

May 4, 2023
9:30 A.M.

The Board of Commissioners will meet at 502 E. Highland Mall Blvd., 106-B Austin, Texas 78752 and via Boardable. Join the Meeting by using the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

MISSION STATEMENT: HATC staff and resident leaders create and preserve a model, sustainable system of affordable housing and resident empowerment services for those most in need.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Debbie Honeycutt at Debbie.Honeycutt@traviscountytx.gov*
- *Maximum three-minute limit per speaker.*

III. CONSENT AGENDA

- A. Approval of the Minutes from the February 6, 2023 Regular Meeting
- B. Approval of the Minutes from the February 17, 2023 Special Meeting
- C. Approval of the Minutes from the March 2, 2023 Regular Meeting

IV. ACTION ITEM

A. Resolution No. HATC-2023-05	To <u>Amend</u> the Personnel Policy Manual
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V. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs/ Homeless Initiatives – [Christina Montes](#)
 - 1. HCV Program (Conventional)
 - 2. Homeless Initiatives
 - 3. Special Purpose Vouchers
- B. Affordable Housing Programs – [Carlos Guzman](#)
- C. Real Estate Development – [Keith Hoffpauir](#)
 - 1. Manor Town Phase II
- D. Finance – [Subra Narayanaier](#)
- E. Human Resources/Organizational Development/HATC Foundation – [Steve Peglar](#)

VI. BOARD COMMITTEE REPORTS

- A. Governance and Finance Committee
- B. Human Resource Committee
- C. Real Estate Committee
- D. Quality of Life Committee

VII. NEW / UNFINISHED BUSINESS

- A. Discussion and consideration regarding Board of Commissioners issues and concerns.

VIII. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
 - *Texas Government Code Annotated 551.072, Real Property*
 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
February 6, 2023
9:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via Boardable. Join the Meeting by using the Link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6digwcXI1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

A quorum was established, and Vice Chair Sharal Brown called the meeting to order at 10:45 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaiyer; Director of Affordable Housing Programs Carlos Guzman; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Madeleine Hoffman at Madeleine.Hoffman@traviscountytx.gov*
- *Maximum three-minute limit per speaker*

There was no Citizen Communication

III. CONSENT AGENDA

- A. Approval of the Minutes from the December 1, 2022 Regular Meeting
- B. Approval of the Minutes from the January 5, 2023 Annual Meeting

The Minutes were not presented.

IV. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs/ Homeless Initiatives – *Christina Montes*
 - 1. *HCV Program (Conventional)*
 - 2. *Homeless Initiatives*
 - 3. *Special Purpose Vouchers*

Director of Voucher Programs and Homeless Initiatives Christina Montes presented Item V.A.

- Will be conducting interviews for the social worker position.

B. Affordable Housing Programs – *Carlos Guzman*

Director of Affordable Housing Programs Carlos Guzman presented Item V.B.

C. Real Estate Development – *Patrick Howard*

1. *Manor Town Phase II*

Executive Director Patrick Howard presented Item V.C.

D. Finance – *Subra Narayanaier*

Director of Finance Subra Narayanaier presented Item V.D.

E. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

Deputy Executive Director Steve Peglar presented Item V.E.

- Finalizing the Personnel Policy Manual and will be presented at the next scheduled board meeting.

V. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Did not meet
- B. Governance Committee – Did not meet
- C. HR Committee – Did not meet
- D. Quality of Life Committee – Did not meet

VI. DISCUSSION ITEM

- A. Updates on SEA RAD
- B. Discussion of Organizational Structure
- C. Discussion of Proposed Board Retreat

Carlos Guzman presented Items VI.A.

- Chair Sharal Brown would like monthly reports from the property management company for Alexander Oaks, Summit Oaks, and Eastern Oaks.

Patrick Howard presented Item VI.B. and VI.C

- Schedule a Board Retreat for February 17, 2023.

VII. NEW / UNFINISHED BUSINESS

- A. Discussion and consideration regarding Board of Commissioners issues and concerns.
 - Mr. Roberts asked for information on upcoming Conferences and trainings.

VIII. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
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 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

There was no Executive Session at that time.

IX. ADJOURNMENT

Mr. Roberts made a **motion** to adjourn the Board meeting. Mr. Paver seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 11:51 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL MEETING
502 E. Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
February 17, 2023
10:30 a.m.**

MINUTES

The Housing Authority of Travis County of Travis County, Texas, held a Board Retreat at 710 W Cesar Chavez Street, Austin, Texas 78701.

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

A quorum was established, and Chair Sharal Brown called the meeting to order at 10:30 a.m.

Roll Call of Directors: Chair Sharal Brown; Vice-Chair Jimmy Paver; Commissioner Wilmer Roberts and Commissioner Jan Wenig. Guest: Cliff Blount and Chris Sayers with Naman, Howell, Smith & Lee, PLLC. Staff in Attendance: CEO/Executive Director Patrick Howard; Administrative Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaier; Director of Affordable Housing Programs Carlos Guzman; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. PUBLIC FORUM/CITIZEN COMMUNICATION

No members of the public were present to speak.

III. INTRODUCTIONS

Chair Sharal Brown greeted all attendees. Deputy Executive Director Steve Peglar would facilitate the retreat. Chair Sharal Brown requested all meeting attendees introduce themselves, along with their expectations for the day.

Director Jan Wenig's interest in being on the Board was her concern that the Board was not focusing enough on deeply affordable housing. Executive Director Patrick Howard made the point that the majority of households served are deeply affordable housing, and a very significant number of all households served had female heads of households. Staff offered to put together a report to confirm the previous statement.

IV. ICE BREAKER EXERCISE

Deputy Executive Director Steve Peglar led the group in ice breaker exercises to help the Board members get familiar with staff and vice versa.

V. HATC STRATEGY/TACTICS

Deputy Executive Director Steve Peglar outlined the expectations, takeaways, and action items of the day. The focus of the day would be the first two Focus Areas of the Strategic Plan and an overview of the Open Meetings Act.

Chair Sharal Brown stated that discussion would be incorporated into 'Summary of Accomplishments' and 'Review'.

A. Affordable Housing

Chair Sharal Brown requested a summary of accomplishments for Focus Area #1 from the Executive Director. Subsequent the summary, Deputy Executive Director Steve Peglar presented on the following goals related to Focus Area 1 contained within the Strategic Plan.

- Increase landlord recruitment by 10% each year
- Goal to increase high efficiency/effectiveness when moving through the voucher waitlist, as well as utilizing unallocated money per HUD approval
- Create robust family self-sufficiency efforts
- Using set aside money to create move deeply affordable housing
- Analyze rent levels and recommend appropriate adjustments
- Examine ways to measure the Move to Work program's success
- Determine mechanism to better assess property condition

There was a significant amount of discussion regarding the voucher program incentives for landlords, and the like.

B. Resident Experience

Per request, Executive Director also summarized the accomplishments pertaining to 'Resident Experience.' This Focus Area centered around the HATC Foundation. Staff stated many of the Foundation's programs and partnerships are in the very formative stages, and an emphasis was placed on room for improvement. Deputy Executive Director Steve Peglar highlighted several of the critical focus areas contained within the Strategic Plan:

- Define what and with whom our partnerships with external service providers are, including reasons for partnerships, expected outcomes, and other tracking devices
- Secure qualified personnel to engage directly with both residents and voucher holders
- Establish proper tools and track necessary metrics to measure partnership performance and gauge resident experience

VI. BREAK

N/A

VII. OVERVIEW OF LEGAL RESPONSIBILITIES

Attorney Cliff Blount briefly presented on the Open Meetings Act and had a fruitful discussion regarding such. Board members asked questions regarding applicability and implementation. After a period, Vice-Chair Jimmy Paver and Director Jan Wenig departed. The meeting was concluded with the understanding that additional items related to the Strategic Plan would be discussed at a later date.

VIII. WRAP UP

N/A

IX. SOCIAL TIME

N/A

X. ADJOURNMENT

The meeting ended at 2:30 p.m. due to a lack of quorum.

Respectfully submitted,

Patrick Howard, CEO/Executive Director

MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities
to enhance the quality of life for all.*

➤ A copy of these minutes can be found on the web site (www.hatctx.com)

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
March 2, 2023
9:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via Boardable. Join the Meeting by using the Link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

A quorum was established, and Vice Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Guest: Chris Sayers with Naman, Howell, Smith & Lee, PLLC. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Madeleine Hoffman at Madeleine.Hoffman@traviscountytexas.gov*
- *Maximum three-minute limit per speaker*

There was no Citizen Communication at that time.

III. CONSENT AGENDA

- A. Approval of the Minutes from the December 1, 2022 Regular Meeting
- B. Approval of the Minutes from the January 5, 2023 Annual Meeting

Commissioner Wilmer Roberts made a **motion** to approve Item III.A. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

Mr. Roberts made a **motion** to approve Item III.B. Vice Chair Paver seconded the motion, which **passed** unanimously.

IV. ACTION ITEMS

A. Resolution No. HATC-2023-02	To <u>Adopt</u> an increase in 2023 Payment Standards effective April 1, 2023, for all applicable programs except Emergency Housing Vouchers.
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Commissioner Janet Wenig made a **motion** to approve Item IV.A. Mr. Roberts seconded the motion, which **passed** unanimously.

B. Resolution No. HATC-2023-03	To <u>Approve</u> and <u>Authorize</u> the Travis County Facilities Corporation to approve the McKinney Falls Apartments Project; and other matters in connection therewith.
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Mr. Roberts made a **motion** to approve Item IV.B. Vice Chair Paver seconded the motion, which **passed** unanimously.

V. CEO / EXECUTIVE DIRECTOR'S REPORT

A. Voucher Programs/ Homeless Initiatives – *Christina Montes*

1. *HCV Program (Conventional)*
2. *Homeless Initiatives*
3. *Special Purpose Vouchers*

Director of Voucher Programs and Homeless Initiatives Christina Montes presented Item V.A.

- Interview candidates for COC Social Services position.
- Currently HATC does not have an inspector. Facilitate coordination of scheduling required inspections for annual recertifications and unit transfers.
- Review possible 36 applications for admission to HCV.

B. Affordable Housing Programs – *Carlos Guzman*

Executed Director Patrick Howard presented Item V.B.

- Continue working on TDHCA's Final Construction Deficiencies.
- Continue working on Notice of Default from HUD for SEA OAKS.
- Working on SEA OAKS TDHCA File Review Deficiencies.
- The new property manager company for the Affordable Housing to attend the next Board meeting.

C. Real Estate Development – *Keith Hoffpauir*

1. *Manor Town Phase II*

Asset Manager Keith Hoffpauir presented Item V.C.

- Manor Town Phase II has closed.
- Moving forward with the City of Manor's document review.
- Addressing any outstanding predevelopment issues.
- Set preliminary date for Notice to Proceed with construction.

Director of Finance Subra Narayanaier presented Item V.D.

- Unaudited financials for year-end 2022 submitted to HUD.
- Preparing submissions to HUD Multifamily and TDHCA-CTMS for RAD/LIHTC properties and with properties with TDHCA loans.
- SEA Oaks 2022 audit report in draft. Preparing for audits of HATC and SHFC.

E. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

Deputy Executive Director Steve Peglar presented Item V.E.

- First draft of the Personnel Policy revisions will be completed soon.
- Candidate search for the Social Worker position.
- Website Upgrades.

VI. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Did not meet
- B. Governance Committee – Did not meet
- C. HR Committee – Did not meet
- D. Quality of Life Committee – Did not meet

VII. DISCUSSION ITEMS

- A. Overview of Open Meetings Act and Fiduciary Responsibility – *Cliff Blount*

Chris Sayers with Naman, Howell, Smith and Lee, PLLC presented an Overview of Open Meetings Act and Fiduciary Responsibility.

- B. Resource Development – *Patrick Howard/Steve Peglar*

Item VII.B. should not have been on the agenda.

VIII. NEW / UNFINISHED BUSINESS

- A. Discussion and consideration regarding Board of Commissioners issues and concerns.

- Completion of the 2023 Strategic Plan.
- Start next scheduled HATC Board meeting at 8:30 a.m.
- Texas NAHRO Conference is scheduled for April to be held in Corpus Christi.

IX. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
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 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

There was no Executive Session at that time.

X. ADJOURNMENT

Vice Chair Paver made a **motion** to adjourn the Board meeting. Commissioner Janet Wenig seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:42 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

HATC Action Item IV.A.

May 4, 2023

Resolution No. HATC-2023-05: To Amend the Personnel Policy Manual.

Background Information:

Housing Authority of Travis County (HATC) Personnel Policy Manual, which is a critical document used by the organization to administer human resources and administrative issues, has been amended and updated at various points in HATC's history. Such amendments and updates are required periodically in order to the organization to effectively remain legally compliant with a variety of human resources laws and regulations, as well as to provide a continuously up-to-date outline of HATC's policies, programs, and benefits available to employees. As a complete update and amendment to this document has not occurred, nor has been reviewed and approved by the Board, since 2020, such an action is once again warranted.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2023-05, To Amend the Personnel Policy Manual.

Alternate Option: The Board of Directors could elect to Not Approve the following Resolution:

- Resolution No. HATC-2023-05

Fiscal Impact:

No direct financial or immediate financial impact is noted.

Attachments:

- Resolution No. HATC-2023-05
- Summary of HATC Personnel Policy Manual Changes – Old Version (2020) vs. New Draft (2023)
- HATC Personnel Policy Manual – 2023 (DRAFT) (Document available on Boardable)

Approval:



Patrick B. Howard, CEO/Executive Director

**HATC Action Item IV.A.
May 4, 2023**

Resolution No. HATC-2023-05: To Amend the Personnel Policy Manual

WHEREAS, in our efforts to provide an up-to-date general guide to inform employees about human resources and operational policies, procedures, and practices of the Housing Authority of Travis County, to describe certain expectations of our employees, to outline the policies, programs, and benefits available to eligible employees, and to maintain a fully HR compliant organization utilizing the most current best practices, an amended and updated Personnel Policy Manual has been developed and is hereby proposed and presented to the Board of Commissioners; and

WHEREAS, various stand-alone policies and separate policy and practice updates have occurred since the prior version of the Personnel Policy was published (in 2020), and such items are now included within the amended Personnel Policy Manual; and

WHEREAS, the proposed HATC Personnel Policy Manual amendments and updates address the need for ease of reference by HATC staff, the following policy categories are proposed to replace those found in the previous Personnel Policy Manual (last updated in 2020) to create a more logical system within the document:

- *Welcome*
- *Terms & Conditions*
- *Employment*
- *Compensation & Benefits*
- *Operating*
- *Travis, Meeting, & Training Attendance*
- *Ethics*

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2023-05,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 4th Day of May 2023.

Sharal Brown, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, CEO/*Executive Director*

HATC Action Item IV.A.
May 4, 2023

**Summary of HATC Personnel Policy Manual Changes –
Old Version (2020) vs. New Draft (2023)**

Changes found in comparing previous 2020 HATC Personnel Policy Manual to 2023 Draft version include but are not limited to.....

- Revised draft includes updated HATC mission / vision / values from HATC's *2022-2025 Strategic Plan*;
- Original existing policies updated, edited, and reorganized in new sections for more logical flow;
- New draft simplifies overall topic categories from 11 (2020 version) to 7, as follows:
 1. *Welcome*
 2. *Terms & Conditions*
 3. *Employment*
 4. *Compensation & Benefits*
 5. *Operating*
 6. *Travis, Meeting, & Training Attendance*
 7. *Ethics*;
- Expanded and revised *Harassment* policy;
- Expanded and revised *Holidays* policy;
- Fully revised and expanded *Family Medical Leave Act* policy now included;
- Revised *Electronic Communications* policy;
- Employment categories better defined and clarified;
- Termination categories better defined, expanded, and clarified;
- Separate *Ethics* section created;
- Clarification of prior service credits for rehired employees;
- Clarification of paid leave payout upon termination, depending upon reasons;

HATC Discussion Item V.A.1

May 4, 2023

Subject: Housing Choice Voucher (HCV) Program (*Conventional*)

Background Information The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities. *HCV totals do not include COC, Mainstream, or EHV.* **TOTAL Housing Choice Vouchers effective 10/1/2022: 680**

As of March 31, 2023, 492 of HATC's HCV allocation were utilized in a conventional fashion.

As of March 31, 2023, the total lease up for the HCV program was **660 of 680**. Occupancy rate was at **97.06%**.

For this reporting period, there were **472** applicants on the waiting list.

Portable In: 21 portable families were served in Travis County.

Cambridge Villas, a Low-Income Housing Tax Credit (LIHTC) project located in Pflugerville, is the recipient of 19 HATC Project-Based Vouchers designated specifically for this development.

As of March 31, 2023, Cambridge had a total lease up of **18** vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.A. 2

May 4, 2023

Subject: Homeless Initiatives

Continuum of Care (CoC)

HATC was awarded **\$1,149,159** in new federal funds from the **2021** CoC competition to provide housing for chronically homeless clients with a disability for 2022-2023. This grant began July 1, 2022 and ends on June 30, 2023.

As of March 31, 2023, HATC, provided housing assistance to **74** Continuum of Care participants.

Homeless Preference (HP HCV)

The adopted homeless preference allocates 1 in every 4 new housing choice vouchers offered to a homeless applicant referred by homeless providing agencies with a current MOU with HATC. An MOU with ECHO was executed effective January 1, 2023.

As of March 31, 2023, *HP* has **41** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.A.3

May 4, 2023

Subject: Special Purpose Vouchers (SPV's assigned by HUD)

Non-Elderly Disabled Vouchers (NED)

HATC has been awarded **75** Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities. As of March 31, 2023, there were **64** tenants under contract.

Family Unification Program (FUP)

The FUP is a program under which Housing Vouchers are provided to two different populations:

1. *Families for whom the lack of adequate housing is a primary factor in:*
 - a. *The imminent placement of the family's child or children in out-of-home care, or*
 - b. *The delay in the discharge of the child or children to the family from out-of-home care.*

There is no time limitation on FUP family vouchers.

2. *For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older.*

Limitation for youth must not exceed 36 months.

HATC was awarded 34 FUP vouchers effective 1/01/2019. An additional 38 vouchers were awarded effective 11/01/2021. As of March 31, 2023, there were **17** tenants under contract.

Mainstream Voucher Program (MVP)

HATC was awarded 30 MVP Housing Choice Vouchers effective 2/01/2020 under different special purpose voucher program types to serve nonelderly persons (18-61) with disabilities. The head of household does not have to be the qualifying disabled applicant. A member of the household must meet the qualifications. Preference for homeless status. Effective 8/01/2020, HATC was awarded 9 additional Mainstream Vouchers.

Effective 9/01/2022, HATC was awarded 10 additional Mainstream Vouchers. Total MVP: 49.

As of March 31, 2023, there were **37** tenants under contract.

Veteran's Affairs Supportive Housing (VASH)

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of March 31, 2023, VASH, has **20** tenants under contract.

Emergency Housing Vouchers (EHV)

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD provided 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of March 31, 2023, EHV has **14** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachments:

- A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

Mar-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	18		19	94.74%
Housing Choice Vouchers (HCV)	490	2	432	113.89%
Port Outs (PO) HCV	8		9	88.89%
Non Elderly and Disabled (NED)	64		75	85.33%
**VASH- HUD Awarded Vouchers	20		30	66.67%
**Homeless Preference	41		43	95.35%
**Family Unification Program (FUP)	17		72	23.61%
Total	658	2	680	97.06%
Total HCV Leased after the first of the month:	660			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	74	74	100.00%
Mainstream (MVP)	37	49	75.51%
**Emergency Housing Vouchers (EHV):	14	34	41.18%

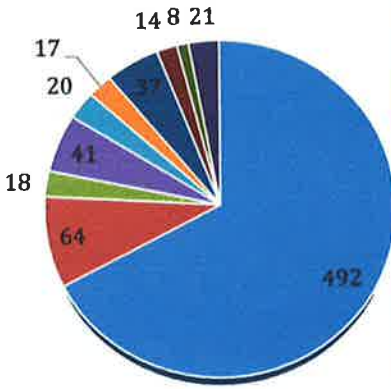
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	6	6	12
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	4		4
Homeless Preference (HP)		1	1
Family Unification Program (FUP)	2	7	9
Mainstream (MVP)			0
Emergency Housing Vouchers (EHV)	6	1	7
TOTAL			35

Waiting List (HCV, Choice PBRA, HP, MVP) :				472
Leased Port Ins (last day of month):				21

**** Direct referral only**

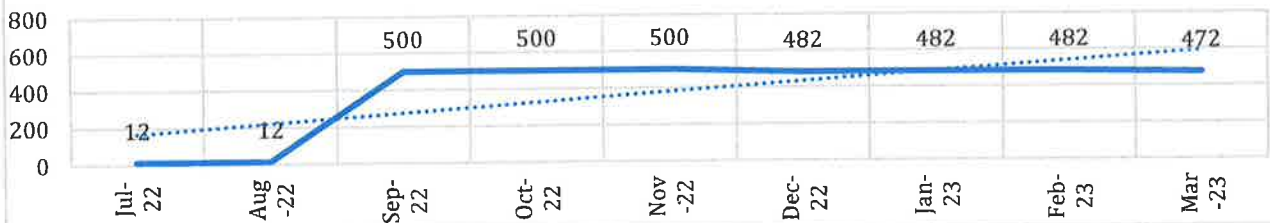
Attachment 5 A: Graphs

March 2023: 732 Total Households Served

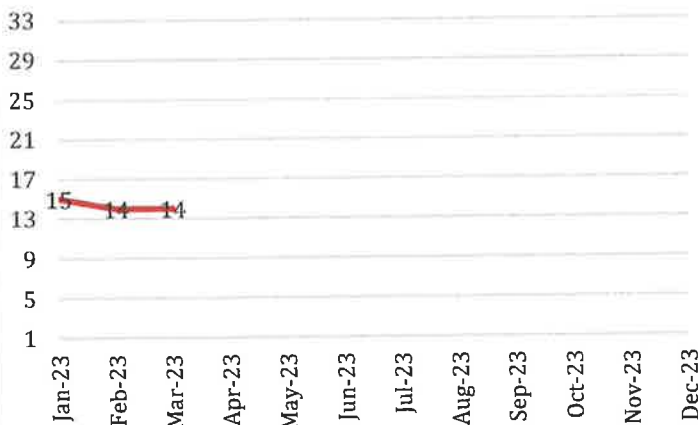


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

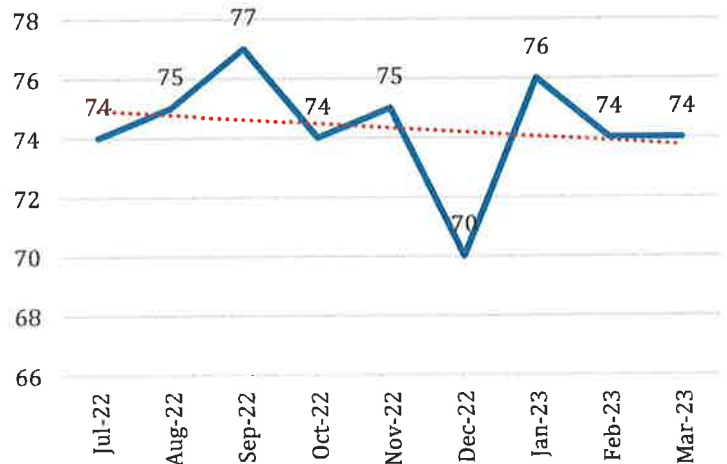
Applicants on Waiting List



EHV Households Served



COC Households Served



HATC Discussion Item: V.B.

Affordable Housing Program

May 4, 2023

Subject: An overview and summary of the activities within the Affordable Housing Program (consisting of Multifamily Housing Program and Affordable Housing Program).

Background Information:

Property	Address	Unit Count
SEA RAD OAKS	11607 Sierra Nevada Austin, TX. 78759 and 6119 Valiant Circle Austin, TX. 78749	75
SEA RAD APARTMENTS	4922 Nuckols Crossing Austin, TX. 78744	30
Carson Creek Homes	1300 Cool Shadow, Del Valle, TX. 78617	16
Manor Town Apartments	200 W. Carrie Manor St., Manor, TX. 78653	33

Occupancy and Vacancy

Occupancy rate and vacancy loss are indicators of a property's potential and/or unrealized income, respectively. Both the occupancy and vacancy rate are current as of April 26th, 2023. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (15) will be filled from the Multifamily Housing Waiting list. **Carson Creek:** 100% occupied. **Manor Town:** Vacancies (3) will be filled from the Manor Town Applicants. **SEA RAD:** Vacancies (8) will be filled from the Multifamily Housing-Eastern Oaks Waiting list. Compliance will be reviewing applications and assist with the application process.

Subsidy

Staff has experience delays in submitting 52670's (subsidy voucher) to HUD. Currently, the software HATC use isn't compatible with HUD's system. TRACSExperts was hired to submit subsidy vouchers for SEA OAKS Apartments and SEA RAD Apartments. Staff has worked with TRACSExperts to get HATC caught up with subsidy. We are finally current with the subsidy submissions and will continue to work to submit them in a timely manner.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Carlos Guzman, Director of Affordable Housing Programs

Approval:



Patrick B. Howard, *President/ CEO*

Attachment A To Discussion Item V.B.

PROPERTY DATA – Page 1 of 2

Occupancy/Vacancy/Subsidy/Market Rate/Zero

Property	Occupancy Total Occupied / Total Units	Occupancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Eviction
SEA OAKS APARTMENTS	60/75	80.00%	\$22,737.00	\$ 7,955.00	\$ -	\$ -	\$ 8,804.00	1
SEA RAD APARTMENTS	22/30	73.33%	\$ 5,837.00	\$ 7,366.00	\$ -	\$ -	\$ 4,703.00	0
MANOR TOWN APARTMENTS	30/33	90.91%	\$15,378.00	\$ -	\$ -	\$ -	\$ 3,595.00	0
CARSON CREEK HOMES	16/16	100.00%	\$12,951.00	\$ -	\$ -	\$ -	\$ -	0
TOTALS		86.06%	\$56,903.00	\$15,321.00			\$ 17,102.00	1

Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA OAKS APARTMENTS	11607 Sierra Nevada #2	2	4	\$41,280	\$15,036	\$30,236	\$560	\$526
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$426	\$417
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$749	\$417
	11607 Sierra Nevada #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$417
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$559	\$417
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$503	\$417
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$614	\$417
	11607 Sierra Nevada #20	2	4	\$42,480	\$3,150	\$13,418	\$526	\$526
	11607 Sierra Nevada #21	2	2	\$42,480	\$17,100	\$33,365	\$681	\$526

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	11607 Sierra Nevada #22	2	2	\$42,480	\$41,963	\$41,963	\$821	\$526
	6000 Valiant Circle A	2	3	\$49,650	\$43,607	\$43,607	\$925	\$526
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$34,968	\$723	\$526
	6003 Valiant Circle B	2	3	\$36,120	\$14,399	\$0	\$1,515	\$713
	6005 Valiant Circle A	2	3	\$36,120	\$41,557	\$41,557	\$874	\$526
	6007 Valiant Circle B	1	2	\$30,100	\$22,275	\$35,498	\$746	\$417
	6101 Valiant Circle B	2	3	\$36,120	\$8,521	\$40,000	\$847	\$526
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,294	\$576	\$417
	6106 Valiant Circle B	2	2	\$30,100	\$0	\$31,512	\$635	\$526
	6113 Valiant Circle A	2	4	\$30,100	\$240	\$240	\$526	\$526
	6122 Valiant Circle B	1	2	\$30,100	\$4,050	\$24,761	\$488	\$490
SEA RAD APARTMENTS	4922 Nuckols Crossing #31	3	4	\$30,100	\$12,886	\$12,886	\$713	\$694
	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$39,745	\$935	\$526
	4922 Nuckols Crossing #38	2	3	\$23,330	\$0	\$44,381	\$958	\$526
	4922 Nuckols Crossing #39						\$635	\$526
Zero Income Renters								

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$2.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$158.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$103.00)
	4922 Nuckols Crossing, 42, Austin, TX 78744	(\$14.00)
	4922 Nuckols Crossing, 48, Austin, TX 78744	(\$92.00)
	4922 Nuckols Crossing, 53, Austin, TX 78744	(103.00)
SEA OAKS APARTMENTS	5604 Valiant Circle, B, Austin, TX 78749	(181.00)
	5606 Valiant Circle, A, Austin, TX 78749	(6.00)

502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752
 Telephone: (512) 854-8245 | FAX: (512) 854-1899 | Web: www.hatctx.com

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6008 Valiant Circle, A, Austin, TX 78749	(\$156.00)
6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)
6012 Valiant Circle, B, Austin, TX 78749	(\$116.00)
6101 Valiant Circle, A, Austin, TX 78749	(\$181.00)
6102 Valiant Circle, B, Austin, TX 78749	(\$5.00)

PROPERTY DATA – Page 2 of 2

Unit Lease-Up and Release

PROPERTY NAME	# UNITS	Leased? Y or N	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE- READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	ANTICIPATED MOVE IN DATE	# REMAINING ON WAITING LIST
SEA OAKS Apartments	75	N	12	08/12/2021	09/13/2021	N.D.	0	N/A	N/A	339
		N	7	12/10/2021	N.D.	N.D.	0	N/A	N/A	339
		N	6106A	01/02/2022	02/22/2023	N.D.	0	N/A	N/A	339
		N	6108A	02/15/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6000B	02/21/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6104A	05/05/2022	02/22/2023	N.D.	0	N/A	N/A	339
		N	6009B	2/26/2023	ND	ND	0	N/A	N/A	339
		N	23	07/27/22	ND	ND	0	N/A	N/A	339
		N	6007A	09/01/2022	02/22/2023	ND	0	N/A	N/A	339
		N	6010B	02/27/2023	ND	ND	0	N/A	N/A	339
		N	6110A	11/23/2021	02/22/2023	ND	0	N/A	N/A	339
		N	6110B	12/12/2022	ND	ND	0	N/A	N/A	339
		N	6112B	12/31/2022	ND	ND	0	N/A	N/A	339
		N	6123A	10/25/2022	ND	ND	0	N/A	N/A	339
		N	6122	02/14/2023	ND	ND	0	N/A	N/A	339
		N	29	04/13/2020	08/31/2021	07/08/21	0	N/A	N/A	290
SEA RAD Apartments	30	N	30	04/13/2021	08/31/2021	N.D.	0	N/A	N/A	290
		N	34	09/13/22	08/31/2021	N.D.	0	N/A	N/A	290
		N	41	07/26/2019	08/31/2021	07/08/21	0	N/A	N/A	290
		N	46	12/09/2019	08/31/2021	N.D.	0	N/A	N/A	290
		N	50	11/30/2021	08/31/2021	N.D.	0	N/A	N/A	290

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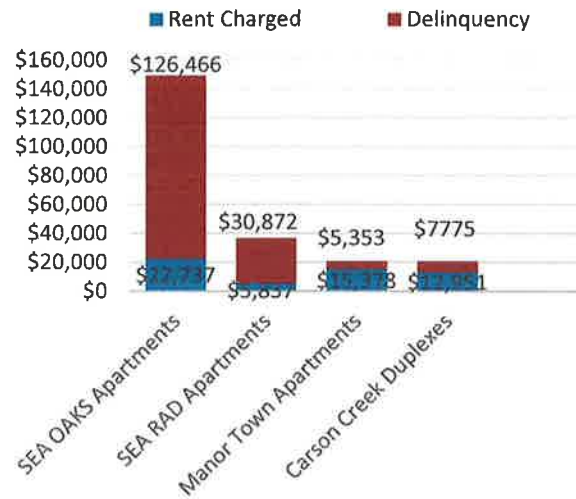
		N	51	03/31/2019	08/31/2021	N.D	0	N/A	N/A	290
		N	54	03/01/2020	08/31/2021	N.D	0	N/A	N/A	290
		N	210	08/11/22	N.D.	N/A	0	N/A	N/A	4
		N	212	10/12/2021	N.D	N/A	0	N/A	N/A	4
Manor Town Apts.	33	N	216	02/28/2022	N.D	N/A	0	N/A	N/A	4
Carson Creek	16		0	N/A	N/A	N/A	0	N/A	N/A	0
TOTALS	150									

Repayment Agreements

PROPERTY NAME	UNIT #	# DAYS PAST DUE	MONTHLY RENT AMOUNT PAST DUE	MONTHLY TENANT PAID RENT AMOUNT	ADDITIONAL MONTHLY PAYMENT AGREED TO	TOTAL AMOUNT OWING	RENT TO BE CURRENT BY WHAT DATE?	WHAT ARE THE TERMS?	RENT TO BE CURRENT BY WHAT DATE?
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SEA OAKS Apartments	6122 B	180	\$4,183	\$406	\$100	\$4,183	1/15/2023	\$100 monthly	1/15/2023
SEA RAD Apartments	0								
Manor Town Apts.	0								
Carson Creek	0								

Aged Delinquencies



UNCOLLECTED RENT:

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Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	1300B	\$100	30	Dwelling Rent
	9500B	\$6,750	90+	Dwelling Rent
	9502A	\$800	30	Dwelling Rent
	9504B	\$4,550	90	Dwelling Rent
	9510A	\$1,600	90	Dwelling Rent
	9603B	\$50	30	Dwelling Rent
Manor Town Apartments	102	\$510	30	Dwelling Rent
	112	\$659	30	Dwelling Rent
	202	\$1,200	90	Pest Control
	203	\$2,928	90+	Dwelling Rent
	205	\$56	30	Dwelling Rent
SEA RAD Apartments	28	\$6,176	90+	Dwelling Rent
	31	\$7,390	90+	Damages from Relocation/Dwelling Rent
	35	\$615	30	Dwelling Rent
	37	\$4,509	90+	Dwelling Rent/Damages from Relocation
	38	\$1,997	30	Dwelling Rent
	39	\$592	90+	Damages from Relocation
	40	\$1,874	90+	Dwelling Rent/Damages from Relocation
	45	\$3,217	90+	Dwelling Rent
	52	\$1,972	90+	Damages from Relocation
	53	\$2,530	90+	Dwelling Rent/Damages from Relocation
	13	\$3,152	90+	Dwelling Rent
	15	\$429	30	Dwelling Rent
SEA OAKS Apartments	18	\$4,560	90+	Paid to District Court
	2	\$2,118	90+	Dwelling Rent
	20	\$1,578	90+	Dwelling Rent
	21	\$2,549	90+	Dwelling Rent
	22	\$7,387	90+	Dwelling Rent
	24	\$121	30	Dwelling Rent
	3	\$1,571	90+	Dwelling Rent
	5600A	51	30	Dwelling Rent
	5600B	\$9,618	90+	Dwelling Rent
	5602	\$15,863	90+	Dwelling Rent
	5604A	\$107	30	Dwelling Rent
	5604B	\$7,861	90+	Dwelling Rent
	5606B	\$25,846	90+	Dwelling Rent

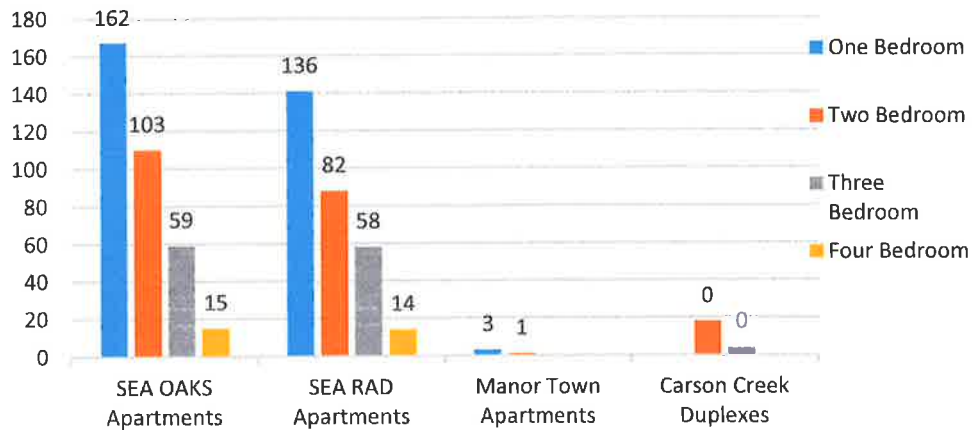
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	6000A	\$425	30	Dwelling Rent
	6001B	\$555	30	Dwelling Rent
	6003A	\$9,988	90+	Dwelling Rent
	6007B	\$399	30	Dwelling Rent
	6008A	\$4,510	90+	Dwelling Rent
	6009A	\$214	90+	Dwelling Rent
	6100A	\$7,868	90+	Dwelling Rent
	6101B	\$447	30	Dwelling Rent
	6104B	\$3,692	90+	Dwelling Rent
	6105A	\$328	60	Dwelling Rent
	6113A	\$1,574	90	Dwelling Rent
	6122B	\$6,586	90+	Dwelling Rent
	6123B	\$3,799	90+	Dwelling Rent/ Utilities
	9	\$118	30	Dwelling Rent
	13	\$3,152	90+	Dwelling Rent

Waiting List

Applicants on Waiting List



Work Orders

Project	***W. O.***			***Emergencies***						***Non-Emergency***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Days to Close
Work Orders From:														
04/01/2023 Thru:														
04/26/2023														
Staff: All Staff														
Carson Creek	4	2	2	2	2			A	100.00%	2		2	A	
Manor Town Apartments	7	1	6	5	1	4	4	F	20.00%	2		2	A	
SEA OAKS APARTMENTS	22	9	13	8	7	1	1	F	87.50%	14	2	12	A	1
SEA RAD APARTMENTS	7	6	1	5	5		1	F	80.00%	2	1	1	A	1
Total All Projects Listed:	40	18	22	20	15	5	6	F	70.00%	20	3	17	A	1

**HATC Discussion Item V.C.
May 4, 2023**

Subject: Manor Town Apartments Phase II

Background Information: Manor Town Apartments Phase I is a 33-unit Seniors community located in Manor, Texas. It was the first multifamily property to be developed within the city limits of Manor. Originally, the HATC purchased an entire city block encompassing just over 1 acre. Phase I was built in 2004 on one half acre of the property. Phase II will be constructed on the remaining half acre. The HATC has completed the planning and design phases of developing an additional 20 units (Phase II) of Senior housing on the property and has now selected a Contractor for construction.

Development Overview: The proposed Phase II of Manor Town Apartments is to be a single, two-story building consisting of 8 two-bedroom, two bath units and 12 one-bedroom, one bath units. The two-bedroom units will have a square footage of 900 sq. ft. and the one-bedroom units will have a square footage of 688 sq. ft. The building will be ADA compliant and elevator served. The property is 100% reserved for seniors. Section 8 vouchers will be welcomed. Amenities will include a large common area and kitchen for socializing and special events. A library will also be provided along with an open outdoor sitting area. All units will include washer/dryer connections. Public transportation will be provided, which will yield access to shopping, medical facilities, houses of worship, and other key locations. All Manor Town residents will have access to all property amenities and services.

Income Set-Asides: As a result of the Texas Department of Housing and Community Affairs' (TDHCA) financial underwriting review, TDHCA is requiring that two of the twenty units be set aside for persons at or below 50% of Area Median Family Income (AMFI). The Texas State Affordable Housing Corporation (TSAHC) requires that three units be set-aside for Medicare/Medicaid's Long-Term Services and Supports (LTSS) program. LTSS tenants may have financial assistance at move-in through Transition Assistance Services (TAS) and Supplemental Transition Support (STS) if they are exiting nursing homes or congregate care facilities and need support for utility deposits, furnishings, and other move-in expenses. These 3 units must be reserved for persons at 30% AMFI or below.

Current Funding Sources:

TDHCA:	\$3,352,213
TSAHC:	\$ 250,000
HATC:	<u>\$ 815,781</u>

<u>TOTAL</u>	<u>\$4,367,994</u>
---------------------	---------------------------

Construction: Notice to Proceed was executed and delivered to the contractor on 4/18/23. Sitework began 4/25/23. ESD review still underway and being addressed. A Groundbreaking Ceremony has been scheduled for 5/17/23. Staff is working to make the necessary preparations and notify anticipated guests including the residents of the original development.

Project Milestones:

1. Issue Notice to Proceed to Contractor – 4/23
2. Contractor to complete mobilization and begin construction – 4/23
3. Construction Completion – 7/24

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

N/A

Prepared by:

Keith Hoffpauir, Asset Manager

Approval:



Patrick B. Howard, *Executive Director*

HATC Discussion Item V.D.
Finance
May 4, 2023

Subject: HATC March 2023 Monthly Finance Report

The Monthly Finance Report presented is for the period ending March 31, 2023.
This report reflects financial activities for the 3-month period for the fiscal year beginning January 1, 2023

Recommended Action:
For discussion/information only. No action needed.

Alternate Option:
N/A

Fiscal Impact:
N/A

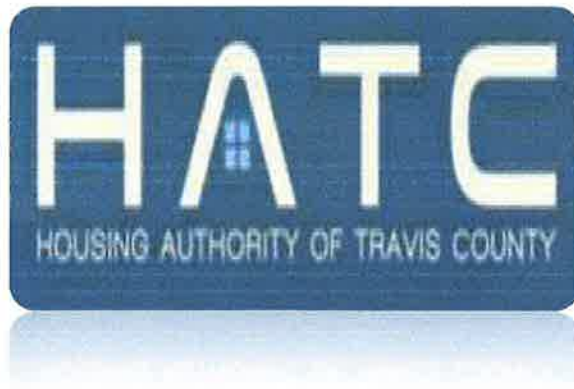
Attachment:
A. HATC Finance Report

Prepared by:
Subra Narayanaier, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County
Finance Report - March 31, 2023**

Schedule

No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
3A	Emergency Housing Voucher
4	Continuum of Care
5	MTW - Policy Research & Development Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement
9	HATC Foundation - Operating Statements
10	SEA OAKS LP - Operating Statements

Housing Authority of Travis County
Business Activities/Central Office Cost Center

Schedule 1

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
Mgmt Fees from HATC owned Properties	27,662	6,915	2,156	-	4,232	(2,683)	(39%)
Management Fees from SEA OAKS LP	23,436	5,859	1,495	4,789	7,885	2,026	35%
Management Fees - HCV	NA	NA			NA	NA	NA
Interest Income	1,500	375	517	517	1,639	1,264	337%
Other Revenues	500	125			1,240	1,115	892%
Total Revenues	\$ 53,097	\$ 13,274	\$ 4,168	\$ 5,306	\$ 14,996	\$ 1,722	3%
Expenses							
Salaries & Benefits-Executive staff	476,299	119,075	38,970	38,970	115,979	(3,096)	(3%)
Salaries & Benefits-Finance staff	214,844	53,711	15,441	15,441	46,760	(6,951)	(13%)
Salaries & Benefits-SHFC staff	102,808	25,702	3,352	3,352	10,804	(14,898)	(58%)
Salaries & Benefits-Affordable Hsg staff	252,560	63,140	22,258	22,258	66,891	3,751	6%
Audit Fees	6,750	1,688			-	(1,688)	(100%)
Office Rent	81,148	20,287	6,679	6,679	20,037	(250)	(1%)
Computer & Software	80,460	20,115	2,224	2,224	6,723	(13,392)	(67%)
Consultants	70,000	17,500	5,300	5,300	10,850	(6,650)	(38%)
Staff Training & Travel	33,275	8,319	1,550	1,550	6,086	(2,233)	(27%)
Other Administrative Expenses	31,592	7,898	5,637	5,637	13,597	5,699	72%
Insurance	5,820	1,455	485	485	1,455	(0)	(0%)
Capital Expenditures	20,000	5,000			-	(5,000)	(100%)
Contribution to HATC Properties	88,541	22,135	7,378	7,378	22,134	(1)	(0%)
Total Expenses	\$ 1,464,097	\$ 366,024	\$ 109,274	\$ 109,274	\$ 321,316	\$ (44,708)	(3%)
Excess/Deficiency Operating Rev over Exp	\$ (1,411,000)	\$ (352,750)	\$ (105,106)	\$ (103,968)	\$ (306,320)	\$ 46,430	(3%)
Contribution from TCFC	1,411,000	352,750	117,583	117,583	352,749	(1)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 12,477	\$ 13,615	\$ 46,429	\$ 46,429	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
HUD HCV Rental Subsidy	7,405,200	1,851,300	651,964	642,746	1,938,039	86,739	5%
Estimated HCV Administrative Fees	656,122	164,030	55,189	54,228	164,918	888	1%
Est Collection Loss - Port In HAP & AF	(15,000)	(3,750)	-	-	-	3,750	(100%)
Other revenues - Port In Fees, Inspection	53,278	13,320	936	2,000	4,007	(9,313)	(70%)
Interest Income	2,500	625	273	350	977	352	56%
Revenues eligible for Admin Expenses	696,900	174,225	56,398	56,578	169,902	(4,323)	(2%)
Total Revenues	\$ 8,102,100	\$ 2,025,525	\$ 708,362	\$ 699,324	\$ 2,107,941	\$ 82,416	4%
Expenses							
Salaries & Benefits - Direct S8 staff	506,057	126,514	35,733	31,345	104,243	(22,271)	(18%)
Audit Fee	18,000	4,500			-	(4,500)	(100%)
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA			-	NA	NA
Office Rent	57,963	14,491	4,771	4,771	14,313	(178)	(1%)
Staff Training & Travel	3,600	900			-	(900)	(100%)
Computer & Software	46,620	11,655	3,263	4,149	10,679	(976)	(8%)
Other Administrative Expenses	60,350	15,088	2,623	5,943	10,121	(4,967)	(33%)
Insurance	2,074	519	261	261	783	264	51%
Capital Outlay	0	NA			-	NA	NA
Administrative Expenses	694,664	173,666	46,651	46,469	140,139	(33,527)	(19%)
Rental Assistance	7,405,200	1,851,300	651,964	642,746	1,938,039	86,739	5%
Total Expenses	\$ 8,099,864	\$ 2,024,966	\$ 698,615	\$ 689,215	\$ 2,078,178	\$ 53,212	3%
Excess/Deficiency Rev over Exp	2,236	559	9,747	10,109	29,763	29,204	5224%
Draw from HCV Admin Reserves	-	-				-	NA
Provision for Administrative Reserve	\$ 2,236	\$ 559	\$ 9,747	\$ 10,109	\$ 29,763	\$ 29,204	NA

**Mainstream Program
Schedule 3**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
Rental Assistance	418,860	104,715	39,558	39,558	118,726	14,011	13%
Administrative Fees	39,007	9,752	3,341	2,609	9,041	(711)	(7%)
Total Revenues	\$ 457,867	\$ 114,467	\$ 42,899	\$ 42,167	\$ 127,767	\$ 13,300	3%
Expenses							
Administrative Salaries & Benefits	37,988	9,497	2,085	2,111	6,312	(3,185)	(34%)
Other Administrative Expenses	744	186	123	62	308	122	66%
Rental Assistance	418,860	104,715	39,610	38,922	118,142	13,427	13%
Total Expenses	\$ 457,592	\$ 114,398	\$ 41,818	\$ 41,095	\$ 124,762	\$ 10,364	9%
Provision for Reserve	\$ 276	\$ 69	\$ 1,081	\$ 1,072	\$ 3,005	\$ 2,936	4262%

**Emergency Housing Vouchers
Schedule 3A**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
Rental Assistance	243,600	60,900	13,747	14,778	43,464	(17,436)	(29%)
Administrative Fees	19,779	4,945	1,311	1,311	4,026	(919)	(19%)
Total Revenues	263,379	65,845	15,058	16,089	47,490	(18,355)	(0)
Administrative Salaries & Benefits	19,565	4,891	567	663	1,939	(2,952)	(60%)
Other Administrative Expenses		NA			-	NA	NA
Rental Assistance	243,600	60,900	13,747	14,778	43,464	(17,436)	(29%)
Total Expenses	\$ 263,165	\$ 65,791	\$ 14,314	\$ 15,441	\$ 45,403	\$ (20,388)	(31%)
Provision for Reserve	\$ 214	\$ 54	\$ 744	\$ 648	\$ 2,087	\$ 2,033	3796%

Continuum of Care Grant TX0037L6J031811
July 1, 2022 - June 30, 2023
Schedule 4

Budget Line Item	Approved Grant	Grant Budget To Date	Grant YTD Cum Total	MTD Actual Mar 2023
Grant Revenues	1,149,159	861,869	715,105	78,860
Expenses				
Housing Assistance	971,409	728,557	648,874	71,876
Direct Salaries & Benefits	50,253	37,690	35,735	4,000
Total Rental Assistance & Direct Salaries	1,021,662	766,247	684,609	75,876
Supportive Services	75,000	56,250	21	21
HMIS	2,130	1,598		
Administrative Costs	50,367	37,775	30,475	2,963
Total Expenses	1,149,159	861,869	715,105	78,860
	\$ -	\$ -	\$ -	\$ -

MTW - Policy Development & Research Grant
Feb 16, 2021 - Feb 15, 2024
Schedule 5

Budget Line Item	Grant Award	Grant Budget To Date	Cumulative Total	MTD Actual Mar 2023
Grant Revenues	25,000	25,000	-	
Expenses				
MTW conversion - Software & Hardware	25,000	25,000	-	
Total Expenses	\$ 25,000	\$ 25,000	\$ -	
	\$ -	\$ -	\$ -	

Housing Authority of Travis County
SEA RAD - Eastern Oaks
Schedule 6

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg \$ & %	
Gross Potential Rent	204,049	51,012	20,250	15,007	52,694	1,682	3%
Vacancy Loss	(10,202)	(2,551)	(4,856)	(4,856)	(14,568)	(12,017)	471% B
Revenues							
Dwelling Rent	\$ 58,154	14,539	\$ 7,499	5,365	17,592	3,053	21%
HUD Subsidy	135,693	33,923	7,895	4,786	20,534	(13,389)	(39%)
Collection Losses - Estimated	(1,163)	(291)		(17,661)	(17,661)	(17,370)	5974% C
Other Revenues	-	-	21	44	770	770	NA
Total Revenues	\$ 192,684	\$ 48,171	\$ 15,415	\$ (7,466)	\$ 21,235	\$ (26,936)	(56%)
Expenses							
Administrative Salaries & Benefits	\$ 32,725	8,181	\$ 1,659	1,660	4,988	(3,193)	(39%)
Other Administrative Expenses	13,380	3,345	75	269	591	(2,754)	(82%)
Management Fees	9,634	2,409	771		1,435	(973)	(40%)
Maintenance Salaries & Benefits	36,852	9,213	2,942	4,955	10,533	1,320	14%
Maintenance Materials	12,250	3,063	97	2,786	3,570	508	17%
Maintenance Contracts	35,496	8,874	2,890	4,609	10,002	1,128	13%
Utilities	23,718	5,930	1,458	1,687	4,962	(968)	(16%)
Insurance	10,468	2,617	825	825	2,475	(142)	(5%)
Security	NA	NA	2,762		5,558	-	NA A
Contribution to Repl Reserve	16,404	4,101	1,367	1,367	4,101	-	0%
Total Expenses	\$ 190,927	\$ 47,732	\$ 14,846	\$ 18,158	\$ 48,215	\$ (5,075)	(11%)
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 439	\$ 569	\$ (25,624)	\$ (26,980)	(21,861)	(4978%)
Contribution from Business Activities		-	-	-	-		NA
Provision for Reserve	\$ 1,757	\$ 439	\$ 569	\$ (25,624)	\$ (26,980)	\$ (21,861)	NA

A - Security - not budgeted C - Estimated Bad Debts - delinquent & uncollected tenants balances
B- 9 units vacant. Vacancy higher than budgeted

Housing Authority of Travis County

Manor Town

Schedule 7

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
Dwelling Rent	210,658	52,664	14,590	15,378	45,066	(7,598)	(14%) A
Collection Losses	(4,213)	(1,053)		(1,296)	(1,296)	(243)	23%
Other Tenant Revenues	-	-			-	-	NA
Other Revenues	1,800	450	38	1,772	1,849	1,399	311%
Total Revenues	\$ 208,244	\$ 52,061	\$ 14,628	\$ 15,854	\$ 45,619	\$ (6,442)	(3%)
Expenses							
Administrative Salaries & Benefits	35,456	8,864	1,809	1,810	5,439	(3,425)	(39%)
Other Administrative Expenses	6,580	1,645	236	686	1,129	(516)	(31%)
Management Fees	10,412	2,603	731	-	1,488	(1,115)	(43%)
Maintenance Salaries & Benefits	40,731	10,183	2,804	5,623	12,332	2,149	21%
Maintenance Materials	23,450	5,863	57	737	1,279	(4,584)	(78%)
Maintenance Contracts	33,420	8,355	4,821	9,032	15,803	7,448	89%
Utilities	19,200	4,800	1,683	1,670	3,598	(1,202)	(25%)
Insurance	16,283	4,071	1,285	1,285	3,855	(216)	(5%)
Maintenance Reserve-\$500 unit/year	16,500	4,125	1,375	1,375	4,125	-	0%
Capital Item/Non-Routine Expenses	9,000	2,250			-	(2,250)	(100%)
Debt Service - Principal & Interest	85,752	21,438	7,146	7,146	21,438	-	0%
Total Expenses	\$ 296,785	\$ 74,196	\$ 21,947	\$ 29,364	\$ 70,486	\$ (3,710)	(1%)
Excess/Deficiency Rev over Exp	\$ (88,541)	\$ (22,135)	\$ (7,319)	\$ (13,510)	\$ (24,867)	(2,732)	12%
Contribution from Business Activities	88,541	22,135	7,378	7,378	22,134	(1)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 59	\$ (6,132)	\$ (2,733)	\$ (2,733)	NA

A - Dwelling Rent lower than budgeted. 5 units vacant.

**Housing Authority of Travis County
Carson Creek
Schedule 8**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg \$ & %	
Revenues							
Dwelling Rent	\$ 155,412	38,853	\$ 12,951	\$ 12,951	\$ 38,853	-	0%
Collection Losses - Estimated	(3,108)	(777)		(5,220)	(5,220)	(4,443)	572%
Other Tenant Revenues	-	-			3	3	NA
Other Revenues	-	-	131	150	422	422	NA
Total Revenues	\$ 152,304	\$ 38,076	\$ 13,082	\$ 7,881	\$ 34,058	\$ (4,018)	(3%)
Expenses							
Administrative Salaries & Benefits	\$ 17,139	4,285	\$ 862	\$ 863	2,593	(1,692)	(39%)
Other Administrative Expenses	5,100	1,275	40	2,043	2,109	834	65%
Management Fees - 5% of Revenues	7,615	1,904	654	-	1,309	(595)	(31%)
Maintenance Salaries & Benefits	19,396	4,849	1,312	2,607	5,547	698	14%
Maintenance Materials	11,200	2,800	903	131	1,034	(1,766)	(63%)
Maintenance Contracts	26,760	6,690	605	1,705	2,595	(4,095)	(61%)
Utilities	450	113			-	(113)	(100%)
Insurance	4,644	1,161	375	375	1,126	(35)	(3%)
Maintenance Reserve-\$500 unit/year	8,000	2,000	667	667	2,001	1	0%
Total Expenses	\$ 100,304	\$ 25,076	\$ 5,418	\$ 8,391	\$ 18,314	(6,762)	(27%)
Excess/Deficiency Rev over Exp	52,000	13,000	7,664	(510)	15,744	2,744	21%
Provision for Reserve	\$ 52,000	\$ 13,000	\$ 7,664	\$ (510)	\$ 15,744	\$ 2,744	21%

**Housing Authority of Travis County
HATC - Foundation
Schedule 9**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual Mar 2023	MTD Actual Mar 2023	FYTD Actual Mar 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues							
Donations & Other Revenues	5,000	1,250	-	-	-	(1,250)	(100%)
Total Revenues	\$ 5,000	\$ 1,250	\$ -	\$ -	\$ -	\$ (1,250)	(100%)
Expenses							
Salaries & Benefits - Project Coordinator	\$ 72,009	18,002	\$ 5,183	\$ 5,180	15,546	(2,456)	(14%)
Other Administrative Expenses	8,550	2,138	74	74	222	(1,916)	(90%)
Job Training & Youth Development	21,000	5,250			-	(5,250)	(100%)
Tenant Services/Scholarships	25,000	6,250			-	(6,250)	(100%)
Insurance	-	-	4	4	12	12	NA
Total Expenses	\$ 126,559	\$ 31,640	\$ 5,261	\$ 5,258	\$ 15,780	\$ (15,860)	(50%)
Excess/Deficiency Rev over Exp	(121,559)	(30,390)	(5,261)	(5,258)	(15,780)	14,610	(48%)
Contribution from TCFC Unrestricted Funds	71,559	17,890	5,963	5,963	17,889	(1)	(0%)
Draw from Reserve	50,000					-	NA
Provision for Reserve	\$ -	\$ (12,500)	\$ 702	\$ 705	\$ 2,109	\$ 14,609	NA

SEA OAKS
Schedule 10

	CY2022 Budget	3-mth Budget YTD	MTD March 2023	Actual YTD March 2023	Incr/(Decr) \$ & %	
Revenues						
Gross Potential Rent	492,173	123,043	38,049	112,224	(10,819)	-9%
Vacancy Loss	(24,609)	(6,152)	(8,164)	(21,027)	(14,875)	242% A
Rental Income	140,269	35,067	21,623	65,260	30,193	86%
HUD Subsidy	327,295	81,824	8,262	25,937	(55,887)	-68%
Other Tenant Revenue	3,000	750	709	1,266	516	69%
Collection Loss - Vacated Tenant	(2,953)	(738)	(2,110)	(2,110)	(1,372)	186%
Other Revenue	1,100	275	23	77	(198)	-72%
Total Operating Revenues	468,711	117,178	28,507	90,430	(26,748)	-23%
Expenses						
Legal & Eviction Fees	2,000	500		3,125	2,625	525%
Other Administrative Costs	18,000	4,500	1,018	2,811	(1,689)	-38%
Management Fee	23,436	5,859	4,789	7,885	2,026	35%
Audit & Tax Fees	10,000	2,500	771	2,313	(187)	-7%
Payroll and Benefits						
Manager	42,402	10,601	2,300	6,900	(3,701)	-35%
Maintenance	45,293	11,323	2,789	9,820	(1,503)	-13%
Taxes and Benefits	25,496	6,374	2,115	5,550	(824)	-13%
Repairs and Maintenance						
Extermination	3,900	975		1,105	130	13%
Grounds	11,196	2,799	933	3,199	400	14%
Make Ready	7,500	1,875	385	885	(990)	-53%
Maintenance Materials	32,920	8,230	3,641	11,226	2,996	36%
Other Routine Contract Costs	6,500	1,625	2,236	5,217	3,592	221%
Utilities	41,000	10,250	4,606	9,387	(863)	-8%
Trash	54,000	13,500	4,949	14,513	1,013	8%
Property Insurance	30,173	7,543	7,508	17,639	10,096	134% B
Other Insurance - Liab & Work Comp	9,651	2,413	825	1,828	(585)	-24%
Total Operating Expenses	363,466	90,867	38,865	103,403	12,537	14%
Net Operating Income/(Loss) - NOI	105,245	26,311	(10,358)	(12,973)	(39,285)	(0)
Contribution to Replacement Reserve	24,226	6,056	2,020	6,060	4	0%
NOI less Reserves	81,019	20,255	(12,378)	(19,033)	(39,288)	-194%
Debt Service - Principal & Interest	65,703	16,426	8,680	19,650	3,224	20% C
Debt Service Coverage Ratio	1.23	1.23	(1.43)	(0.97)	NA	NA
Operating Cash Flow	15,316	3,829	(21,058)	(38,683)	(15,316)	-400%
Asset Management Fee	7,535	1,884	629	1,885	1	0%
Non Routine & Capital Expenditures	60,000	1,945	14,126	15,446	13,501	694% D

A - 15 units vacant in March 2023

B - Increase in Property Insurance renewal

C - Increase in debt service due to higher interest rate

D - Tree trimming costs

**HATC Discussion Item V.E.
May 4, 2023**

Subject: HATC Human Resources / Organizational Development *and* HATC Foundation Updates

Background Information:

HATC in the Community Series

- Our dedicated series of programs presented to the community via our brand new *HATC in the Community* series for 2023 continues, with our next event will taking place on Friday, May 26, and relating directly to *Mental Health Awareness Month*.

Personnel Policy Revisions

- An amended version of the HATC Personnel Policy Manual has been completed and is presented for Board review and approval. Relevant documents are being placed on Boardable.

HATC 2022-2025 Strategic Plan Updates

- Updates regarding goal tracking and progress for the 2022-2025 HATC Strategic Plan continue to be tracked as we move through 2023. A progress tracking report for Q1 2023 will soon be available for all Board members to review and will be placed on Boardable.

2023 HR Training & Development

- Training and development plans continue for HATC, with sessions continue to be scheduled. A program was presented by Deer Oaks, who is HATC's EAP (Employee Assistance Plan) provider, was held on April 21 focusing on their wide variety of employee support resources, including counseling, financial education, legal services, and much more. All training will continue to be delivered in alignment with the HATC Strategic Plan.

Website Upgrades

- HATC remains engaged in the upgrade and general redesign of the HATC and HATC Foundation websites. Also, information relating to SHFC is still in the process of being migrated to a separate standalone site dedicated just to SHFC. Overall, each of these sites will have a cleaner look, easier navigation, and greater online impact.
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The HATC Foundation

- The HATC Foundation engaged in a new collaborative effort with Austin Public Library to meet the digital needs of HATC residents and clients. As part of this agreement, and as previously reported, APL has loaned 50 Dell Chromebook laptops (purchased by APL via the Emergency Connectivity Fund) to the Foundation, which will be responsible for distribution and accounting of the devices. Inventory tagging and distribution planning efforts are underway to facilitate the most effective and equitable distribution of these computer resources to both HATC property residents and voucher holders. Furthermore, HATC Foundation staff continues to work with partners including APL and Austin Free-Net to ensure equitable and long-lasting technology access. APL will also offer residents one-on-one digital navigation assistance.
- Foundation staff has completed efforts to facilitate community spaces at Alexander Oaks, Eastern Oaks, and Summit Oaks with learning hubs and computer labs. Computers have been installed at all three locations for tenant use. Along with stocking these spaces with school supplies, staff obtained the desktop computers through the City of Austin's Community PC Program.
- The HATC Foundation has continued collaboration with Community Coalition for Health to formulate on-site programming, with a particular focus on setting up rotating food pantries and monthly events focused on health and wellness.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Steve Peglar, SPHR, SHRM-SCP
Deputy Executive Director / HR & Organizational Development

Approval:



Patrick B. Howard, *CEO/Executive Director*