

June 1, 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. ACTION ITEM

- A. Administer the Housing Authority of Travis County's Oath of Office of confirmed appointee of Travis County Commissioners Court

III. 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.*

IV. CONSENT AGENDA

- A. Approval of the Minutes from the April 6, 2023 Regular Meeting
B. Approval of the Minutes from the May 4, 2023 Regular Meeting

V. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs/ Homeless Initiatives – [Christina Montes](#)
 1. HCV Program (Conventional)
 2.A. Homeless Initiatives
 2.B. Support Service Budget Line Item
 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

OATH OF OFFICE
OF THE
BOARD OF COMMISSIONER'S
HOUSING AUTHORITY OF TRAVIS COUNTY

I, _____ do solemnly swear that I will faithfully execute the duties of the office of Commissioner of the Housing Authority of Travis County, Texas and will to the best of my ability preserve, and protect, and defend the Constitution and laws of the United States and of this state, and I solemnly swear that I have not directly or indirectly paid, offered, or promised to pay, contribute, nor promised to contribute any money, or valuable thing or promised any public office of employment as a reward to secure appointment, so help me God.

Name
Commissioner

Subscribed and sworn to before me, by the said _____,
this ____ day of _____, 2022, to certify which witness my hand and seal of
office.

Signature of Notary

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
April 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=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

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

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

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Guest: Larry Frazier with Carleton Company. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Director of Affordable Housing Programs Carlos Guzman; 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](mailto:Madeleine.Hoffman@traviscountytexas.gov)*
- *Maximum three-minute limit per speaker*

Robert Onion former employee of the Housing Authority of Travis County.

- Benefits (Sick Leave) are not being paid out according to the Personnel Policy.
- I had a total of over 600 sick leave hours, however, was only paid for 120 hours versus 240 hours which are specified in the Personnel Policy.
- A complaint has been filed in small claims court.

III. PUBLIC HEARING REGARDING RESOLUTION HATC-2023-04

There were no public comments.

IV. GROUP DISCUSSION

A. Setting Expectations

Deputy Executive Director Steve Peglar presented Item IV.A. and IV.B

B. 2022-2025 Review of Strategy & Tactics for Strategic Plan Focus Areas – Resource Development and Organizational Development

- At the February board retreat the first two Strategic Plan Priorities were discussed.
- Priority Three - Resource Development and Priority Four - Organizational Development will be discussed today.

V. SUMMARY/DOCUMENTATION OF TAKEAWAYS & DELIVERABLES

VI. CONSENT AGENDA

A. Approval of the Minutes from the February 6, 2023 Regular Meeting

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

VII. ACTION ITEM

A. Resolution No. HATC-2023-04	To Approve and Authorize the Travis County Facilities Corporation to approve the Frontier Valley Apartments Project; and other matters in connection therewith.
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Commissioner Wilmer Roberts made a **motion** to approve Item VII.A. Chair Sharal Brown seconded the motion, which **passed** unanimously.

VIII. CEO / EXECUTIVE DIRECTOR'S REPORT

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

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

Housing Manager Victoria Perez presented Item V.A.

- Recently hired a person for the position of social worker.
- HCV audit started April 3, 2023 and went through April 5, 2023.
- Currently there are 472 on the wait list.

B. Affordable Housing Programs – *Carlos Guzman*

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

- REAC inspection at Alexander and Summit with a score of 81.
- Preparing for REAC inspection for Eastern which is scheduled for April 26, 2023.

C. Real Estate Development – *Keith Hoffpauir*

1. Manor Town Phase II

Asset Manager Keith Hoffpauir presented Item V.C.

- Working with the Consultant on getting the draw process through TDHCA for Eastern.
- Consultant has been locked out of TDHCA's processing system.
- Consultant has spoke to contact person at TDHCA and the information was loaded in the system, and they are processing. Once that is completed there will be one draw left.
- Construction should begin on Manor Town Phase II by the end of April 2023.
- Groundbreaking or ribbon cutting for Manor Town Phase II

D. Finance – *Subra Narayanaier*

Director of Finance Subra Narayanaier presented Item V.D.

- Received the audit report for SEA Oaks
- HATC audit started April 3, 2023 and went through April 5, 2023.

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

Deputy Executive Director Steve Peglar presented Item V.E.

- Revised Personnel Policy will be presented at the next scheduled Board Meeting.
- Working on a website upgrade.
- Secured 50 new Dell Chromebooks which are available to Voucher holders and property residents.

IX. 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

X. DISCUSSION ITEM

A. Introduction of Carleton Companies

- Approval of the Carleton Companies being the third-party property management is still pending, however expect approval any day.
- Carleton Company has been around since 1991 with a development, contract, asset management, finance, and property management division.
- Larry Frazier with Carleton Company introduced his staff to the Board Members.
- Laura Sullivan Vice President of Operations; Annette Harden is the Vice President of Accounting and Finance and Ben Harden Compliance.

XI. NEW / UNFINISHED BUSINESS

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

- Travis County Commissioner's Court is interviewing people for vacancy position on the Board.
- Texas NAHRO Conference April 13, 2023.
- Travel expenses for Board members that the agency covers are as follows:
- General Services Administration (GSA) daily allotted amount for food, vehicle mileage, conference registration, air and hotel.

XII. 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*

Chair Sharal Brown made a **motion** to adjourn to Executive Session. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 9:56 a.m.

The Board reconvened at 10:27 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig

XIII. ADJOURNMENT

Commissioner Wilmer Roberts made a **motion** to adjourn the Board meeting. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:28 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
May 4, 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.

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

A quorum was established, 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. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir, Sr.; Admin Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Specialist Olivia Nichols; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar. Executive Director Patrick Howard certified the quorum.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

There was no Citizen Communication at that time.

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.

Commissioner Janet Wenig made a **motion** to approve Items III. A., III.B., and III.C. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

IV. ACTION ITEM

A. Resolution No. HATC-2023-05	To <u>Amend</u> the Personnel Policy Manual
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Deputy Executive Director / HR & OD Steve Peglar presented item IV.A.

Commissioner Jimmy Paver made a **motion** to approve Items IV.A. with the following corrections. (1) Adding reduction in force to the employee separation category. (2) Have the Personnel Policy reviewed by and attorney. Commissioner Wilmer Roberts 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, Director of Voucher Programs & Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Housing Specialist Oliva Nichols presented Item V.A. 1-3.

- No new vouchers, ending COC grant
- Funding For Mental Health
- Foundation Board helping with needs
- Providing transportation, Tech supplies...etc (small amount given for this)
- Providing food that children can prepare themselves
- Renting storage for mattress and bedding supplies
- Summary for the \$75,000.00
- Write a letter to get VA support

B. Affordable Housing Programs – *Carlos Guzman*

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

- Recerts

C. Real Estate Development – *Keith Hoffpauir*

Asset Manager Keith Hoffpauir presented item V.C.

1. *Manor Town Phase II*

- Uploading Draw request
- Manor Town 2 updates
- Change the name of Manor Town 2 Groundbreaking

D. Finance – *Subra Narayanaier*

Director of Finance & Administration Subra Narayanaier presented item V.D.

- July 1, 3rd Party will be taking over management for Affordable Housing.
- Software update.

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

Deputy Executive Director / HR & OD Steve Peglar presented item V.E.

- May 26, Mental Health, HATC in the Community event at Alexander Oaks

- Website upgrades
- Training on personal policy
- 50 new chrome books for residents

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. NEW / UNFINISHED BUSINESS

No comments were made

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:*
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 - *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

Commissioner Janet Wenig made a **motion** to adjourn the Board meeting Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:37 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

HATC Discussion Item V.A.1.

June 1, 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 April 30, 2023, 491 of HATC's HCV allocation were utilized in a conventional fashion.

As of April 30, 2023, the total lease up for the HCV program was **665 of 680**. Occupancy rate was at **97.79%**.

For this reporting period, there were **469** applicants on the waiting list.

Portable In: 22 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 April 30, 2023, Cambridge had a total lease up of 19 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.A.

June 1, 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 April 30, 2023, HATC, provided housing assistance to **75** 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 April 30, 2023, *HP* has **37** 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.2.B.

June 1, 2023

Subject: Supportive Service Budget Line Item

Upward Continuum of Care (CoC) Grant TX0037L6J031811

July 1, 2022 - June 30, 2023

HATC received a total of \$1,149,159.00 to administer the current CoC grant which included two budget line items (BLIs). HUDs code of federal regulations 24 CFR Part 578 governs the specifics of each BLI for administration of this grant.

BLI for *Rental Assistance* totaling \$1,098,792.00 allows for monthly rental assistance and security deposits to continuously serve 74 program participants.

BLI for *Administration* totaling \$50,367 allows for direct salary cost for staff administering the grant to include the cost of staff trainings.

Due to program participants expressing a need for additional supportive services for continued housing stability, a grant amendment was submitted to HUD for approval in November 2022 to reallocate funds to additional BLIs. The amendment reduced rental assistance funding in order to add BLIs for supportive services and HMIS. Reducing the rental assistance BLI does not negatively impact the number of participants served monthly.

BLI for *Supportive Services* totaling \$75,000 allows for an array of eligible supportive services to be provided directly to each program participant by a supportive service provider.

BLI for *HMIS* totaling \$2130 allows for eligible costs to cover HMIS licenses yearly. Other eligible costs include purchasing software and equipment specifically for staff administering this grant.

HUD approved the amendment request on January 6, 2023. The following chart displays the approved reallocation of funds:

Name	Authorized Amount
Rental Assistance	\$1,021,662.00
Supportive Services	\$75,000.00
HMIS Costs	\$2,130.00
Administration	\$50,367.00

Post approval timeline:

January 2023: Posted Social Worker Position. Salary and benefits for this position are directly provided by the supportive service BLI.

January - February 2023: Received and reviewed potential candidate resumes.

February - March 2023: Conducted Interviews.

April 2023: Olivia Nichols started employment.

April 2023: To identify individual needs, a *Needs Assessment Survey* was provided to all program participants and home visits were conducted.

May – June 2023: Continue assessing and providing supportive services as needed.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. 24 CFR 578.53
- B. COC Supportive Service Expense Report (Olivia Nichols)

Prepared by:

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

Approval:

Patrick B. Howard, CEO/Executive Director

Program participants will not retain rental assistance if they move. Up to 15 years of rental assistance may be awarded in one competition.

(f) *Grant amount.* The amount of rental assistance in each project will be based on the number and size of units proposed by the applicant to be assisted over the grant period. The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant.

(g) *Rent reasonableness.* HUD will only provide rental assistance for a unit if the rent is reasonable. The recipient or subrecipient must determine whether the rent charged for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units.

(h) *Payment of grant.* (1) The amount of rental assistance in each project will be reserved for rental assistance over the grant period. An applicant's request for rental assistance in each grant is an estimate of the amount needed for rental assistance. Recipients will make draws from the grant funds to pay the actual costs of rental assistance for program participants.

(2) For tenant-based rental assistance, on demonstration of need:

(i) Up to 25 percent of the total rental assistance awarded may be spent in any year of a 5-year grant term; or

(ii) A higher percentage if approved in advance by HUD, if the recipient provides evidence satisfactory to HUD that it is financially committed to providing the housing assistance described in the application for the full 5-year period.

(3) A recipient must serve at least as many program participants as shown in its application for assistance.

(4) If the amount in each grant reserved for rental assistance over the grant period exceeds the amount that will be needed to pay the actual costs of rental assistance, due to such factors as contract rents being lower than FMRs and program participants being able to pay a portion of the rent, recipients or subrecipients may use the excess funds for covering the costs of rent increases, or for serving a greater number of program participants.

(i) *Vacancies.* If a unit assisted under this section is vacated before the expiration of the lease, the assistance for the unit may continue for a maximum of 30 days from the end of the month in which the unit was vacated, unless occupied by another eligible person. No additional assistance will be paid until the unit is occupied by another eligible person. Brief periods of stays in institutions, not to exceed 90 days for each occurrence, are not considered vacancies.

(j) *Property damage.* Recipients and subrecipients may use grant funds in an amount not to exceed one month's rent to pay for any damage to housing due to the action of a program participant. This shall be a one-time cost per participant, incurred at the time a participant exits a housing unit.

(k) *Resident rent.* Rent must be calculated as provided in § 578.77. Rents collected from program participants are program income and may be used as provided under § 578.97.

(l) *Leases.* (1) *Initial lease.* For project-based, sponsor-based, or tenant-based rental assistance, program participants must enter into a lease agreement for a term of at least one year, which is terminable for cause. The leases must be automatically renewable upon expiration for terms that are a minimum of one month long, except on prior notice by either party.

(2) *Initial lease for transitional housing.* Program participants in transitional housing must enter into a lease agreement for a term of at least one month. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months.

(m) *VAWA emergency transfer plan costs.* Recipients and subrecipients of grants for tenant-based rental assistance may use grant funds to pay amounts owed for breaking the lease if the family qualifies for an emergency transfer under the emergency transfer plan established under § 578.99(j)(8).

[77 FR 45442, July 31, 2012, as amended at 81 FR 38584, June 14, 2016; 81 FR 80810, Nov. 16, 2016]

§ 578.53 Supportive services.

(a) *In general.* Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service

facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

(1) Supportive services must be necessary to assist program participants obtain and maintain housing.

(2) Recipients and subrecipients shall conduct an annual assessment of the service needs of the program participants and should adjust services accordingly.

(b) *Duration.* (1) For a transitional housing project, supportive services must be made available to residents throughout the duration of their residence in the project.

(2) Permanent supportive housing projects must provide supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence in the project.

(3) Services may also be provided to former residents of transitional housing and current residents of permanent housing who were homeless in the prior 6 months, for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent living.

(4) Rapid rehousing projects must require the program participant to meet with a case manager not less than once per month as set forth in § 578.37(a)(1)(ii)(F), to assist the program participant in maintaining long-term housing stability.

(c) *Special populations.* All eligible costs are eligible to the same extent for program participants who are unaccompanied homeless youth; persons living with HIV/AIDS; and victims of domestic violence, dating violence, sexual assault, or stalking.

(d) *Ineligible costs.* Any cost that is not described as an eligible cost under this section is not an eligible cost of providing supportive services using Continuum of Care program funds. Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible costs.

(e) *Eligible costs.* (1) *Annual Assessment of Service Needs.* The costs of the assessment required by § 578.53(a)(2) are eligible costs.

(2) *Assistance with moving costs.* Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.

(3) *Case management.* The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Component services and activities consist of:

(i) Counseling;

(ii) Developing, securing, and coordinating services;

(iii) Using the centralized or coordinated assessment system as required under § 578.23(c)(9).

(iv) Obtaining federal, State, and local benefits;

(v) Monitoring and evaluating program participant progress;

(vi) Providing information and referrals to other providers;

(vii) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and

(viii) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

(4) *Child care.* The costs of establishing and operating child care, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible.

(i) The children must be under the age of 13, unless they are disabled children.

(ii) Disabled children must be under the age of 18.

(iii) The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

(5) *Education services.* The costs of improving knowledge and basic educational skills are eligible.

(i) Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).

(ii) Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

(6) *Employment assistance and job training.* The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

(i) Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.

(ii) Services that assist individuals in securing employment consist of:

- (A) Employment screening, assessment, or testing;
- (B) Structured job skills and job-seeking skills;
- (C) Special training and tutoring, including literacy training and pre-vocational training;
- (D) Books and instructional material;
- (E) Counseling or job coaching; and
- (F) Referral to community resources.

(7) *Food.* The cost of providing meals or groceries to program participants is eligible.

(8) *Housing search and counseling services.* Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible.

(i) Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements.

(ii) Other eligible costs are:

- (A) Mediation with property owners and landlords on behalf of eligible program participants;
- (B) Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- (C) The payment of rental application fees.

(iii) Housing counseling, as defined in § 5.100, that is funded with or provided in connection with grant funds must be carried out in accordance with § 5.111. When recipients or subrecipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing counseling, as defined in § 5.100, and therefore are not required to be carried out in accordance with the certification requirements of § 5.111.

(9) *Legal services.* Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the homeless individual or family's ability to obtain and retain housing.

(i) Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants.

(ii) Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

(iii) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

(iv) Legal services for immigration and citizenship matters and issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are ineligible.

(10) *Life skills training.* The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and

money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

(11) *Mental health services.* Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(12) *Outpatient health services.* Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

(i) Providing an analysis or assessment of an individual's health problems and the development of a treatment plan;

(ii) Assisting individuals to understand their health needs;

(iii) Providing directly or assisting individuals to obtain and utilize appropriate medical treatment;

(iv) Preventive medical care and health maintenance services, including in-home health services and emergency medical services;

(v) Provision of appropriate medication;

(vi) Providing follow-up services; and

(vii) Preventive and noncosmetic dental care.

(13) *Outreach services.* The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

(i) Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.

(ii) Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

(14) *Substance abuse treatment services.* The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

(15) *Transportation.* Eligible costs are:

(i) The costs of program participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other services eligible under this section.

(ii) Mileage allowance for service workers to visit program participants and to carry out housing quality inspections;

(iii) The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;

(iv) The cost of gas, insurance, taxes, and maintenance for the vehicle;

(v) The costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation; and

(vi) If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:

(A) Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);

(B) Payments for car repairs or maintenance must be paid by the recipient or subrecipient directly to the third party that repairs or maintains the car; and

(C) The recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.

(16) *Utility deposits.* This form of assistance consists of paying for utility deposits. Utility deposits must be a one-time fee, paid to utility companies.

(17) *Direct provision of services.* If the service described in paragraphs (e)(1) through (e)(16) of this section is being directly delivered by the recipient or subrecipient, eligible costs for those services also include:

(i) The costs of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and

(ii) The salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

[77 FR 45442, July 31, 2012, as amended at 81 FR 90660, Dec. 14, 2016]

§ 578.55 Operating costs.

(a) *Use.* Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units.

(b) *Eligible costs.* (1) The maintenance and repair of housing;

(2) Property taxes and insurance;

(3) Scheduled payments to a reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost);

(4) Building security for a structure where more than 50 percent of the units or area is paid for with grant funds;

(5) Electricity, gas, and water;

(6) Furniture; and

(7) Equipment.

(c) *Ineligible costs.* Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the operating costs of emergency shelter- and supportive service-only facilities. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

§ 578.57 Homeless Management Information System.

(a) *Eligible costs.* (1) The recipient or subrecipient may use Continuum of Care program funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care, including the costs of:

(i) Purchasing or leasing computer hardware;

(ii) Purchasing software or software licenses;

(iii) Purchasing or leasing equipment, including telephones, fax machines, and furniture;

(iv) Obtaining technical support;

(v) Leasing office space;

(vi) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;

(vii) Paying salaries for operating HMIS, including:

(A) Completing data entry;

(B) Monitoring and reviewing data quality;

(C) Completing data analysis;

(D) Reporting to the HMIS Lead;

(E) Training staff on using the HMIS; and

(F) Implementing and complying with HMIS requirements;

(viii) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;

(ix) Paying staff travel costs to conduct intake; and

Supportive Services	PAID						\$75,000
---------------------	------	--	--	--	--	--	----------

Food for Clients	\$	22.03	\$	30.55	\$	34.29	\$	89.77	\$	67.62	\$	244.26	3 Clients
Application Fees	\$	20.68	\$	50.69	\$	54.00	\$	53.95	\$		\$	179.32	2 clients
Bus Passes	\$	41.25	\$	41.25	\$	41.25	\$	206.25	\$		\$	330.00	6 Clients
Moving Expenses	\$	1,062.00	\$	387.00					\$		\$	1,449.00	2 clients
Medical Expenses	\$	99.95	\$	99.95					\$		\$	199.90	2 clients
Client Debt/Credit Assistance	\$	2,603.55							\$		\$	2,603.55	1 Client
TOTAL:											\$	5,006.03	

Upcoming Projected Spending	Estimates	
-----------------------------	-----------	--

Food for Clients	\$	883.20	Average:10 clients- potentially many more
Application Fees	\$	500.00	Average: 4 clients
Bus Passes	\$	206.25	Average: 5 clients
Moving Expenses	\$	6,000.00	6 people moving by the end of June
Dental Exam	\$	800.00	2 clients
Oxygen Machine(waiting script)	\$	650.00	1 Client
Mental Health Appts	\$	600.00	3/4 clients have shown interest so far
Job Training	\$	200.00	1 client has shown interest so far
Client Debt/Credit Assistance			Continue to assess
TOTAL:	\$	9,839.45	

Vehicle

Truck	\$	40,000.00	approx.
Insurance	\$	700.00	
Gas/Maintenance			
TOTAL:	\$	40,700.00	

CoC Employee

Salary / Benefits	\$	16,224.00
TOTAL:	\$	71,769.48

HATC Discussion Item V.A.3.

June 1, 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 April 30, 2023, there were **65** 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 April 30, 2023, there were **24** 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 April 30, 2023, there were **38** 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 April 30, 2023, VASH, has **22** 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 April 30, 2023, EHV has **14** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachment:

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

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

Apr-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	19		19	100.00%
Housing Choice Vouchers (HCV)	487	4	432	113.66%
Port Outs (PO) HCV	7		9	77.78%
Non Elderly and Disabled (NED)	65		75	86.67%
**VASH- HUD Awarded Vouchers	22		30	73.33%
**Homeless Preference	37		43	86.05%
**Family Unification Program (FUP)	23	1	72	33.33%
Total	660	5	680	97.79%
Total HCV Leased after the first of the month:	665			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	75	74	101.35%
Mainstream (MVP)	38	49	77.55%
**Emergency Housing Vouchers (EHV):	14	34	41.18%

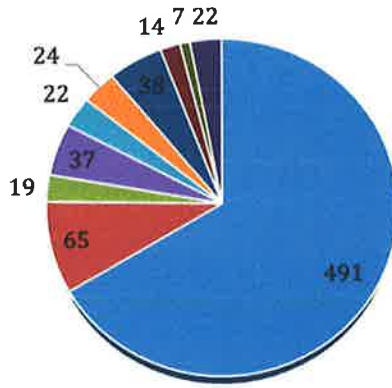
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	9	9	18
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	4		4
Homeless Preference (HP)	3	3	6
Family Unification Program (FUP)	1		1
Mainstream (MVP)	1		1
Emergency Housing Vouchers (EHV)	7	2	9
TOTAL	27	14	41

Waiting List (HCV, Choice PBRA, HP, MVP) :				469
Leased Port Ins (last day of month):				22

** Direct referral only

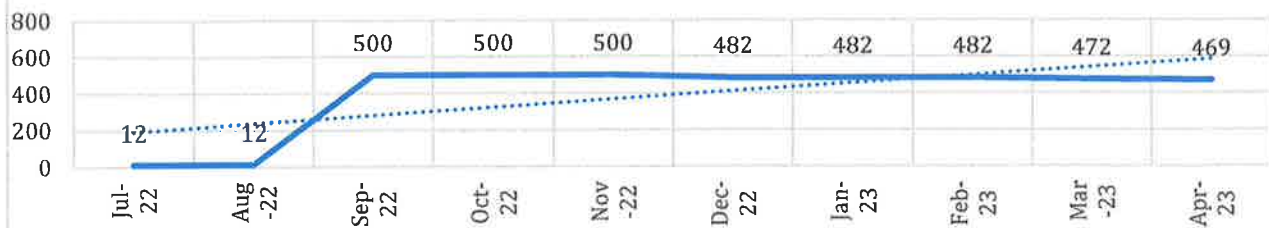
Attachment V.A: Graphs

April 2023: 739 Total Households Served

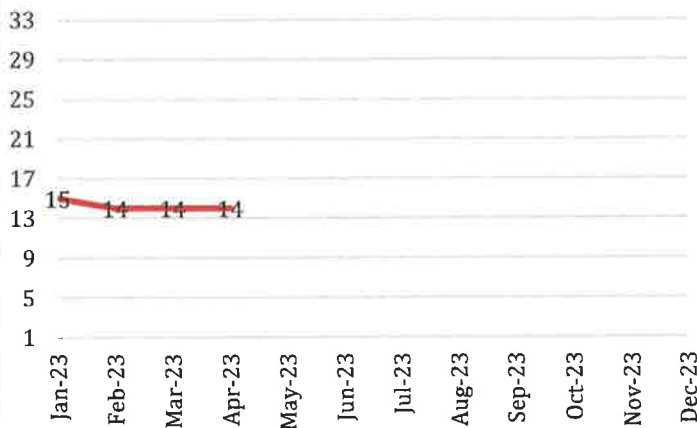


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

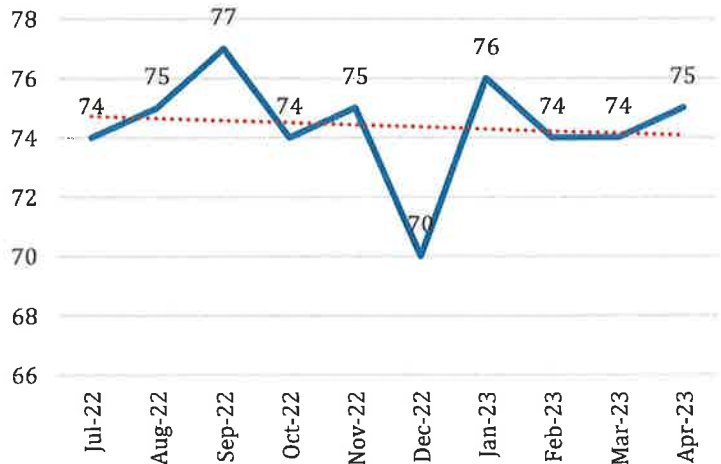
Applicants on Waiting List



EHV Households Served



COC Households Served



HATC Discussion Item: V.B.

Affordable Housing Program

June 1, 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 May 24th, 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

Attachment:

N/A

Prepared by:

Carlos Guzman, Director of Affordable Housing Programs

Approval:



Patrick B. Howard, *President/ CEO*

Attachment A 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%	\$23,336.00	\$10,886.00	\$ -	\$ -	\$ 8,804.00	1
SEA RAD APARTMENTS	22/30	73.33%	\$ 6,243.00	\$ 7,534.00	\$ -	\$ -	\$ 4,703.00	0
MANOR TOWN APARTMENTS	30/33	90.91%	\$16,978.00	\$ -	\$ -	\$ -	\$ 3,595.00	0
CARSON CREEK HOMES	16/16	100.00%	\$12,951.00	\$ -	\$ -	\$ -	\$ -	0
TOTALS		86.06%	\$59,508.00	\$18,420.00			\$ 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
	11607 Sierra Nevada #22	2	2	\$42,480	\$41,963	\$41,963	\$821	\$526

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

	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 #40	2	3	\$23,330	\$26,313	\$31,488	\$635	\$526

F	Zero Income Renters	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 31, Austin, TX 78744	(\$2.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$142.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$158.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$103.00)
	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)
	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)

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

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	NA	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
		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



HOUSING AUTHORITY OF TRAVIS COUNTY

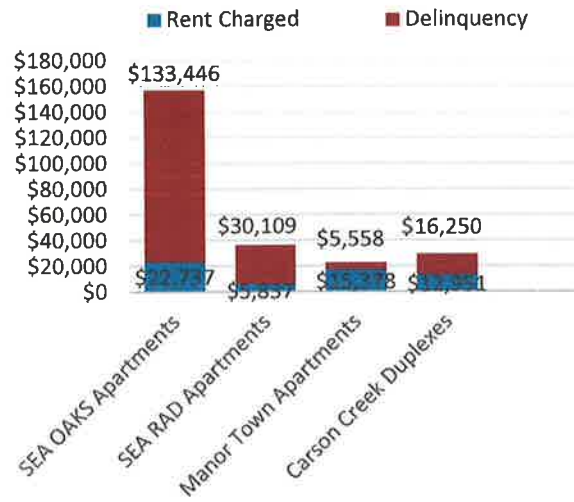
		N	212	10/12/2021	N.D	N/A	0	N/A	N/A	4
Manor Town Apts.	33	N	216	02/28/2022	N.D	N/A	0	N/A	N/A	4
Carson Creek	16		0	N/A	N/A	N/A	0	N/A	N/A	0
TOTALS	150									

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:

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	1300B	\$300	30	Dwelling Rent
	9500B	\$7,600	90+	Dwelling Rent
	9502A	\$600	30	Dwelling Rent
	9504B	\$5,350	90+	Dwelling Rent
	9510A	\$2,400	90+	Dwelling Rent
Manor Town Apartments	102	\$505	30	Dwelling Rent
	112	\$659	30	Dwelling Rent
	202	\$1,100	90	Pest Control
	203	\$3,294	90+	Dwelling Rent
SEA RAD Apartments	28	\$6,684	90+	Dwelling Rent
	31	\$7,703	90+	Damages from Relocation/Dwelling Rent
	35	\$576	30	Dwelling Rent
	37	\$4,509	90+	Dwelling Rent/Damages from Relocation
	38	\$2,955	30	Dwelling Rent
	39	\$489	90+	Damages from Relocation
	40	\$2,059	90+	Dwelling Rent/Damages from Relocation
	45	\$3,578	90+	Dwelling Rent
	52	\$2,129	90+	Damages from Relocation
	53	\$2,427	90+	Dwelling Rent/Damages from Relocation
SEA OAKS Apartments	13	\$3,332	90+	Dwelling Rent
	18	\$4,560	90+	Paid to District Court
	19	\$200	90+	Dwelling Rent
	2	\$2,117	90+	Dwelling Rent
	20	\$2,104	90+	Dwelling Rent
	21	\$2,675	90+	Dwelling Rent
	22	\$8,208	90+	Dwelling Rent
	24	\$70	30	Dwelling Rent
	3	\$1,589	90+	Dwelling Rent
	5600A	\$103	30	Dwelling Rent
	5600B	\$10,315	90+	Dwelling Rent
	5602	\$16,701	90+	Dwelling Rent
	5604A	\$214	30	Dwelling Rent
	5604B	\$7,500	90+	Dwelling Rent
	5606B	\$26,686	90+	Dwelling Rent
	6000A	\$424	30	Dwelling Rent

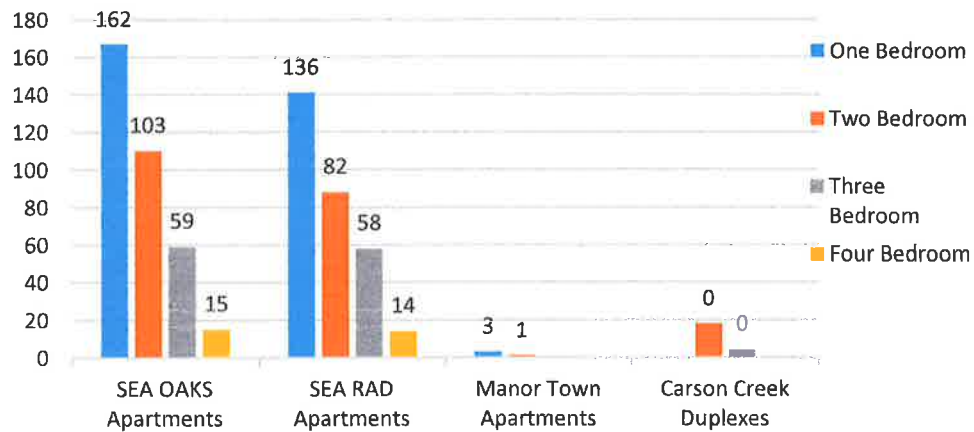
HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

	6001B	\$859	30	Dwelling Rent
	6003A	\$10,500	90+	Dwelling Rent
	6007B	\$399	30	Dwelling Rent
	6008A	\$5,223	90+	Dwelling Rent
	6009A	\$96	90+	Dwelling Rent
	6100A	\$7,861	90+	Dwelling Rent
	6101B	\$447	30	Dwelling Rent
	6104B	\$4,152	90+	Dwelling Rent
	6105A	\$435	60	Dwelling Rent
	6113A	\$2,100	90	Dwelling Rent
	6122B	\$6,974	90+	Dwelling Rent
	6123B	\$4,203	90+	Dwelling Rent/ Utilities
	9	\$67	30	Dwelling Rent
	13	\$3,332	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:														
05/01/2023 Thru: 05/24/2023														
Staff: All Staff														
Carson Creek	4	2	2	3	2	1	2	F	33.33%	1		1	A	
Manor Town Apartments	6	3	3	4	3	1	3	F	25.00%	2		2	A	
SEA OAKS APARTMENTS	17	13	4	13	10	3	6	F	53.85%	4	3	1	A	3
SEA RAD APARTMENTS	5	4	1	5	4	1	2	F	60.00%				A	
Total All Projects Listed:	33	22	11	25	19	6	13	F	48.00%	8	3	5	A	3

HATC Discussion Item V.C.
June 1, 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: ESD review has been completed and the underground fire line has been approved. A Groundbreaking Ceremony was held on 5/17/23. The event was well attended. Dignitaries included Travis County Commissioner Travillion, Manor Mayor Christopher Harvey, Mayor City Council members, HATC Board Chair Sheryl Brown, HATC Vice Chair Jimmy Paver and HATC Board Member Wilmer Roberts. The plan review has been completed and the Permit is in process. Sitework continues and the site has now been staked out for the perimeter of the building.

Project Milestones:

1. Concrete Slab Placement – 6/30/23
2. Framing Start – 7/6/23
3. Construction Completion – 7/1/24

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

- A. Estimated Construction Schedule

Prepared by:

Keith Hoffpaur, Asset Manager

Approval:



Patrick B. Howard, *Executive Director*

**Manor Town II Apartments
Estimated Construction Schedule**

PROJECT - MANOR TOWN II	Start	Duration	Finish
Estimated Construction Schedule	Tuesday, April 18, 2023	439	Sunday, June 30, 2024
Summary(s)			
Construction Commencement	Tuesday, April 18, 2023	2	Thursday, April 20, 2023
Demo, Clearing, Silt Fence, Const Fence	Monday, April 24, 2023	14	Monday, May 08, 2023
Sitework / Utilities / Concrete	Monday, May 08, 2023	274	Tuesday, February 06, 2024
Building 1	Friday, June 30, 2023	366	Sunday, June 30, 2024
Project Closeout and Handover	Friday, June 07, 2024	23	Sunday, June 30, 2024
Sitework / Utilities / Concrete	Monday, May 08, 2023	277	Friday, February 09, 2024
Strip - Demo old concrete / Clear and Grub	Monday, April 24, 2023	5	Saturday, April 29, 2023
Rough Grade Site	Monday, May 08, 2023	8	Tuesday, May 16, 2023
Excavate Building Pads	Thursday, May 18, 2023	15	Friday, June 02, 2023
Forms and GB Excavation	Monday, June 05, 2023	5	Saturday, June 10, 2023
U/G Plumbing	Monday, June 12, 2023	8	Tuesday, June 20, 2023
Steel and Vapor Barrier	Thursday, June 22, 2023	4	Monday, June 26, 2023
Concrete Slab Placement	Thursday, June 29, 2023	1	Friday, June 30, 2023
Site Sanitary Sewer	Thursday, May 18, 2023	45	Sunday, July 02, 2023
Site Water Service	Sunday, May 21, 2023	45	Wednesday, July 05, 2023
Electric / Comm Service	Sunday, June 04, 2023	30	Tuesday, July 04, 2023
Drive Prep/Lime Stabilized Subgrade	Tuesday, May 30, 2023	20	Monday, June 19, 2023
Curb & Concrete Paving	Monday, June 19, 2023	40	Saturday, July 29, 2023
Backfill	Tuesday, August 01, 2023	11	Saturday, August 12, 2023
Light Pole Installation	Saturday, September 02, 2023	15	Sunday, September 17, 2023
Dumpster Pad and Enclosure	Sunday, September 17, 2023	10	Wednesday, September 27, 2023
Sidewalk	Friday, January 12, 2024	4	Tuesday, January 16, 2024
Landscape Irrigation	Friday, January 19, 2024	4	Tuesday, January 23, 2024
Topsoil	Friday, January 26, 2024	4	Tuesday, January 30, 2024
Landscape Plantings	Friday, February 02, 2024	4	Tuesday, February 06, 2024
Pavement Markings and Signage	Friday, February 02, 2024	4	Tuesday, February 06, 2024

**Manor Town II Apartments
Estimated Construction Schedule**

Building 1	Friday, June 30, 2023	366	Sunday, June 30, 2024
Framing 1st Floor	Thursday, July 06, 2023	38	Sunday, August 13, 2023
Floor Trusses and Subfloor	Wednesday, August 16, 2023	16	Friday, September 01, 2023
Framing 2nd Floor	Sunday, September 03, 2023	36	Monday, October 09, 2023
Roof Trusses / Sheathing	Thursday, October 12, 2023	18	Monday, October 30, 2023
Roofing	Thursday, November 02, 2023	14	Thursday, November 16, 2023
Drywall Mechanical Closets	Thursday, November 02, 2023	4	Monday, November 06, 2023
Siding / Windows / Doors	Sunday, November 19, 2023	28	Sunday, December 17, 2023
Masonry	Monday, November 20, 2023	40	Saturday, December 30, 2023
Plumbing Rough	Monday, November 20, 2023	28	Monday, December 18, 2023
Electric Rough	Monday, November 20, 2023	28	Monday, December 18, 2023
HVAC Rough	Monday, November 20, 2023	28	Monday, December 18, 2023
Fire Suppression Rough	Monday, November 20, 2023	28	Monday, December 18, 2023
Insulation	Thursday, December 21, 2023	11	Monday, January 01, 2024
Gypcrete / Homosote / Lightweight	Wednesday, January 03, 2024	4	Sunday, January 07, 2024
Gypsum Board Install	Thursday, January 04, 2024	21	Thursday, January 25, 2024
Paint Exterior	Thursday, January 04, 2024	11	Monday, January 15, 2024
Gutter / Downspouts	Monday, February 12, 2024	4	Friday, February 16, 2024
Gypsum Board Tape / Texture	Thursday, January 18, 2024	18	Monday, February 05, 2024
First Trim Carpentry	Wednesday, February 07, 2024	11	Sunday, February 18, 2024
First Paint Interior	Wednesday, February 21, 2024	14	Wednesday, March 06, 2024
Casework / Cabinets	Monday, January 22, 2024	14	Monday, February 05, 2024
Second Trim Carpentry	Sunday, March 10, 2024	18	Thursday, March 28, 2024
Plumbing Trim	Sunday, March 31, 2024	12	Friday, April 12, 2024
Electric Trim	Sunday, March 31, 2024	12	Friday, April 12, 2024
HVAC Trim	Monday, April 15, 2024	12	Saturday, April 27, 2024
Fire Suppression Trim	Monday, April 15, 2024	8	Tuesday, April 23, 2024
Second Paint Interior	Thursday, April 25, 2024	9	Saturday, May 04, 2024
Flooring	Saturday, May 04, 2024	18	Wednesday, May 22, 2024
Appliances	Saturday, May 25, 2024	4	Wednesday, May 29, 2024
Misc. Finishes - Blinds, Access., etc.	Wednesday, May 22, 2024	11	Sunday, June 02, 2024
Punchlist	Friday, June 07, 2024	21	Friday, June 28, 2024
Final Clean	Friday, June 21, 2024	5	Wednesday, June 26, 2024
Building Handover	Saturday, June 29, 2024	1	Sunday, June 30, 2024

HATC Discussion Item V.D.
Finance
June 1, 2023

Subject: HATC April 2023 Monthly Finance Report

The Monthly Finance Report presented is for the period ending April 30, 2023.
This report reflects financial activities for the 4-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

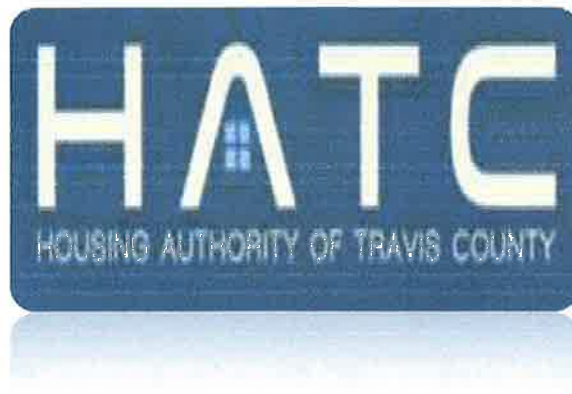
Attachment:
A. HATC Finance Report

Prepared by:
Subra Narayanaier, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County
Finance Report - April 30, 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 April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	27,662	9,221	2,114	7,533	(1,688)	(18%)
Management Fees from SEA OAKS LP	23,436	7,812	1,280	9,165	1,353	17%
Management Fees - HCV	NA	NA		NA	NA	NA
Interest Income	1,500	500	881	2,520	2,020	404%
Other Revenues	500	167		1,240	1,073	644%
Total Revenues	\$ 53,097	\$ 17,699	\$ 4,275	\$ 20,458	\$ 2,759	5%
Expenses						
Salaries & Benefits-Executive staff	476,299	158,766	38,222	154,201	(4,565)	(3%)
Salaries & Benefits-Finance staff	214,844	71,615	15,526	62,486	(9,129)	(13%)
Salaries & Benefits-SHFC staff	102,808	34,269	4,697	16,846	(17,423)	(51%)
Salaries & Benefits-Affordable Hsg staff	252,560	84,187	17,104	86,583	2,396	3%
Audit Fees	6,750	2,250		-	(2,250)	(100%)
Office Rent	81,148	27,049	6,679	26,716	(333)	(1%)
Computer & Software	80,460	26,820	5,681	12,404	(14,416)	(54%)
Consultants	70,000	23,333	5,300	10,850	(12,483)	(54%)
Staff Training & Travel	33,275	11,092	4,676	13,262	2,170	20%
Other Administrative Expenses	31,592	10,531	6,282	20,413	9,882	94%
Insurance	5,820	1,940	485	1,940	(0)	(0%)
Capital Expenditures	20,000	6,667		-	(6,667)	(100%)
Contribution to HATC Properties	88,541	29,514	7,378	29,512	(2)	(0%)
Total Expenses	\$ 1,464,097	\$ 488,032	\$ 112,030	\$ 435,213	\$ (52,819)	(4%)
Excess/Deficiency Operating Rev over Exp	\$ (1,411,000)	\$ (470,333)	\$ (107,755)	\$ (414,755)	\$ 55,578	(4%)
Contribution from TCFC	1,411,000	470,333	117,583	470,332	(1)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 9,828	\$ 55,577	\$ 55,577	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
HUD HCV Rental Subsidy	7,405,200	2,468,400	677,966	2,616,005	147,605	6% A
Estimated HCV Administrative Fees	656,122	218,707	54,228	219,146	439	0% B
Est Collection Loss - Port In HAP & AF	(15,000)	(5,000)		-	5,000	(100%)
Other revenues - Port In Fees, Inspection	53,278	17,759	1,079	5,086	(12,673)	(71%)
Interest Income	2,500	833	359	1,336	503	60%
Revenues eligible for Admin Expenses	696,900	232,300	55,666	225,568	(6,732)	(3%)
Total Revenues	\$ 8,102,100	\$ 2,700,700	\$ 733,632	\$ 2,841,573	\$ 140,873	5%
Expenses						
Salaries & Benefits - Direct S8 staff	506,057	168,686	37,026	141,269	(27,417)	(16%) D
Audit Fee	18,000	6,000		-	(6,000)	(100%)
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA		-	NA	NA
Office Rent	57,963	19,321	4,771	19,084	(237)	(1%)
Staff Training & Travel	3,600	1,200		-	(1,200)	(100%)
Computer & Software	46,620	15,540	5,873	16,552	1,012	7%
Other Administrative Expenses	60,350	20,117	2,730	12,851	(7,266)	(36%) E
Insurance	2,074	691	261	1,044	353	51%
Capital Outlay	0	NA		-	NA	NA
Administrative Expenses	694,664	231,555	50,661	190,800	(40,755)	(18%)
Rental Assistance	7,405,200	2,468,400	677,966	2,616,005	147,605	6%
Total Expenses	\$ 8,099,864	\$ 2,699,955	\$ 728,627	\$ 2,806,805	\$ 106,850	4%
Excess/Deficiency Rev over Exp	2,236	745	5,005	34,768	34,023	4565% C
Draw from HCV Admin Reserves	-	-			-	NA C
Provision for Administrative Reserve	\$ 2,236	\$ 745	\$ 5,005	\$ 34,768	\$ 34,023	NA

Mainstream Program
Schedule 3

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	418,860	139,620	38,512	156,654	17,034	12%
Administrative Fees	39,007	13,002	3,091	12,614	(388)	(3%)
Total Revenues	\$ 457,867	\$ 152,622	\$ 41,603	\$ 169,268	\$ 16,646	4%
Expenses						
Adminstrative Salaries & Benefits	37,988	12,663	2,132	8,444	(4,219)	(33%)
Other Administrative Expenses	744	248	62	370	122	49%
Administrative Expenses	38,732	12,911	2,194	8,814	(4,097)	(32%)
Rental Assistance	418,860	139,620	38,512	156,654	17,034	12%
Total Expenses	\$ 457,592	\$ 152,531	\$ 40,706	\$ 165,468	\$ 12,937	8%
Provision for Administrative Reserve	\$ 276	\$ 92	\$ 897	\$ 3,800	\$ 3,708	4037%

Emergency Housing Vouchers
Schedule 3A

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	243,600	81,200	14,462	57,926	(23,274)	(29%)
Administrative Fees	19,779	6,593	1,217	5,149	(1,444)	(22%)
Total Revenues	263,379	87,793	15,679	63,075	(24,718)	(1)
Adminstrative Salaries & Benefits	19,565	6,522	623	2,562	(3,960)	(61%)
Other Administrative Expenses		NA		-	NA	NA
Administrative Expenses	19,565	6,522	623	2,562	(3,960)	(61%)
Rental Assistance	243,600	81,200	14,462	57,926	(23,274)	(29%)
Total Expenses	\$ 263,165	\$ 87,722	\$ 15,085	\$ 60,488	\$ (27,234)	(31%)
Provision for Administrative Reserve	\$ 214	\$ 71	\$ 594	\$ 2,587	\$ 2,516	3522%

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 Apr 2023
Grant Revenues	1,149,159	957,633	804,307	89,201
Expenses				
Housing Assistance	971,409	809,508	727,160	78,286
Direct Salaries & Benefits	50,253	41,878	40,766	5,032
Total Rental Assistance & Direct Salaries	1,021,662	851,385	767,926	83,318
Supportive Services	75,000	62,500	2,806	2,785
HMIS	2,130	1,775		
Administrative Costs	50,367	41,973	33,574	3,099
Total Expenses	1,149,159	957,633	804,307	89,201
	\$ -	\$ -	\$ -	\$ -

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 Apr 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 April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg \$ & %	
Gross Potential Rent	204,049	68,016	15,338	68,032	16	0%
Vacancy Loss	(10,202)	(3,401)	(4,425)	(18,993)	(15,592)	458% B
Revenues						
Dwelling Rent	\$ 58,154	19,385	\$ 3,547	21,139	1,754	9%
HUD Subsidy	135,693	45,231	7,366	27,900	(17,331)	(38%)
Collection Losses - Estimated	(1,163)	(388)		(17,661)	(17,273)	4455% C
Other Revenues	-	-	30	800	800	NA
Total Revenues	\$ 192,684	\$ 64,228	\$ 10,943	\$ 32,178	\$ (32,050)	(50%)
Expenses						
Administrative Salaries & Benefits	\$ 32,725	10,908	\$ 2,464	7,452	(3,456)	(32%)
Other Administrative Expenses	13,380	4,460	658	1,249	(3,211)	(72%)
Management Fees	9,634	3,211	547	1,982	(1,229)	(38%)
Maintenance Salaries & Benefits	36,852	12,284	1,456	11,989	(295)	(2%)
Maintenance Materials	12,250	4,083	455	4,025	(58)	(1%)
Maintenance Contracts	35,496	11,832	2,143	12,145	313	3%
Utilities	23,718	7,906	1,616	6,578	(1,328)	(17%)
Insurance	10,468	3,489	827	3,302	(187)	(5%)
Security	NA	NA		5,558	-	NA A
Contribution to Repl Reserve	16,404	5,468	1,367	5,468	-	0%
Total Expenses	\$ 190,927	\$ 63,642	\$ 11,533	\$ 59,748	\$ (9,452)	(15%)
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 586	\$ (590)	\$ (27,570)	(22,598)	(3859%)
Contribution from Business Activities		-	-	-		NA
Provision for Reserve	\$ 1,757	\$ 586	\$ (590)	\$ (27,570)	\$ (22,598)	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 April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Dwelling Rent	210,658	70,219	16,925	61,991	(8,228)	(12%) A
Collection Losses	(4,213)	(1,404)		(1,296)	108	(8%)
Other Tenant Revenues	-	-		-	-	NA
Other Revenues	1,800	600	801	2,650	2,050	342%
Total Revenues	\$ 208,244	\$ 69,415	\$ 17,726	\$ 63,345	\$ (6,070)	(3%)
Expenses						
Administrative Salaries & Benefits	35,456	11,819	2,668	8,107	(3,712)	(31%)
Other Administrative Expenses	6,580	2,193	882	2,011	(182)	(8%)
Management Fees	10,412	3,471	886	3,167	(303)	(9%)
Maintenance Salaries & Benefits	40,731	13,577	1,680	14,012	435	3%
Maintenance Materials	23,450	7,817	20	1,299	(6,518)	(83%)
Maintenance Contracts	33,420	11,140	1,224	17,027	5,887	53%
Utilities	19,200	6,400	1,212	4,810	(1,590)	(25%)
Insurance	16,283	5,428	1,285	5,140	(288)	(5%)
Maintenance Reserve-\$500 unit/year	16,500	5,500	1,375	5,500	-	0%
Capital Item/Non-Routine Expenses	9,000	3,000		-	(3,000)	(100%)
Debt Service - Principal & Interest	85,752	28,584	7,146	28,584	-	0%
Total Expenses	\$ 296,785	\$ 98,928	\$ 18,378	\$ 89,657	\$ (9,271)	(3%)
Excess/Deficiency Rev over Exp	\$ (88,541)	\$ (29,514)	\$ (652)	\$ (26,312)	3,201	(11%)
Contribution from Business Activities	88,541	29,514	7,378	29,512	(2)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 6,726	\$ 3,200	\$ 3,200	NA

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

Manor Town II	Amount	Actual thru' April 2023
Sources		
TDHCA loan - 40 year, forgivable term, compliance with LURA	3,352,213	
TSAHC loan - 10 year forgivable term, 3 unit set aside for Medicaid LT Services & Support	225,000	
TCFC Set Aside Funds - Approved for MT II	655,680	262,896
TCFC Set Aside Funds - Est. Addtl for MT II	427,997	
Total Sources/Funding	4,660,890	262,896
Projected Uses		
Pre-development Costs - thru' 4/30/2023	262,896	262,896
F&H Construction - Contract	4,397,994	-
Total Uses	4,660,890	262,896

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg \$ & %	
Revenues						
Dwelling Rent	\$ 155,412	51,804	\$ 12,951	\$ 51,804	-	0%
Collection Losses - Estimated	(3,108)	(1,036)		(5,220)	(4,184)	404%
Other Tenant Revenues	-	-	502	505	505	NA
Other Revenues	-	-	150	572	572	NA
Total Revenues	\$ 152,304	\$ 50,768	\$ 13,603	\$ 47,661	\$ (3,107)	(2%)
Expenses						
Administrative Salaries & Benefits	\$ 17,139	5,713	\$ 1,292	3,885	(1,828)	(32%)
Other Administrative Expenses	5,100	1,700	371	2,480	780	46%
Management Fees - 5% of Revenues	7,615	2,538	680	2,383	(155)	(6%)
Maintenance Salaries & Benefits	19,396	6,465	696	6,243	(222)	(3%)
Maintenance Materials	11,200	3,733	143	1,177	(2,556)	(68%)
Maintenance Contracts	26,760	8,920	285	2,880	(6,040)	(68%)
Utilities	450	150		-	(150)	(100%)
Insurance	4,644	1,548	375	1,501	(47)	(3%)
Maintenance Reserve-\$500 unit/year	8,000	2,667	667	2,668	1	0%
Total Expenses	\$ 100,304	\$ 33,435	\$ 4,509	\$ 23,217	(10,218)	(31%)
Excess/Deficiency Rev over Exp	52,000	17,333	9,094	24,444	7,111	41%
Provision for Reserve	\$ 52,000	\$ 17,333	\$ 9,094	\$ 24,444	\$ 7,111	41%

Housing Authority of Travis County
HATC - Foundation
Schedule 9

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Mar 2023	MTD Actual April 2023	FYTD Actual Apr 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Donations & Other Revenues	5,000	1,667		-	(1,667)	(100%)
Total Revenues	\$ 5,000	\$ 1,667	\$ -	\$ -	\$ (1,667)	(100%)
Expenses						
Salaries & Benefits - Project Coordinator	\$ 72,009	24,003	\$ 5,179	20,725	(3,278)	(14%)
Other Administrative Expenses	8,550	2,850	74	296	(2,554)	(90%)
Job Training & Youth Development	21,000	7,000		-	(7,000)	(100%)
Tenant Services/Scholarships	25,000	8,333	132	132	(8,201)	(98%)
Insurance	-	-	4	16	16	NA
Total Expenses	\$ 126,559	\$ 42,186	\$ 5,389	\$ 21,169	\$ (21,017)	(50%)
Excess/Deficiency Rev over Exp	(121,559)	(40,520)	(5,389)	(21,169)	19,351	(48%)
Contribution from TCFC Unrestricted Funds	71,559	23,853	5,963	23,852	(1)	(0%)
Draw from Reserve	50,000				-	NA
Provision for Reserve	\$ -	\$ (16,667)	\$ 574	\$ 2,683	NA	NA

SEA OAKS
Schedule 10

	CY2022 Budget	3-mth Budget YTD	Actual MTD April 2023	Actual YTD April 2023	Incr/(Decr) \$ & %	
Revenues						
Gross Potential Rent	492,173	164,058	37,888	150,112	(13,946)	-9%
Vacancy Loss	(24,609)	(8,203)	(7,971)	(28,998)	(20,795)	254% A
Rental Income	140,269	46,756	21,962	87,222	40,466	87%
HUD Subsidy	327,295	109,098	7,955	33,892	(75,206)	-69%
Other Tenant Revenue	3,000	1,000	146	1,412	412	41%
Collection Loss - Vacated Tenant	(2,953)	(984)		(2,110)	(1,126)	114%
Other Revenue	1,100	367	15	92	(275)	-75%
Total Operating Revenues	468,711	156,237	30,078	120,508	(35,729)	-23%
Expenses						
Legal & Eviction Fees	2,000	667		3,125	2,458	369%
Other Administrative Costs	18,000	6,000	2,163	4,974	(1,026)	-17%
Management Fee	23,436	7,812	1,280	9,165	1,353	17%
Audit & Tax Fees	10,000	3,333	771	3,084	(249)	-7%
Payroll and Benefits						
Manager	42,402	14,134	3,281	10,181	(3,953)	-28%
Maintenance	45,293	15,098	2,073	11,893	(3,205)	-21%
Taxes and Benefits	25,496	8,499	1,350	6,900	(1,599)	-19%
Repairs and Maintenance						
Extermination	3,900	1,300		1,105	(195)	-15%
Grounds	11,196	3,732	933	4,132	400	11%
Make Ready	7,500	2,500		885	(1,615)	-65%
Maintenance Materials	32,920	10,973	732	11,958	985	9%
Other Routine Contract Costs	6,500	2,167	368	5,585	3,418	158%
Utilities	41,000	13,667	3,503	12,890	(777)	-6%
Trash	54,000	18,000	4,773	19,286	1,286	7%
Property Insurance	30,173	10,058	7,508	25,147	15,089	150% B
Other Insurance - Liab & Work Comp	9,651	3,217	825	2,653	(564)	-18%
Total Operating Expenses	363,466	121,155	29,560	132,963	11,808	10%
Net Operating Income/(Loss) - NOI	105,245	35,082	518	(12,455)	(47,537)	(0)
Contribution to Replacement Reserve	24,226	8,075	2,020	8,080	5	0%
NOI less Reserves	81,019	27,006	(1,502)	(20,535)	(47,542)	-176%
Debt Service - Principal & Interest	65,703	21,901	8,680	28,330	6,429	29% C
Debt Service Coverage Ratio	1.23	1.23	(0.17)	(0.72)	NA	NA
Operating Cash Flow	15,316	5,105	(10,182)	(48,865)	(15,316)	-300%
Asset Management Fee	7,535	2,512	629	2,514	2	0%
Non Routine & Capital Expenditures	60,000	20,000	728	16,174	(3,826)	-19% D

A - 15 units vacant in April 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.
June 1, 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 the most recent event having taken place this past Friday, May 26, and relating directly to *Mental Health Awareness Month*.

Personnel Policy Revisions

- An amended version of the HATC Personnel Policy Manual, approved by the Board during the May 2023 meeting, has been revised to address specific policy language requested by the Board. In addition, the Manual will undergo an external review by an employment attorney. Relevant documents are included with the Board information for today's meeting and will also be 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 continuing to be developed and scheduled. 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 through the assistance of a new contracted web developer (formally an HATC intern.) 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.

The HATC Foundation

- The HATC Foundation is excited to announce a partnership with BiGAustin to provide a full range of supportive services to HATC affordable property residents and voucher holders. The ability to leverage the capabilities of this dynamic local organization is expected to have a tremendous impact on achieving the mission of the HATC Foundation.
- The HATC Foundation has been in negotiations with BiGAustin to provide these services on an outsourced basis for several months, and we are pleased that we have finally developed and executed a contract with the organization.
- Services to be provided by the BiGAustin team to our residents and voucher holders will mirror in many respects those which have been provided in the past to these populations (i.e., digital literacy, career development, summer camps for kids, scholarship programs, financial literacy, etc), but with the utilization of BiGAustin as an outsourced provider the partnership will allow us to leverage their much larger staff and broader community reach than was previously within our capability.
- The new partnership unfortunately makes redundant the role of Foundation Coordinator within HATC, and the individual who occupied that position at HATC for the past several years (Eric Lindholm) was negatively impacted by the necessary reduction-in-force. Eric's last day with the organization was Friday, May 26th.
- BiGAustin will be performing service assessments among the resident and voucher holder populations during the month of June and will officially launch provision of supportive services to all populations as of July 1st.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

- HATC Personnel Policy Manual update highlights, per Board request

Prepared by:

Steve Peglar, SPHR, SHRM-SCP

Deputy Executive Director / HR & Organizational Development

Approval:



Patrick B. Howard, CEO/Executive Director

MEDICAL SEPARATION

A medical separation is a release initiated by either you or HATC if you are unable, for health reasons, to continue to work. A medical separation will not affect your eligibility for continued receipt of workers' compensation, sick leave, or other disability payments for which you are eligible.

Upon such a termination, any available annual leave time (up to a maximum of 240 hours) will be paid to you. In addition, you will receive payment for 1/2 of your balance of accrued but unused sick leave time, to a maximum of 120 hours paid at time of separation. You will not receive payment for any available Personal Days. Nonexempt employees will receive payment for any accrued but unused compensatory time in the event of a medical separation.

REDUCTIONS-IN-FORCE

A reduction-in-force separation is a release initiated by HATC for reasons related to organizational issues such as restructuring, loss of business, consolidation of functions, lack of work, or similar reasons.

Upon such a termination, any available annual leave time (up to a maximum of 240 hours) will be paid to you. In addition, you will receive payment for 1/2 of your balance of accrued but unused sick leave time, to a maximum of 120 hours paid at time of separation. You will not receive payment for any available Personal Days. Nonexempt employees will receive payment for any accrued but unused compensatory time in the event of a reduction-in-force.

Employees sending messages to non-employees should inform them that information contained in or sent to the computer system of the agency is agency property and may be accessed and intercepted for review at any time.

CELL PHONE ALLOWANCE

HATC provides a cell phone allowance to certain managers, supervisors, and other employees who need them to perform their jobs, as deemed appropriate by the CEO/Executive Director. The cell phone provider and service plan must be acquired by the employee and is not subject to the approval of the Housing Authority.

When the employee leaves HATC, the employee is responsible for the cell phone contract. As HATC only provides a cell phone allowance, employees are responsible for any loss or damage to the cell phone. Basic allowance and/or high use allowance plans amounts will be determined and periodically reviewed by staff by analyzing current cell phone plans and comparative rates. Allowances will be included in employee paychecks and is subject to all appropriate taxes. New phones, accessories, and special features acquired by employee will be at the expense of the employee.

PERSONAL PROPERTY

HATC has no liability for personal property brought in the workplace. Any employee who brings personal property into the workplace assumes the full risk.

THEFT OR MISUSE OF PROPERTY

As a public employer and as public employees entrusted with the responsibility of administering public assets efficiently, HATC and its employees must ensure Housing Authority property is used for the sole purpose of providing services to the residents. Theft, misuse, or use of any Housing Authority property for personal purposes without authorization is strictly forbidden and may result in disciplinary action.

FIREARMS OR OTHER DEADLY WEAPONS

Firearms or other deadly weapons, including concealed weapons, are prohibited on Housing Authority property. If an employee becomes aware of any person carrying a firearm or other deadly weapons on a person on Housing Authority owned or leased property, or within the community (in the name of HATC) or Housing Authority vehicles must either notify their immediate supervisor or CEO/Executive Director.

WORKING REMOTELY

Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs. If you believe working remotely can enhance your ability to get the job done, you should submit a request to your supervisor proposing how working remotely will benefit HATC and yourself. The request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve an arrangement to work remotely will be based on factors such as position, job duties, related work skills, performance history, and the impact on HATC. Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work per day or per pay period will not change due to working remotely (unless otherwise agreed upon in writing).

If you hold a nonexempt position, your hours approved to work remotely will conform to a predetermined schedule agreed upon by you and your supervisor, and generally may not exceed 16 hours (2 days) per week spent working remotely. No specific time limitations are set for remote work performed by employees who hold exempt positions at HATC; however, any such remote work arrangement must still be approved by your direct supervisor.

The focus of any remote work arrangement must remain on job performance and meeting HATC demands. A remote work arrangement will be immediately discontinued if it becomes detrimental to work quality, serving our clients, or HATC operations.

EMPLOYEE TRAINING

To meet individual employee as well as organizational needs and goals, it is the policy of HATC to provide training and development opportunities to encourage high quality performance, to prepare employees for new or increased responsibilities, and to extend opportunities for individual growth, promotion, development, and self-fulfillment. The employee and immediate supervisor will work on an Employee Professional Development Plan to assist the employee in reaching their development goals. This Plan will generally involve employee training, coaching, and identifying resource persons and/or programs with the intention of increasing employee engagement, efficiency, and effectiveness. HATC strives to hire and retain quality employees and believes that succession planning, as well as employee development, are critical aspects of retaining a quality staff.

HATC will generally take the following actions in an effort to retain quality staff, including but not limited to:

- Promoting eligible qualified staff to new and vacant positions.
- Cross train employees where possible.
- Utilize the employee development process to prepare qualified and eligible employees for promotions or other job opportunities with HATC.
- Offer educational assistance as provided for by HATC policy
- Provide a variety of training and development opportunities to employees to enhance their performance in their job.

PERSONAL APPEARANCE GUIDELINES

You are expected to apply common sense and good taste regarding your personal appearance. Good grooming and business-like attire that is appropriate for the work environment and the position are expected of all employees. Extremes of appearance including dress, hairstyles, jewelry, makeup, etc. should be avoided. Your appearance should not create a disruption in the workplace.

In addition, employees are expected to remain free of excessive or distracting odors such as body odor, excessive fragrances, tobacco odor, etc. while in the workplace or while otherwise conducting business on behalf of the organization.

If you question the suitability of a garment or accessory in the workplace, you should discuss it with your supervisor.

Reasonable accommodations will be made for your religious beliefs consistent with business necessity to present a conservative, professional appearance to the public. If your religion requires you to wear particular attire, you should make a request for this accommodation to your supervisor in writing. HATC will accommodate employees' religious