

July 6, 2023
9:30 A.M.

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

<https://us02web.zoom.us/j/87095170672?pwd=TUE5c0k0alRyd2QwMTFRRzZhOHcwQT09>

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

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

II. PUBLIC FORUM / CITIZEN COMMUNICATION

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

III. CONSENT AGENDA

- A. Approval of the Minutes from the June 1, 2023 Regular Meeting

IV. 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](#)

V. DISCUSSION ITEM

- A. Executive Director Evaluation
- B. August 24, 2023 Commissioners Court work session

VI. BOARD COMMITTEE REPORTS

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

VII. NEW / UNFINISHED BUSINESS

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

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
June 1, 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, Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; Commissioner Rebecca Webber; Commissioner Janet Wenig. Absent: Vice Chair Jimmy Paver. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; 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. ACTION ITEM

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

Chair Sharal Brown administered the Oath of Office to appointee Rebecca Webber.

III. PUBLIC FORUM / CITIZEN COMMUNICATION

There were none at that time.

IV. CONSENT AGENDA

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

Commissioner Janet Wenig made a **motion** to approve Items IV.A. and IV.B. 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.A. Homeless Initiatives
- 2.B. Support Service Budget Line Item
3. Special Purpose Vouchers

Director of Voucher Programs and Homeless Initiatives Christina Montes and Housing Manager Victoria Perez presented Items V.A. 1-3.

- “EHV” Has 34 Referrals
- There are 3 more referrals left for “VASH” currently pending 25, 3 are left.
- (2.B.) Moving packages are not eligible for use.
- New Vehicle purchase to help transport clients.
- Receipts and tracking of how the money is being spent will need to be presented by the next meeting.

B. Affordable Housing Programs – *Carlos Guzman*

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

- The stairs in Manor Town need to be fixed as well as additional work that needs to be done.
- Carleton management company will start July 1, 2023.

C. Real Estate Development – *Keith Hoffpauir*

Asset Manager Keith Hoffpauir presented item V.C.

1. Manor Town Phase II

- Texas Department Housing & Community Affairs (TDHCA) will draw 90% of award (Eastern Oaks)
- 10% paid upon final inspection (Eastern Oaks)
- Travis County Emergency Service District (TCESD) approved Fireline (Manor Town Phase II)
- TCESD notes were addressed

D. Finance – *Subra Narayanaier*

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

- Finalizing draft audit for HATC (SHFC)
- HCV program is on track and doing well
- Currently waiting on reimbursement from Eastern Oaks

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

Item V.E. was not addressed at this meeting.

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

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

There were no issues and concerns at that time

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*

There was no Executive Session at that time.

IX. ADJOURNMENT

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

The Board meeting adjourned at 10:49 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

HATC Discussion Item IV.A.1

July 6, 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 May 31, 2023, **496** of HATC's HCV allocation were utilized in a conventional fashion.

As of May 31, 2023, the total lease up for the HCV program was **672 of 680**. Occupancy rate was at **98.82%**.

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

Portable In: **28** 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 May 31, 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 IV.A. 2

July 6, 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 May 31, 2023, HATC, provided housing assistance to **72** 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 May 31, 2023, HP has **36** 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 IV.A.3

July 6, 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 May 31, 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 May 31, 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 May 31, 2023, there were 37 tenants under contract.

Veteran's Affairs Supportive Housing (VASH)

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of May 31, 2023, VASH, has 23 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 May 31, 2023, EHV has 15 tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:
N/A

Attachments:

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

Prepared by:

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

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT

May-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)	495	1	431	115.08%
Port Outs (PO) HCV	9		9	100.00%
Non Elderly and Disabled (NED)	64	1	75	86.67%
**VASH- HUD Awarded Vouchers	23		30	76.67%
**Homeless Preference	36		44	81.82%
**Family Unification Program (FUP)	24		72	33.33%
Total	670	2	680	98.82%
Total HCV Leased after the first of the month:		672		

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	72	74	97.30%
Mainstream (MVP)	37	49	75.51%
**Emergency Housing Vouchers (EHV):	15	34	44.12%

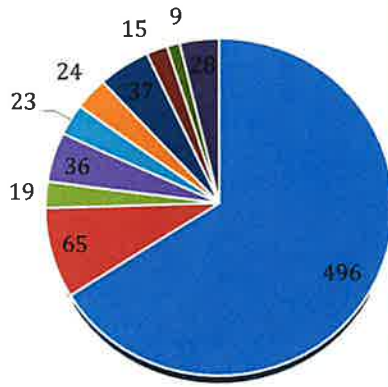
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	9	7	16
Non Elderly and Disabled (NED)	3		3
Project Based Vouchers (PBV)			0
VASH	2	2	4
Homeless Preference (HP)	5	3	8
Family Unification Program (FUP)			0
Mainstream (MVP)	2	1	3
Emergency Housing Vouchers (EHV)	13	1	14
TOTAL	34	14	48

Waiting List (HCV, Choice PBRA, HP, MVP) :				469
Leased Port Ins (last day of month):				28

** Direct referral only

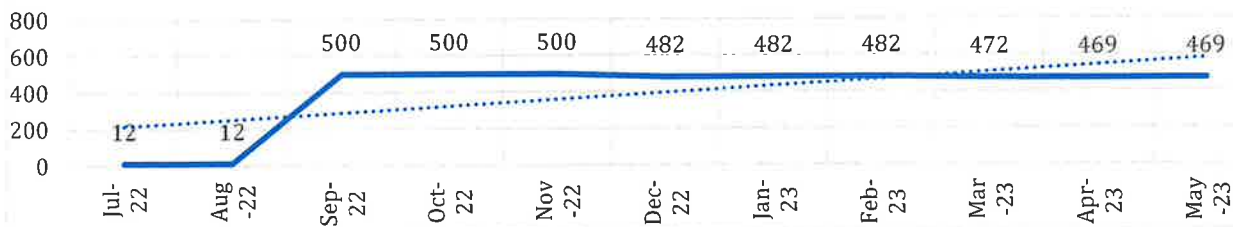
Attachment IV.A: Graphs

May 2023: 752 Total Households Served

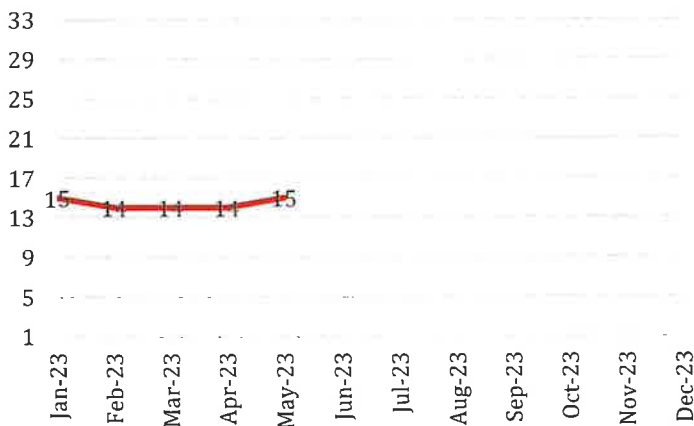


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

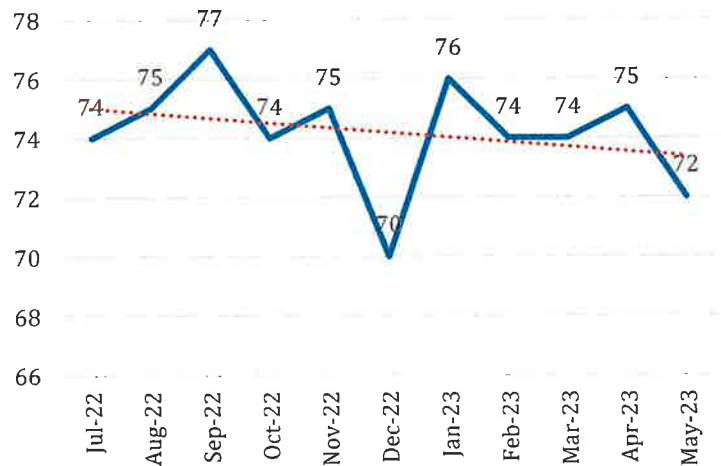
Applicants on Waiting List



EHV Households Served



COC Households Served



HATC Discussion Item IV.C.
July 6, 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: The ESD review and plan review call-outs have been completed and approved. Sitework continues. The entire foundation site has been excavated and additional concrete removed. The excavated site has now been filled with stabilization material. Trenching for the foundation has begun. The first draw for construction activities is currently being prepared. Per the request of the Texas State Affordable Housing Corporation, the draw will be requested to come from their funding.

Project Milestones:

- Grade beam trenching began 6/29/23.
- Plumbing R-I should start 7/10/23.
- Rebar, PT cables, pre-treat and inspections.
- Anticipate pouring slab 7/28/23.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

A.Field Report

Prepared by:

Keith Hoffpauir, Asset Manager

Approval:



Patrick B. Howard, *Executive Director*

Field Report
Manor Town II Apartments

Date 06/29/23

DISTRIBUTION:

Patrick B. Howard, Owner
Keith Hoffpauir, Owner
Benjamin Farmer, Contractor
Samuel Long, Contractor

E mail:

PatrickB.Howard@traviscountytx.gov
Keith.Hoffpauir@traviscountytx.gov
BFarmer@fhcci.com
SLong@fhcci.com

NDA File: 2020-12

1. Weather: Sunny and Warm, 83° at 9:00 a.m.
2. Site Conditions: Dry.
3. Trades Working: Concrete Workers
4. Don Smith and Jennifer Chaparro arrived at the site at 9:10 a.m. on Thursday, 06/29 and departed at 9:30 a.m. They delivered a revised first floor building plan with the size of the elevator pit adjusted per the elevator submittal.
5. The building pad is complete, and the elevator pit has been dug. Batter boards are set and trenching for grade beams is in progress. Reinforcing steel is stocked on-site.



Overall View



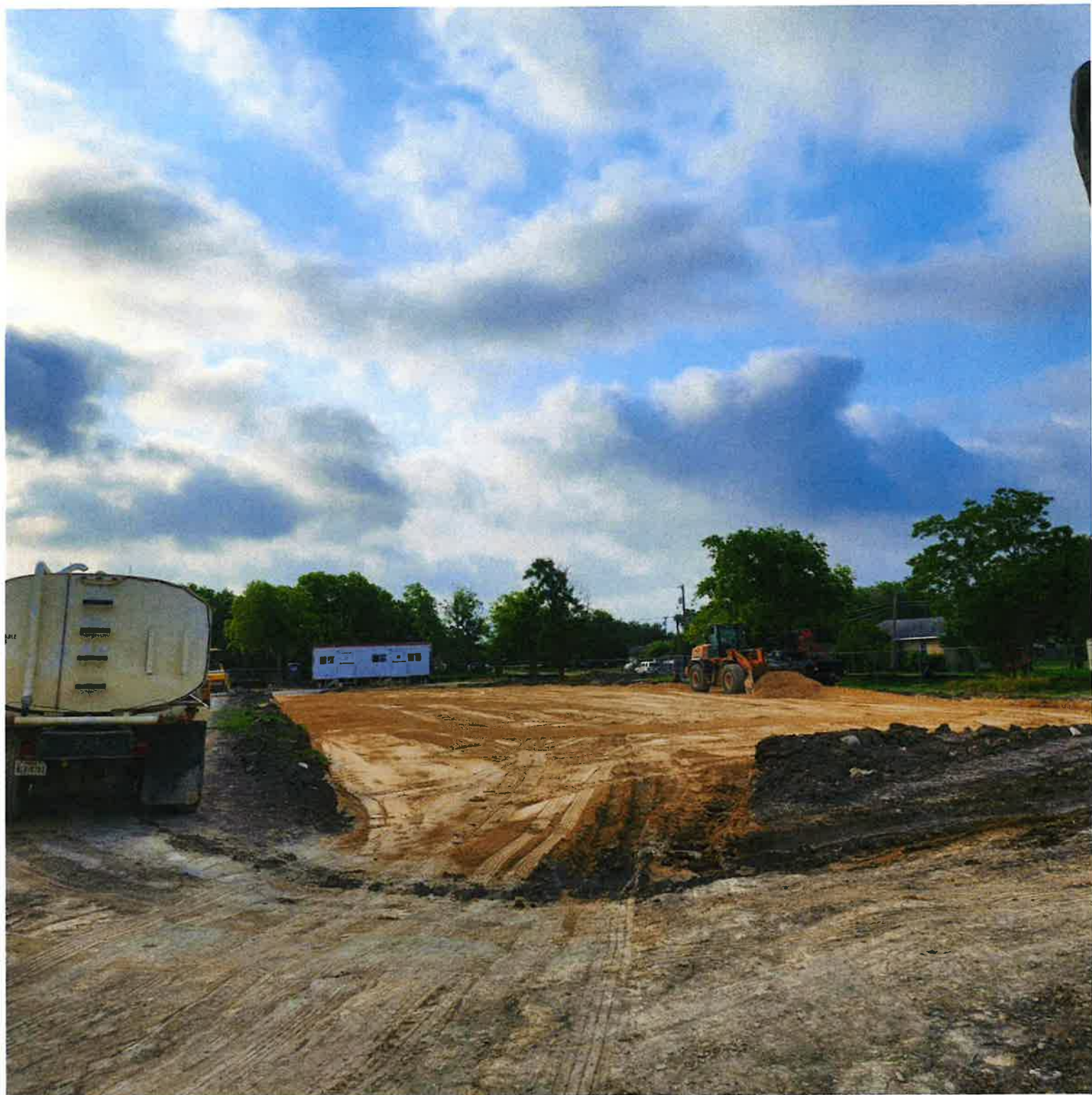
Elevator Pit (Grade beams in progress.)



Reinforcing Steel

End of Report Dated 06/29/23





HATC Discussion Item IV.D.
Finance
July 6, 2023

Subject: HATC May 2023 Monthly Finance Report

The Monthly Finance Report presented is for the period ending May 31, 2023.
This report reflects financial activities for the 5-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

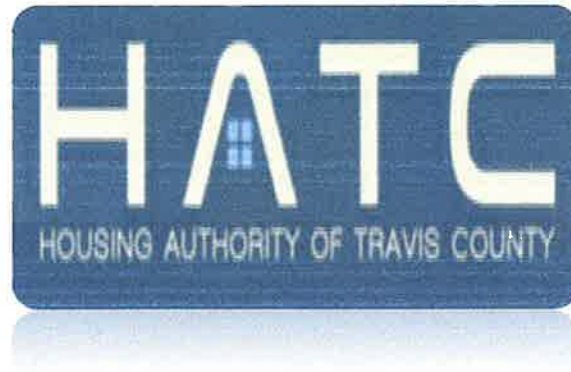
Attachment:
A. HATC Finance Report

Prepared by:
Subra Narayanaier, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director



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

Schedule

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

Housing Authority of Travis County
Business Activities/Central Office Cost Center
Schedule 1

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	27,662	11,526	2,369	9,872	(1,654)	(14%)
Management Fees from SEA OAKS LP	23,436	9,765	1,841	11,006	1,241	13%
Management Fees - HCV	NA	NA		NA	NA	NA
Interest Income	1,500	625	546	3,066	2,441	391%
Other Revenues	500	208		1,240	1,032	495%
Total Revenues	\$ 53,097	\$ 22,124	\$ 4,756	\$ 25,184	\$ 3,060	6%
Expenses						
Salaries & Benefits-Executive staff	476,299	198,458	38,212	192,505	(5,953)	(3%)
Salaries & Benefits-Finance staff	214,844	89,518	15,442	77,928	(11,590)	(13%)
Salaries & Benefits-SHFC staff	102,808	42,837	7,696	36,542	(6,295)	(15%)
Salaries & Benefits-Affordable Hsg staff	252,560	105,233	7,196	93,779	(11,454)	(11%)
Audit Fees	6,750	2,813	16,200	16,200	13,388	476%
Office Rent	81,148	33,812	6,679	33,395	(417)	(1%)
Computer & Software	80,460	33,525		9,965	(23,560)	(70%)
Consultants	70,000	29,167		10,850	(18,317)	(63%)
Staff Training & Travel	33,275	13,865	2,107	15,369	1,504	11%
Other Administrative Expenses	31,592	13,163	13,202	33,615	20,452	155%
Insurance	5,820	2,425	487	2,427	2	0%
Capital Expenditures	20,000	8,333		-	(8,333)	(100%)
Contribution to HATC Properties	88,541	36,892	7,378	36,890	(2)	(0%)
Total Expenses	\$ 1,464,097	\$ 610,040	\$ 114,599	\$ 559,465	\$ (50,575)	(3%)
Excess/Deficiency Operating Rev over Exp	\$ (1,411,000)	\$ (587,917)	\$ (109,843)	\$ (534,281)	\$ 53,635	(4%)
Contribution from TCFC	1,411,000	587,917	117,583	587,915	(2)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 7,740	\$ 53,634	\$ 53,634	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
HUD HCV Rental Subsidy	7,405,200	3,085,500	708,629	3,324,634	239,134	8%
Estimated HCV Administrative Fees	656,122	273,384	54,228	273,374	(10)	(0%)
Est Collection Loss - Port In HAP & AF	(15,000)	(6,250)		-	6,250	(100%)
Other revenues - Port In Fees, Inspection	53,278	22,199	1,183	6,269	(15,930)	(72%)
Interest Income	2,500	1,042	348	1,684	642	62%
Revenues eligible for Admin Expenses	696,900	290,375	55,759	281,327	(9,048)	(3%)
Total Revenues	\$ 8,102,100	\$ 3,375,875	\$ 764,388	\$ 3,605,961	\$ 230,086	7%
Expenses						
Salaries & Benefits - Direct S8 staff	506,057	210,857	23,821	153,094	(57,763)	(27%)
Audit Fee	18,000	7,500	10,000	10,000	2,500	33%
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA		-	NA	NA
Office Rent	57,963	24,151	4,771	23,855	(296)	(1%)
Staff Training & Travel	3,600	1,500	334	334	(1,166)	(78%)
Computer & Software	46,620	19,425	3,149	19,701	276	1%
Other Administrative Expenses	60,350	25,146	3,037	15,888	(9,258)	(37%)
Insurance	2,074	864	261	1,305	441	51%
Capital Outlay	0	NA		-	NA	NA
Administrative Expenses	694,664	289,443	45,373	224,177	(65,266)	(23%)
Rental Assistance	7,405,200	3,085,500	708,629	3,324,634	239,134	8%
Total Expenses	\$ 8,099,864	\$ 3,374,943	\$ 754,002	\$ 3,548,811	\$ 173,868	5%
Excess/Deficiency Rev over Exp	2,236	932	10,386	57,150	56,218	6034%
Draw from HCV Admin Reserves	-	-			-	NA
Provision for Administrative Reserve	\$ 2,236	\$ 932	\$ 10,386	\$ 57,150	\$ 56,218	NA

Audited FY2022 HCV Administrative Reserves - \$238,756

**Mainstream Program
Schedule 3**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	418,860	174,525	38,512	195,166	20,641	12%
Administrative Fees	39,007	16,253	2,654	15,268	(985)	(6%)
Total Revenues	\$ 457,867	\$ 190,778	\$ 41,166	\$ 210,434	\$ 19,656	4%
Expenses						
Adminstrative Salaries & Benefits	37,988	15,828	2,127	10,571	(5,257)	(33%)
Other Administrative Expenses	744	310	62	432	122	39%
Administrative Expenses	38,732	16,138	2,189	11,003	(5,135)	(32%)
Rental Assistance	418,860	174,525	38,512	195,166	20,641	12%
Total Expenses	\$ 457,592	\$ 190,663	\$ 42,890	\$ 206,169	\$ 15,506	8%
Provision for Administrative Reserve	\$ 276	\$ 115	\$ (1,724)	\$ 4,265	\$ 4,150	3615%

Audited FY2022 Mainstream Administrative Reserves \$20,072

**Emergency Housing Vouchers
Schedule 3A**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	243,600	101,500	24,296	82,222	(19,278)	(19%)
Administrative Fees	19,779	8,241	1,905	7,054	(1,187)	(14%)
Total Revenues	263,379	109,741	26,201	89,276	(20,465)	(0)
Adminstrative Salaries & Benefits	19,565	8,152	665	3,227	(4,925)	(60%)
Other Administrative Expenses		NA	500	500	NA	NA
Administrative Expenses	19,565	8,152	1,165	3,727	(4,425)	(54%)
Rental Assistance	243,600	101,500	24,296	82,222	(19,278)	(19%)
Total Expenses	\$ 263,165	\$ 109,652	\$ 25,461	\$ 85,949	\$ (23,703)	(22%)
Provision for Administrative Reserve	\$ 214	\$ 89	\$ 740	\$ 3,327	\$ 3,238	3626%

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 May 2023
Grant Revenues	1,149,159	1,053,396	928,193	117,306
Expenses				
Housing Assistance	971,409	890,458	816,871	84,550
Direct Salaries & Benefits	50,253	46,065	57,588	16,822
Total Rental Assistance & Direct Salaries	1,021,662	936,524	874,459	101,372
Supportive Services	75,000	68,750	9,691	6,885
HMIS	2,130	1,953	1,419	
Administrative Costs	50,367	46,170	42,623	9,049
Total Expenses	1,149,159	1,053,396	928,193	117,306
	\$ -	\$ -	\$ -	\$ -

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 May 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 May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg \$ & %	
Gross Potential Rent	204,049	85,021	17,694	85,726	705	1%
Vacancy Loss	(10,202)	(4,251)	(4,425)	(23,418)	(19,167)	451% B
Revenues						
Dwelling Rent	\$ 58,154	24,231	\$ 5,735	26,874	2,643	11%
HUD Subsidy	135,693	56,539	7,534	35,434	(21,105)	(37%)
Collection Losses - Estimated	(1,163)	(485)		(17,661)	(17,176)	3544% C
Other Revenues	-	-	3,531	4,331	4,331	NA
Total Revenues	\$ 192,684	\$ 80,285	\$ 16,800	\$ 48,978	\$ (31,307)	(39%)
Expenses						
Administrative Salaries & Benefits	\$ 32,725	13,635	\$ 967	8,419	(5,216)	(38%)
Other Administrative Expenses	13,380	5,575	281	1,530	(4,045)	(73%)
Management Fees	9,634	4,014	840	2,822	(1,192)	(30%)
Maintenance Salaries & Benefits	36,852	15,355	1,907	13,896	(1,459)	(10%)
Maintenance Materials	12,250	5,104	2,153	6,178	1,074	21%
Maintenance Contracts	35,496	14,790	5,659	17,804	3,014	20%
Utilities	23,718	9,883	1,679	8,257	(1,626)	(16%)
Insurance	10,468	4,362	825	4,127	(235)	(5%)
Security	NA	NA		5,558	-	NA A
Contribution to Repl Reserve	16,404	6,835	1,367	6,835	-	0%
Total Expenses	\$ 190,927	\$ 79,553	\$ 15,678	\$ 75,426	\$ (9,685)	(12%)
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 732	\$ 1,122	\$ (26,448)	(21,622)	(2954%)
Contribution from Business Activities		-	-	-		NA
Provision for Reserve	\$ 1,757	\$ 732	\$ 1,122	\$ (26,448)	\$ (21,622)	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 May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Dwelling Rent	210,658	87,774	16,978	78,969	(8,805)	(10%) A
Collection Losses	(4,213)	(1,755)	554	(742)	1,013	(58%)
Other Tenant Revenues	-	-	-	-	-	NA
Other Revenues	1,800	750	56	2,706	1,956	261%
Total Revenues	\$ 208,244	\$ 86,768	\$ 17,588	\$ 80,933	\$ (5,835)	(3%)
Expenses						
Administrative Salaries & Benefits	35,456	14,773	1,071	9,178	(5,595)	(38%)
Other Administrative Expenses	6,580	2,742	447	2,458	(284)	(10%)
Management Fees	10,412	4,338	879	4,047	(292)	(7%)
Maintenance Salaries & Benefits	40,731	16,971	1,396	15,408	(1,563)	(9%)
Maintenance Materials	23,450	9,771	96	1,395	(8,376)	(86%)
Maintenance Contracts	33,420	13,925	1,029	18,056	4,131	30%
Utilities	19,200	8,000	1,274	6,084	(1,916)	(24%)
Insurance	16,283	6,785	1,287	6,427	(358)	(5%)
Maintenance Reserve-\$500 unit/year	16,500	6,875	1,375	6,875	-	0%
Capital Item/Non-Routine Expenses	9,000	3,750	-	-	(3,750)	(100%)
Debt Service - Principal & Interest	85,752	35,730	7,146	35,730	-	0%
Total Expenses	\$ 296,785	\$ 123,660	\$ 16,000	\$ 105,658	\$ (18,003)	(6%)
Excess/Deficiency Rev over Exp	\$ (88,541)	\$ (36,892)	\$ 1,588	\$ (24,725)	12,167	(33%)
Contribution from Business Activities	88,541	36,892	7,378	36,890	(2)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 8,966	\$ 12,165	\$ 12,165	NA

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

Manor Town II	Amount	Actual thru' May 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	297,124
TCFC Set Aside Funds - Est. Addtl for MT II	427,997	
Total Sources/Funding	4,660,890	297,124
Projected Uses		
Pre-development Costs - thru' 4/30/2023	262,896	297,124
F&H Construction - Contract	4,397,994	-
Total Uses	4,660,890	297,124

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg \$ & %	
Revenues						
Dwelling Rent	\$ 155,412	64,755	\$ 12,951	\$ 64,755	-	0%
Collection Losses - Estimated	(3,108)	(1,295)	270	(4,950)	(3,655)	282%
Other Tenant Revenues	-	-		505	505	NA
Other Revenues	-	-	147	719	719	NA
Total Revenues	\$ 152,304	\$ 63,460	\$ 13,368	\$ 61,029	\$ (2,431)	(2%)
Expenses						
Administrative Salaries & Benefits	\$ 17,139	7,141	\$ 493	4,378	(2,763)	(39%)
Other Administrative Expenses	5,100	2,125	201	2,681	556	26%
Management Fees - 5% of Revenues	7,615	3,173	650	3,003	(170)	(5%)
Maintenance Salaries & Benefits	19,396	8,082	665	6,908	(1,174)	(15%)
Maintenance Materials	11,200	4,667	218	1,395	(3,272)	(70%)
Maintenance Contracts	26,760	11,150	285	3,165	(7,985)	(72%)
Utilities	450	188		-	(188)	(100%)
Insurance	4,644	1,935	375	1,876	(59)	(3%)
Maintenance Reserve-\$500 unit/year	8,000	3,333	667	3,335	2	0%
Total Expenses	\$ 100,304	\$ 41,793	\$ 3,554	\$ 26,741	(15,052)	(36%)
Excess/Deficiency Rev over Exp	52,000	21,667	9,814	34,288	12,622	58%
Provision for Reserve	\$ 52,000	\$ 21,667	\$ 9,814	\$ 34,288	\$ 12,622	58%

Housing Authority of Travis County
HATC - Foundation
Schedule 9

Budget Line Item	FY 2023 Approved Budget	FYTD Budget May 2023	MTD Actual May 2023	FYTD Actual May 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Donations & Other Revenues	5,000	2,083		-	(2,083)	(100%)
Total Revenues	\$ 5,000	\$ 2,083	\$ -	\$ -	\$ (2,083)	(100%)
Expenses						
Salaries & Benefits - Project Coordinator	\$ 72,009	30,004	\$ 5,178	25,903	(4,101)	(14%)
Other Administrative Expenses	8,550	3,563	74	370	(3,193)	(90%)
Job Training & Youth Development	21,000	8,750		-	(8,750)	(100%)
Tenant Services/Scholarships	25,000	10,417	25,000	25,132	14,715	141%
Insurance	-	-	4	20	20	NA
Total Expenses	\$ 126,559	\$ 52,733	\$ 30,256	\$ 51,425	\$ (1,308)	(2%)
Excess/Deficiency Rev over Exp	(121,559)	(50,649)	(30,256)	(51,425)	(776)	2%
Contribution from TCFC Unrestricted Funds	71,559	29,816	5,963	29,815	(1)	(0%)
Draw from Reserve	50,000				-	NA
Provision for Reserve	\$ -	\$ (20,833)	\$ (24,293)	\$ (21,610)	NA	NA

SEA OAKS
Schedule 10

	CY2022 Budget	5-mth Budget YTD	Actual May 2023	Actual YTD May 2023	Incr/(Decr) \$ & %	
Revenues						
Gross Potential Rent	492,173	205,072	41,588	191,700	(13,372)	-7%
Vacancy Loss	(24,609)	(10,254)	(7,971)	(36,969)	(26,715)	261% A
Rental Income	140,269	58,445	22,731	109,953	51,508	88%
HUD Subsidy	327,295	136,373	10,886	44,778	(91,595)	-67%
Other Tenant Revenue	3,000	1,250	3,172	4,584	3,334	267%
Collection Loss - Vacated Tenant	(2,953)	(1,230)		(2,110)	(880)	71%
Other Revenue	1,100	458	35	127	(332)	-72%
Total Operating Revenues	468,711	195,296	36,824	157,332	(37,965)	-19%
Expenses						
Legal & Eviction Fees	2,000	833		3,125	2,292	275%
Other Administrative Costs	18,000	7,500	1,032	6,006	(1,494)	-20%
Management Fee	23,436	9,765	1,841	11,006	1,241	13%
Audit & Tax Fees	10,000	4,167	771	3,855	(312)	-7%
Payroll and Benefits						
Manager	42,402	17,668	1,614	11,795	(5,873)	-33%
Maintenance	45,293	18,872	2,007	13,900	(4,972)	-26%
Taxes and Benefits	25,496	10,623	924	7,824	(2,799)	-26%
Repairs and Maintenance						
Extermination	3,900	1,625		1,105	(520)	-32%
Grounds	11,196	4,665	933	5,065	400	9%
Make Ready	7,500	3,125		885	(2,240)	-72%
Maintenance Materials	32,920	13,717	1,449	13,407	(310)	-2%
Other Routine Contract Costs	6,500	2,708	1,868	7,453	4,745	175%
Utilities	41,000	17,083	3,411	16,301	(782)	-5%
Trash	54,000	22,500	4,758	24,044	1,544	7%
Property Insurance	30,173	12,572	12,551	37,698	25,126	200% B
Other Insurance - Liab & Work Comp	9,651	4,021	825	3,478	(543)	-14%
Total Operating Expenses	363,466	151,444	33,984	166,947	15,503	10%
Net Operating Income/(Loss) - NOI	105,245	43,852	2,840	(9,615)	(53,467)	(0)
Contribution to Replacement Reserve	24,226	10,094	2,020	10,100	6	0%
NOI less Reserves	81,019	33,758	820	(19,715)	(53,473)	-158%
Debt Service - Principal & Interest	65,703	27,376	8,680	37,010	9,634	35% C
Debt Service Coverage Ratio	1.23	1.23	0.09	(0.53)	NA	NA
Operating Cash Flow	15,316	6,382	(7,860)	(56,725)	(15,316)	-240%
Asset Management Fee	7,535	3,140	629	3,143	3	0%
Non Routine & Capital Expenditures	60,000	25,000		16,174	(8,826)	-35% 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 IV.E.
July 6, 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 is currently undergoing an external review by an employment attorney. Relevant documents are included with the Board information for today's meeting and have been 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 is available for all Board members to review and has been 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 has been migrated to a separate standalone site dedicated just to SHFC. Overall, each of these sites has cleaner look, easier navigation, and will ultimately have a 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