC for property management, if certain HUD conditions are met; and

**WHEREAS**, HANO has requested that the GHRMC submit documentation that it meets the HUD conditions; and

**WHEREAS**, in order to continue operations at the property, and to provide the GHRMC time to submit documentation that it meets the HUD conditions, the contract must be extended beyond its original expiration date of October 31, 2018;

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the extension of the Contract for Services with the Guste Homes Resident Management Corporation for Property Management Services for Guste High Rise and Guste II for a term of 90 days, with the option to extend for an additional 90 days, and to authorize the Executive Director to execute any and all documents necessary to effectuate the contract extension.

**Executed this 30<sup>th</sup> day of October, 2018**

**APPROVAL:**

---

**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**



**October 30, 2018**

**MEMORANDUM**

**To:** Board of Commissioners  
 President Alice Riener, Commissioner Isabel Barrios,  
 Commissioner Toni Hackett Antrum, Commissioner Sharon Jasper,  
 Commissioner Debra Joseph, Commissioner Casius Pealer,  
 Commissioner Kim Piper and Commissioner Lisha A. Wheeler

**Through:** Gregg Fortner  
 Executive Director

**From:** Dawn D. Lapeyrolerie  
 Director, Housing Choice Voucher Program & Client Services

**Re:** Section 8 Management Assessment Program (SEMAP) Certification for  
 Fiscal Year 2018

On September 10, 1998, the U. S. Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP). On August 17, 2000, HUD issued Notice PIH 2000-34 requiring the electronic submission of the SEMAP certification.

SEMAP consists of 14 primary indicators with points assigned to each indicator for a total maximum of 145 points. The following lists the indicators and the maximum available points along with a comparison of the Housing Authority of New Orleans (HANO)'s FY 2017 and current FY 2018 scores:

		<b>Max Points</b>	<b>FYE 2017</b>	<b>FYE 2018</b>
1	Selection from Waiting List	15	15	15
2	Reasonable Rent	20	15	15
3	Determination of Adjusted Income	20	0	15
4	Utility Allowance Schedule	5	0	5
5	Housing Quality Standards (HQS) Quality Control Inspections	5	5	5
6	HQS Enforcement	10	10	10
7	Expanding Housing Opportunities	5	5	5
8	Payment Standards	5	5	5
9	Annual Reexaminations	10	10	10
10	Correct Tenant Rent Calculations	5	5	5
11	Pre-Contract HQS Inspection	5	5	5
12	Annual HQS Inspections	10	10	10
13	Lease-up	20	20	20
14	Family Self-Sufficiency Enrollment	10	5	5
	<b>TOTAL</b>	<b>145</b>	<b>110</b>	<b>130</b>

HUD has established the following SEMAP rating system:

- High Performer - 90% - 100% (130.5 – 145 points)
- Standard Performer – 60% - 89% (87 – 129.5 points)
- Troubled Performer - < 60% (< 86 points)

HANO did not receive maximum points in Indicator 2 - Reasonable Rent. We have struggled with data entry errors. Some errors can be attributed to transitioning to new software and attention to details as staff attempts to prioritize completing tasks quickly. In order to receive maximum points allowed, we must trend at 98% or higher. Current percentage is 89%. While timeliness is important, we will refocus our attention on the importance of accurately completing processing in order to see future gains in this area.

HANO received 15 points in Indicator 3 – Determination of Adjusted Income, an increase from last's year score of 0. To claim the maximum points allowed, 90% of the files reviewed needed to have correct income calculations. However, 81% of the total sample files reviewed were correct. A similar pattern can be seen in the errors made in the second indicator where HANO lost points. The type of errors in this indicator included neglecting to remove income and allowances from the previous year's recertification that clients no longer receive, not reviewing the file to confirm whether there are things that the client failed to report that need to be updated, (i.e. an expired custody by mandate, and failing to verify information that listed on the HUD EIV form, and skipping steps in the verification process). There were basic data entry errors in this indicator as well.

HANO gained 5 points in criterion 4—Utility Allowance Schedule. For this indicator, the PHA is scored on whether the PHA maintains an up-to-date utility allowance schedule. A utility allowance schedule is “up-to-date” if the PHA reviewed utility rate data within the last 12 months and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

HANO did not receive maximum points allowed in Indicator 14 – Family Self-Sufficiency (FSS) enrollment. To gain the maximum points allowed, HANO had to fill 80% or more of its 525 mandatory FSS slots and 30% or more of those families had to have escrow balances. There are currently 170 enrolled participants. The agency currently does not have a full-time FSS Coordinator but instead FSS responsibilities are shared by two Homeownership Counselors in the Department of Client Services. Points that were not gained this year were due to low enrollment numbers. While HANO has graduated a number of clients from the program bringing the overall number of mandatory slots down, there are many clients whose contracts ended without completing their goals. Enrollment of new participants is a recurring challenge and we hope to continue to see some improvements over the next year. The goal is to strengthen the knowledge and understanding of the current staff and continue to recruit new clients to the program to replace those contracts that are ending.

We recommend that the Board approve the SEMAP Certification for Fiscal Year 2018 and authorize the Executive Director to sign the Certification for Submission to HUD.

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 30, 2018**

**RESOLUTION NO. 2018-17**

**WHEREAS**, on September 10, 1998 the U.S. Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP), as set forth in the 24 CFR 985, to objectively measure public housing authority performance in key Section 8 tenant-based rental assistance program areas; and

**WHEREAS**, on August 17, 2000 HUD issued Notice PIH 2000-34 (HA), requiring electronic submission of SEMAP Certification; and

**WHEREAS**, the Housing Authority of New Orleans (HANO), has completed its self-certification review to determine the HANO scoring of the 14 SEMAP indicators for the fiscal year ending September 30, 2018; and

**WHEREAS**, HANO has determined that for the fiscal year ending September 30, 2018, the SEMAP score is 130 points, or 90% of the 145 point maximum, thereby establishing HANO as a High Performer; and

**WHEREAS**, HUD requires that the SEMAP Certification be approved by the Board of Commissioners and be signed by the Executive Director prior to electronic submission to HUD.

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the SEMAP Certification submission, and authorizes the Executive Director to sign the SEMAP Certification for submission to HUD in accordance with 24 CFR 985.101.

**Executed this 30<sup>th</sup> day of October, 2018**

**APPROVAL:**

---

**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**



October 30, 2018

**MEMORANDUM**

**To:** Board of Commissioners  
President Alice Riener, Commissioner Isabel Barrios,  
Commissioner Toni Hackett Antrum, Commissioner Sharon Jasper,  
Commissioner Debra Joseph, Commissioner Casius Pealer,  
Commissioner Kim Piper and Commissioner Lisha A. Wheeler

**Through** Gregg Fortner  
Executive Director

**From:** Jennifer Adams  
Director, Development and Modernization

**Re:** Contracts #16-911-25  
On-Call Architectural and Engineering Services for the Revitalization and  
Modernization of HANO Properties

---

In 2016, the Housing Authority of New Orleans (HANO) Board of Commissioners authorized the award of contracts to 10 respondents to Request for Qualifications (RFQ) #16-911-25 for on-call architectural and engineering (A/E) services in the cumulative not to exceed amount of \$333,333.00 per year via resolution #2016-24. The awarded firms were: C. Spencer Smith / Broadmoor Design Group, ECM Consultants, Inc., Jahncke & Burns Architects, Manning Architects, NY Associates, Perez Architecture, Scairono Martinez, Verges Rome, Volume Zero Architectural Design Studio, and Yeates and Yeates. Work for on-call contracts is issued on a task order basis. The contracts were for two years plus a one year extension.

During the initial contract period, HANO incurred unanticipated design cost through the design and administration of the corrective work for the completion of Guste III and much higher than anticipated costs for monitoring and environmental testing for the remediation of the BW Cooper Phase II site. We are now entering the option year of the contract but are nearing the 3-year contract cap of \$999,999. Therefore, additional funding is necessary to complete projects in the final year of the contract. Although the 2017 and 2018 Capital Fund budget includes more than \$500,000 for architectural and engineering costs, only \$200,000 is necessary for the final contract year prior to re-procurement of A/E services in the summer of 2019.

**CERTIFICATIONS**

Finance

The Finance Department has certified that the HUD Capital Funds are budgeted and available for the proposed budget.

The Board of Commissioners is hereby requested to authorize the Executive Director to increase the on-call contracts #16-911-25 for on-call architectural and engineering in the cumulative not to exceed amount of \$200,000.00 for the final contract year.



**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 30, 2018**

**RESOLUTION NO. 2018-18**

**WHEREAS**, funds are routinely allocated in the Housing Authority of New Orleans' (HANO) Capital Fund budget for the provision of on-call architectural and engineering (A/E) services; and

**WHEREAS**, via resolution #2016-24, the HANO Board of Commissioners authorized the award of contracts to C. Spencer Smith / Broadmoor Design Group, ECM Consultants, Inc., Jahncke & Burns Architects, Manning Architects, NY Associates, Perez Architecture, Scairono Martinez, Verges Rome, Volume Zero Architectural Design Studio, and Yeates and Yeats pursuant to Request for Qualifications (RFQ) #16-911-25 for on-call A/E services; and

**WHEREAS**, the contract period was two years plus an additional option year and was authorized for amount cumulative not to exceed amount of \$333,333.00 per year; and

**WHEREAS**, HANO incurred unanticipated design costs through the design and administration of the corrective work for the completion of Guste III and much higher than anticipated costs for monitoring and environmental testing for the remediation of the BW Cooper Phase II site during the initial two-year contract period; and

**WHEREAS**, HANO is nearing the authorized contract amount in the final year of the contract; and

**WHEREAS**, additional funds in an amount not to exceed \$200,000.00 are necessary to complete development and modernization projects in the final year of the contract; and

**WHEREAS**, the 2017 and 2018 Capital Fund budget includes more than \$500,000 for architectural and engineering costs; and

**WHEREAS**, HANO staff recommends that additional funds not to exceed \$200,000.00 be authorized for the final contract year;

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans authorizes the Executive Director to increase the on-call contracts #16-911-25 for on-call architectural and engineering services in the cumulative not to exceed amount of \$200,000.00 for the final contract year.

**Executed this 30<sup>th</sup> day of October, 2018**

**APPROVAL:**

---

**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**