

Housing Authority *of the City of* Brownsville

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Message From The CEO

The mission of the BHA is "To assist the residents of our community to gain access to decent, affordable, quality housing by achieving self-sufficiency through education and support services." Accomplishing the mission year after year is a challenge; however, the BHA continues to make progress.

These are just some of the activities the BHA implemented or attained in the last 11 months to achieve the BHA's mission. First, to improve the quality of housing, the BHA's public housing and tax credit property managers refurbished property streets, sidewalks, and renovated building exterior and interiors. As a result of these efforts, the BHA's earned an overall physical inspection score of 92.33. This is an increase from the prior year's score of 75.

Second, the BHA in collaboration with the City of Brownsville, Brownsville School District (BISD), University of Texas at Brownsville/Texas Southmost College (UTB/TSC), and the Public Utilities Board submitted and applied for the Choice Neighborhood Grant for a total of \$31,000,000. The grant will allow the BHA to demolish Buena Vida and construct 200 new units consisting of; 150 public housing units, 20 UTB/TSC student housing units, and 30 project based voucher units.

Third, to ensure the BHA is achieving the mission upper management requested a management review of the Public Housing and Housing Choice Voucher programs. The purpose of this review is to establish a performance baseline, and identify consistency with and deviations from the BHA's operating policies and procedures. Most importantly improve processing methods, efficiency, and effectiveness.

Fourth, the BHA continues to assist, support, and encourage adult and student residents to participate in education and self-sufficiency programs. In collaboration with the UTB/TSC, BISD, and the Tenant Services Department over 40 adults enrolled in classes to earn their General Education Diploma (GED), and the five BHA's Community Learning Centers provide resident students after school tutoring. Tutors provide students assistance in math, reading, language arts, and their daily homework. The BISD's Adult Education Department and the 21st Century Grant provides the funding for these programs. Residents participated and toured the UTB/TSC Business Incubator. The tour allowed residents to explore the possibilities of starting a business. The BHA proposed and offered to assist the Resident Advisory Board (RAB) in starting a Catering Business. In February 2011, the BHA and RAB will hold a meeting to develop a business plan for the catering business.

Fifth, the BHA understands the importance of enriching and teaching the students the Hispanic Culture and Heritage. To achieve this goal, 20 elementary students will participate in the 74th Annual Charro Days' Grand Parade.

Finally, the BHA strives in achieving its mission statement, to achieve effectiveness and efficiency in the delivery of services the BHA implemented an initiative to automate manual processes and paper documents. The automation of manual processes and paper documents included; converting Public Housing and Section 8 documents into fillable Adobe Acrobat electronic forms, bar coding the electronic documents and forms for easy filing and retrieval, and to link them to the tenant files. In the near future, the BHA will automate accounting paper documents, forms, invoices, and implement purchasing cards.



Antonio Juarez, Ed.D.
Chief Executive Officer

Section 8 Programs

The Section 8 Program of the Brownsville Housing Authority conducted its Homeownership-Family Self Sufficiency (F.S.S.) Programs Awards Banquet on October 21, 2010 at the Brownsville Events Center.

The Banquet was held to recognize Homeowners and F.S.S. clients who graduated from the Program. Homeowners honored were: Jose Luis Estrada, Guadalupe Torres, Jesus Villa and Gregorio Delgado. F.S.S. participants were: Amalia Castillo, Jose García Jr., Juan Herrera, Juan Jose Torres and Sandra Gutiérrez.



*Miguel Herrera
Section 8 Program Manager*

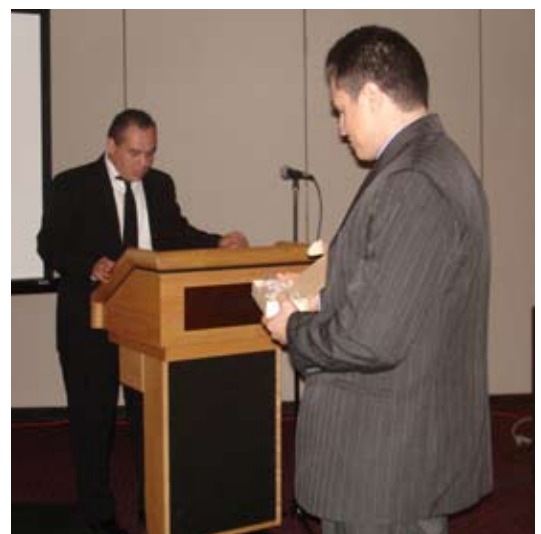


Family Self Sufficiency-Homeownership Programs Awards Banquet.

Section 8 Program

Effective January 01, 2011, the Brownsville Housing Authority started taking applications for Section 8 housing assistance on the third Wednesday of every month. Fifty (50) applications will be taken on a first come, first served basis from 8:00 a.m. to 3:00 p.m. at our offices located on 2606 Boca Chica Blvd. Applications already on the waiting list will continue to be honored in the usual manner.

Picture Right: Homeowner Jose Luis Estrada and F.S.S. Coordinator Leo Baez at Awards Banquet



Buena Vida, Bougainvillea and Victoria Gardens AMP I

AMP I (Buena Vida) closed out 2010 at 100 percent occupancy. Even though the last quarter of 2010 we had a large number of vacant units we were able to finish out the year with 100% occupancy. I would like to recognize the Maintenance staff that have performed outstanding in preparing the units to be occupied. Our average turnaround days was 7 days. The housing authority has 20 days to rent a unit. I would also like to recognize the assistant manager who kept processing the waiting list to find prospects for the vacant units. The Average days to lease the unit was 3 days. AMP I once again achieved its mission of accommodating the maximum number of low-income families it can house. With 246 units at its disposal, AMP I is proud to consistently provide safe, affordable, quality housing opportunities for families of low income.



*Juan Martinez
Buena Vida, Bougainvillea
and Victoria Gardens
Property Manager*



AMP I would also like to recognize the residents of the Buena Vida, Bougainvillea, and Victoria Gardens developments who have participated in community service by cleaning the parking lots and community centers. They have taken pride in having a clean and safe development to live in.



Citrus Gardens Development AMP III



After a busy summer came a much anticipated fall, the Citrus Gardens development is happy to report a REAC score of 91 out of 100 for our annual physical inspection. Many thanks go to the Citrus Gardens maintenance staff and its temporary staff that helped us achieve this score. The Citrus Gardens temporary staff stayed after the REAC inspection to maintain the development and to keep the trees trimmed. In early winter the Citrus Gardens staff was once again inspected by the Section 8 department in order to comply with our annual inspections for our Management Certification Operations. A mass inspection of our development units were done during the month of December. The Citrus Gardens maintenance department will be doing any necessary repairs in the upcoming month.



*Gaby Cohen
Citrus Gardens / Citrus Annex
Property Manager*

AMP V

Las Brisas, Linda Vista, Scattered Sites, Rose Gardens and Sunset Terrace

The REAC inspection was conducted at Las Brisas, Linda Vista, Scattered Sites, Rose Gardens and Sunset Terrace developments on November 19, 2010 for which a score of 96 was obtained. This score is due to the hard work of staff at AMP V, help from Section 8 inspectors, help from Capital Fund Staff, support from administration and the help from tenants. AMP V wants to encourage tenants to continue with their hard work in order to maintain the developments clean. On another note, rehab to units at Rose Gardens, Sunset Terrace and Linda Vista still continues. The repairs done to the units are to maintain the units in a safe, decent, sanitary and working order. A reminder to all Residents from AMP V that a resident's meeting is held every month.



*Elsa Raya - Property Manager
Linda Vista, Scattered Sites, Las Brisas,
Rose Gardens and Sunset Terrace*

Linda Vista Staff Recognition and Board Members



Capital Fund Program

Happy New Year to all and here's hoping that everyone is still working on their New Year's Resolution or Goal(s). During the fourth quarter of the year, the following action items occurred with each of the open Capital Fund Program (CFP) Grants:

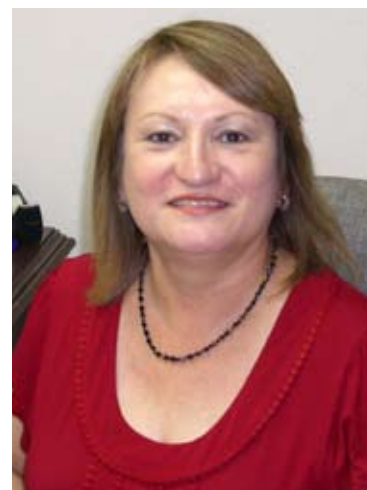
FFY 2007: The 2007 Grant is 97% expended and the only work item remaining is the painting of units for both interior and exterior of all forty units at Rose Gardens Housing Development.

FFY 2008: The rehab of units at Linda Vista Housing Development continued with the CFP 2008 Grant. The renovation includes:

- Up-grade Electrical: replacement of all exterior electrical service (box meters, panel box, breakers, EMT pipes, ground bar, etc.), replacement of all interior fixtures and re-wiring.
- Up-grade Plumbing: Remove and replace all copper lines, valves, and vents. Replacement of drain line inside of the bathroom and kitchen, replacement of all fixtures i.e., water closets and vanities, bath tubs, etc.
- Drywall: Remove and replace of ceiling insulation, regular drywall and moisture proof, tape and float ceilings and walls, texture on walls and ceilings.
- Vinyl Tile: Remove and replace vinyl floor tile inside of the unit.
- Ceramic Tile: Remove and replace shower/tub tile.
- Kitchen Cabinets: Remove and replace kitchen

cabinets including sink, kitchen faucet, counter top and range hood.

- Remove and replace doors, trim and accessories i.e., door knobs, thresholds, door sweeps, bathroom accessories etc.,
- Interior Paint: Paint doors, trim, ceilings and walls.
- Exterior Paint: Paint soffit, fascia, exterior doors and storage rooms.



Lucy Garza
Capital Fund Program Coordinator

Installation of Central Air and Heat, along with termite treatment is included on all units.

FFY 2009: Under the 2009 Grant repairs of ceilings at Rose Gardens and Sunset Terrace Housing Developments continued, along with interior and exterior painting of units at Sunset Housing Development.

2009 CFRG: The Capital Fund Program Recovery Grant continues with installation of Heating, Ventilation and Air Condition, Plumbing Lines and Windows to comply with energy efficiency codes at Rose Gardens and Sunset Terrace Housing Developments.

The Obligated and Expenditure Reports for Period Ending December 31, 2010 show as follows for each open grant:

Deadline to Obligate/Expend	Grant	Amount	Obligated	Expended
09/12/09 – 09/12/11	FFY 2007	\$1,173,102.00	\$1,173,102.00 (100%)	\$1,148,077.07 (97%)
06/12/10 – 06/12/12	FFY 2008	\$1,132,383.00	\$1,041,490.86 (91%)	\$ 594,379.99 (52%)
03/17/10 – 03/17/11	CFRG	\$1,822,943.00	\$1,822,943.00 (100%)	\$1,465,561.16 (80%)
09/14/11 – 09/14/13	FFY 2009	\$1,252,656.00	\$ 199,100.00 (15%)	\$ 147,700.81 (11%)

Personnel - On December 17, 2010 a Safety Meeting was held with Force Account Staff. The subject presented was "Safety Tips during the Holiday Season". The topic included several areas of safety such as preparing for long distance travel, driving safely during hazardous weather, and designating a driver during the holiday cheer or festivity hours.

Due to demolition of remaining units at Poinsettia, the relocation of the cabinet shop located at 132 Oak Street was necessary. The building located at 625 Ash Street (formerly known as the Lena Bennett Head Start Center) has been remodeled to serve as the 'new' cabinet shop.

Capital Fund Program



Before



After



Before



After

Procurement Department

The Procurement Department had a productive winter schedule. Brownsville Housing Authority maintenance staff were issued new uniforms in September 2010, with a purchase contract with Cintas Inc., for new shirts (with employee name and agency logo), and new pants. Uniforms were issued to all maintenance staff at our developments, including our Capital Fund Program maintenance staff.



*(l) Oscar Atkinson - Procurement Director
(r) Ramon Esquivel - Procurement Assistant*

In collaboration with Human Resources/Risk Management Department staff, our department solicited bids and awarded

contracts for property & casualty insurance coverage, group health, and group dental insurance services, before the end of the year. Texas Municipal League Intergovernmental Risk Pool was awarded the property & casualty insurance contract for a total annual estimated savings of \$26,716.00, from the previous year. The savings on our property & casualty coverage are due in large part to our maintenance employees' adherence to safety performance on the job, and therefore a reduction on worker's compensation rates. Blue Cross/Blue Shield of Texas was awarded the employees' group health insurance contract for a total annual estimated savings of \$1,000.00 (for all 65 employees) from the previous year. Group dental insurance contract was awarded to Delta Dental Insurance with no increase in premiums from previous years.

In addition, prior to the end of the year, the Brownsville Housing Authority issued a contract for the purchase of eleven 2011 vehicles to replace a third of agency's fleet which are ten years old or older. Caldwell Country Ford, Caldwell, Texas, submitted the lowest bid, which was close to \$20,000.00 lower than nearest competitor. New vehicles will provide better fuel efficiency, updated safety features, and substantial savings in costly maintenance and replacement repair work.

The Procurement Department has started planning for our next auction, which should take place soon after we take delivery of new vehicles in early March. Besides vehicles that are being replaced, auction will include computer workstations that were replaced in September as well as other office equipment.

We look forward to the coming year and will continue to promote efficiency in purchasing procedures and extend our assistance, agency wide.

Tenant Services Department Family Learning Centers Fall/Winter Activities

The Tenant Services Department would like to thank Buckner Children and Family Services for donating 100 backpacks with school supplies and shirts. The Public Housing families who were most in need received the back to school items.



*Omar Del Bosque
Tenant Services Director*

In September, the Resident Advisory Board (RAB) visited the Go Green Assistance Center and the International Innovation Center at the ITEC Center (UTB/TSC). The RAB saw various construction designs that are used to reduce energy consumption while minimizing construction costs. At the International Innovation center, the RAB was informed on assistance to start small businesses, and available space for business incubation.

In October, the Family Learning Centers participated in Halloween Celebrations and costume contests. In November, the Family Learning Centers and Resident Associations celebrated Thanksgiving dinners. Traditional Christmas celebrations, which included tamales as the main dish, were also held in the month of December. All the Learning Centers and Resident Associations held their individual events. Overall, it was a busy holiday season.



Donations from Buckner Children and Family Services



UTB/TSC Go Green Assistance Center



Halloween Costume Contest



Thanksgiving Celebration



Christmas Celebration





Board of Commissioners

Beatrice Lopez
Chairperson

Patrick Lehmann
Vice-Chairperson

Ruben Herrera
Commissioner

Art Rendon
Commissioner

Rosario Gonzalez
Tenant Commissioner

Administration

Antonio Juarez
Chief Executive Officer

Lina Mendez
Housing Operations Director



Departments

Berta Orive
Finance

Mary Ann Lozano
Human Resources

Oscar Atkinson
Procurement

Miguel Herrera
Section 8 Program

Omar Del Bosque
Tenant Services

Lucy Garza
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Public Housing Property Managers

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