**REVISED EXPANDED AGENDA**

**August 7, 2013**

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<tr>
<th>3:00 p.m.</th>
<th>Retirement Reception (Atrium)</th>
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<tr>
<td>4:00 p.m.</td>
<td>I. <strong>CONSENT ITEMS</strong></td>
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<th>4:15 p.m.</th>
<th>II. <strong>INFORMATION EXCHANGE</strong></th>
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<th>4:25 p.m.</th>
<th>III. <strong>COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION</strong></th>
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<th>4:35 p.m.</th>
<th>IV. <strong>ITEMS REQUIRING DELIBERATION and/or ACTION</strong></th>
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<th>5:05 p.m.</th>
<th>V. <strong>FUTURE ACTION ITEMS</strong></th>
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<p>| 5:10 p.m. | VI. <strong>INFORMATION EXCHANGE (continued)</strong> |</p>
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<td>5:15 p.m.</td>
<td><strong>VII. NEW BUSINESS</strong></td>
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<td>1. Authorization of Formation of VPC Two Corporation and Execution of Related Documents</td>
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<td>5:20 p.m.</td>
<td><strong>VIII. EXECUTIVE SESSION FINDINGS</strong></td>
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<td><strong>EXECUTIVE SESSION</strong></td>
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**NOTES:**

1. This Agenda is subject to change without notice.
2. Public participation is permitted on Agenda items in the same manner as if the Commission was holding a legislative-type Public Hearing.
3. Times are approximate and may vary depending on length of discussion.
4. **These items are listed "For Future Action" to give advance notice of coming Agenda topics and not for action at this meeting.**
5. Commission briefing materials are available in the Commission offices the Monday prior to a Wednesday meeting.

If you require any aids or services to fully participate in this meeting, please call (240) 627-9425 or email commissioners@hocmc.org.
Consent Items
A regular meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, July 17, 2013 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:00 p.m. Those in attendance were:

**Present**
- Roberto Piñero, Chair
- Michael J. Kator, Chair Pro Tem
- Pamela Lindstrom
- Michael Wieneck

**Absent**
- Sally Roman, Vice Chair
- Jean Banks
- Rick Edson

**Also Attending**
- Stacy Spann, Executive Director
- Gail Willison
- Rita Harris
- Yousri Ben Slimane
- Rosemary Lawson
- Andrew Oxendine
- Lorie Seals
- Jim Atwell
- Saundra Boujai
- Belle Seyoum
- Anita Inman
- Scott Ewart
- Eugene Spencer
- Stephanie Semones
- Antonia Whitfield
- Brian Selden
- Patricia Oliver
- Jennifer Arrington
- Patrice Birdsong, Special Assistant to the Commission
- Ken Tecler, Staff Counsel
- Kayrine Brown
- Steve Lukaczer
- Lynn Hayes
- Rose Matthews
- Patrick Mattingly
- Cathy Kramer
- Bonnie Hodge
- Gail Gunod-Green
- Zackary Marks
- Christopher Donald
- Nathan McKinstry
- Alethia Cooper
- Tonya Clark
- Susan Smith
- Richard Hanks
- Emily Dorfman
Guests
Sang Tran (Tony Davis Award)
Hassan Saadi (Tony Davis Award)
Ruth Oreva (Tony Davis Award)
Furaha Laetitia Sangwa (Tony Davis Award)
Soo Hwang (Tony Davis Award)
Marshe’ Ransom (Tony Davis Award)
Maria Okanlawon (Tony Davis Award)
Lillian Durham

Christine Aning (Tony Davis Award)
Steve Wendeu Foye (Tony Davis Award)
Thelma Sabi (Tony Davis Award)
Samantha Standford (Tony Davis Award)
Tiana Pluck (Tony Davis Award)
Yah Kamei (Tony Davis Award)
JoAnn Nickels

Prior to the meeting convening, Stephanie Semones, Special Events/Volunteer Coordinator, introduced recipients of last year’s Tony Davis Scholarship awards. They each shared their Freshmen Year experiences and received the remaining balances of their 2012-2013 awards. Ms. Semones thanked Commissioners Lindstrom and Wiencek, Executive Director Spann, and Lillian Durham, former Acting Director of Resident Services, for their assistance in selecting the recipients. Those receiving this year’s $5000 scholarships are: Sang Tran and Hassan Saadi. This year’s finalists each receiving $1000, are Christine Aning, Steve Wendeu Foyet, Ruth Oreva, Thelma Sabi, Furaha Laetitia Sangwa, and Samantha Stanford. All recipients are high school graduates and reside in subsidized housing.

Chair Piñero convened the monthly meeting of the Housing Opportunities Commission at 4:35 p.m.

Chair Piñero, on behalf of the Board of Commissioners, took a moment to express appreciation for the work of the staff. He informed that any issues or concerns made by the Board members would go directly to Mr. Spann. Commissioner Wiencek also acknowledged his appreciation of the staff.

Due to travel schedules of Commissioner Wiencek and Executive Director Spann, the meeting began with Items Requiring Deliberation and/or Action.

I. DELIBERATION

A. Approval of Service Contract for Housing Quality Inspections

Stacy Spann, Executive Director, gave a brief presentation. An invitation for bid was issued on July 10, 2013. Based on review of responses and in accordance with selection criteria, staff has selected Nan McKay and Associates, Inc.

The following resolution was adopted upon a motion by Commissioner Wiencek and seconded by Chair Pro Tem Kator. Affirmative votes were cast by Commissioners Piñero, Kator, Lindstrom and Wiencek. Commissioners Roman, Banks and Edson were necessarily absent and did not participate in the vote.
RESOLUTION: 13-46  
RE: Approval of Service Contract for Housing Quality Inspections

WHEREAS, the Commission is required to perform Housing Quality Standards Inspections on all units annually and all new units prior to entering into a Housing Assistance Payment contract. In 2013, HOC performed 11,709 Housing Quality Inspections; and

WHEREAS, HUD had reduced the Administrative Fee proration which required the Commission to reevaluate the cost effectiveness of its business practices; and

WHEREAS, recognizing future reduced subsidies and fees in the program, the Commission analyzed a variety of potential cost savings measures including having the function of HQS inspections performed through a service contract as defined in Section 16-401 et seq. of the Housing and Community Development Article of the Maryland Code by a third party contractor; and

WHEREAS, the Executive Director has certified to the Commission the analysis of the cost savings performed by a consultant showing that performance of the inspections by a third party contractor would save more than 20% of the cost of continuing with the current system; and

WHEREAS, the Housing Opportunities Commission of Montgomery County issued an invitation for Bid for Housing Quality Standards Inspections; and

WHEREAS, based on a review of the responses and in accordance with the selection criteria, staff determined Nan McKay and Associates, Inc. to be the lowest, responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized to execute a contract for the term of one year, renewable for up to three additional one-year periods with Nan McKay and Associates, Inc. for Housing Quality Standards Inspections at the price and terms stated in the bid.

BE IT FURTHER RESOLVED that the contract includes a provision that the contractor notify the Commission of any vacant position for which a Commission employee displaced by this action may apply and give preference to hiring such former employees for positions for which they are qualified.
II. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Development and Finance Committee – Comm. Lindstrom, Chair

1. Approval of Preliminary Development Plan, Predevelopment Budget and Interim Renovation Financing for Timberlawn Crescent and Pomander Court Apartments

Kayrine Brown, Director of Mortgage Finance/Real Estate and Richard Hanks, Real Estate highlighted the purpose for the predevelopment funds and funding for the necessary repairs.

Commissioner Kator asked if staff was changing the design and why not do the entire deal as a tax credit. Mr. Hanks explained that if the project was done as a tax credit it would create housing burden for lower income residents.

The following resolution was adopted upon a motion by Commissioner Lindstrom and seconded by Chair Pro Tem Kator. Affirmative votes were cast by Commissioners Piñero, Kator, Lindstrom and Wiencek. Commissioners Roman, Banks and Edson were necessarily absent and did not participate in the vote.

RESOLUTION: 13-47

RE: Approval of Preliminary Development Plan, Predevelopment Budget and Interim Renovation Financing for Timberlawn Crescent and Pomander Court Apartments

WHEREAS, Timberlawn and Pomander Court are two properties owned by TPM Development Corporation, an entity wholly controlled by the Housing Opportunities Commission; and

WHEREAS, the Housing Opportunities Commission has been presented with a renovation and rehabilitation plan for Timberlawn Crescent, a 107-unit development located in North Bethesda, and Pomander Court, a 24-unit clustered townhome community located in Silver Spring; and

WHEREAS, the covenants currently governing operation and management at Timberlawn Crescent and Pomander restrict a total of 45 units or 34% to households with incomes that do not exceed 60% of Area Median Income (AMI); and

WHEREAS, as rented, there are over 100 units rented at or below the 90% AMI level with at least 83 units rented at or below 60% AMI combined at Timberlawn Crescent and Pomander Court; and
WHEREAS, the estimated total development cost is $16,196,982, $13,946,339 for Timberlawn Crescent and $2,250,643 for Pomander, which includes satisfaction of the existing first mortgage totaling $6,250,000 for both properties; and

WHEREAS, the predevelopment budget is $55,000 for Timberlawn Crescent and Pomander, and will be used to create a final development plan for the properties and immediate capital expenditure needs of up to $2,300,000 of interim funding for the health and safety repairs at Timberlawn Crescent are also required; and

WHEREAS, a funding source for the predevelopment and interim loans for Timberlawn Crescent and Pomander Court to refinance and renovate the properties is the MPDU/Property Acquisition Fund (County Revolving Fund)

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that:

1. It approves the preliminary development plan for the refinancing and renovation of Timberlawn Crescent and Pomander Court
2. It approves the use of the MPDU/Property Acquisition Fund (Revolving Fund) to fund the predevelopment budget of $55,000.
3. It approves use of the MPDU/Property Acquisition Fund (Revolving Fund) to fund the immediate health and safety repairs of $2,300,000 at Timberlawn Crescent.
4. The Executive Director is authorized to execute the appropriate documents to request funding from the MPDU/Property Acquisition Fund (Revolving Fund).
5. The Commission presently intends and reasonably expects to finance certain property improvements to Timberlawn Crescent (the “Project”) with moneys currently contained in its Revolving Fund and from its operating cash, as described and set forth in the Commission’s approval of interim funding for the renovation of the Project.
6. All of the capital expenditures covered by this Resolution which may be reimbursed with proceeds of tax-exempt borrowings were made not earlier than 60 days prior to the date of this Resolution except preliminary expenditures related to the Projects as defined in Treasury Regulation Section 1.150-2(f)(2) (e.g. architect’s fees, engineering fees, costs of soil testing and surveying).
7. The Commission presently intends and reasonably expects to participate in tax-exempt borrowings of which proceeds in an amount not to exceed $20,000,000 will be applied to reimburse the Commission for its expenditures in connection with the Projects.
8. All prior acts and doings of the officials, agents and employees of the Commission which are in conformity with the purpose and intent of this Resolution, and in furtherance of the Projects, shall be and the same hereby are in all respects ratified, approved and confirmed.
9. All other resolutions of the Commission, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.
2. **Approval to Increase the Value of the Zoning and Planning Consultant Engagement**

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Zachary Marks, Housing Acquisitions Manager, requested approval to increase the planning and zoning consulting contract with Berman Ventures.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Commissioner Wiencek. Affirmative votes were cast by Commissioners Piñero, Kator and Wiencek. Commissioner Linstrom voted against. Commissioners Roman, Banks and Edson were necessarily absent and did not participate in the vote.

RESOLUTION: 13-48

RE: Approval to Increase the Value of the Zoning and Planning Consultant Engagement

WHEREAS, on September 14, 2012, HOC issued a Request for Proposal in which it solicited responses from zoning and planning consultants to assist the Commission with related matters; and

WHEREAS, on February 12, 2013, the Consultant was engaged for a one-year term with two optional one-year renewals for a maximum of three years and an annual compensation of $50,000; and

WHEREAS, the Consultant, in addition to representing the Commission on the Legislative Structure, would work with the Planning Commission on behalf of HOC, assist with real estate development activities, and assist with testimonies, among other things related to the planning process; and

WHEREAS, with increased master and sector planning activities as well as HOC real estate activities, the initial budget is nearly fully obligated or expended as of June 30, 2013; and

WHEREAS, the Consultant is expected to continue to represent the Commission and work with staff in the coming months on ongoing and anticipated master plans and sector plans, evaluation of the HOC portfolio for opportunities to expand the delivery of affordable housing, and on legislative matters.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby authorizes the staff to increase the scope and increase the annual value of the planning and zoning consultant engagement from $50,000 to $150,000.

The following Consent Calendar was approved upon a motion by Commissioner Wiencek and seconded by Chair Pro Tem Kator. Affirmative votes were cast by Commissioners Piñero, Kator, Lindstrom and Wiencek.
III. CONSENT ITEMS

A. Approval of Minutes
   • Approval of Minutes of Regular Meeting of June 5, 2013 – The minutes were approved as submitted.

B. Approval of 2013 Tony Davis Scholarship Award Winners – The following resolution was approved:

RESOLUTION: 13-49 RE: Approval of 2013 Tony Davis Scholarship Award Winners

WHEREAS, in recognition of the many accomplishments and extensive community volunteer work performed by former HOC employee Tony Davis who was tragically killed in 2000, HOC established the Tony Davis Scholarship Awards Program in his memory; and

WHEREAS, since its inception, the Tony Davis Scholarship Awards Program has annually provided scholarship awards to high school seniors who are residents of either Public Housing or participate in the Housing Choice Voucher Program and who also demonstrate excellent academic achievement and school attendance, participate in extra-curricular and community activities, and have been accepted by a college or university; and

WHEREAS, a Selection Committee, composed of two Commissioners, the Executive Director, and Resident Services Division staff was convened on June 13, 2013 to review the highly qualified applications; and

WHEREAS, the Selection Committee considered academic records, attendance records, recommendations from school personnel and HOC staff, 500 word essays written by the applicants, SAT or ACT scores, school and community activities, and college acceptance information; and

WHEREAS, the Selection Committee recommends two outstanding candidates for the two $5,000 Tony Davis Scholarship Awards: Sang Tran and Hassan Saadi; and

WHEREAS, the Selection Committee was extremely impressed by the pool of deserving candidates and is recommending the award of six $1,000 cash awards to Christine Aning, Yann Steve Wendeu Foyet, Ruth Oreva, Thelma Sabi, Furaha Laetitia Sangwa, and Samantha Stanford.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County affirms the recommendation of the Tony Davis Scholarship Awards Selection Committee for Sang Tran and Hassan Saadi to each receive a $5,000 Scholarship Award and for Christine Aning, Yann Steve Wendeu Foyet, Ruth Oreva, Thelma Sabi, Furaha Laetitia Sangwa and Samantha Stanford to each receive $1,000 cash awards.
C. Ratification of Action Taken by the Commission on June 20, 2013 Authorizing the Executive Director to Execute a Purchase and Sale Agreement Jointly with Republic Land Company LLC and Approval to Fund a Good Faith Deposit and Due Diligence Expenses for the Acquisition of Cider Mill Apartments - The following Resolution was approved:

RESOLUTION: 13-50

WHEREAS, the Housing Opportunities Commission has been presented with the opportunity to purchase Cider Mill Apartments, an 864-unit multifamily apartment development located in Montgomery Village; and

WHEREAS, Cider Mill is a multifamily residential community that consists of one-, two-, and three-bedroom units that serve nearly 1,000 Montgomery County residents by providing rents at moderate incomes below 60% of the Washington, DC-MD-VA Metropolitan Statistical Area Median Income (AMI) and for which the monthly average unit rent is $1,227 and the average unit size is 840 square feet; and

WHEREAS, Republic Land Companies (“RLC”) approached HOC with the opportunity to purchase the property as a joint venture in which HOC is anticipated to negotiate a 50% ownership stake in the property for an equity investment of 10% of the total development cost (approximately $4,000,000); and

WHEREAS, in conjunction with Republic Land Companies (RLC), HOC submitted a non-binding letter of intent for the purchase of the property on June 6, 2013 which was accepted on June 14, 2013; and

WHEREAS, the estimated total development cost is $134,857,277 which includes the purchase price for the property of $120,000,000 ($138,889 per unit) and is projected to be funded from a number of sources including conventional debt, private equity, HOC equity and RLC equity; and

WHEREAS, the draft purchase and sale agreement for the property (the “PSA”) requires the HOC and RLC to fund equal portions of a good faith deposit of $1,000,000 ($500,000 each) and upon successful completion of the due diligence and subject to Commission approval, a second deposit of $5,000,000 ($2.5 million each) is required; and
WHEREAS, upon Commission approval of the PSA, the due diligence period will commence on execution of the PSA and ends on September 30, 2013 during which time the initial good faith deposit is fully refundable and thereafter, the deposit is non-refundable and the Commission would be required to close on the transaction within 75 days or forfeit its deposit; and

WHEREAS, if authorization is granted for the Executive Director to execute the PSA, prior to the end of the due diligence period, the Commission will review the due diligence findings and determine whether to complete the purchase of the property and authorize all other requisite approvals.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby authorizes the Executive Director to execute a purchase and sale agreement jointly with Republic Land Development LLC for the acquisition of Cider Mill Apartments for up to $120,000,000 subject to the Commissioner’s review of the draft purchase and sale agreement within seven days, ending on June 27, 2013.

BE IT FURTHER RESOLVED that the Commission approves the:

1. Use of the MPDU/Property Acquisition Fund (Revolving Fund) to fund HOC’s pro rata share of the good faith deposit of $500,000 due at execution of the purchase and sale agreement.

2. Use of the MPDU/Property Acquisition Fund (Revolving Fund) to fund due diligence expenses of approximately $200,000.

II. INFORMATION EXCHANGE

A. Executive Director’s Report — Gail Willison, Chief Financial Officer, acted in the Executive Director’s capacity and gave a verbal update on the following:

1) Update on series of Town Hall meetings held. Most recent was held on July 15, 2013 at Northwest High School in Germantown. Nearly 500 clients, landlords and community partners attended for the presentation on the HUBs, Disposition and Changes to Occupancy Standards. After the presentation, there was a question and answer session. Commissioner Lindstrom and Councilmember Craig Rice attended. Next scheduled meeting is July 23 at Walter Johnson High School in Bethesda. It is being considered by staff to continue these meetings quarterly due to high interest in the community.

2) Ms. Willison informed the Commission of the Bake Sale/Tasting event held on July 15 to raise money for Youth Programs. Five hundred dollars was made in pledges and 100% of the proceeds will go to youth programs via Community
Partners. Mr. Spann’s “Shannon’s Chocolate Cake” was a very popular request. Thanks to staff who participated.

B. **COMMISSIONER EXCHANGE**

Chair Piñero thanked Commissioners Lindstrom and Wiencek for their participation on the Tony Davis Awards Committee. He also thanked and acknowledged Commissioner Lindstrom for clarification to an article in the Washington Post on the new zoning and ordinance in White Flint.

Commissioner Wiencek along with Commissioners Banks, Edson and Executive Director Spann will be traveling to Denver, CO for the NAHRO Conference.

C. **RESIDENT ADVISORY BOARD**

None

D. **COMMUNITY FORUM**

JoAnn Nickels addressed the Board on policy issues and lack of funding for special needs families.

III. **FUTURE ACTION**


Based upon this report and there being no further business to come before this session of the Commission, a motion was made by Chair Piñero to adjourn.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Stacy L. Spann
Secretary-Treasurer

/pmb
ADOPTION OF RETIREMENT RESOLUTION FOR
LOIS DREW

AUGUST 7, 2013

RESOLUTION: 13-

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Lois Drew for 25 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Lois began her career with HOC in 1988 as a Scattered Site Manager at Middlebrook Square; and

WHEREAS, in 2001, Lois was reassigned to Housing Inspector in the Rental Assistance Division. Lois took great pride in her work, had high regard for tenant integrity and did not compromise her position in enforcing program regulations and demonstrated a genuine concern for the community she served. As a result of her foresight and proactivity, properties inspected by Lois attained higher standards of maintenance and management.

WHEREAS, Lois is recognized for her professionalism, reliability, excellent organizational and time management skills, effective client and landlord relationships and as a valued team player; and

WHEREAS, Lois’s years of service and expertise in the inspection process have benefitted HOC and the entire inspection team; and

WHEREAS, Lois earned many employee awards over the years including participation on a Work Quality Task Force in 1997 to establish a new Time and Attendance policy and implementation of Compressed and Flexible Work Schedules at HOC, for her teamwork in achieving a 95% goal for Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, and for her work with data entry and reconciliation in the Yardi Voyager system implementation.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Lois for her many contributions and wishes her health and happiness in her retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR VIVIAN FERGUSON

AUGUST 7, 2013

- Vivian Ferguson retired effective July 31, 2013.
WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Vivian Ferguson for 15 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Vivian began her career with HOC in 1998 as Site Manager II for Middlebrook Square and Tobytown; and

WHEREAS, Vivian was promoted to Site Manager III in 2000. Following a complete renovation of Middlebrook Square, the property was renamed Seneca Ridge and Vivian continued to manage Seneca Ridge and Tobytown and took on additional duties as the Maintenance Manager for Lasko Manor; and

WHEREAS, Vivian has been a resourceful and valued team player, setting and meeting high standards for the maintenance of properties she has managed, including raising REAC scores at the properties and being unfailingly polite and professional in her dealings with residents, staff and others, including helping mediate an agreement between Tobytown homeowners and residents and HOC and helping these residents during a challenging 2006 property renovation while displaying the utmost care and concern for the well being of these residents; and

WHEREAS, Vivian was always willing to volunteer her time and expertise to assist others carry out their duties, including training other property managers and counselors; and

WHEREAS, Vivian earned numerous employee awards over the years including an award for her role as a key player in the transformation of Middlebrook Square and Tobytown into thriving communities. She received a Special Project award for outstanding performance during the complete renovation of Seneca Ridge to coordinate the work of contractors, architects and project managers. Vivian was also instrumental in assisting the Montgomery County Police to apprehend a fugitive wanted for murder in 2010.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Vivian for her many contributions and wishes her health and happiness in her retirement.

I HEREBY CERTIFY that the forgoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR LARRY JOHNSON

AUGUST 7, 2013

- Larry Johnson retired effective July 31, 2013.
RESOLUTION: 13-  
RE: Adoption of Retirement Resolution for Larry Johnson

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Larry Johnson for 26 years of dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Larry began his career with HOC in 1987 as Custodian for Waverly House. In 1991, Larry was temporarily assigned to Leafy House for two years as a Security Officer. In May 1998, Larry accepted a career opportunity outside HOC and returned to the Agency later that year as Roving Custodian. He was promoted to Housing Inspector in the Rental Assistance Division in 2000; and

WHEREAS, Larry took great pride in his work, whether in maintenance or inspections. In addition to keeping Waverly House sparkling clean, for two years during his tenure there Larry volunteered his time on weekends to help with a garden and landscaping project. He often came in on his days off to help if he was needed. When he became an inspector, Larry continued to go the extra mile and not only performed and documented property inspections, but provided advice and referral information to landlords and managers to assist them with property repairs; and

WHEREAS, over the years, Larry’s donations to the Sick Leave Donor Program to help his fellow employees were extraordinary. His generosity in donating hundreds of hours of sick leave is unprecedented at HOC; and

WHEREAS, Larry is recognized for his professionalism, reliability, excellent organizational and time management skills, effective client and landlord relationships and as a valued team player; and

WHEREAS, Larry’s years of service and experience of the inspection process have provided immeasurable contributions to the entire inspection team including those who worked side by side as Housing Inspectors as well as supervisors and managers for whom he has worked during the course of his tenure; and

WHEREAS, Larry earned many employee awards over the years including a Special Project Award for his outstanding work in the development of a Resident Translator Handbook, for his teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, for providing assistance to Arcola Towers during a major power outage caused by a hurricane, for his work with data entry and reconciliation in the Yardi Voyager system implementation, and for exemplary service in volunteering and assisting with initial or special inspections in other portfolios and participation on a Hoarding Task Force team.
NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Larry for his many contributions to HOC and wishes him health and happiness in his retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

______________________________
Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR
LESLIE LEWIS

AUGUST 7, 2013

- Leslie Lewis retired effective July 31, 2013.
RESOLUTION: 13-   RE: Adoption of Retirement Resolution for Leslie Lewis

WHEREAS, the Housing Opportunities Commission is indebted to Leslie (“Ray”) Lewis for 22 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Ray began his career with HOC in 1990 as a Trades Maintenance Worker II at Middlebrook Square; and

WHEREAS, Ray was relocated to the East Deer Park Office scattered sites team in 2000. He was promoted to Lead Trades Maintenance Worker in 2005 and assigned to Emory Grove; and

WHEREAS, as a team leader Ray was very responsive and willing to meet with contractors and staff to provide technical advice and find ways to save money on property maintenance. Ray was helpful in evaluating major maintenance projects and worked closely with property managers to develop strong scope of work statements when hiring contractors. He provided keen oversight at Emory Grove and routinely helped out with property maintenance issues at other properties. Ray possesses a good sense of humor and could always be counted on to keep his fellow workers smiling; and

WHEREAS, Ray earned many employee awards over the years, including a Special Project Award as a skilled craftsman in constructing a woodworking workshop at the East Deer Park Office, saving the Agency thousands of dollars in contracting costs; for outstanding performance with HVAC repairs and complete systems replacement in response to peak air conditioning season; and for exemplary service for his teamwork in assessing problems and proposing solutions to the multifamily team properties.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission expresses sincere thanks and appreciation to Ray and wishes him health and happiness in his retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR
LARRY MARBLEY

AUGUST 7, 2013

- Larry Marbley retired effective July 31, 2013.
RESOLUTION: 13-  RE: Adoption of Retirement Resolution for Larry Marbley

WHEREAS, the Housing Opportunities Commission is indebted to Larry Marbley for 34 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Larry began his career with HOC in 1978 as Custodian for Elizabeth House. Later that year, he was reassigned to Town Center; and

WHEREAS, in 1981, Larry was reassigned to Holly Hall and later to Arcola Towers. He was promoted to Trades Maintenance Apprentice for the Management Division in 1982. In 1989, Larry’s position was reclassified to Inventory Warehouse Assistant at the Upper County Facility. In 1991, he was promoted to Trades Maintenance Worker I and, again, to Trades Maintenance Worker II in 1994; and

WHEREAS, he approached all his tasks with determination and was a dedicated, reliable employee who displayed a strong work ethic. Larry’s dedication allowed him to advance and succeed in several positions which included Maintenance Apprentice in August 1990 and Inventory and Warehouse Assistant in May 1991 before transferring back to the maintenance field in September 2000 to seek additional job satisfaction and an opportunity for upward mobility in his pursuit of public service; and

WHEREAS, during the Summer of 1999 – one of the area’s hottest on record – Larry was recognized with his team members for outstanding service in keeping the air conditioning units in HOC scattered site homes in good running order and making necessary repairs quickly to keep the apartments and homes cool, protecting the health and comfort of HOC residents; and

WHEREAS, while employed by the Agency, Larry earned a diploma in Air Conditioning and Refrigeration from the International Correspondence School and a Certificate from Southern Management Training Center in the Apartment Maintenance Program which aided in his promotion to the position of Trade Maintenance Apprentice; and

WHEREAS, Larry’s attention to detail, his ability to communicate well with HOC residents and his willingness to share his expertise to help train co-workers benefitted HOC; and

WHEREAS, Larry earned numerous employee awards over the years including outstanding performance with DHCA Code Enforcement Inspections to address Section 8 issues and for HVAC repairs during peak seasons.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission expresses sincere thanks and appreciation to Larry for his many contributions and wishes him health and happiness in his retirement.
I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR SHARON MARBLEY

AUGUST 7, 2013

- Sharon Marbley retired effective July 31, 2013.
WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Sharon Marbley for 35 years of loyal service and dedication to the Agency and to the citizens of Montgomery County; and

WHEREAS, Sharon began her career with HOC in 1977 as Tenant Aide I for Bel Pre Square; and

WHEREAS, Sharon was promoted to Homeownership Specialist for Tenant Relations at the Kensington office in 1983 and to Program Specialist II in 1984. In 1988, Sharon was assigned to the Development Division and promoted to Program Specialist III in 1997; and

WHEREAS, in 1999, Sharon was promoted to Homeownership Coordinator for Single Family Programs in the Mortgage Finance Division. Hundreds of HOC residents have been able to purchase their first home in Montgomery County through the HOC Single Family Mortgage Purchase Program and the Housing Choice Voucher Homebuyer Program due to Sharon’s efforts. She provided counseling, conducted workshops and offered encouragement to first time homebuyers as well as helping train lenders on how to implement HOC’s homebuyer and closing cost assistance programs. Sharon also ran workshops and programs for employees including HOC staff and Park and Planning employees. Sharon excelled at marketing HOC’s homeownership programs at various County fairs and housing conferences, helping HOC to expand its homeownership programs; and

WHEREAS, Sharon’s hard work, dedication, attention to detail and leadership skills have earned her the respect of her coworkers and managers and have contributed to the mission and goals of the Housing Opportunities Commission; and

WHEREAS, Sharon earned numerous employee awards over the years for her contributions to the success of Mortgage Finance programs including direct responsibility for the Neighborhood Initiative Program in 1998. Sharon worked closely with civic representatives, non-profits and members of other government agencies to implement the program and assist homebuyers. In 2007, HOC purchased and resold an unusually large number of MPDUs to residents. Sharon’s role included showing units to residents, managing the sales contract and mortgage application process, and recovering over $200,000 owed to HOC from homeowners who had sold their homes without the required sharing of profits with HOC.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Sharon for her many contributions and wishes her health and happiness in her retirement.
I HEREBY CERTIFY that the forgoing resolution was unanimously adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR
JOHN MCILROY

August 7, 2013

- John McIlroy retired effective July 31, 2013.
RESOLUTION: 13-  RE: Adoption of Retirement Resolution for John McIlroy

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to John McIlroy for 32 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, John began his career with HOC in 1980 as Property Manager in the Housing Management Division; and

WHEREAS, John was promoted to Modernization Manager in 1988. He remained with the Housing Management Division until 2012 when he was reassigned to the Executive Division as a result of a reorganization. John continued his work as Modernization Manager in the department of Asset Management and Construction; and

WHEREAS, John successfully managed HOC capital funds and maintained a high level of control over projects and, chiefly due to his efforts, HOC was able to consistently receive a “high performer” rating in the HUD Capital Fund Program; and

WHEREAS, by working through the Montgomery County Department of Environmental Protection, John was successful in procuring County Weatherization grant funds which enabled HOC to update and renovate homes in its Opportunity Housing portfolio and help residents reduce their energy bills; and

WHEREAS, John successfully managed many HOC projects including the renovation of homes in the Neighborhood Conservation Initiative and Neighborhood Stabilization Program, the renovation of Arcola Towers, Elizabeth House and Holly Hall and consistently kept his projects on budget and on time; and

WHEREAS, John’s oversight of projects ensured strict compliance with requirements of programs including Davis Bacon and Section 3 reporting; and

WHEREAS, John excelled in customer service and consistently maintained good relationships with contractors, County personnel and co-workers and expanded and refined the skills of his Construction Management Team; and

WHEREAS, John earned numerous employee awards over the years for leading the physical rehabilitation of Camp Hill Square in 1987; for his efforts in planning, obligating and expending modernization funds in a timely and cost-effective manner as recognized by HUD in 1999 and a total weighted PHMAP score of 99.25% designating HOC as a high performer; and for managing energy performance contracts with available stimulus grants and public housing capital funds in 2009.
NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to John for his many contributions and wishes him health and happiness in his retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADDITION OF RETIREMENT RESOLUTION FOR
JEAN TUTTLE

August 7, 2013

• Jean Tuttle retired effective July 31, 2013.
RESOLUTION: 13-  RE: Adoption of Retirement Resolution for Jean Tuttle

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Jean ("Sandy") Tuttle for 15 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Sandy began her career with HOC in 1998 as Resident Counselor III for Washington Square, providing supportive services to multifamily communities; and

WHEREAS, in 2004 Sandy was reassigned to the Preservation Properties Program at Paddington Square to continue her work with HOC’s multifamily population; and

WHEREAS, Sandy puts 100 percent into her endeavors, demonstrating creativity and a dogged persistence in providing services to her residents. At Washington Square, she became an integral part of the community and the Family Resource Center. She developed numerous programs, recruited local businesses for assistance and helped draw up a State of Maryland bill to enhance funding for after school activities; and

WHEREAS, Sandy has been responsible for creating many new programs at Paddington Square, reaching out to organizations such as the YMCA, IMPACT Silver Spring, the Friends of Bethesda Library, Manna Food and others to bring youth activities, education, emergency services and cultural enrichment. Through Sandy’s efforts, a large colorful mosaic mural was created by Paddington Square youth working with a local art organization, Arts on the Block. The mural, “It Takes a Village” was permanently installed poolside at Paddington Square and will enhance the property for decades to come; and

WHEREAS, Sandy was an energetic part of the movement to address neighborhood crime by joining forces with the local police precinct and surrounding community. She led the effort to create a full Neighborhood Watch Program for Paddington Square and the surrounding streets, which lowered crime in the neighborhood. She effectively lobbied the utility company to install better lighting, which contributes to a more inviting and safer neighborhood; and

WHEREAS, Sandy earned an award for her outstanding contributions in serving the Washington Square community.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Sandy for her many contributions and wishes her health and happiness in her retirement.
I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

S E A L
Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR DONALD WADE

August 7, 2013

- Don Wade retired effective July 31, 2013.
RESOLUTION: 13-  

RE: Adoption of Retirement Resolution for Don Wade

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Don Wade for 20 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Don began his career with HOC in 1993 as Trades Maintenance Worker for Middlebrook Square; and

WHEREAS, in 1997, Don was promoted to Scattered Sites Manager and, again, in 2000 to Project Manager in the Housing Management Division; and

WHEREAS, in 2013 Don was assigned to the Real Estate Division as a result of a reorganization. Don performed his duties for HOC in a conscientious and responsible manner, frequently putting in extra time to complete projects; and

WHEREAS, as a Scattered Site Manager, Don was a positive force in helping HOC maintain good relationships in communities with scattered sites and met often with dozens of HOAs, helping to implement HOC’s Good Neighbor Program. He also involved himself in community events, pitching in during community clean up days and encouraging HOC residents to take steps to improve their community and meet their neighbors; and

WHEREAS, as a Project Manager in HOC’s Modernization Office, Don assisted with physical needs assessments of HOC properties, helped develop bid documents, provided oversight of contractors, supervised architects and engineers working on HOC projects -- including homes purchased by HOC as part of the Neighborhood Stabilization Program -- helped prepare HOC’s Five Year Capital Fund plan for HUD, monitored repair and renovation work budgets, ensured HOC compliance with handicapped access regulations, complied with HUD and HOC procurement regulations and served as the agency’s expert on lead based paint, ensuring that all HOC public housing is lead free. Don was key to the successful completion of the many ARRA (American Recovery and Reinvestment Act) projects HOC undertook in 2009; and

WHEREAS, Don is known for his initiative and excellent customer service and as a valued team player; and

WHEREAS, Don earned numerous employee awards over the years including the comprehensive exterior renovation of seven multi-family public housing communities with Capital Grant and County funds in 2001. Don led the development and implementation of a compendium of renovation plans, each tailored to the community, and transformed the properties to vibrant communities. Don also successfully implemented an Opportunity Housing Weatherization Program in partnership with the Montgomery County Department of Housing
and Community Affairs in 2011. Weatherization services were provided to more than 300 families living in scattered sites to lower their energy consumption and reduce their utility bills.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Don for his many contributions and wishes him health and happiness in his retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR YVONNE WALTERS

AUGUST 7, 2013

- Yvonne Walters retired effective July 31, 2013.
RESOLUTION: 13- RE: Adoption of Retirement Resolution for Yvonne Walters

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Yvonne Walters for 19 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Yvonne began her career with HOC in 1993 as Rental Assistance Clerk; and

WHEREAS, in 2004, Yvonne was reassigned to the Executive Division as File Clerk and later to Receptionist with responsibility for providing assistance to walk-in clients and telephone inquiries; and

WHEREAS, Yvonne relocated to the Housing Resources Division as File Clerk in 2008 and relocated once more to the Silver Spring Customer Service Center in 2011. Yvonne’s diligence, cooperative spirit and genuine concern for the residents she served were appreciated by her co-workers and HOC clients; and

WHEREAS, Yvonne earned numerous employee awards over the years for her teamwork in assisting the Waiting List office during periods of recruitment and staff absences, for outstanding performance with clients and support of the Rental Assistance Division through maintenance of filing systems, and for her teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Yvonne for her many contributions and wishes her health and happiness in her retirement.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
ADOPTION OF RETIREMENT RESOLUTION FOR
SILVIA ZELAYANDIA

AUGUST 7, 2013

- Silvia Zelayandia retired effective July 31, 2013.
RESOLUTION: 13-

RE: Adoption of Retirement Resolution for Silvia Zelayandia

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Silvia Zelayandia for six years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Silvia began her career with HOC in 2007 as Assistant Site Manager for Paddington Square; and

WHEREAS, Silvia was transferred to Camp Hill Square in 2011 as Assistant Property Manager; and

WHEREAS, Silvia has been a resourceful and valued team player and was always willing to assist residents in any way she could. Silvia displayed dedication and commitment to her duties during the renovation of Paddington Square, working seven days a week at times, if necessary, to keep the renovation on schedule; and

WHEREAS, Silvia was a positive force in developing good relations between HOC and its residents and neighbors. She helped out with many community activities, assisting the Neighborhood Watch Program, Community Pool Party, National Night Out and other property-sponsored events; and

WHEREAS, Silvia was excellent at marketing her properties, both in person and on the phone, meeting with prospective renters and providing Spanish translation and interpreting services when needed; and

WHEREAS, Silvia earned an award in 2011 for her outstanding assistance with the renovation of Paddington Square Apartments. She provided guidance to residents who were being relocated, monitored progress of contractors and clean up efforts, and attended evening resident renovation meetings as a translator.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Silvia for her many contributions and wishes her health and happiness in her retirement.

I HEREBY CERTIFY that the forgoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
Information Exchange
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 2013</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>National Night Out (Upper County Recreational Center, 8201 Emory Grove Rd., Gaithersburg, MD 20877)</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>National Night Out (Silver Spring – Manchester Manor)</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Retirement Reception (All) (Atrium)</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>9</td>
<td>Status/Lunch Meeting w/Executive Director (All) (Location TBD)</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>13</td>
<td>Budget, Finance and Audit Committee (Kator, Piñero, Roman)</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>21</td>
<td>Information and Communication Committee (Banks)</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>26</td>
<td>Agenda Formulation (Piñero and Kator)</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td><strong>September 2013</strong></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Labor Day (HOC Closed)</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>Development and Finance Committee (Lindstrom, Edson, Wiencek)</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>11</td>
<td>Retirement Reception (All) (Atrium)</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>11</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>17</td>
<td>Legislative and Regulatory Committee (Roman, Banks, Lindstrom)</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>Budget, Finance and Audit Committee (Kator, Piñero, Roman)</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>19</td>
<td>Development and Finance Committee (Lindstrom, Edson, Wiencek)</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>23</td>
<td>Agenda Formulation (Piñero and Kator)</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>24</td>
<td>Information and Communication Committee (Banks)</td>
<td>12:30 p.m.</td>
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<tr>
<td><strong>October 2013</strong></td>
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<tr>
<td>2</td>
<td>Retirement Reception (All) (Atrium)</td>
<td>3:00 p.m.</td>
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<tr>
<td>2</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>Budget Finance and Audit Committee (Kator, Piñero, Roman)</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>15</td>
<td>Information and Communication Committee (Banks)</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>16</td>
<td>FSS Graduation Ceremony</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>21</td>
<td>Resident Advisory Board (Banks)</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>22</td>
<td>Town Center, Inc. Board Meeting (Banks, Wiencek) (Commissioners’ Lounge – Kensington)</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>24</td>
<td>Development and Finance Committee (Lindstrom, Edson, Wiencek)</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>28</td>
<td>Agenda Formulation (Piñero, Edson)</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>28</td>
<td>Friends of HOC Award Ceremony</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>28</td>
<td>Bauer Park, Inc. Board Meeting (Edson, Roman)</td>
<td>7:30 p.m.</td>
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<tr>
<td><strong>November</strong></td>
<td></td>
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<tr>
<td>6</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>Budget Finance and Audit Committee (Kator, Piñero, Roman)</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>12</td>
<td>Legislative and Regulatory Committee (Roman, Banks, Lindstrom)</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>Agenda Formulation (Piñero, Edson)</td>
<td>1:00 p.m.</td>
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<tr>
<td>18</td>
<td>Resident Advisory Board (Banks)</td>
<td>7:00 p.m.</td>
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<tr>
<td>20</td>
<td>Information and Communication Committee (Banks)</td>
<td>12:30 p.m.</td>
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<tr>
<td>22</td>
<td>Budget Finance and Audit Committee (Kator, Piñero, Roman)</td>
<td>10:00 a.m.</td>
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<tr>
<td>28-29</td>
<td>Thanksgiving Holiday (HOC Closed)</td>
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**December**

<table>
<thead>
<tr>
<th>4</th>
<th>Longevity Reception (All) (Atrium)</th>
<th>3:30 p.m.</th>
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<tbody>
<tr>
<td>4</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>16</td>
<td>Agenda Formulation (Piñero, Wiencek)</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>16</td>
<td>Resident Advisory Board (Banks)</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>18</td>
<td>Information and Communication Committee (Banks)</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>19</td>
<td>Development and Finance Committee (Lindstrom, Edson, Wiencek)</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>23</td>
<td>Agenda Formulation (Piñero, Wiencek)</td>
<td>1:00 p.m.</td>
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<tr>
<td>25</td>
<td>Christmas Holiday (HOC Closed)</td>
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</tbody>
</table>

**January**

<table>
<thead>
<tr>
<th>1</th>
<th>New’s Day Holiday (HOC Closed)</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>HOC Regular Meeting</td>
<td>4:00 p.m.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities of Interest</th>
<th>Hearing Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD Joint Meeting with Commission on People with Disabilities</td>
<td>Aug. – Sept. (Roman)</td>
</tr>
<tr>
<td>TBD Joint Meeting with the Planning Board</td>
<td>Oct. – Nov. (Wiencek)</td>
</tr>
<tr>
<td></td>
<td>Dec. – Jan. (Edson)</td>
</tr>
</tbody>
</table>

**changes/additions in red**

August 7, 2013
## TO DO / ACTION

<table>
<thead>
<tr>
<th>Ref. #</th>
<th>DUE DATE</th>
<th>ACTION</th>
<th>STAFF</th>
<th>STATUS</th>
</tr>
</thead>
</table>
| TD-283 | TBD      | Resident Advisory Board (RAB) Training  
- Pursue Visit from Resident Commissioner with the Chicago Housing Authority to Meet with RAB (Banks, Commission Mtg., Nov. 2, 2011) | GS | In Progress |
Status Report
MEMORANDUM

TO: Housing Opportunities Commission
VIA: Stacy L. Spann, Executive Director
FROM: Jim Atwell, Internal Auditor
RE: Proposed Process for Contracts Awarded to Minority Owned Businesses
DATE: August 7, 2013

Background:

At the request of the Chair, I have reviewed contracts awarded to minority owned businesses or firms from July 2012 through December 2012. Twelve businesses or firms were awarded contracts during this period; some were awarded multiple contracts. The Agency ascertains the type ownership of an entity when the entity answers a few questions that appear on the quote sheet of the formal bid. By answering these questions, the entity is self certifying the ownership type. Other than the responses to the questions, there is no other follow up by the Agency to confirm the status/information.

I contacted each of the entities and spoke with the owners. I asked each to describe its entity, type ownership and if minority owned, what qualified them for that status. Surprisingly, only two had certifications. One had an 8(a) letter from the Small Business Administration; the other had a letter from the Maryland Department of Transportation, Office of Minority Business Enterprise. The others business did not have any documentation. They stated they were minority owned because their wife owns 90% of the business, they were Hispanic and own 100% of the business, etc. They did not have a certification from a recognized authority, i.e. SBA, Department of Transportation, National Minority Supplier Development Council, etc. One of the firms I spoke with thought her trade name registration with the State of Maryland was her certification for a minority owned business; another didn’t know about a certification or the business advantages to having a certification.

Recommendation:

Because HOC is a governmental agency and uses tax dollars, it has an obligation to ensure that all firms have an opportunity to participate in contracts. As such, I would recommend the Agency take additional steps to verify the status of a business or firm.

I have spoken with the County’s Office of Relations and Compliance about their MFD program and tracking process. This office is responsible for reporting the Minority, Female and Disabled Persons Owned Business Program (MFD) Annual Report for minority business activity in accordance with Section 11B-61 of the County’s Code and the County’s Procurement Regulations. They assist the County’s registered vendors that hold one or more of six minority certifications (listed below) that are recognized
by the County as a business owned by a minority, female or disabled person in gaining contracting opportunities. Certified MFD vendors are eligible as either prime contractors or sub-contractors for the County contract awards. The office employs two full time staff that monitor and track each vendor. When the vendor submits its certification, staff contacts the issuing Agency and verifies the information. Staff also monitors the expiration of each certificate and contacts the vendor to obtain a renewed or current certificate.

Recognizing HOC is not in a position to hire two dedicated staff responsible for monitoring its MFD program, I recommend the following. When a vendor tells the Agency it is a Certified MFD vendor, the Procurement Office will contact the County to see if the vendor has been qualified as a MFD vendor with them. If they are, then the vendor would also qualify as a MFD vendor with the Agency. If the vendor has not been qualified by the County, the Agency will ask the vendor to provide a certificate from one or more of the six Agencies listed below. I would also recommend that this process be followed only for contracts that exceed a certain dollar amount; i.e., $5,000 or $10,000.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland Department of Transportation</td>
<td>Minority Business Enterprise</td>
<td>MDOT Directory of Certified MBE and/or DBE firms (MDOT-MBE)</td>
<td>1-800-544-6056 <a href="http://www.mbe.mdot.state.md.us">www.mbe.mdot.state.md.us</a></td>
</tr>
<tr>
<td>Virginia Department of Small, Women and Minority Owned Business Program</td>
<td>Small Woman and Minority</td>
<td>Directory of Certified firms(SWAM)</td>
<td>1-888-792-6323 <a href="http://www.dmbe.virginia.gov/swam">www.dmbe.virginia.gov/swam</a></td>
</tr>
<tr>
<td>Federal Small Business Administration</td>
<td>8(a) Program</td>
<td>Directory of Certified 8a firms (SBA)-8a</td>
<td>202-272-0345 <a href="http://www.dsbs.sba.gov">www.dsbs.sba.gov</a></td>
</tr>
<tr>
<td>Maryland/District of Columbia Minority Supplier Development Council</td>
<td>Minority Business Enterprise</td>
<td>Minority Business Enterprise(MSDC)</td>
<td>301-592-6700 <a href="http://www.affiliate.nmsdc.org/mddc">www.affiliate.nmsdc.org/mddc</a></td>
</tr>
<tr>
<td>City of Baltimore</td>
<td>Minority and Women's Business Opportunity Office</td>
<td>Minority and Women's Business Opportunity Office (MWBOO)</td>
<td>410-396-4355 cityservices.baltimorecity.gov/mwboo</td>
</tr>
</tbody>
</table>
Committee Reports and Recommendations for Action
APPROVAL TO SELECT A POOL OF ARCHITECTS FOR PRELIMINARY CONSULTING SERVICES

August 7, 2013

• Staff has identified a need to engage architectural consultants on an as-needed basis to perform preliminary consulting services on potential new projects and other small projects.

• On May 2, 2013, HOC issued a Request for Proposal (RFP #1878) for architectural services and received 18 responses to the RFP.

• The top ten scoring firms were Miner Feinstein Architects, Bennett Frank McCarthy, A.R. Meyers, Architecture by Design, Grimm & Parker, KGD Architects, Marks Thomas Architects, Design Collective, EDG, Torti Gallas & Partners.

• Staff recommends engaging ten so that HOC has a variety of architects with different specializations available on short notice to perform services on an as-needed basis.

• Those specialization categories: townhome, garden, mid-/high-rise, and land planning. Of the ten firms, only three to five firms would be used within a given specialization.

• Costs for these consulting services would be charged to specific projects in pre-development. In the event a project does not go forward after due diligence and if there is no other identified source of repayment, the cost of the consulting services would be expensed within the constraints of the approved annual operating budget for consultants within the Real Estate Division.

• Staff recommends that the Commission accept the recommendation of the Development and Finance Committee which met on July 25, 2013 and authorize the Executive Director to enter into contracts for consulting services on an as-needed basis not to exceed $50,000 each with the top ten scoring firms, including an annual spending cap of $300,000 allocable across all ten contracts.
TO: Housing Opportunities Commission

VIA: Stacy Spann, Executive Director

FROM: Kayrine Brown, Director of Mortgage Finance  Ext. 9589
      Zachary Marks, Housing Acquisition Manager  Ext. 9613
      Audrey Rutkove, Project Manager  Ext. 9739

RE: Approval to Select a Pool of Architects for Preliminary Consulting Services

DATE: August 7, 2013

STATUS: COMMITTEE REPORT: Deliberation X

OVERALL GOAL & OBJECTIVE:
To obtain Commission authorization to award contracts to ten architectural consultants to be available to perform preliminary consulting services as part of the initial due diligence on potential new projects and other small projects.

BACKGROUND:
On May 2, 2013, HOC issued a Request for Proposal (RFP) #1878 for architectural services on an as-needed basis at fixed hourly rates for due diligence on potential new projects as well as other small projects. These services are especially needed on projects that require a quick turnaround: Right of First Refusal offers, other potential acquisitions, development potential on specific parcels, and development of applications for financing, such as for Maryland DHCD, that require preliminary architectural plans. Staff received 18 responses to its RFP and assembled a four member team to evaluate and score the responses.

Precedent to this, on May 6, 2009, the Commission approved the selection of a pool of four architects and entered into individual contracts of $50,000 annually for four years. The four firms were EDG Architects, Zavos Architecture, NOA Architecture Planning Interiors, and Bennett Frank McCarthy Architects, Inc. All contracts expired on July 19, 2013.

At its meeting on July 25, 2013, the Development and Finance Committee discussed this request and recommended it for action by the full Commission.
**Evaluation Criteria**

As outlined in the RFP, each submission was evaluated by the team and given a score weighted 70% for qualifications and experience and 30% for price.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Experience</td>
<td>20</td>
</tr>
<tr>
<td>Sustainability Experience</td>
<td>10</td>
</tr>
<tr>
<td>Site Plan Evaluation</td>
<td>10</td>
</tr>
<tr>
<td>Affordable Housing Experience</td>
<td>15</td>
</tr>
<tr>
<td>Indication of Professional Licensure in MD</td>
<td>5</td>
</tr>
<tr>
<td>Worked in Montgomery County, MD</td>
<td>10</td>
</tr>
</tbody>
</table>

Pricing breakdown included the fees of the principal, associate/project manager, and drafter/architectural staff, totaling 30 points.

In addition to the scoring criteria set forth above, it was important to staff to have a discrete set of architecture firms that have proficient experience in certain types of projects that the agency wishes to pursue. Below is a series of architectural specialties that are needed within the agency for upcoming development projects (see Attachment A for a brief summary of each firm).

- Renovations - Garden style and Mid- / High-Rise
- Garden Style New Construction
- Mid- / High-Rise New Construction
- Land-use/Planning

**Scoring**

The following candidates received the top scores in the final evaluation of the proposals with specialties listed in order of scoring (See Attachment B for detailed scores for all firms).

<table>
<thead>
<tr>
<th>Architecture Firm</th>
<th>Specialty</th>
<th>Score- x/100</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Miner Feinstein Architects</td>
<td>Renovations</td>
<td>94 Points</td>
</tr>
<tr>
<td>2 Bennett Frank McCarthy</td>
<td>Renovations, Garden Style New Construction</td>
<td>93 Points</td>
</tr>
<tr>
<td>3 A.R. Meyers</td>
<td>Renovations, Mid-Rise New Construction</td>
<td>90 Points</td>
</tr>
<tr>
<td>4 Architecture by Design</td>
<td>Garden Style New Construction</td>
<td>89 Points</td>
</tr>
<tr>
<td>5 Grimm &amp; Parker</td>
<td>Garden Apartments New Construction</td>
<td>84 Points</td>
</tr>
</tbody>
</table>
With the consent of the Commission, staff intends to execute contracts with each of the ten selected firms for an initial 12-month term with up to three renewals for an annual value not to exceed $50,000 for each contract. The contracts will serve to secure fixed hourly rates for use on an as-needed basis with no obligation to engage any firm for any specific amount or any specific task nor will there be an obligation or expectation that firms will secure up to $50,000 of work. Whether a particular firm will be engaged for any services will be strictly a function of what development opportunities HOC chooses to pursue. The individual contracts notwithstanding, staff is proposing a spending cap on this engagement of $300,000 annually and is requesting approval to issue change orders to increase the value of a contract if necessary, as long as the annual funding cap is not exceeded in aggregate.

By engaging ten architectural firms with a variety of specializations, staff will be able to select an architectural consultant most appropriate for a specific task. Also, given the potential need for quick turnaround, staff can select the contracted firm most able to meet any time constraints.

**Funding**

Similar to the previous architectural services engagement and consistent with past practice, staff will request pre-development funding at the appropriate time which will include an architectural component. While staff intends to charge the costs for these consulting services to specific projects in pre-development, in the event a project does not go forward after due diligence and if there is no other identified source of repayment, the cost of the consulting services would have to be borne by the Real Estate Division’s budget for consulting services. This pool of architects is available to all of HOC’s other divisions and, if used, will be paid for from the respective property or development budgets.

**ISSUES FOR CONSIDERATION:**

Does the Commission wish to accept the recommendation of the Development and Finance Committee and authorize the Executive Director to enter into contracts for consulting services on an as-needed basis for a pool of architects for an annual amount not to exceed $50,000 each with an annual spending cap of $300,000 allocable across the individual contracts?

<table>
<thead>
<tr>
<th></th>
<th>KGD Architects</th>
<th>Land Planning</th>
<th>84 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Marks Thomas Architects</td>
<td>Mid-rise, High-rise New Construction</td>
<td>77 points</td>
</tr>
<tr>
<td>8</td>
<td>Design Collective</td>
<td>Mid &amp; High-Rise New Construction</td>
<td>77 Points</td>
</tr>
<tr>
<td>9</td>
<td>EDG</td>
<td>Renovations</td>
<td>76 Points</td>
</tr>
<tr>
<td>10</td>
<td>Torti Gallas &amp; Partners</td>
<td>Land Planning</td>
<td>75 points</td>
</tr>
</tbody>
</table>
PRINCIPALS:
HOC
A.R. Meyers Architects          Architecture by Design
Bennett Frank McCarthy Architects, Inc.  EDG Architects
Design Collective           Grimm & Parker
KGD Architects              Marks Thomas Architects
Miner Feinstein Architects    Torti Gallas & Partners

BUDGET IMPACT:
There is no impact for the FY14 operating budget. If architectural services are used, staff will request pre-development funding from the Commission or it will be paid from the Real Estate Division’s FY14 budget for consulting services. If used by other HOC divisions, the cost will be borne by respective property or divisions’ budgets.

TIME FRAME:
Action at the August 7, 2013 meeting of the Commission.

STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:
Staff recommends that the Commission accept the recommendation of the Development and Finance Committee and authorize the Executive Director to execute individual contracts with A.R. Meyers Architects, Architecture by Design, Bennett Frank McCarthy Architects, EDG Architects, Design Collective, Grimm & Parker, KGD Architects, Marks Thomas Architects, Miner Feinstein Architects and Torti Gallas and Partners for a one-year term with up to three annual renewals with each contract not to exceed $50,000.

Staff further recommends the approval of an annual spending cap of $300,000 that is allocable across the individual contracts.
RESOLUTION: Approval to Select a Pool of Architects for Preliminary Consulting Services

WHEREAS, the Housing Opportunities Commission of Montgomery County (HOC) has an ongoing need to undertake due diligence and evaluate potential acquisitions and renovations of properties; and

WHEREAS, the evaluation of the potential projects often requires the services of a qualified architect; and

WHEREAS, to solicit proposals from qualified architectural firms interested in providing these services on an as-needed basis, HOC released a Request for Proposals (RFP No. 1878) (the “RFP”) on May 2, 2013; and

WHEREAS, 18 proposals were timely received in response to the RFP; and

WHEREAS, the RFP attached a weight of 70% to the firm’s qualifications for the job and 30% to the fee to be charged; and

WHEREAS, each of the 18 proposals were evaluated, assigning numerical values to the firms’ experience in Montgomery County, experience with affordable housing, general ability, qualifications, price, sustainability experience, site plan evaluation; and

WHEREAS, applying the criteria described above, the ten highest overall scores were received by Miner Feinstein Architects, Bennett Frank McCarthy, A.R. Meyers, Architecture by Design, Grimm & Parker, KGD Architects, Mark Thomas Architects, Design Collective, EDG, Tori Gallas & Partners.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to execute contracts with Miner Feinstein Architects, Bennett Frank McCarthy, A.R. Meyers, Architecture by Design, Grimm & Parker, KGD Architects, Mark Thomas Architects, Design Collective, EDG, Tori Gallas & Partners for consulting services on an as-needed basis for an annual amount not to exceed $50,000 each with an annual spending cap of $300,000 allocable across the individual contracts.
I HEREBY CERTIFY that the foregoing Resolution was adopted by the Housing Opportunities Commission of Montgomery County at a regular meeting conducted on August 7, 2013.

S
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______________________________
Patrice M. Birdsong
Special Assistant to the Commission
Attachment A – Summary of Firms

• A&E Collective-
  • Is a firm based in Great Falls, VA. The firm has significant experience with public housing agencies, including DCHA, HOC Modernization. Work includes PNA preparation, renovations and detailed UFAS Compliance.
  • It is also registered as a Minority Business Enterprise (MBE).

• A.R. Meyers-
  • A.R. Meyers is a firm based in Silver Spring, Maryland. A.R Meyers has worked on numerous new construction, affordable, mid-rise multifamily projects within Montgomery County. HOC has worked with this firm in the past.

• ATI, Inc.-
  • ATI is headquartered in Columbia, MD. This firm has extensive experience with affordable housing renovations around Maryland, including within Montgomery County and HOC. Such projects include Dale Drive and Pooks Hill High-rise.

• Architecture by Design-
  • Is a full-service firm based in Ellicott City that is especially strong in new construction garden style multifamily affordable housing. They have significant experience with LIHTC applications and financing requirements.
  • Architecture by Design is also registered as a Minority Business Enterprise (MBE).

• Bennett Frank McCarthy
  • Bennett Frank McCarthy is based in Silver Spring and is well known for the high quality of its design work. This firm is most appropriate for renovations and new construction of affordable garden housing. HOC has used Bennett Frank McCarthy for the previous contract of similar type and is pleased with their abilities.

• BKV Group
  • BKV Group is a Minneapolis, MN firm with a satellite office in Washington DC. The firm designs many unique new construction multi-family mid-rise housing projects in Minneapolis.

• Design Collective
  • Design Collective is a mid-size firm based in Baltimore that is especially strong in new construction of mid-rise multi-family housing. Design Collective has provided transit-oriented master-planning and design
• EDG Architects
  • EDG is a full-service firm based in Bethesda that is especially strong in renovation design for affordable housing. HOC has had a positive prior experience with EDG at The Barclay and Tanglewood/Sligo Hills Apartments.

• Grimm & Parker
  • Grimm & Parker is a firm based in Calverton, MD that is strong in mid-rise and garden style affordable housing communities.
  • Recently won awards for Montgomery County projects including Victory Oaks, Victory Square and Roundtree Residences.
  • They are also proficient at construction document detailing, thus reducing costly change orders in the field.

• GTM Architects
  • GTM Architects is a firm located in Bethesda, MD. GTM Architects has renovated numerous garden-style and townhouse-type multi-family apartment complexes.
  • They are also a self-certified LSBRP contractor.

• KGD Architects
  • KGD is a firm based in Rosslyn, VA that is strong with land and master planning.
  • KGD has worked through the MNCPPC process for 18 years with notable projects such as Bethesda Place, 7001 Arlington Road Residential and the ongoing Century Tech Masterplan in Germantown.
  • KGD is also registered as a Minority Business Enterprise (MBE).

• Marks Thomas Architects
  • Marks Thomas Architects is a full service MDOT certified WBE architectural firm founded in 1967 based in Baltimore, MD.
  • Marks Thomas Architects has extensive experience in the design of multi-family residential housing, including high-rise, garden apartments as well as affordable and special needs housing.
  • Related project experience includes the Burgess Mill Development in Howard County and Riderwood CCRC in Montgomery County.

• MIMAR Architects Inc.
  • MIMAR Architects Inc. is a firm located in Baltimore, MD.
• MAI has completed many different projects in Montgomery County including ADA modifications inside of units to HOC’s Waverly House in 2003.
• MAI has completed thousands of renovations and rehabilitations around the Montgomery County area.

• Miner Feinstein Architects Inc.
  • Miner Feinstein is a firm based in Frederick, MD that is strong in the renovations of multi-family affordable housing in the DC area including Montgomery County.
  • The principals of the firm are used to serving on the front lines of their projects.
  • A project in design is Beall’s Grant Apartments, located in Rockville Town Center, is a 14-unit gut rehabilitation.

• NOA Architecture, Planning Interiors
  • NOA is a full-service firm based in Bethesda.
  • NOA has completed a number of projects for HOC, including 4913 Hampden Lane in Bethesda. This was a $2.5 million project with 12 units of special needs housing.
  • NOA is also registered as a Minority Business Enterprise (MBE).

• Pinnacle Design
  • Pinnacle Design is a firm located in Fairfax, VA. This firm has extensive experience in the home-building arena and has constructed numerous new construction of single family and multifamily properties in the Washington, DC area.

• Torti Gallas and Partners
  • Torti Gallas is a firm based in Silver Spring, MD. Torti Gallas completed MetroPointe for HOC in 2009.
  • Torti Gallas has a strong portfolio of master planning projects including the Columbia Heights Neighborhood and 360 H Street in Washington DC.

• WBCM Architecture, Engineering & Construction
  • WBCM is a multi-disciplinary firm located in Baltimore, MD.
  • WBCM has completed over 800 unit renovations scattered around Maryland. Most work completed in Montgomery County has been commercial in nature, an example of this is the renovations of the Curie Court House in Rockville, MD.
## Attachment B – Overall Scores

Below is a list of the overall scoring of all of the architecture firms that submitted proposals for RFP # 1878. There were four scorers involved in the selection process.

<table>
<thead>
<tr>
<th>Respondents:</th>
<th>AR</th>
<th>CD</th>
<th>ED</th>
<th>JA</th>
<th>Average</th>
<th>Rank</th>
<th>Price Rank</th>
<th>Overall Pts</th>
<th>Rank Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; E Collective</td>
<td>44.0</td>
<td>44.0</td>
<td>39.0</td>
<td>43.0</td>
<td>42.5</td>
<td>14.0</td>
<td>13.6</td>
<td>56.6</td>
<td>15.0</td>
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<tr>
<td>A.R.MEYERS + ASSOCIATES</td>
<td>62.0</td>
<td>62.0</td>
<td>67.0</td>
<td>70.0</td>
<td>65.3</td>
<td>7.0</td>
<td>19.8</td>
<td>89.8</td>
<td>3.0</td>
</tr>
<tr>
<td>ATI, INC</td>
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<td>43.0</td>
<td>38.0</td>
<td>45.0</td>
<td>42.5</td>
<td>14.0</td>
<td>25.5</td>
<td>70.5</td>
<td>12.0</td>
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<tr>
<td>ARCHITECTURE BY DESIGN</td>
<td>64.0</td>
<td>64.0</td>
<td>61.0</td>
<td>70.0</td>
<td>64.8</td>
<td>8.0</td>
<td>19.2</td>
<td>89.2</td>
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</tr>
<tr>
<td>BENNETT FRANK MCCARTHY</td>
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<td>68.0</td>
<td>70.0</td>
<td>67.0</td>
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<td>DESIGN COLLECTIVE, INC</td>
<td>70.0</td>
<td>68.0</td>
<td>69.0</td>
<td>70.0</td>
<td>69.3</td>
<td>1.0</td>
<td>6.8</td>
<td>76.8</td>
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<tr>
<td>EDG</td>
<td>69.0</td>
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<td>47.0</td>
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<td>10.0</td>
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<td>GRIMM AND PARKER G+P</td>
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<td>68.0</td>
<td>70.0</td>
<td>68.0</td>
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<td>14.2</td>
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<td>GTM ARCHITECTS</td>
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<td>10.6</td>
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<td>KGD ARCHITECTURE</td>
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<td>MARKS, THOMAS ARCTECTS</td>
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<td>65.0</td>
<td>70.0</td>
<td>64.8</td>
<td>8.0</td>
<td>12.7</td>
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<td>MIMARCH KALI BHATTI</td>
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<td>41.0</td>
<td>46.0</td>
<td>35.3</td>
<td>18.0</td>
<td>24.5</td>
<td>59.7</td>
<td>14.0</td>
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<tr>
<td>MINER FEINSTEIN ARCHITECTS</td>
<td>70.0</td>
<td>70.0</td>
<td>67.0</td>
<td>70.0</td>
<td>69.3</td>
<td>1.0</td>
<td>24.3</td>
<td>94.3</td>
<td>1.0</td>
</tr>
<tr>
<td>NOA ARCHITECTURE PLANNING INTERIORS</td>
<td>44.0</td>
<td>44.0</td>
<td>45.0</td>
<td>44.0</td>
<td>44.3</td>
<td>12.0</td>
<td>30.0</td>
<td>74.3</td>
<td>11.0</td>
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<tr>
<td>PINNACLE DESIGN</td>
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<td>44.0</td>
<td>38.0</td>
<td>35.0</td>
<td>40.3</td>
<td>17.0</td>
<td>15.3</td>
<td>55.5</td>
<td>16.0</td>
</tr>
<tr>
<td>TORTI GALLAS AND PARTNERS, INC.</td>
<td>66.0</td>
<td>68.0</td>
<td>68.0</td>
<td>70.0</td>
<td>68.0</td>
<td>3.0</td>
<td>6.8</td>
<td>74.8</td>
<td>10.0</td>
</tr>
<tr>
<td>WBCM ARCHITECTURE ENGINEERING CONTRUCTION</td>
<td>44.0</td>
<td>44.0</td>
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<td>46.0</td>
<td>42.5</td>
<td>14.0</td>
<td>20.9</td>
<td>63.4</td>
<td>13.0</td>
</tr>
</tbody>
</table>

(AR=Audrey Rutkove, CD=Christopher Donald, ED=Emily Dorfman, JA=Jennifer Arrington)
Deliberation
and/or
Action
AUTHORIZATION TO SUBMIT FY 2013 SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION TO HUD

AUGUST 7, 2013

- HUD requires housing agencies that administer a Section Eight Housing Choice Voucher Program to certify annually to program performance in compliance with the Section Eight Management Assessment Program (SEMAP) rules.

- HOC’s FY 2013 certification establishes the Housing Choice Voucher program as a High Performer.

- HOC will certify 140 points for the year ending June 30, 2013 which is an overall score of 97%.

- HOC’s overall score for the year ended June 30, 2012 was also 97%, which designated HOC as a High Performer.

- The SEMAP certification is due to HUD by August 30, 2013.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Jim Atwell, Internal Auditor Ext: 9426

RE: Authorization to Submit FY 2013 Section Eight Management Assessment Program (SEMAP) Certification to HUD

DATE: August 7, 2013

______________________________________________________________________

STATUS: Consent____ Deliberation__X__Status Report____ Future Action

______________________________________________________________________

OVERALL GOAL & OBJECTIVE:
To receive Commission authorization to submit the FY 2013 Section Eight Management Assessment Program certification to HUD.

BACKGROUND:
The Section Eight Management Assessment Program is designed to measure whether the Section Eight tenant-based programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes an objective system for HUD to measure the PHA performance in key Section Eight program areas to enable program integrity and accountability.

The U.S. Department of Housing and Urban Development published a final rule in the Federal Register on June 20, 2000. This rule mandates the submission of the Form HUD-52648, Section Eight Management Assessment Program (SEMAP), to HUD annually by housing agencies that administer the Section Eight tenant-based rental assistance program. The certification, which measures the status of HOC’s administration of the Section Eight program for the prior fiscal year, must be submitted to HUD within 60 days of the end of the fiscal year.

The certification includes HOC's assessment of program administration in 14 areas. All of the areas have undergone quality control reviews by HOC’s Compliance Division staff.

The first seven indicators are also verified by the independent auditors annual audit report for the year ending June 30, 2013. The remaining seven indicators are verified through HUD’s systems. The chart below identifies the individual areas, the maximum points possible, the points HOC received in 2012 and what HOC will certify in the 2013 submission.
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Indicator Title</th>
<th>Maximum Possible Points</th>
<th>2012 Rating</th>
<th>2013 Certification</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Waiting List</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Reasonable Rent</td>
<td>20</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Determination of Adjusted Income</td>
<td>20</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Utility Allowance</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>HQS Quality Control</td>
<td>5</td>
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<td>5</td>
</tr>
<tr>
<td>6</td>
<td>HQS Enforcement</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Expanding Housing Opportunities</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>Payment Standards</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Timely Annual Recertification</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Correct Tenant Rent</td>
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<td>5</td>
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<td>11</td>
<td>Pre Contract HQS Inspection</td>
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<td>12</td>
<td>Annual HQS Inspection</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>Lease Up</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>14</td>
<td>Family Self Sufficiency</td>
<td>10</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Bonus</td>
<td></td>
<td>145</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>Bonus</td>
<td>Deconcentration Bonus</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td>140</td>
<td>140</td>
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<tr>
<td>Overall Percentage</td>
<td></td>
<td>97%</td>
<td>97%</td>
<td></td>
</tr>
</tbody>
</table>

HOC’s 2013 SEMAP Certification submission equals 140 points or 97% percent of the overall total. The program profile status as submitted will be a High Performer.

HOC staff continues to work diligently on improving the accuracy of the program activity. Specific attention has been placed on quality control reviews, client annual recertifications, third party verifications, inspections, income calculations and rent reasonableness activity.

HUD is required by regulation to issue its final rating to HOC within 120 days of HOC’s fiscal year-end. The notification letter from HUD will require HOC to respond within 45 days of
corrective actions for any SEMAP deficiencies. Staff does not anticipate that any response will be needed.

ISSUES FOR CONSIDERATION:
Does the Commission wish to authorize the Executive Director to submit to HUD the FY’13 SEMAP certification?

PRINCIPALS:
Housing Resources Division
Housing Management Division

BUDGET IMPACT:
None.

TIME FRAME:
Commission action at the August 7, 2013 meeting.

STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:
Staff recommends that the Commission authorize the Executive Director to submit to HUD the FY 2013 SEMAP certification no later than August 30, 2013.
RESOLUTION:       RE:  Authorization to Submit FY 2013 Section Eight Management Assessment Program (SEMAP) Certification to HUD

WHEREAS, HUD regulations require that the Housing Opportunities Commission submit the Section Eight Management Assessment Program certification annually; and

WHEREAS, the certification, which measures the status of HOC's administration of the Section Eight Program for Fiscal Year 2013, must be submitted to HUD within 60 days of the end of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized to submit the FY 2013 SEMAP Certification to HUD.

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Patrice Birdsong
Special Assistant to the Commission
APPROVAL FOR EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH SWISHDATA CORPORATION FOR STORAGE TECHNOLOGY

August 7, 2013

• HOC’s Storage Area Network (SAN) is aging and reaching the end of its useful life.

• HOC has used over 75% of the existing SAN capacity; it is anticipated that the remainder will be utilized before the end of calendar year 2013.

• HOC has significantly expanded document scanning initiatives making additional storage and disaster recovery space critical to daily operations.

• SwishData Corporation offers GSA Schedule 70 pricing for this purchase.

• Five hundred thousand dollars ($500,000) for this project was approved as part of the FY’14 budget process.

• Staff recommends that the Executive Director be authorized to execute a contract with SwishData Corporation in the amount of $449,446 for storage technology.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Staff: Scott Ewart, CIO Division: IT&FS Ext. 9450

RE: Approval for Executive Director to Execute Contract with SwishData Corporation for Storage Technology

DATE: August 7, 2013

OVERALL GOAL & OBJECTIVE:
To procure necessary technology to replace aging and near capacity Storage Attached Network (SAN) equipment to keep up with future technology needs for HOC.

BACKGROUND:
HOC utilizes the SAN to store the majority of its network data including staff files, document imaging files and files related to the HOC intranet. HOC also utilizes the SAN to store the files necessary to operate the various virtual server and virtual desktops environments. All of these are critical to daily operations and are utilized by HOC and contract managed staff.

HOC’s current SAN is five years old and has a storage capacity of 20 Terabytes (TB). Presently, HOC utilizes over 75% of that space and, based on current growth levels, will reach the maximum limit by December 2013. Recent expansion of document imaging and expanded virtual desktop utilization for staff and contract managed personnel has accelerated the space utilization over the last 12 months.

During the FY’14 budget planning cycle, Information Technology requested $500,000 to expand the SAN to a level appropriate for current technology and would support significant growth over the next few years. The target size for the project is an additional 52TB.

HOC received a quote for the project in the amount of $449,446 from our current SAN vendor, SwishData Corporation. The quote is based on U.S. General Service Administration (GSA) Schedule 70. To ensure that our current vendor was providing the best value, HOC Technology staff members solicited two additional quotes from Elite Tech Group, Inc. and Alvarez and
Associates for the same equipment and software. Quotes received were $458,169 and $577,566.80, respectively.

If SAN expansion is not approved, as the older technology currently utilized reaches its capacity, daily operations at HOC are at risk of system failures which will impact staff productivity.

ISSUES FOR CONSIDERATION:
Does the Commission wish to authorize the Executive Director to execute a contract with SwishData Corporation in the amount of $449,446 for storage technology?

PRINCIPALS:
HOC
SwishData Corporation

BUDGET IMPACT:
Five hundred thousand dollars ($500,000) was budgeted in FY'14 for this project. Total cost is $449,446, based on GSA Schedule 70 pricing from SwishData Corporation.

TIME FRAME:
For Commission action on August 7, 2013. Implementation of the SAN upgrade will be completed prior to December 2013.

STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:
Staff recommends that the Executive Director be authorized to execute a contract with SwishData Corporation in the amount of $449,446 for storage technology.
RESOLUTION: RE: Approval for Executive Director to Execute Contract with SwishData Corporation for Storage Technology

WHEREAS, the Housing Opportunities Commission of Montgomery County requires a new storage system to replace the aging Storage Attached Network (SAN) system in place today; and

WHEREAS, the current storage system is nearing maximum capacity and as such, critical data and operations could be negatively affected; and

WHEREAS, the budget for this purchase was approved during the FY’14 budget process; and

WHEREAS, SwishData Corporation offers the most competitive solution to replace HOC’s SAN and offers GSA Schedule 70 pricing.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized to execute a contract in the amount of $449,446 with SwishData Corporation for storage technology.

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Patrice M. Birdsong
Special Assistant to the Commission
APPROVAL TO SUBMIT FEASIBILITY APPLICATIONS PURSUANT TO HUD’S RENTAL ASSISTANCE DEMONSTRATION PROGRAM FOR HOUSING OPPORTUNITIES COMMISSION’S PUBLIC HOUSING MULTIFAMILY AND ELDERLY PROJECTS

August 7, 2013

• The Housing Opportunities Commission (“HOC”) faces growing challenges in its aging multifamily Public Housing structures – most prominently, functional obsolescence and pervasive systems issues as a result of age and constrained federal capital support.

• Within the framework of the Public Housing program, much of the substantial cost to meet these challenges will have to come from HOC funds.

• HOC continues to be concerned about the financial feasibility of maintaining the units.

• U.S. Department of Housing and Urban Development’s (“HUD”) Rental Assistance Demonstration Program (the “RAD Program”) presents HOC with an opportunity to convert its multifamily Public Housing assets to Project-based Section 8 subsidies.

• Consideration by HUD of an application under the RAD Program is for feasibility of conversion and approval by HUD simply reserves an allocation of Section 8 subsidy should the Commission ultimately opt to proceed with conversion.

• Once converted, the properties will be transferred into fee-simple HOC ownership, be debt free, and be able to receive debt and equity investment.

• Upon preliminary approval, each of the properties will begin the typical Commission pre-development due diligence process for either rehabilitation of the converted property or relocation to new or newly rehabilitated housing.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Kayrine Brown, Director, Mortgage Finance Ext. 9589
       Gail Willison, Chief Financial Officer Ext. 9480
       Zachary Marks, Housing Acquisitions Manager Ext. 9613

RE: Approval to Submit Feasibility Applications Pursuant to HUD’s Rental Assistance Demonstration Program for Housing Opportunities Commission’s Public Housing Multifamily and Elderly Projects

DATE: August 7, 2013

STATUS: Consent ____ Deliberation X ____ Status Report ____ Future Action ____

OVERALL GOAL & OBJECTIVE:
To obtain Commission approval to submit a feasibility application to the U.S. Department of Housing and Urban Development (“HUD”) for the disposition of its multifamily Public Housing management portfolio.

BACKGROUND:
At a Commission and staff work session on July 30, 2013, staff outlined the fundamentals of HUD’s Rental Assistance Demonstration (RAD) program. The discussion included staff’s proposal to submit applications for each of the Commission’s multifamily and elderly Public Housing properties which would convert them from Public Housing to fee simple ownership status.

Overview – Obsolescence in the Structure and Subsidy of the Multifamily Public Housing Portfolio

Section summary:

1. The Housing Opportunities Commission (“HOC”) faces growing challenges in its aging multifamily Public Housing structures – most prominently, functional obsolescence and pervasive systems issues as a result of age and constrained federal capital support.
2. Within the framework of the Public Housing program, nearly all the substantial cost to meet these challenges will have to come from HOC funds.
3. Just as in prior instances where HOC has put its own funds into these Public Housing assets, in satisfying these deferred capital needs within the Public Housing framework, HOC will never recover the invested funds.

4. In the meantime, our residents – some of the most vulnerable in our County – have almost no alternative housing means.

5. HOC continues to be concerned about the financial feasibility of maintaining the units.

HOC stewards 11 multifamily Public Housing communities on behalf of the United States Department of Housing and Urban Development. Unlike HOC’s scattered site Public Housing portfolio, nearly two-thirds of the units in the multifamily portfolio are housed in true multifamily buildings (as opposed to the other third which are in town home communities) where the building envelope, infrastructure, and skeleton are shared. Habitability of these units is entirely dependent upon the sustainability of these high-cost, complex building systems. The average age of HOC’s multifamily Public Housing portfolio is 36 years. The elderly properties within the portfolio are of an average age of more than 40 years.

HOC staff allocates operating funding within the Asset Management Project (“AMP”) to which the funding has been allocated by HUD and the capital funding among all Public Housing properties based on jointly determined need. However, funding itself – even in typical years – is perennially deficient for all capital needs. In these recent years, and others where Congress has embraced fiscal austerity, Public Housing funding usually sees the earliest and deepest cuts. The nature of the ownership structure prevents Public Housing authorities from the use of debt and equity sources to reinvest in their Public Housing assets. What few resources are available are so scarce that HUD, to ration, must make allocation requirements nearly impossible to meet. As Public Housing traditionally houses the most economically vulnerable of residents, little further contribution comes from tenant rents. Most of the 11 properties realize about $250/unit/month from residents.

So, HOC’s multifamily Public Housing portfolio, just as do nearly all Public Housing assets throughout the Country, carries systematically deferred capital needs; these shortfalls occur nearly every year and cumulatively can never be met. Where additions to the portfolio are possible (and they rarely are), those acquisitions are expensive (due to the inability to use debt) and of like-quality assets. While staff is in the process of confirming the full scope of the need, the Modernization Department recently reported to the Budget Office a projected five-year cumulative shortfall of $60MM for the multifamily Public Housing portfolio. A separate internal Physical Needs Analysis (“PNA”) conducted a few years ago places the shortfall at $23MM. Staff will be commissioning new third-party PNAs on all 11 properties to establish the true shortfall likely to be somewhere between the above estimates.

Public Housing is a discrete affordability program that is isolated from most sources of capital and that isolates residents that live in units funded by the program. As these buildings approach the age at which properly maintained structures would reach the end of their useful lives, HOC’s Public Housing communities cannot be physically stabilized without extreme cost to HOC.
Action – Using HUD’s Rental Assistance Demonstration ("RAD") Program to Enable More Efficient Satisfaction of All Deferred Capital Need in HOC-managed Multifamily Public Housing

Section summary:

1. HUD’s RAD Program presents HOC with the momentary opportunity to convert its multifamily Public Housing assets to Project-based Section 8 subsidy.
2. Staff can be ready to submit applications for all of HOC’s multifamily Public Housing properties by the end of August, subject to Commission approval.
3. Approval for conversion will be given within 30 days of application.
4. Approval commits HOC to nothing. It simply reserves the allocation of Section 8 subsidy should the Commission ultimately opt to proceed with conversion.
5. Once converted, the properties will be transferred into fee-simple HOC ownership, debt free, and able to receive debt and equity investment.
6. Upon preliminary approval, each of the properties will begin the pre-development due diligence process for either rehabilitation of the converted property or new relocation housing.

A little more than a year ago, HUD initiated the Rental Assistance Demonstration program, a trial program that is essentially an accelerated version of the Section 18 disposition process being used by HOC to dispose of its scattered site Public Housing units. In very much the same way that HOC will take fee-simple ownership of and be able to access debt and equity capital to remediate the deferred capital need in those 669 units, HOC can use the RAD Program to convert the 877 multifamily Public Housing units it manages to Section 8 subsidy.

Unlike the Section 18 disposition, the RAD process:

- Delivers only Project-based Section 8 subsidy.
- Requires only a feasibility application for reservation of award.
- Provides reservation of award (in the form of a Commitment to enter into a Housing Assistance Payment contract ("CHAP") within 30 days of application.
- Does not commit HOC to specific action at reservation. Decisions to proceed are entirely HOC development decisions.
- Gives near total regulatory flexibility.

HUD views Public Housing subsidy in much the same way as HOC staff: it is highly vulnerable to Congressional appropriations risk, highly inflexible, and requires significant administrative effort and cost. As such, it launched the RAD Program to encourage Public Housing Authorities to move into the perceived greater safety of the Section 8 program. Equally as attractive, Section 8 subsidy may be used in conjunction with private sources of debt and equity. Capital availability is much higher and capital cost is much lower; thus, capital need can more efficiently be met with fewer HUD and PHA resources required.
So, by the end of August 2013, HOC staff can be in a position to submit applications to reserve Project-based Section 8 subsidy for all of its 877 multifamily units. By October 2013, HOC may be awarded the reservation (assuming a similar application review period granted for most recent applications), and each of its 11 multifamily Public Housing properties would enter into individual financing phases where the method of funding the deferred capital need would be determined and presented to the Commission for approval. The Project-based Section 8 subsidy would be delivered in the form of either new project-based vouchers or a new HAP contract. Neither does HUD provide the tenants portable protection vouchers nor is HOC required to provide them from its own base of vouchers.

HOC Real Estate Development staff has spent the first half of the calendar year establishing the probable recapitalization methods for the 11 properties in preparation for application to the RAD Program. The methods fall into three categories:

1. **Stabilization** – for properties where:
   a. **Unit count is under 100**, as the scale of the capital need per property is likely so small as not to justify the cost of raising and securing third-party debt and equity.
   b. **Any recent rehabilitation has been done**; true of relatively few properties, of course.
   c. **Little additional density upon reconstruction is available**.
   d. **Little underlying land value exists**.

2. **Significant Rehabilitation** – for properties where:
   a. **Construction type is high-density**, as the scale of the capital need per property is likely larger.
   b. **Structural skeleton can be remediated**.
   c. **Burden of relocation of tenants is high**, particularly for elderly communities.
   d. **Little additional density upon reconstruction is available**.

3. **Relocation & Demolition** – for properties where:
   a. **Capital needs are significant**.
   b. **Structural skeleton is compromised and irremediable**.
   c. **Meaningful additional density available through redevelopment**.
   d. **High underlying land value exists**.

Commissioners will maintain oversight throughout the process as each of the 11 assets will be placed, according to one of the above three tactics, onto a typical pre-development course. Just as did the 669 scattered site Public Housing properties, the multifamily Public Housing properties will convert to full HOC ownership without debt and ready to accept debt and equity investment. For those properties undergoing rehabilitation, they should see markedly
improved operating margins. Select properties will be recommended for demolition, with tenants being relocated to either new or newly-rehabilitated properties. The land beneath the vacated, demolished buildings can then be redeveloped separately (unencumbered by restriction) with to-be-determined programs.

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<thead>
<tr>
<th>PROPERTY</th>
<th>TACTIC</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KenGar (F)</td>
<td>Stabilization</td>
<td>18</td>
</tr>
<tr>
<td>Parkway Woods (F)</td>
<td>Stabilization</td>
<td>24</td>
</tr>
<tr>
<td>Sandy Spring Meadows (F)</td>
<td>Stabilization</td>
<td>55</td>
</tr>
<tr>
<td>Seneca Ridge (F)</td>
<td>Stabilization</td>
<td>71</td>
</tr>
<tr>
<td>Arcola Tower (E)</td>
<td>Rehabilitation</td>
<td>141</td>
</tr>
<tr>
<td>Waverly House (E)</td>
<td>Rehabilitation</td>
<td>158</td>
</tr>
<tr>
<td>Elizabeth House (E)</td>
<td>Relocation &amp; Demolition</td>
<td>160</td>
</tr>
<tr>
<td>Emory Grove (F)</td>
<td>Relocation &amp; Demolition</td>
<td>54</td>
</tr>
<tr>
<td>Holly Hall (E)</td>
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<td>96</td>
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<tr>
<td>Washington Square (F)</td>
<td>Relocation &amp; Demolition</td>
<td>50</td>
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<td>Towne Centre Place (F)</td>
<td>Stabilization</td>
<td>50</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>877</strong></td>
</tr>
</tbody>
</table>

(F = Family; E = Elderly)

Each property’s rehabilitation or redevelopment will stand on its own merits, both economic and social. In most cases, the development outcomes should redound to the benefit of HOC’s financial health, as:

1. Some of HOC’s most vulnerable assets are either stabilized or retired.
2. Operating margins are improved.
3. Equity in the land (sold to HOC for $1 per property) is capitalized.
4. Development fees are generated by those properties seeing significant rehabilitation and redevelopment.
5. New properties are developed as mixed income developments generating positive cash flow.

Most importantly, though: HOC’s Public Housing residents see their quality of life at home greatly improved.

**Process – Preparation for Application and Notification of Tenants**

With approval from Commission, staff can have applications in to HUD by the end of August. Physical needs analyses will be conducted on all buildings to confirm need, and the most beneficial and efficacious financing structures will be presented to Commission in preparation for receipt of the CHAP. Depending on which of the three strategies listed above are employed to meet the physical need, the process of doing so may take between six months and three years for any given resident set.
Prior to submitting the applications, staff will meet with affected residents twice in an effort to answer questions and provide clear information about the process. This will include a discussion of changes in the subsidy and the potential rehabilitation or relocation plans. The RAD application requires all questions asked by residents and answers to those questions provided by HOC to the residents are to be included.

Other Issues to Consider

Section summary:

1. *Existing Capital Fund Financing Program (CFFP) funding on any of the properties must be defeased.*
2. *Given the scale of the effort here and the number of residents affected, local government stakeholders will be presently informed.*

In 2003 and 2005, HOC received funding through its participation in Capital Fund Securitization bond issuance by the Maryland Community Development Administration (CDA). It raised $3,914,132 for renovation work at Seneca Ridge, formerly Middlebrook Square, ($2,873,177) and Waverley House ($1,040,955). The outstanding balance of the loan is $2,640,879 as of July 1, 2013. The loans mature on July 1, 2023 and may now be prepaid without penalty. Annual debt service payments average $287,695 and are automatically deducted from annual capital funds allocated to HOC for its public housing portfolio. Prior to conversion and closing of the recapitalization (or disposition) of the properties, HOC must repay the outstanding loan. Staff will return to the Commission at a later date with repayment options.

Immediately upon approval by the Commission, staff along with the Executive Director will begin to make its rounds with the Council and DHCA to inform them of HOC’s plans for its public housing portfolio and, more importantly, to make the case for expected improvements to the lives of Montgomery County residents with extremely limited incomes.

ISSUES FOR CONSIDERATION:
Should the Commission authorize staff to submit Feasibility Applications to the U.S. Department of Housing and Urban Development for HOC Public Housing Multifamily and Elderly projects pursuant to the Rental Assistance Demonstration Program?

PRINCIPALS:
Housing Opportunities Commission

BUDGET IMPACT:
None. The value of the Project, upon conversion to be transferred to the development corporation, will show on HOC’s financial statements as the assets of a related entity.
TIME FRAME:
Action at the August 7, 2013 Commission meeting.

STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:
Staff recommends the Commission authorize staff to submit Feasibility Applications to the U.S. Department of Housing and Urban Development for HOC Public Housing Multifamily and Elderly Projects pursuant to the Rental Assistance Demonstration Program. The application does not obligate the Commission to proceed but affords it an opportunity to access the RAD Program and meet the capital needs challenges for an aging portfolio.
RESOLUTION:  

RE: Approval to Submit Feasibility Applications Pursuant to HUD’s Rental Assistance Demonstration Program for Housing Opportunities Commission’s Public Housing Multifamily and Elderly Projects

WHEREAS, the Housing Opportunities Commission faces growing challenges in its aging multifamily Public Housing structures – most prominently, functional obsolescence and pervasive systems issues as a result of age and constrained federal capital support; and

WHEREAS, HUD’s Rental Assistance Demonstration (the “RAD Program”) program presents HOC with an opportunity to convert its multifamily Public Housing assets to Project-based Section 8 subsidy; and

WHEREAS, the conversion of the Public Housing assets to another form of subsidy provides HOC with broad flexibility in determining the long term use of the properties for the benefit of residents not otherwise available in the Public Housing program; and

WHEREAS, consideration by HUD of an application under the RAD Program is for feasibility of conversion and approval by HUD simply reserves the allocation of Section 8 subsidy should the Commission ultimately opt to proceed with conversion; and

WHEREAS, if HUD approval under the RAD Program is obtained for the conversion of the Public Housing assets, consideration will be undertaken by the Commission for the methods and alternatives for conversion of individual developments.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to submit feasibility applications to the U.S. Department of Housing and Urban Development for HOC Public Housing Multifamily and Elderly Projects pursuant to the Rental Assistance Demonstration Program and to execute all requisite documentations.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission of Montgomery County at a regular meeting conducted on August 7, 2013.

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Patrice M. Birdsong
Special Assistant to the Commission
APPROVAL OF MANAGEMENT CONTRACT FOR
DIAMOND SQUARE APARTMENTS

August 7, 2013

- Diamond Square Apartments is a 124-unit apartment community located in
  the city of Gaithersburg. Formerly a mid-rise hotel, Diamond Square was
  converted into apartment homes in 1991. Eighty-one of the units are
  affordable to persons of low and moderate income.

- In accordance with the HOC Procurement Policy, a Request for Proposals
  (RFP) was issued for the management of Diamond Square Apartments.

- Responses were received from two management companies including
  McShea Management, who currently manages the property.

- Staff from the Finance, Real Estate, Compliance and Property Management
  Divisions interviewed and scored the candidates in accordance with the RFP
  criteria.

- Based on interviews, a review of submitted management proposals, and
  pricing, staff scored the results and determined that McShea Management,
  with the highest cumulative score, is the best candidate for the management
  of Diamond Square Apartments.

- Staff recommends that the Commission authorize the Executive Director to
  execute a management contract with McShea Management for property
  management services at Diamond Square Apartments.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management       Staff: Bobbie DaCosta: Ext: 9524
       Andrew Oxendine       Ext: 9522

RE: Approval of Management Contract for Diamond Square Apartments

DATE: August 7, 2013

STATUS:  Consent    Deliberation  X  Status Report    Future Action    

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a
management contract with McShea Management for property management services at
Diamond Square Apartments.

BACKGROUND:
Diamond Square is a five-story, mid-rise apartment community in Gaithersburg built in 1985.
Originally built as a Quality Inn, the property was converted to rental housing in a joint venture
between HOC, Montgomery County and the City of Gaithersburg in 1991. Renovated from
2000-2005, the property includes fully-furnished apartments, a community room and private
garden area. The community includes 122 efficiencies and two 1-bedroom units, 81 of which
are designated as affordable.

A Request for Proposals (RFP) was issued in accordance with HOC’s Procurement Policy for
management of Diamond Square Apartments. HOC received responses from two management
companies.

- McShea Management
- Equity Management II, LLC

Based on review and scoring of the responses to the RFP criteria, staff determined that both of
the responding companies possessed the required qualifications. The candidates were
interviewed and scored in accordance with the interview criteria.

Staff considered past experience with similar properties in Montgomery County, experience of
key personnel managing similar properties, experience with property positioning, capital
improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, experience with similar affordable housing providers outside of Montgomery County, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

McShea Management was considered to be best suited to manage Diamond Square Apartments.

The management contract will be for a term of three years.

ISSUES FOR CONSIDERATION:
Does the Commission wish to authorize the Executive Director to execute a management contract with McShea Management for property management services at Diamond Square Apartments?

PRINCIPALS:
McShea Management

BUDGET IMPACT:
McShea Management proposed a management fee of $33.60 per unit per month for the initial year of the contract; escalating to $34.54 and $35.48, respectively, for the years two and three of the contract.

TIME FRAME:
For Commission action at the August 7, 2013 meeting

STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:
Staff recommends that the Commission authorize the Executive Director to execute a management contract with McShea Management Corporation for property management services at Diamond Square Apartments.
RESOLUTION NO. _____  RE: Approval of Management Contract for Diamond Square Apartments

WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Diamond Square Apartments; and

WHEREAS, based on the criteria included in the RFP and pricing from two responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that McShea Management is the most qualified to manage Diamond Square Apartments.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with McShea Management for property management services at Diamond Square Apartments.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
APPROVAL OF MANAGEMENT CONTRACT FOR
THE METROPOLITAN APARTMENTS AND STRATHMORE COURT
APARTMENTS

August 7, 2013

- The Metropolitan is a luxury high-rise community in the heart of Bethesda featuring 308 units, 92 of which are affordable under the Low Income Housing Tax Credit program. Built in 1997, The Metropolitan has been one of HOC’s flagship properties, featuring 24 hour concierge service, a rooftop swimming pool, fitness center, business center, community room and underground parking. Strathmore Court Apartments consists of 202-unit garden style apartments located in North Bethesda less than one block from White Flint Metro. Built in 1996, the community includes 51 affordable units, an outdoor swimming pool, basketball court, playground, business center and exercise room.

- In accordance with the HOC Procurement Policy, a Request for Proposals (RFP) was issued for the management of The Metropolitan Apartments and Strathmore Court Apartments.

- Responses were received from six management companies.

- Staff from the Finance, Real Estate, Compliance and Property Management Divisions interviewed and scored the candidates in accordance with the RFP criteria.

- Based on interviews, a review of submitted management proposals, and pricing, staff scored the results and determined that Bozutto Management, with the highest cumulative score, is the best candidate for the management of The Metropolitan Apartments and Strathmore Court Apartments.

- Staff recommends that the Commission authorize the Executive Director to execute a management contract with Bozutto Management for property management services at The Metropolitan Apartments and Strathmore Court Apartments.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management Staff: Bobbie DaCosta: Ext: 9524
Andrew Oxendine Ext. 9522

RE: Approval of Management Contract for The Metropolitan Apartments and Strathmore Court Apartments

DATE: August 7, 2013

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a management contract with Bozutto Management for property management services at The Metropolitan Apartments and Strathmore Court Apartments.

BACKGROUND:
Developed as a Class A property, The Metropolitan has upgraded unit amenities and interiors and provides superior management service to remain competitive against the competing luxury properties in downtown Bethesda. Full unit upgrades were completed on most of the units between 2007–2012 with similar upgrades planned for the remaining units. Residents have access to all of the amenities offered in downtown Bethesda in addition to retail services available on the first floor of the building. Strathmore Court Apartments is a solid Class B property with excellent curb appeal, attractive features and finishes, quality management service and presents as an affordable alternative for market residents. There is substantial commercial development in the north Bethesda area, including at nearby White Flint Mall.

A Request for Proposals (RFP) was issued in accordance with HOC's Procurement Policy for management of The Metropolitan Apartments and Strathmore Court Apartments. HOC received responses from six management companies.

- Bozutto Management
- Equity Management II, LLC
- McShea Management
- Vantage Management
- Realty Management
- Century General Services, Inc
Based on review and scoring of the responses to the RFP criteria, staff determined that five of the responding companies possessed the required qualifications. The proposal from Century General Services was deemed unresponsive due to lack of experience in residential property management. The remaining candidates were interviewed and scored in accordance with the interview criteria.

Staff considered past experience with similar properties in Montgomery County, experience of key personnel managing similar properties, experience with property positioning, capital improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

Bozutto Management was considered to be best suited to manage The Metropolitan Apartments and Strathmore Court Apartments.

The management contract will be for a term of one year.

**ISSUES FOR CONSIDERATION:**
Does the Commission wish to authorize the Executive Director to execute a management contract with Bozutto Management for property management services at The Metropolitan Apartments and Strathmore Court Apartments?

**PRINCIPALS:**
Bozutto Management

**BUDGET IMPACT:**
Bozutto Management Corporation proposed a management fee of $60.27 per unit per month for The Metropolitan and a management fee of $55.23 per unit per month for Strathmore Court.

**TIME FRAME:**
For Commission action at the August 7, 2013 meeting

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**
Staff recommends that the Commission authorize the Executive Director to execute a management contract with Bozutto Management Corporation for property management services at The Metropolitan Apartments and Strathmore Court Apartments.
RESOLUTION NO. _____

RE: Approval of Management Contract for The Metropolitan Apartments and Strathmore Court Apartments

WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of The Metropolitan Apartments and Strathmore Court Apartments; and

WHEREAS, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Bozutto Management is the most qualified to manage The Metropolitan Apartments and Strathmore Court Apartments.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of one (1) year with Bozutto Management for property management services at The Metropolitan Apartments and Strathmore Court Apartments.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
Westwood Tower is a 212-unit high rise apartment community in Bethesda consisting of 169 market rate and 43 affordable units. Built in 1968, the first nine floors of the property were converted to apartments in 1996. Just minutes from downtown Bethesda, HOC owns Chevy Chase Lake Apartments, a 68-unit garden-style apartment community with 21 affordable units and 37 workforce housing units. Both communities are close to shopping, entertainment and main roadways.

In accordance with the HOC Procurement Policy, a Request for Proposals (RFP) was issued for the management of Westwood Tower and Chevy Chase Lake Apartments.

Responses were received from six management companies.

Staff from the Finance, Real Estate, Compliance and Property Management Divisions interviewed and scored the candidates in accordance with the RFP criteria.

Based on interviews, a review of submitted management proposals, and pricing, staff scored the results and determined that McShea Management, with the highest cumulative score, is the best candidate for the management of Westwood Tower and Chevy Chase Lake Apartments.

Staff recommends that the Commission authorize the Executive Director to execute a management contract with McShea Management for property management services at Westwood Tower and Chevy Chase Lake Apartments.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management  Staff: Bobbie DaCosta: Ext: 9524
Andrew Oxendine  Ext. 9522

RE: Approval of Management Contract for Westwood Tower and Chevy Chase Lake Apartments

DATE: August 7, 2013

STATUS: Consent ____ Deliberation __X__ Status Report ____ Future Action ____

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a management contract with McShea Management for property management services at Westwood Tower and Chevy Chase Lake Apartments.

BACKGROUND:
Westwood Tower is owned by Equity One and HOC has a master lease. It is HOC’s intent to purchase the property in 2017, as stipulated in the master lease agreement. Renovations and upgrades of units, common areas and building systems are ongoing. Chevy Chase Lake Apartments provide an ideal and highly desirable location near Bethesda and Washington DC. Built in 1948, Chevy Chase Lake has undergone partial renovations. HOC’s Real Estate Development team is currently formulating a pre-development plan for this property.

A Request for Proposals (RFP) was issued in accordance with HOC’s Procurement Policy for management of Westwood Tower and Chevy Chase Lake Apartments. HOC received responses from six management companies.

- McShea Management
- Equity Management II, LLC
- Vantage Management
- Gables Residential
- Realty Management
- Century General Services, Inc
Based on review and scoring of the responses to the RFP criteria, staff determined that five of the responding companies possessed the required qualifications. The proposal from Century General Services was deemed unresponsive due to lack of experience in residential property management. The remaining candidates were interviewed and scored in accordance with the interview criteria.

Staff considered past experience with similar properties in Montgomery County, experience of key personnel managing similar properties, experience with property positioning, capital improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

McShea Management was considered to be best suited to manage Westwood Tower and Chevy Chase Lake Apartments.

The management contract will be for a term of three years.

**ISSUES FOR CONSIDERATION:**
Does the Commission wish to authorize the Executive Director to execute a management contract with McShea Management for property management services at Westwood Tower and Chevy Chase Lake Apartments?

**PRINCIPALS:**
McShea Management

**BUDGET IMPACT:**
McShea Management proposed a management fee of $40.00 per unit per month for both properties throughout the three-year term of the contract.

**TIME FRAME:**
For Commission action at the August 7, 2013 meeting

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**
Staff recommends that the Commission authorize the Executive Director to execute a management contract with McShea Management Corporation for property management services at Westwood Tower and Chevy Chase Lake Apartments.
WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Westwood Tower and Chevy Chase Lake Apartments; and

WHEREAS, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that McShea Management is the most qualified to manage Westwood Tower and Chevy Chase Lake Apartments.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with McShea Management for property management services at Westwood Tower and Chevy Chase Lake Apartments.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
Greenhills Apartments and Townhomes is a 78-unit apartment community with 52 townhouses and 26 basement level apartments. Located in the northern sector of the County in Damascus, Greenhills was constructed in 1984. Twenty-four of the units are affordable to families at 50% of median income. Property renovations are expected to begin in fall of 2013.

In accordance with the HOC Procurement Policy, a Request for Proposals (RFP) was issued for the management of Greenhills Apartments and Townhomes.

Responses were received from four management companies including McShea Management, who currently manages the property.

Staff from the Finance, Real Estate, Compliance and Property Management Divisions interviewed and scored the candidates in accordance with the RFP criteria.

Based on interviews, a review of submitted management proposals, and pricing, staff scored the results and determined that McShea Management, with the highest cumulative score, is the best candidate for the management of Greenhills Apartments and Townhomes.

Staff recommends that the Commission authorize the Executive Director to execute a management contract with McShea Management for property management services at Greenhills Apartments and Townhomes.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management     Staff: Bobbie DaCosta: Ext: 9524
                       Andrew Oxendine  Ext. 9522

RE: Approval of Management Contract for Greenhills Apartments and Townhomes

DATE: August 7, 2013

STATUS: Consent _____ Deliberation ____X__ Status Report ___ Future Action ___

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a management contract with McShea Management for property management services at Greenhills Apartments and Townhomes.

BACKGROUND:
Greenhills is a townhouse and apartment rental community located in Damascus, Maryland. Built in 1984, Greenhills initially existed in a predominantly owners market with low demand for rental housing. Now impacted by the fast growing Clarksburg area on its southern border, the property is slated for extensive capital improvements beginning in November 2013. The property includes 52 townhomes with 26 basement level apartments and a small play area. Loan requirements require 24 units be rented at 50% of the area median income.

A Request for Proposals (RFP) was issued in accordance with HOC’s Procurement Policy for management of Greenhills Apartments and Townhomes. HOC received responses from four management companies.

- McShea Management
- Equity Management II, LLC
- Edgewood Management
- Realty Management

Based on review and scoring of the responses to the RFP criteria, staff determined that all of the responding companies possessed the required qualifications. The candidates were interviewed and scored in accordance with the interview criteria.
Staff considered past experience with similar properties in Montgomery County, experience of key personnel managing similar properties, experience with property positioning, capital improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

McShea Management was considered to be best suited to manage Greenhills Apartments and Townhomes.

The management contract will be for a term of three years.

**ISSUES FOR CONSIDERATION:**
Does the Commission wish to authorize the Executive Director to execute a management contract with McShea Management for property management services at Greenhills Apartments and Townhomes?

**PRINCIPALS:**
McShea Management

**BUDGET IMPACT:**
McShea Management proposed a management fee of $38.33 per unit per month for the initial year of the contract; escalating to $39.17 and $40.00, respectively, for the years two and three of the contract.

**TIME FRAME:**
For Commission action at the August 7, 2013 meeting

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**
Staff recommends that the Commission authorize the Executive Director to execute a management contract with McShea Management Corporation for property management services at Greenhills Apartments and Townhomes.
WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Greenhills Apartments and Townhomes; and

WHEREAS, based on the criteria included in the RFP and pricing from four responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that McShea Management is the most qualified to manage Greenhills Apartments and Townhomes.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with McShea Management for property management services at Greenhills Apartments and Townhomes.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
APPROVAL OF MANAGEMENT CONTRACT FOR
POOKS HILL MID-RISE AND POOKS HILL TOWER

August 7, 2013

- Pooks Hill Mid-Rise is a 50-unit garden style apartment community consisting of 40 market rate and 10 units affordable under the HOME program. Built in 1998, Pooks Hill Mid-Rise features an ideal location in Bethesda with easy access to main roadways and Metrorail. Adjacent to the mid-rise is Pooks Hill Tower, a 189-unit high-rise with a mix of market-rate, affordable and workforce housing units. The community has spacious apartments, a swimming pool and proximity to major employment centers.

- In accordance with the HOC Procurement Policy, a Request for Proposals (RFP) was issued for the management of Pooks Hill Mid-Rise and Pooks Hill Tower.

- Responses were received from six management companies.

- Staff from the Finance, Real Estate, Compliance and Property Management Divisions interviewed and scored the candidates in accordance with the RFP criteria.

- Based on interviews, a review of submitted management proposals, and pricing, staff scored the results and determined that Vantage Management, with the highest cumulative score, is the best candidate for the management of Pooks Hill Mid-Rise and Pooks Hill Tower.

- Staff recommends that the Commission authorize the Executive Director to execute a management contract with Vantage Management for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management Staff: Bobbie DaCosta: Ext: 9524
Andrew Oxendine Ext. 9522

RE: Approval of Management Contract for Pooks Hill Mid-Rise and Pooks Hill Tower

DATE: August 7, 2013

STATUS: Consent _____ Deliberation _____X_____ Status Report ____ Future Action ____

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a management contract with Vantage Management for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower.

BACKGROUND:
The Bethesda location of Pooks Hill Mid-Rise and Pooks Hill Tower is one of the most desirable in the County. Other positive attributes of the property include accessibility to I495, I270, public transportation, schools, dining and employment. The apartments are spacious with ample storage and tenant parking. The age of the property does warrant ongoing renovations. Current activity to correct drainage issues at the property includes re-grading, rebuilding a retaining wall and replacing undersized piping.

A Request for Proposals (RFP) was issued in accordance with HOC’s Procurement Policy for management of Pooks Hill Mid-Rise and Pooks Hill Tower. HOC received responses from six management companies.

- Vantage Management
- Equity Management II, LLC
- McShea Management
- Gables Residential
- Realty Management
- Century General Services, Inc

Based on review and scoring of the responses to the RFP criteria, staff determined that five of the responding companies possessed the required qualifications. The proposal from Century
General Services was deemed unresponsive due to lack of experience in residential property management. The remaining candidates were interviewed and scored in accordance with the interview criteria.

Staff considered past experience with similar properties in Montgomery County, experience of key personnel managing similar properties, experience with property positioning, capital improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

Vantage Management was considered to be best suited to manage Pooks Hill Mid-Rise and Pooks Hill Tower.

The management contract will be for a term of three years.

**ISSUES FOR CONSIDERATION:**
Does the Commission wish to authorize the Executive Director to execute a management contract with Vantage Management for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower?

**PRINCIPALS:**
Vantage Management

**BUDGET IMPACT:**
Vantage Management proposed a management fee of $42.00 per unit per month with an annual CPI escalation.

**TIME FRAME:**
For Commission action at the August 7, 2013 meeting

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**
Staff recommends that the Commission authorize the Executive Director to execute a management contract with Vantage Management Corporation for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower.
WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Pooks Hill Mid-Rise and Pooks Hill Tower; and

WHEREAS, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Vantage Management is the most qualified to manage Pooks Hill Mid-Rise and Pooks Hill Tower.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with Vantage Management for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
APPROVAL OF MANAGEMENT CONTRACT FOR MONTGOMERY ARMS

August 7, 2013

- Montgomery Arms is a garden style mid-rise apartment community consisting of 129 units and located in the heart of Silver Spring. An historic property, Montgomery Arms is well-located with easy access to I495, I270, the Silver Spring Metro Station and all of the amenities of downtown Silver Spring. The property is a mix of market and affordable units including ten units in the McKinney program. The units are spacious and the community features 24-hour fitness and laundry centers.

- In accordance with the HOC Procurement Policy, a Request for Proposals (RFP) was issued for the management of Montgomery Arms.

- Responses were received from six management companies.

- Staff from the Finance, Real Estate, Compliance and Property Management Divisions interviewed and scored the candidates in accordance with the RFP criteria.

- Based on interviews, a review of submitted management proposals, and pricing, staff scored the results and determined that Edgewood Management, with the highest cumulative score, is the best candidate for the management of Montgomery Arms.

- Staff recommends that the Commission authorize the Executive Director to execute a management contract with Edgewood Management for property management services at Montgomery Arms.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Division: Property Management Staff: Bobbie DaCosta: Ext: 9524 Andrew Oxendine Ext. 9522

RE: Approval of Management Contract for Montgomery Arms

DATE: August 7, 2013

STATUS: Consent ___ Deliberation ___X___ Status Report ___ Future Action ___

OVERALL GOAL & OBJECTIVE:
To authorize the Executive Director of the Housing Opportunities Commission to execute a management contract with Edgewood Management for property management services at Montgomery Arms.

BACKGROUND:
Montgomery Arms was constructed in 1941 and received historic property designation in 1990. HOC purchased the property in 1992 and renovated and restored many of the original art deco finishes. Montgomery Arms was renovated in 2005; however, recent improvements to the property include a newly-paved parking lot, exterior tuck point on three buildings, installation of hand rail, replacement of door frames and corrected common area wiring deficiencies.

A Request for Proposals (RFP) was issued in accordance with HOC’s Procurement Policy for management of Montgomery Arms. HOC received responses from six management companies.

- Edgewood Management
- Equity Management II, LLC
- McShea Management
- Gables Residential
- Realty Management
- Century General Services, Inc

Based on review and scoring of the responses to the RFP criteria, staff determined that five of the responding companies possessed the required qualifications. The proposal from Century
General Services was deemed unresponsive due to lack of experience in residential property management. The remaining candidates were interviewed and scored in accordance with the interview criteria.

Staff considered past experience with similar properties in Montgomery County, experience of key personnel managing similar properties, experience with property positioning, capital improvements and major property renovation, demonstrated experience with affordable housing programs and compliance, references, interview with review panel and proposed fees. Staff also evaluated and considered the ability and experience of each candidate to provide additional services such as renovation management and to provide and manage resident services programs and activity.

Edgewood Management was considered to be best suited to manage Montgomery Arms.

The management contract will be for a term of three years.

**ISSUES FOR CONSIDERATION:**
Does the Commission wish to authorize the Executive Director to execute a management contract with Edgewood Management for property management services at Montgomery Arms?

**PRINCIPALS:**
Edgewood Management

**BUDGET IMPACT:**
Edgewood Management Corporation proposed a management fee of $36.00 per unit per month with an additional $4.00 per unit per month for frontline accounting activities and bookkeeping fees.

**TIME FRAME:**
For Commission action at the August 7, 2013 meeting

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**
Staff recommends that the Commission authorize the Executive Director to execute a management contract with Edgewood Management Corporation for property management services at Montgomery Arms.
WHEREAS, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Montgomery Arms; and

WHEREAS, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Edgewood Management is the most qualified to manage Montgomery Arms.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with Edgewood Management for property management services at Montgomery Arms.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
Future Action
Information Exchange
New Business
AUTHORIZATION OF FORMATION OF VPC TWO CORPORATION AND EXECUTION OF RELATED DOCUMENTS

August 7, 2013

• On March 8, 2012, HUD approved the Agency’s application for the disposition of 669 Public Housing Units.

• In the application, it was stated the units would be transferred to two wholly controlled Development Corporations, VPC One Corporation and VPC Two Corporation.

• VPC One Corporation has already been established and will receive the first groups of public housing units.

• To meet the requirements of the application, it is necessary that the Agency form a second corporation and transfer the Public Housing units to the new entity.

• This resolution authorizes the Executive Director to execute the documents and take the other steps necessary to create and establish VPC Two Corporation.
MEMORANDUM

TO: Housing Opportunities Commission

VIA: Stacy L. Spann, Executive Director

FROM: Jim Atwell, Internal Auditor Ext. 39026

RE: Authorization of Formation of VPC Two Corporation and Execution of Related Documents

DATE: August 7, 2013

STATUS: New Business

OVERALL OBJECTIVE:
To establish a corporation wholly controlled by the Commission that will acquire 279 of the 669 Public Housing units approved by HUD for disposition and complies with our application.

BACKGROUND:
On March 8, 2012, HOC received HUD approval of our application to dispose of 669 Public Housing units. In our application, it was stated that, if approved, two entities would acquire all the units; VPC One Corporation would acquire 390 units and VPC Two Corporation would acquire the remaining 279 units.

In August 2012, the Commission created VPC One Corporation.

ISSUES FOR CONSIDERATION:
Does the Commission wish to form a new corporation to acquire ownership of 279 Public Housing units so as to meet the requirements in our application and HUD’s approval of the disposition?

PRINCIPALS:
Housing Opportunities Commission
VPC Two Corporation.

BUDGET IMPACT:
None.
TIME FRAME:
For action at the August 7, 2013 meeting. The corporation will be created and the necessary documents filed with the State immediately upon the adoption of this resolution. The timing of the transfer will be dictated by the scheduling of the acquisition of the units.

STAFF RECOMMENDATIONS & COMMISSION ACTION NEEDED:
Staff recommends adoption of the attached resolution authorizing the formation of the corporation and execution of related documents.
RESOLUTION RE: Authorization of Formation of VPC Two Corporation and Execution of Related Documents

WHEREAS, the Commission, a public body corporate and politic duly created, organized and existing under the laws of the state of Maryland, is authorized pursuant to the Housing Authorities Law, organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, (The “Act”), authorized to carry out and effectuate the purpose of providing affordable housing including the formation of a development corporation for that purpose; and

WHEREAS, the Commission applied for and HUD approved the disposition of 669 Public Housing units; and

WHEREAS, the application provided for the establishment of two corporations to be wholly controlled by the Commission to own and operate the units transferred out of the Public Housing program; and

WHEREAS, the Commission has already established VPC One Corporation which will own and operate the initial 390 units to be transferred; and

WHEREAS, the Commission seeks to create another corporation wholly controlled by the Commission to acquire 279 of the units to be transferred out of the Public Housing program.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that:

1. Intending to create under the Maryland Non-Stock Corporation Law a non-stock non-membership corporation to be known as VPC Two Corporation (the “Corporation”), the Commission authorizes and directs the Executive Director, acting as sole incorporator, to execute and file with the State of Maryland Articles of Incorporation and any amendment thereto, in the name of the Corporation, using the foregoing name or any name substantially similar thereto accepted by the State of Maryland Department of Assessments and Taxation.

2. The Articles of Incorporation shall provide that the initial directors of the Corporation shall be the members of the Commission then in office and that the board of directors shall number at least three (3) persons.

3. The authority conferred under this Resolution extends as well to any modifications, amendments and restatements of any agreements, instruments and other writings referred to in this Resolution.
I HEREBY CERTIFY that the foregoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

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Patrice Birdsong
Special Assistant to the Commission
Executive Session
Findings
ADJOURN
Executive Session