

**November 2, 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/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

**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 Patrick Howard at [PatrickB.Howard@traviscountytx.gov](mailto:PatrickB.Howard@traviscountytx.gov)
- Maximum three-minute limit per speaker.

**III. CONSENT AGENDA**

- a. Approval of the Minutes from the October 4, 2023, Regular Meeting

**IV. ACTION ITEMS**

a. Resolution No. HATC-2023-10	To <u>Adopt</u> changes in 2024 Payment Standards effective January 1, 2024, for all programs.
b. Resolution No. HATC-2023-11	To <u>Amend</u> the Continuum of Care (COC) Policy and Procedures.

**V. DISCUSSION ITEMS**

- a. FY2024 Draft Operating Budget  
b. CEO Annual Performance Evaluation  
c. Future meetings with Travis County Commissioners Court  
d. Other

**VI. CEO / EXECUTIVE DIRECTOR'S REPORT**

- a. Voucher Programs/ Homeless Initiatives – *Christina Montes*
  - i. HCV Program (Conventional)
  - ii. Homeless Initiatives
  - iii. Special Purpose Vouchers
- b. Affordable Housing Programs – *Carlos Guzman*
- c. Real Estate Development – *Keith Hoffpauir*
  - i. Manor Town Phase II
- d. Finance – *Subra Narayanaier*
- e. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

**VII. BOARD COMMITTEE REPORTS**

- a. Governance and Finance Committee
- b. Human Resource Committee
- c. Real Estate Committee

**VIII. NEW / UNFINISHED BUSINESS**

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

**IX. EXECUTIVE SESSION**

*The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*

- *Texas Government Code Annotated 551.071, Consulting with Attorney*
- *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*

**X. ADJOURNMENT**

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
October 4<sup>th</sup>, 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 the link provided below.

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

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

- a. Chair Sharal Brown called the *meeting to order at 10:23 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; Commissioner Janet Wenig; Vice Chair Jimmy Paver; and Commissioner Rebecca Webber.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.  
*(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpauir; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar).*

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

N/A

**III. CONSENT AGENDA**

- a. The Approval of the Minutes from the September 7th, 2023, Regular Meeting with a note to correct the times for Executive Session.  
Vice Chair Jimmy Paver made a motion for approval and Commissioner Rebecca Webber seconded the motion, which **passed** unanimously.

Chair Sharal Brown has deferred discussion of the Interlocal Agreement between HATC and SHFC to Executive Session.

**IV. CEO / EXECUTIVE DIRECTOR'S REPORT**

*Not discussed.*

**V. DISCUSSION ITEM**

- a. Discussion of Overlapping Board Members as It Relates to the Interlocal Agreement  
Attorney Cliff Blount summarized that the three overlapping directors on both Boards had not been a problem in the past but present a conflict now with pending Interlocal Agreement Termination. Commissioner Jan Wenig asked for a 'parliamentary education' on the difference between recusing oneself and abstaining from a vote. Attorney Cliff Blount explains that to recuse oneself means that you would not count towards the quorum,

and you would preferably neither attend nor discuss the meeting nor its matters. To abstain would mean that you would not vote but you are present and you do count towards the quorum.

Attorney Jim Plummer explains that there is the concern of not only conflict but also the appearance of conflict, which is just as bad. Also, if all three overlapping Board members recuse themselves from HATC's meetings and discussions, HATC loses quorum. Thirdly, there is another option whereby the overlapping Board members could simply choose one Board and resign from the other.

Commissioner Rebecca Webber inquires as to what would happen in a joint meeting with the appearance or actual presence of conflict with the three overlapping Board members. Attorney Jim Plummer answers that there is the same conflict questions because no matter what you decide, you are acting adversely to one Board or the other.

Chair Sharal Brown suggests that the Board's decision will be guided by the opinion of its members. Commissioner Rebecca Webber believes it is counsel's guidance to recuse herself, along with other overlapping Board members, from Executive Session.

## **VI. PUBLIC INFORMATION REQUEST**

Chair Sharal Brown seeks to address the Public Information Request made regarding CEO Patrick Howard's performance evaluations of the past three years. CEO Patrick Howard did get a legal opinion and did provide the requested information from last year but was unable to locate years 2020 or 2021. Commissioner Rebecca Webber shares that she was the one who made the request in the spirit of full transparency, hoping to acquire the evaluations for her knowledge – not knowing if she herself was privy to past evaluations – and also to share with her appointers.

Commissioner Wilmer Roberts expresses that he is unhappy with the idea that someone would go and share a public record of past CEO evaluations with the County Commissioners or anyone outside of the agency. Commissioner Rebecca Webber clarifies that she requested the information via the PIA specifically so that the information *could* be shared. Commissioner Wilmer Roberts is of the opinion that this violates the fiduciary responsibility of the Board members.

Attorney Jim Plummer clarifies that to share information gathered via the PIA, and therefore public information, with County Commissioners – members of the public – is not in violation of the fiduciary responsibility of the Board members. Furthermore, he is of the opinion that information should be shared freely with the Board's appointers, the County Commissioners.

**Items V and VI were not discussed.**

**Item VII is to be discussed at a Special Meeting on October 17<sup>th</sup> at 9:30am.**

## **VIII. EXECUTIVE SESSION**

Vice Chair Jimmy Paver made a **motion** to move the Board meeting into Executive Session at 11:02 am; Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

Chair Sharal Brown reconvened the meeting at 11:22am. Executive Assistant Madeleine Hoffman does roll call and a quorum is confirmed.

Commissioners Jan Wenig and Rebecca Webber both left the room after Executive Session was called at the advice of counsel. Physical quorum was lost. The topics to be discussed, CEO Patrick Howard's evaluation and SHFC/the Interlocal Agreement were not discussed because the physical quorum was lost.

It was established once back in session that the CEO's evaluation criteria should be on the regular agenda.

#### **IX. ADJOURNMENT**

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

The Board meeting adjourned at 11:25 a.m.

Respectfully submitted and approved,

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Patrick Howard, CEO/Executive Director



## Payment Standards Housing Choice Voucher and Continuum of Care

**Proposed Changes  
Effective January 1, 2024**

<b>Bedroom size</b>	<b>Current Payment Standards Effective April 1, 2023 (110% of FMR)</b>	<b>Proposed % change of FMR</b>	<b>Proposed Payment Standards Effective January 1, 2024</b>
Single Room Occupancy	<b>1034</b>	100%	<b>1139</b>
Efficiency	<b>1378</b>	100%	<b>1519</b>
1	<b>1525</b>	100%	<b>1635</b>
2	<b>1789</b>	100%	<b>1924</b>
3	<b>2297</b>	100%	<b>2470</b>
4	<b>2658</b>	100%	<b>2840</b>
5	<b>3056</b>	100%	<b>3266</b>
6	<b>3455</b>	100%	<b>3692</b>

## Emergency Housing Vouchers & Stability Vouchers

<b>Bedroom size</b>	<b>Current Payment Standards Effective January 1, 2023 (120% of FMR)</b>	<b>Proposed % change of FMR</b>	<b>Proposed Payment Standards Effective January 1, 2024</b>
Single Room Occupancy	<b>1128</b>	120%	<b>1367</b>
Efficiency	<b>1504</b>	120%	<b>1823</b>
1	<b>1663</b>	120%	<b>1962</b>
2	<b>1951</b>	120%	<b>2309</b>
3	<b>2506</b>	120%	<b>2964</b>
4	<b>2899</b>	120%	<b>3408</b>
5	<b>3334</b>	120%	<b>3919</b>
6	<b>3769</b>	120%	<b>4430</b>

HATC has the authority to adopt Payment Standards between 90% and 110% of the Fair Market Rents (FMR) with board approval and up to 120% for reasonable accommodation for persons with disabilities without HUD approval.

## § 982.502

## 24 CFR Ch. IX (4–1–02 Edition)

(2) A tenancy under the certificate program (commenced before merger of the certificate and voucher programs on the merger date).

(c) Unless specifically stated, requirements of this part are the same for all tenancies. Sections 982.503, 982.504, and 982.505 only apply to a voucher tenancy. Sections 982.518, 982.519, and 982.520 only apply to a tenancy under the certificate program.

[64 FR 26647, May 14, 1999, as amended at 65 FR 42509, July 10, 2000]

### § 982.502 Conversion to voucher program.

(a) *New HAP contracts.* On and after the merger date, the PHA may only enter into a HAP contract for a tenancy under the voucher program, and may not enter into a new HAP contract for a tenancy under the certificate program.

(b) *Over-FMR tenancy.* If the PHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date, on and after the merger date such tenancy shall be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with § 982.505. However, § 982.505(b)(2) shall not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date.

(c) *Voucher tenancy.* If the PHA had entered into any HAP contract for a voucher tenancy prior to the merger date, on and after the merger date such tenancy shall continue to be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with § 982.505. However, before the effective date of the second regular reexamination of family income and composition on or after the merger date, the payment standard for the family shall be the higher of:

(1) The initial payment standard for the family at the beginning of the HAP contract term; or

(2) The payment standard for the family as calculated in accordance with § 982.505, except that § 982.505(b)(2) shall not be applicable until the effective date of the second regular reexamination of family income and composition on or after the merger date.

(d) *Regular certificate tenancy.* The PHA must terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program (entered prior to the merger date) at the effective date of the second regular reexamination of family income and composition on or after the merger date. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The PHA must give at least 120 days written notice of such termination to the family and the owner, and the PHA must offer the family the opportunity for continued tenant-based assistance under the voucher program. The PHA may deny the family the opportunity for continued assistance in accordance with §§ 982.552 and 982.553.

[64 FR 26648, May 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000]

### § 982.503 Voucher tenancy: Payment standard amount and schedule.

(a) *Payment standard schedule.* (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each “unit size.” Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom, and so on).

(2) The payment standard amounts on the PHA schedule are used to calculate the monthly housing assistance payment for a family (§ 982.505).

(3) The PHA voucher payment standard schedule shall establish a single payment standard amount for each unit size. For each unit size, the PHA

may establish a single payment standard amount for the whole FMR area, or may establish a separate payment standard amount for each designated part of the FMR area.

(b) *Establishing payment standard amounts.* (1)(i) The PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range ("basic range").

(ii) The PHA may establish a separate payment standard amount within the basic range for a designated part of an FMR area.

(2) Except as provided in paragraph (c)(2)(iii) of this section, the PHA must request HUD approval to establish a payment standard amount that is higher or lower than the basic range. HUD has sole discretion to grant or deny approval of a higher or lower payment standard amount. Paragraphs (c) and (e) of this section describe the requirements for approval of a higher payment standard amount ("exception payment standard amount").

(c) *HUD approval of exception payment standard amount.* (1) *HUD discretion.* At HUD's sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the fair market rent area (called an "exception area"). HUD may approve an exception payment standard amount in accordance with this paragraph (c) of this section for all units, or for all units of a given unit size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount.

(2) *Above 110 percent of FMR to 120 percent of published FMR.* (i) The HUD Field Office may approve an exception payment standard amount from above 110 percent of the published FMR to 120 percent of the published FMR (upper range) if the HUD Field Office determines that approval is justified by either the median rent method or the 40th or 50th percentile rent method as described in paragraph (c)(2)(i)(B) of this section (and that such approval is also supported by an appropriate pro-

gram justification in accordance with paragraph (c)(4) of this section). The PHA may establish an exception payment standard amount from above 110 percent of the published FMR to 120 percent of the published FMR, in accordance with paragraph (c)(2)(iii) of this section, without requesting approval from HUD.

(A) *Median rent method.* In the median rent method, HUD determines the exception payment standard amount by multiplying the FMR times a fraction of which the numerator is the median gross rent of the exception area and the denominator is the median gross rent of the entire FMR area. In this method, HUD uses median gross rent data from the most recent decennial United States census, and the exception area may be any geographic entity within the FMR area (or any combination of such entities) for which median gross rent data is provided in decennial census products.

(B) *40th or 50th percentile rent method.* In this method, HUD determines that the area exception payment standard amount equals either the 40th or 50th percentile of rents for standard quality rental housing in the exception area. HUD determines whether the 40th or 50th percentile rent applies in accordance with the methodology described in § 888.113 of this title for determining FMRs. A PHA must present statistically representative rental housing survey data to justify HUD approval.

(ii) The HUD Field Office may approve an exception payment standard amount within the upper range if required as a reasonable accommodation for a family that includes a person with disabilities.

(iii) Until September 30, the PHA may establish an exception payment standard amount for all or part of an FMR area in accordance with maximum payment standard amounts published in the FEDERAL REGISTER between September 25, 2000 and September 30, 2001 without requesting HUD approval, under the following conditions:

(A) The payment standard amounts referenced in paragraph (c)(2)(iii) are the maximum payment standard amounts until October 1, 2001 unless



HUD has approved the PHA's establishment of a higher payment standard amount;

(B) The PHA's establishment of the maximum payment standard amounts in paragraph (c)(2)(iii)(A) of this section does not result in a payment standard amount that is greater than 120% of the published FMR;

(C) The PHA has adopted a new utility allowance schedule after October 1, 2000 which reflects that the total cost of all utilities for a typical two-bedroom unit has increased by more than ten percent based on the difference between the new utility allowance schedule and the previous schedule; and

(D) The current payment standard amounts are not adequate to meet increased utility costs at 100% of the FMR.

(3) *Above 120 percent of FMR.* (i) At the request of a PHA, the Assistant Secretary for Public and Indian Housing may approve an exception payment standard amount for the total area of a county, PHA jurisdiction, or place if the Assistant Secretary determines that:

(A) Such approval is necessary to prevent financial hardship for families;

(B) Such approval is supported by statistically representative rental housing survey data to justify HUD approval in accordance with the methodology described in § 888.113 of this title; and

(C) Such approval is also supported by an appropriate program justification in accordance with paragraph (c)(4) of this section.

(ii) For purposes of paragraph (c)(3) of this section, the term "place" is an incorporated place or a U.S. Census designated place. An incorporated place is established by State law and includes cities, boroughs, towns, and villages. A U.S. Census designated place is the statistical counterpart of an incorporated place.

(4) *Program justification.* (i) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(2) or paragraph (c)(3) of this section) if HUD determines that approval of such higher amount is needed either:

(A) To help families find housing outside areas of high poverty, or

(B) Because voucher holders have trouble finding housing for lease under the program within the term of the voucher.

(ii) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(3) of this section) after six months from the date of HUD approval of an exception payment standard pursuant to paragraph (c)(2) of this section for the area.

(5) *Population.* The total population of HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

(6) *Withdrawal or modification.* At any time, HUD may withdraw or modify approval to use an exception payment standard amount.

(7) *Transition: Area exception rents approved prior to merger date.* Subject to paragraph (c)(6) of this section, the PHA may establish an exception payment standard amount up to the amount of a HUD-approved area exception rent in effect at the merger date.

(d) *HUD approval of payment standard amount below the basic range.* HUD may consider a PHA request for approval to establish a payment standard amount that is lower than the basic range. At HUD's sole discretion, HUD may approve PHA establishment of a payment standard lower than the basic range. In determining whether to approve the PHA request, HUD will consider appropriate factors, including rent burden of families assisted under the program. HUD will not approve a lower payment standard if the family share for more than 40 percent of participants in the PHA's voucher program exceeds 30 percent of adjusted monthly income. Such determination may be based on the most recent examinations of family income.

(e) *HUD approval of success rate payment standard amounts.* In order to increase the number of voucher holders who become participants, HUD may approve requests from PHAs whose FMRs are computed at the 40th percentile rent to establish higher, success rate payment standard amounts. A success rate payment standard amount is defined as any amount between 90 percent and 110 percent of the 50th percentile rent, calculated in accordance

with the methodology described in § 888.113 of this title.

(1) A PHA may obtain HUD Field Office approval of success rate payment standard amounts provided the PHA demonstrates to HUD that it meets the following criteria:

(i) Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the most recent 6 month period for which there is success rate data available have become participants in the voucher program;

(ii) The PHA has established payment standard amounts for all unit sizes in the entire PHA jurisdiction within the FMR area at 110 percent of the published FMR for at least the 6 month period referenced in paragraph (e)(1)(i) of this section and up to the time the request is made to HUD; and

(iii) The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.

(2) In determining whether to approve the PHA request to establish success rate payment standard amounts, HUD will consider whether the PHA has a SEMAP overall performance rating of "troubled". If a PHA does not yet have a SEMAP rating, HUD will consider the PHA's SEMAP certification.

(3) HUD approval of success rate payment standard amounts shall be for all unit sizes in the FMR area. A PHA may opt to establish a success rate payment standard amount for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.

(f) *Payment standard protection for PHAs that meet deconcentration objectives.* Paragraph (f) of this section applies only to a PHA with jurisdiction in an FMR area where the FMR had previously been set at the 50th percentile rent to provide a broad range of housing opportunities throughout a metropolitan area, pursuant to § 888.113(c), but is now set at the 40th percentile rent.

(1) Such a PHA may obtain HUD Field Office approval of a payment standard amount based on the 50th percentile rent if the PHA scored the maximum number of points on the

deconcentration bonus indicator in § 985.3(h) in the prior year, or in two of the last three years.

(2) HUD approval of payment standard amounts based on the 50th percentile rent shall be for all unit sizes in the FMR area that had previously been set at the 50th percentile rent pursuant to § 888.113(c). A PHA may opt to establish a payment standard amount based on the 50th percentile rent for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.

(g) *HUD review of PHA payment standard schedules.* (1) HUD will monitor rent burdens of families assisted in a PHA's voucher program. HUD will review the PHA's payment standard for a particular unit size if HUD finds that 40 percent or more of such families occupying units of that unit size currently pay more than 30 percent of adjusted monthly income as the family share. Such determination may be based on the most recent examinations of family income.

(2) After such review, HUD may, at its discretion, require the PHA to modify payment standard amounts for any unit size on the PHA payment standard schedule. HUD may require the PHA to establish an increased payment standard amount within the basic range.

[64 FR 26648, May 14, 1999; 64 FR 49658, Sept. 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 65 FR 58874, Oct. 2, 2000; 66 FR 30568, June 6, 2001]

**§ 982.504 Voucher tenancy: Payment standard for family in restructured subsidized multifamily project.**

(a) This section applies to tenant-based assistance under the voucher program if all the following conditions are applicable:

(1) Such tenant-based voucher assistance is provided to a family pursuant to § 401.421 of this title when HUD has approved a restructuring plan, and the participating administrative entity has approved the use of tenant-based assistance to provide continued assistance for such families. Such tenant-based voucher assistance is provided for a family previously receiving project-based assistance in an eligible project (as defined in § 401.2 of this

## Payment Standards Effective 1/1/2024

**Payment standard** is defined as: *The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).* 24 CFR 982.4

### ***Housing Choice Vouchers (HCV), Mainstream Vouchers, & Continuum of Care (CoC)***

Payment Standards are set at **100%** of the Fair Market Rates (FMRs) for Travis County

Number of Bedrooms on Voucher	Payment Standards All Bills Paid
Single Room Occupancy (SRO)	1139
Efficiency	1519
1	1635
2	1924
3	2470
4	2840
5	3266
6	3692

### ***Emergency Housing Vouchers (EHV) and Stability Vouchers (SV)***

Payment Standards are set at **120%** of the Fair Market Rates (FMRs) for Travis County

Number of Bedrooms on Voucher	Payment Standards All Bills Paid
Single Room Occupancy (SRO)	1367
Efficiency	1823
1	1962
2	2309
3	2964
4	3408
5	3919
6	4430

### **THE PAYMENT STANDARDS ABOVE REFLECT RENTS IF THE LANDLORD PAID ALL UTILITIES.**

The payment standard used to calculate rent for the family is the lower of: The payment standard amount for the family voucher size or the payment standard amount for the size of the dwelling unit rented by the family.

**REASONABLE RENTS:** the rent requested must be reasonable compared to other similar unassisted units. Rent reasonableness certification will be assessed for all new units and all requested increases in rents for renewed units.

## HATC Action Item

November 2, 2023

**Resolution No. HATC-2023-10:** To Adopt changes in 2024 Payment Standards effective January 1, 2024, for all programs.

**WHEREAS**, The HATC reviews and proposes the changes to Payment Standards each year based on the HUD published Fair Market Rents for Travis County,

**WHEREAS**, HUD requires that each PHA adopt and revise Payment Standards within 3 months following HUD's Fair Market Rents effective date which is 10/1/23; and

**WHEREAS**, adopting the new payment standards would align with HUD's requirement and continue to provide opportunities for families to locate suitable housing.

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

1. Approves Resolution No. HATC-2023-10,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 2<sup>nd</sup> day of November 2023.**

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Chair/ Board of Commissioners

**Attested and approved as to form:**

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Patrick B. Howard, CEO/*Executive Director*

This content is from the eCFR and is authoritative but unofficial.



Displaying title 24, up to date as of 9/14/2023. Title 24 was last amended 7/01/2023.

## **Title 24 –Housing and Urban Development**

### **Subtitle B –Regulations Relating to Housing and Urban Development**

#### **Chapter V**

#### **–Office of Assistant Secretary for Community Planning and Development, Department of Housing and Urban Development**

#### **Subchapter C –Community Facilities**

#### **Part 578 –Continuum of Care Program**

#### **Subpart B –Establishing and Operating a Continuum of Care**

#### **§ 578.5 Establishing the Continuum of Care.**

- (a) **The Continuum of Care.** Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.
- (b) **The board.** The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The board must:
- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
  - (2) Include at least one homeless or formerly homeless individual.
- (c) **Transition.** Continuums of Care shall have 2 years after August 30, 2012 to comply with the requirements of paragraph (b) of this section.

This content is from the eCFR and is authoritative but unofficial.



Displaying title 24, up to date as of 9/14/2023. Title 24 was last amended 7/01/2023.

## **Title 24 —Housing and Urban Development**

### **Subtitle B —Regulations Relating to Housing and Urban Development**

#### **Chapter V**

#### **—Office of Assistant Secretary for Community Planning and Development, Department of Housing and Urban Development**

#### **Subchapter C —Community Facilities**

#### **Part 578 —Continuum of Care Program**

#### **Subpart F —Program Requirements**

#### **§ 578.91 Termination of assistance to program participants.**

- (a) **Termination of assistance.** The recipient or subrecipient may terminate assistance to a program participant who violates program requirements or conditions of occupancy. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same individual or family.
- (b) **Due process.** In terminating assistance to a program participant, the recipient or subrecipient must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:
  - (1) Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
  - (2) Written notice to the program participant containing a clear statement of the reasons for termination;
  - (3) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
  - (4) Prompt written notice of the final decision to the program participant.
- (c) **Hard-to-house populations.** Recipients and subrecipients that are providing permanent supportive housing for hard-to-house populations of homeless persons must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.

## HATC Action Item

**November 2, 2023**

**Resolution No. HATC-2023-11:** To Amend the Continuum of Care (COC) Policy and Procedures.

### **Background Information:**

Under guidance from the local COC HUD Field office and Code of Federal Regulations, policies related to the Continuum of Care participant termination and the policy decision making process were revised to align with HUD requirements.

#### *Termination Proposed Policy*

Current policy provided one notice of termination to the participant of the pending termination of housing assistance.

HUD regulation 24 CFR part 578.91 details the requirement for a program participant to be provided a formal process that recognizes the rights of the individual under the COC Program.

Due process includes:

A written copy of the program rules and termination process before participant begins to receive assistance; an initial written notice to the participant containing a clear statement of the reasons for termination with an opportunity to appeal the termination, a review of the decision by someone other than the person who made the termination decision, and a prompt and final decision following the initial notice of termination.

The proposed policy provides a second and final notice of termination of housing assistance to allow additional time to participant to reconcile any discrepancies related to the pending termination. The second and final termination notice will be issued by either the Informal Hearing Officer if an appeal was requested or HATC if an appeal was not requested.

#### *Policy Decision Making Process*

HUD regulation 24 CFR part 578.5 requires the COC to establish a board to act on behalf of the COC project and it must include the following:

1. A representative of the relevant organizations and of projects serving homeless subpopulations; and
2. Must include at least one homeless or formerly homeless individual.

The proposed participation policy on amended pages 75-80, further clarifies actions HATC will take to ensure this requirement is met to include notification to Travis County and a waiver request from HUD for alternative options.

**Requested Action:**

Consideration and appropriate action regarding Resolution No. HATC-2023-11, To Amend the Continuum of Care (COC) Policy and Procedures.

**Alternate Option:**

The Board of Commissioners could elect Not to Amend the Continuum of Care (COC) Policy and Procedures as proposed or provide other alternatives.

**Fiscal Impact:**

The proposed amendment aligns with Code of Federal Regulations and ensures participants have ample time to reply/reconcile a possible termination from the program.

**Attachments:**

- A. Proposed Amended COC Policy and Procedures
- B. 24 CFR 578.91
- C. 24 CFR 578.5

**Prepared by:**

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

**Approval:**

---

Patrick B. Howard, *CEO/Executive Director*



Appendix 1

HOUSING AUTHORITY OF TRAVIS COUNTY (HATC)

*SPECIAL POPULATIONS PARTICIPATION PLAN*

*for*

**Continuum of Care Policy and Procedures**

## **TABLE OF CONTENTS**

<b>Part I</b>	<b>Introduction</b>
<b>Part II</b>	<b>Public Notice / Notification</b>
<b>Part III</b>	<b>Public Access to Information</b>
<b>Part IV</b>	<b>The Participation Process</b>

## **PART I. INTRODUCTION**

The Housing Authority of Travis County (HATC) seeks to involve citizens and community stakeholders, particularly special populations, in the development of its policies and procedures that affect its current and future residents. This includes Housing Choice Voucher Administrative Plan; Continuum of Care Program Administrative Plan/Standard Operating Procedures; and all other applicable administrative policies and procedures. As HATC is a long-term recipient of Continuum of Care (CoC) Grant funding, the Code of Federal Regulations (CFR) outlines specific requirements for the participation of homeless persons.

### **Encouragement of Citizen Participation**

This Plan provides for and encourages public participation of at least one homeless or formerly homeless individual, emphasizing involvement by low and moderate-income people, especially those in special populations (homeless, disabled, veterans, etc.), current and former project based rental assistance (PBRA) HATC housing residents, and those living in predominantly low and moderate-income neighborhoods.

### **Participants in the Policy Decision Making Process for the COC**

#### **24 CFR 578.5 Establishing the Continuum of Care**

(a) ***The Continuum of Care.*** Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

(b) ***The board.*** The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by [§ 578.7\(a\)\(3\)](#) and must comply with the conflict-of-interest requirements at [§ 578.95\(b\)](#). The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual. HATC's Board of Directors is selected by Travis County Commissioners Court.

## **PART II. PUBLIC NOTICE / NOTIFICATION**

### **A. Items Covered by the Public Notice Requirement**

Advanced notice will be given with enough lead-time for the public and all other community stakeholders to take informed action on any policy changes for the COC program.

There shall be advanced public notice whenever proposed changes to a relevant HATC document are being brought forward. These would include Five Year and Annual Action Plan; Housing Choice Voucher Administrative Plan; and Continuum of Care Policy and Procedures.

In addition, there shall be advanced public notice of all public hearings related to the funds or planning process covered by this *Special Populations Participation Plan*.

#### **B. Forms of Public Notice**

The following represents forms of Public Notice:

- Housing Authority of Travis County web page at [www.hatctx.com](http://www.hatctx.com);
- Travis County website; and
- Any other relevant sources.

### **Part III. Public Access to Information**

Housing Authority of Travis County will provide the public with at least 45 day notice to review and provide comments on the proposed changes to the Continuum of Care program policy and procedures.

#### **A. Standard Documents**

Standard documents include:

- Five Year and Annual Action Plan
- Housing Choice Voucher Administrative Plan
- Continuum of Care Policy and Procedures

#### **B. Availability of Standard Documents**

Standard documents will be available at the Housing Authority of Travis County Administrative Office, 502 East Highland Mall Boulevard, Suite 106-B, Austin, TX. These materials will be available in a form accessible to persons with disabilities if requested.

Copies of this Plan, as well as summaries of basic information about HATC programs, will be included on the Agency's website – [www.hatctx.com](http://www.hatctx.com) – and at HATC Administrative Offices.

#### **C. Public Hearings**

Public hearings are required by law to obtain the public's views and to provide the public with HATC's response to public questions and proposals.

Public hearings will be held in conjunction to HATC's regular board meetings as deemed necessary throughout the policy/standard document review process to provide proposed policy changes, if any.

##### **1. Access to Public Hearings**

Public hearings will be held only after there has been adequate notice as described in the *Public Notice* Section of this Plan.

##### **2. Public Hearings and Populations with Unique Needs**

All public hearings will be held at HATC Administrative Office, a location that is accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least (5) five working days prior to hearing.

### **Part IV. The Participation Process**

#### **Identifying a homeless or formerly homeless individual for board participation**

The HATC Board of Directors is appointed by the Travis County Commissioner's Court. There are currently 5 board members appointed.

1. Upon a vacant seat of a homeless or formerly homeless member on HATC's Board of Director's, HATC will notify the COC HUD Field Office within 30 days of vacancy to provide notification and obtain a waiver.
2. The HATC Executive Director will notify Travis County Commissioners court of the COC requirement to appoint a homeless or formerly homeless individual.
3. The Travis County Commissioner's court will be provided names, if applicable, of interested program participants who meet the criteria for possible selection. Interested applicants may be from other projects within HATC's programs served if they meet the requirement of a homeless or formerly homeless applicant.
4. The Travis County Commissioners court will make every effort to find a suitable board member who meets the requirements outlined for the COC.
5. If a homeless or formerly homeless applicant is not available or selected by Travis County Commissioner's court, HATC will request a waiver from HUD.
6. During the interim of replacing a qualifying board member and at the time of any HATC policy change consideration affecting HATC's homeless/formerly homeless projects, HATC will send direct mailers and/or emails to all its current Continuum of Care participants, in addition to associated Permanent and Supportive Housing services providers, partners, inviting them to participate in focus groups to discuss such policy changes.
7. In the absence of a qualified board member, interested participants will be invited to participate in HATC's Board of Commissioners Governance, Finance, and Administration Standing Committee.

**HATC Resolution for Action Item #**

**November 2, 2023**

**Resolution No. HATC-2023-11:** To Amend the Continuum of Care (COC) Policy and Procedures.

**WHEREAS**, The HATC COC Policy and Procedures Manual provides a framework for the management and administration of the COC Program; and

**WHEREAS**, Periodic amendments to COC Policy and Procedures are necessary in order to accommodate legislative changes, and in consideration of current trends and best practices; and

**WHEREAS**, adopting these changes align COC policy with HUD mandated regulations.

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

1. Approves Resolution No. HATC-2023-11,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 2nd day of November 2023.**

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Chair, Board of Commissioners

**Attested and approved as to form:**

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Patrick B. Howard, CEO/*Executive Director*

## HATC Discussion Item 6A.1

November 2, 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 9/1/23: 686 (HUD awarded 6 additional HCV)**

As of September 30, 2023, 488 of HATC's HCV allocation were utilized in a conventional fashion.

As of September 30, 2023, the total lease up for the HCV program was **668 of 686**. Occupancy rate was at **97.38%**.

For this reporting period, there were **449** applicants on the waiting list.

**Portable In:** 43 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 September 30, 2023, Cambridge had a total lease up of **18** vouchers under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**

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Patrick B. Howard, *CEO/Executive Director*



## HATC Discussion Item 6A. 2

**November 2, 2023**

**Subject:** Homeless Initiatives

### **Continuum of Care (CoC)**

HATC was awarded **\$1,149,159** in new federal funds from the **2022** CoC competition to provide housing for chronically homeless clients with a disability for 2023-2024 **This grant began July 1, 2023 and ends on June 30, 2024.**

As of **September 30, 2023**, HATC, provided housing assistance to **86** 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 **September 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:**

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Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item 6A.3

**November 2, 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 September 30, 2023, there were **66** 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 September 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 September 30, 2023, there were **32** 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 September 30, 2023, VASH, has **25** 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 September 30, 2023, EHV has **23** 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:**

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Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT

Sep-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	18		19	94.74%
Housing Choice Vouchers (HCV)	486	2	441	110.66%
Port Outs (PO) HCV	10		10	100.00%
Non Elderly and Disabled (NED)	66		75	88.00%
**VASH- HUD Awarded Vouchers	25		30	83.33%
**Homeless Preference	37		39	94.87%
**Family Unification Program (FUP)	24		72	33.33%
<b>Total</b>	<b>666</b>	<b>2</b>	<b>686</b>	<b>97.38%</b>
<b>Total HCV Leased after the first of the month:</b>	<b>668</b>			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	86	74	116.22%
Mainstream (MVP)	32	49	65.31%
**Emergency Housing Vouchers (EHV):	23	34	67.65%

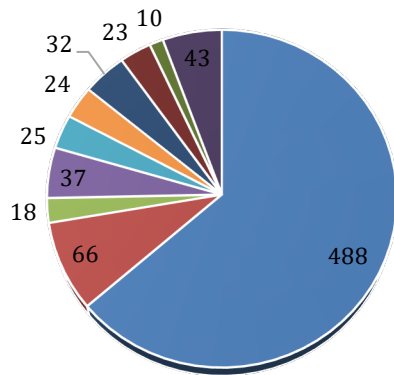
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	2	13	15
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	2	1	3
Homeless Preference (HP)	1	1	2
Family Unification Program (FUP)	1		1
Mainstream (MVP)	2	5	7
Emergency Housing Vouchers (EHV)	15	1	16
<b>TOTAL</b>			<b>46</b>

Waiting List (HCV, Choice PBRA, HP, MVP) :				449
Leased Port Ins (last day of month):				43

\*\* Direct referral only

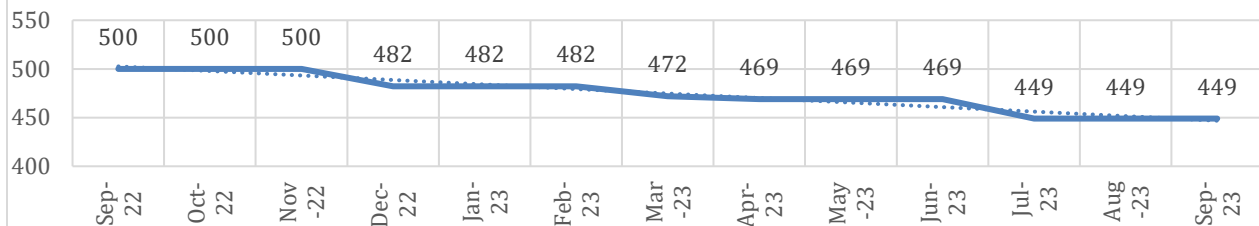
## Attachment 6 A: Graphs

### September 2023: 766 Total Households Served

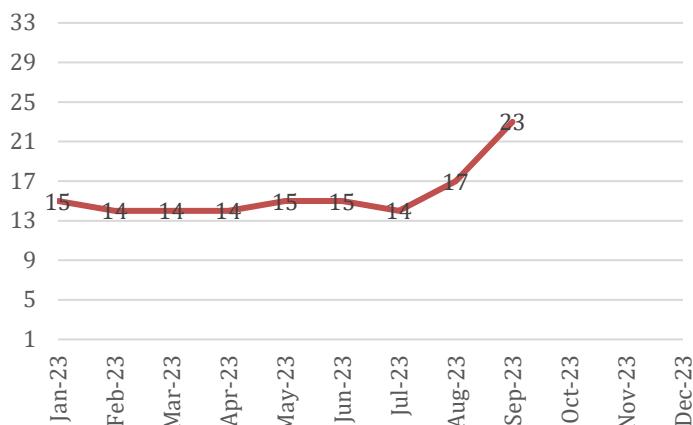


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

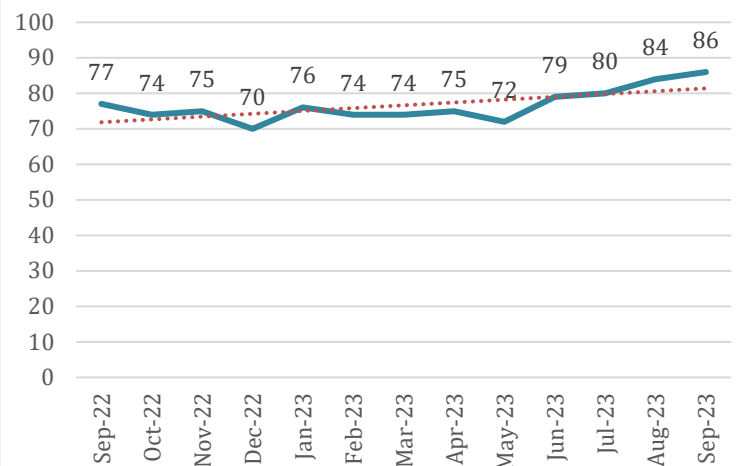
### Applicants on Waiting List



### EHV Households Served



### COC Households Served



**HATC Discussion Item:****Affordable Housing Program****November 2, 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

**Texas Department of Housing and Community Affairs (TDHCA) Final Construction Deficiencies**

The TDHCA conducted a Final Construction Inspection October 21, 2021 for both Alexander and Summit Oaks also known as SEA RAD OAKS. All the Deficiencies have been completed and submitted to TDHCA for Review. After review only one item remains, item #3 handrail not provided on both sides. Tom Burghart with TBC Services will be completing this in November.

**Manor Town Stairwell Issue**

Currently both stairways posing a hazard were demolished, temporary stairs are in place and approved by the city building inspector. All our 2<sup>nd</sup> floor tenants back in their apartment. TBC Services, a general contractor company has completed the temporary shoring of both stairwells and has an engineer drawing up the plans while coordinating with the city of Manor's building inspector Greg to assure we meet all safety protocols to get this approved and start building the permanent stairs. Greg Eller the Certified Building Official approved the work permit to build the permanent stairs August 30, 2023. TBC Services has begun constructing both stairwells and finishing the project in November.

**Carleton Companies Takeover**

Carleton Companies officially took over effective July 1, 2023. They have filled all the Management and Maintenance positions. Resident meetings at properties are being conducted onsite to introduce all staff and answer any questions/concerns residents may have. Carleton will have offices open Monday Through Friday 8:00 am – 5:00 pm

and Saturdays by appointment only. They have identified current issues we are facing and will work to get us back to standard. Eastern Oaks recently had a Final Construction/UPCS (Uniform Physical Condition Standard) inspection October 26, 2023 awaiting official report from the Texas Department of Housing and Community Affairs (TDHCA).

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

Carleton Affordable Housing Board Report

Manor Town Permanent Stair Progress Pictures

Eastern Oaks Final Construction Unofficial Deficiency List

Prepared by:

Carlos Guzman, Director of Affordable Housing Programs

**Approval:**

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Patrick B. Howard, *President/ CEO*



# Carleton Companies

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An overview highlighting operational statistics through September 30, 2023, and areas of concern related to known issues faced by the properties and efforts to address them.

## Manor Town

Occupancy: 90.91%

Vacant: 3 – (Not Made Ready)

Ready: 0

Delinquency: (\$5,706 August 25% Reduction). September \$5601.50

Prepaid: \$100 August. September \$100.00

### Major Issues:

- Cash Flow/Collections.
- Interior physical unit conditions very poor; flooring/paint/cabinets fixtures etc.
- Exterior patios may have structural issues/leaning.
- Building exterior requires maintenance.
- Opened waitlist 10/1/23

### 100% of units/structures inspected:

- Significant housekeeping/pest control issues – Pest Control in progress. Last treatment 10/16. Improved resident compliance. Residents in non-compliance receiving lease violations. Last treated 10/16
- 2 units identified as probable hoarders.

### Initial Goals:

- Schedule resident meeting to announce change and clarify expectations – (October 2023).
- Make ready vacant units – In progress.
- Reduce Rental Delinquency – In progress.
- Clear all known non-compliance – In progress.
- Working with HATC to complete repairs required by City and State.
- Presently, multiple residents are on month-to-month leases. No such requirement exists for this asset. Moving all to an annual lease.





# Carleton Companies

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## Carson Creek

Occupancy: 93.8% - No Change

Vacant: 1 Not Ready

Delinquent: August \$16,715 . September \$ 16,953.00

Prepaid: \$177.00

### Major Issues:

- Compliance Report to Monitoring Data Services Inc (MDSI). Carleton gained access to the MDSI database. Upon reviewing the information, it was determined 15 of 16 units is non-compliant. As required, necessary documentation was submitted to MDSI by the established deadline. **Corrective Action:** A request for extension on any fees/findings of non-compliance was requested to allow time for needed corrective actions. To date, 14 of 15 files have been completed and submitted including all required documentation. One unit remains uncorrected, we are working with those residents. All corrective action was submitted 10-12-23 Review is pending.
- Cash Flow/Collections
- All resident files unorganized, missing critical documents (Out of compliance) Files are in better condition due to the above corrective action.

### **100% of units/structures inspected:**

- Significant Pest Control Issues all units – Pest control began 09.15. Residents not complying with preparation/housekeeping received lease violations. Treated 10/16. All units complied.
- All structures, systems, and unit interiors/exterior in severe physical decline requiring immediate attention to return to reasonable and safe condition – We are working with contractor to access and correct immediate needs.
- Overgrown penetrating vegetation – Landscaping required.
- Appears several units are occupied with persons not on the lease.

### **Initial Goals:**

- Schedule resident meeting to clarify expectations (November 2023)
- Clear remaining non-compliance – One file remains non-complaint correction anticipated by 09.26. All corrective action was submitted on 10.12.23
- Working with vendors to correct immediate health and safety deficiencies.
- Moving to determine accurate delinquency and moving to collect or evict.
- Preparing for resident notifications/lease violations/pest control.
- Working with HATC to correct known ADA, City, State physical issues.

# Carleton Companies

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## Eastern Oaks

Occupancy: 63% September t (Units vacated or abandoned discovered)

Vacant: 11

Ready: 5 Units (6 units being accessed by contractor for complete by 10/27)

Delinquent: \$32,250 August. \$4,429.00-September. **\*Note:** Due to incomplete recertifications 3 tenants' subsidy have been ceased by HUD for more than a year. Researching and correcting as quickly as possible). \*It appears damages charged to tenant ledgers from another apartment communities when relocated for rehab, investigating and correcting).

Prepaid: \$0.00

### **Major Issues:**

On July 10, 2023, a notification from CMTS that this property failed to upload the necessary corrective action due on January 10, 2023, from a Review that took place in August 2022. This notice informed Carleton and HATC that the property was now under a Penalty Referral with TDHCA's Enforcement Department, and that the owner could be responsible for the penalties/fees. **Correction:** Working with the residents and HATC, we completed and submitted all required documents on August 22, 2023, along with the required Owner's Certifications to TDHCA's Enforcement Specialist. We await further notification from The State. We expect this non-compliance to be cleared.

- Cash Flow/Collections
- Wait List was inaccurate data is unavailable other than email addresses. Carlos has finished his purging and is sending in CMS who is remaining.
- Evidence of Residents reporting income changes – No interim Recertification completed – Working 12 Past due recertifications. (Note: Resident with reduced income which lowers rent may be due retroactive reimbursement). 4 units labeled as market not receiving subsidy.
- All resident files unorganized, missing critical documents (Out of compliance).

### **Inspected 100% of units/structures:**

- Pest Control issues in most units – Pest Control Scheduled, 10/16 treatment. Residents now complying with preparation requirements. 1 bedbug infestation to be treated 10/27.
- Significant Housekeeping notice sent. Reinspection pending.
- Appears occupants living in units not on lease.
- Exterior landscaping/structures general maintenance needed.

### **Initial Goals:**

- Schedule resident meeting to announce change and clarify expectations. Meeting held 09.06.23.

# Carleton Companies

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- Moving to determine accurate delinquency and moving to collect or evict.
- Contractors working in the first 6 of 9 vacant units for make ready.
- Working with HATC to correct known HUD, ADA, City, State physical issues.
- The 5/1/2022 OCAF has been submitted to HUD, pending final approval. Received the 05/01/2022 OCAF approval and implemented. Pending submission of the 05/01/2023 OCAF.

## Alexander/Summit Oaks

Occupancy: 76%

(2) pending evictions

Vacant: 24

Ready: 18

Delinquent-\$ August \$177,998. September **\$177,528**. Note: This delinquency is unjustifiable. It appears charges carried over from another apartment complex when residents relocated for rehab. Late charges being accessed etc.; Due to incomplete recertifications multiple tenants' subsidy have been ceased by HUD for more than a year. Prepaid-\$6124.00.

### **Major Issues Alexander/Summit:**

- Cash Flow/Collections.
- Fill vacant units.
- 6 units currently not recertified. Risking loss of HUD subsidy soon; working to correct. (Note: Resident with reduced income which lowers rent may be due retroactive reimbursement). It was determined that 33 units are showing market/TM with no certs in TRACS for subsidy to be paid.
- All resident files unorganized, missing critical documents (Out of compliance).
- Wait List is inaccurate data is unavailable other than email addresses. Carlos has finished his purging and is sending in CMS who is remaining.

### **Inspected 100% of units/structures:**

- Alexander- Significant housekeeping issues, violations issues. Will reinspect in November.
- Several potential Hoarder units identified.
- Significant Pest Control issues – Pest Control treatment have started. Residents not complying with preparation or housekeeping are being issued Lease Violations.
- General maintenance required grounds, building exteriors.
- Significant Overgrown penetrating vegetation.



# Carleton Companies

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## **Initial Goals Alexander/Summit Oaks:**

- Schedule resident meeting to announce change and clarify expectations. Meeting held 09.06.23.
- Working through wait list to occupy units.
- Anticipate new move-ins to commence in September. Goal is to occupy at least 6 at that time.
- December 31.2023 our goal is to be 100% occupied.
- Evaluating existing tenant files, identifying any past due recertifications along with upcoming recertifications and correcting.
- The 5/1/2022 OCAF has been submitted to HUD, pending final approval. Received the 05/01/2022 OCAF approval and implemented. Pending submission of the 05/01/2023 OCAF.
- Working with HATC to correct known HUD, ADA, City, State physical issues.



## Manor Town Permanent Stairs Progress Pictures





## Manor Town Permanent Stairs Progress Pictures





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# Unofficial TDHCA Final Construction/UPCS Deficiency List

1. Front Office - All the light switches, the security camera panel, thermostat, and the rent slot are out of reach and need to be made handicap accessible.
2. Braille signage for bathrooms, community room, office and storage are missing.
3. Braille signage for all the units.
4. In the Kitchen the distance between the fridge and stove do not meet ADA requirement measurements.
5. In the Kitchen the range good controls need to be with-in reach to meet ADA requirements.
6. In the Kitchen under the sink the toe clearance does not meet ADA measurement requirements.
7. In both bathrooms the grab bars do not meet ADA measurement position requirements.
8. In both bathrooms the mirror needs to be 40 inches or below.
9. The fitness center must have floor space of 30x48.
10. Laundry Room – Need a front-loading washer and front-loading dryer.
11. Unit 43 – 1. Infestation, **2. Blocked egress in the bedroom to the back (THIS NEEDS TO BE ADDRESSED WITH-IN 72 HOURS AND KARLA IS AWARE OF THIS)**. 3. Need to install a 180-peep hole. 4. Replace the smoke alarms with strobe light smoke detectors.
12. Handicap sign is missing by the front office. Also, the slope may be too high.
13. Both Trash Dumpsters need to be swapped – they do not meet ADA height requirements.
14. Drain walkways around entire property need to be ½ inch. One by unit 36 as an example.
15. Sports Court needs an accessible route or to be removed.
16. Bench tables need an accessible route or to be removed.
17. Unit 34 has a boarded-up window.
18. The handicap parking spot by unit 48 slope is too high, the max is 2%.
19. The handicap parking spot by unit 48 requires a ramp to meet ADA requirements.
20. Maintenance shop (towards the back of property) – Does not meet any ADA requirements. He did let me know he will talk to his supervisor to see if the second maintenance shop can be a substitution to this.
21. Maintenance shop by the mailboxes – Does not meet ADA requirements. Requires hand bars in bathrooms and the front entrance door requires a 2% slope.
22. By unit 25 towards the front of the property it requires a ramp on the concrete to connect to the other sidewalk to meet ADA requirements.
23. Property needs to have bathtub seats available that meet ADA requirements if tenants request it. Non foldable ones.
24. In unit 26 the grab bars in the bathroom do not meet ADA measurement requirements. The bathtub is missing grab bars on the back. The bathroom door needs to have an 18-inch length from kitchen space. Does not meet ADA requirements. The bathroom door is not ADA compliant.
25. Unit 27 has the same issues that unit 26 has regarding the grab bars.
26. In unit 31 in the kitchen a drawer is missing a front face plate cover. 1<sup>st</sup> bedroom door needs paint for the repair. This unit has the same ADA non-compliant issues with regards to the grab bars in the bathroom as unit 26 and 27. The toilet paper holder does not meet ADA measurement requirements. The cabinet in the bathroom requires appropriate foot space to meet ADA requirements closest to the bathtub.



**HATC Discussion Item VI.C.**  
**November 2, 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>

<b><u>TOTAL</u></b>	<b><u>\$4,367,994</u></b>
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**Construction:** Framing near completion. Exterior sheathing and windows in process. Next draw inspection scheduled for 10/30/23.

**Project Milestones:**

- Roof trusses, fascia, soffit then roof decking 10/30-11/22
- Roof dry-in 11/22
- Mech closets pre-drywall 11/22
- Begin MEP rough-in 11/29-1/18
- Roof trusses and decking 12/15

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A


**Attachment:**

N/A

**Prepared by:**

Keith Hoffpauir, Asset Manager

**Approval:**



Patrick B. Howard, *Executive Director*



## **Schedule**

### **No**

### **Report**

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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
	Manor Town II Construction Schedule
9	HATC Foundation - Operating Statements

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

Schedule 1

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>						
Mgmt Fees from HATC owned Properties	27,662	20,746		11,039	(9,707)	(47%)
Management Fees from SEA OAKS LP	23,436	17,577		11,243	(6,334)	(36%)
Management Fees - HCV	NA	NA		NA	NA	NA
Interest Income	1,500	1,125		5,125	4,000	356%
Other Revenues	500	375		1,240	865	231%
<b>Total Revenues</b>	<b>\$ 53,097</b>	<b>\$ 39,823</b>	<b>\$ -</b>	<b>\$ 28,647</b>	<b>\$ (11,176)</b>	<b>(21%)</b>
<b>Expenses</b>						
Salaries & Benefits-Executive staff	476,299	357,224	34,516	340,453	(16,771)	(5%)
Salaries & Benefits-Finance staff	214,844	161,133	14,470	147,289	(13,844)	(9%)
Salaries & Benefits-SHFC staff	102,808	77,106	8,276	71,333	(5,773)	(7%)
Salaries & Benefits-Affordable Hsg staff	252,560	189,420	7,590	113,804	(75,616)	(40%)
Audit Fees	6,750	5,063		5,000	(63)	(1%)
Office Rent	81,148	60,861	6,679	60,111	(750)	(1%)
Computer & Software	80,460	60,345	7,944	35,698	(24,647)	(41%)
Consultants	70,000	52,500		12,420	(40,080)	(76%)
Staff Training & Travel	33,275	24,956	3,850	27,806	2,850	11%
Other Administrative Expenses	31,592	23,694	2,053	56,455	32,761	138%
Insurance	5,820	4,365	957	5,783	1,418	32%
Capital Expenditures	20,000	15,000		-	(15,000)	(100%)
Advance to SEA OAKS	NA	NA	15,000	90,000	NA	NA
Contribution to HATC Properties	88,541	66,405	7,378	66,402	(3)	(0%)
<b>Total Expenses</b>	<b>\$ 1,464,097</b>	<b>\$ 1,098,073</b>	<b>\$ 108,713</b>	<b>\$ 1,032,554</b>	<b>\$ (155,519)</b>	<b>(11%)</b>
Excess/Deficiency Operating Rev over Exp	<b>\$ (1,411,000)</b>	<b>\$ (1,058,250)</b>	<b>\$ (108,713)</b>	<b>\$ (1,003,907)</b>	<b>\$ 144,343</b>	<b>(10%)</b>
Contribution from TCFC	1,411,000	1,058,250	117,583	1,058,247	(3)	(0%)
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,870</b>	<b>\$ 54,340</b>	<b>\$ 144,340</b>	<b>NA</b>

**Housing Choice Voucher Program**

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>						
HUD HCV Rental Subsidy	7,405,200	5,553,900	724,476	6,193,168	639,268	12%
Estimated HCV Administrative Fees	656,122	492,091	113,115	584,004	91,913	19%
Est Collection Loss - Port In HAP & AF	(15,000)	(11,250)		-	11,250	(100%)
Other revenues - Port In Fees, Inspection	53,278	39,959	2,090	13,469	(26,490)	(66%)
Interest Income	2,500	1,875	2,108	6,954	5,079	271%
<b>Revenues eligible for Admin Expenses</b>	<b>696,900</b>	<b>522,675</b>	<b>117,313</b>	<b>604,427</b>	<b>81,752</b>	<b>16%</b>
<b>Total Revenues</b>	<b>\$ 8,102,100</b>	<b>\$ 6,076,575</b>	<b>\$ 841,789</b>	<b>\$ 6,797,595</b>	<b>\$ 721,020</b>	<b>12%</b>
<b>Expenses</b>						
Salaries & Benefits - Direct S8 staff	506,057	379,543	33,060	295,499	(84,044)	(22%)
Audit Fee	18,000	13,500		12,625	(875)	(6%)
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA		-	NA	NA
Office Rent	57,963	43,472	4,771	42,939	(533)	(1%)
Staff Training & Travel	3,600	2,700	918	2,152	(548)	(20%)
Computer & Software	46,620	34,965	3,875	31,108	(3,857)	(11%)
Other Administrative Expenses	60,350	45,263	2,275	29,020	(16,243)	(36%)
Insurance	2,074	1,556	261	2,349	793	51%
Capital Outlay	0	NA		-	NA	NA
<b>Administrative Expenses</b>	<b>694,664</b>	<b>520,998</b>	<b>45,160</b>	<b>415,692</b>	<b>(105,306)</b>	<b>(20%)</b>
Rental Assistance	7,405,200	5,553,900	724,476	6,193,168	639,268	12%
<b>Total Expenses</b>	<b>\$ 8,099,864</b>	<b>\$ 6,074,898</b>	<b>\$ 769,636</b>	<b>\$ 6,608,860</b>	<b>\$ 533,962</b>	<b>9%</b>
Excess/Deficiency Rev over Exp	2,236	1,677	72,153	188,735	187,058	11154%
Draw from HCV Admin Reserves	-	-			-	NA
<b>Provision for Administrative Reserve</b>	<b>\$ 2,236</b>	<b>\$ 1,677</b>	<b>\$ 72,153</b>	<b>\$ 188,735</b>	<b>\$ 187,058</b>	<b>NA</b>

Audited FY2022 HCV Administrative Reserves - \$238,756

**Mainstream Program**  
Schedule 3

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>						
Rental Assistance	418,860	314,145	33,895	336,265	22,120	7%
Administrative Fees	39,007	29,255	2,643	30,145	890	3%
<b>Total Revenues</b>	<b>\$ 457,867</b>	<b>\$ 343,400</b>	<b>\$ 36,538</b>	<b>\$ 366,410</b>	<b>\$ 23,010</b>	5%
<b>Expenses</b>						
Adminstrative Salaries & Benefits	37,988	28,491	1,814	18,465	(10,026)	(35%)
Other Administrative Expenses	744	558		627	69	12%
Administrative Expenses	38,732	29,049	1,814	19,092	(9,957)	(34%)
Rental Assistance	418,860	314,145	33,895	336,265	22,120	7%
<b>Total Expenses</b>	<b>\$ 457,592</b>	<b>\$ 343,194</b>	<b>\$ 35,709</b>	<b>\$ 355,357</b>	<b>\$ 12,163</b>	4%
<b>Provision for Administrative Reserve</b>	<b>\$ 276</b>	<b>\$ 207</b>	<b>\$ 829</b>	<b>\$ 11,053</b>	<b>\$ 10,846</b>	5248%

Audited FY2022 Mainstream Administrative Reserves \$20,072

**Emergency Housing Vouchers**  
Schedule 3A

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>						
Rental Assistance	243,600	182,700	26,857	158,014	(24,686)	(14%)
Administrative Fees	19,779	14,834	2,139	12,328	(2,506)	(17%)
<b>Total Revenues</b>	<b>263,379</b>	<b>197,534</b>	<b>28,996</b>	<b>170,342</b>	<b>(27,192)</b>	<b>(0)</b>
Adminstrative Salaries & Benefits	19,565	14,673	1,092	7,503	(7,170)	(49%)
Other Administrative Expenses		NA		-	NA	NA
Administrative Expenses	19,565	14,673	1,092	7,503	(7,170)	(49%)
Rental Assistance	243,600	182,700	26,857	158,014	(24,686)	(14%)
<b>Total Expenses</b>	<b>\$ 263,165</b>	<b>\$ 197,373</b>	<b>\$ 27,949</b>	<b>\$ 165,517</b>	<b>\$ (31,856)</b>	(16%)
<b>Provision for Administrative Reserve</b>	<b>\$ 214</b>	<b>\$ 161</b>	<b>\$ 1,047</b>	<b>\$ 4,825</b>	<b>\$ 4,664</b>	2902%

**Continuum of Care Grant**  
**July 1, 2023 - June 30, 2024**  
Schedule 4

<b>Budget Line Item</b>	<b>Approved Grant</b>	<b>Grant Budget To Date</b>	<b>MTD Actual Sept 2023</b>	<b>Grant YTD Cum Total</b>
Grant Revenues	1,149,159	287,290	116,308	336,096
<b>Expenses</b>				
Housing Assistance	971,409	242,852	100,348	290,312
Direct Salaries & Benefits	50,253	12,563	5,020	19,382
Total Rental Assistance & Direct Salaries	1,021,662	255,416	105,368	309,694
Supportive Services	75,000	18,750	5,427	12,659
HMIS	2,130	533	26	26
Administrative Costs	50,367	12,592	5,487	13,717
<b>Total Expenses</b>	<b>1,149,159</b>	<b>287,290</b>	<b>116,308</b>	<b>336,096</b>
	\$ -	\$ -	\$ -	\$ -

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

<b>Budget Line Item</b>	<b>Grant Award</b>	<b>Grant Budget To Date</b>	<b>MTD Actual Sept 2022</b>	<b>Grant YTD Cum Total</b>
Grant Revenues	25,000	25,000		-
<b>Expenses</b>				
MTW conversion - Software & Hardware	25,000	25,000		-
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>		<b>\$ -</b>
	\$ -	\$ -		\$ -

**Housing Authority of Travis County**

**SEA RAD - Eastern Oaks**

Schedule 6

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg \$ & %	
Gross Potential Rent	204,049	153,037	16,466	135,124	(17,913)	(12%)
Vacancy Loss	(10,202)	(7,652)	(5,864)	(39,669)	(32,017)	418% <b>B</b>
<b>Revenues</b>						
Dwelling Rent	\$ 58,154	43,616	\$ 4,262	46,037	2,421	6%
HUD Subsidy	135,693	101,770	6,340	64,054	(37,716)	(37%)
Collection Losses - Estimated	(1,163)	(872)		(17,675)	(16,803)	1926% <b>C</b>
Other Revenues	-	-		4,339	4,339	NA
<b>Total Revenues</b>	<b>\$ 192,684</b>	<b>\$ 144,513</b>	<b>\$ 10,602</b>	<b>\$ 96,755</b>	<b>\$ (47,758)</b>	<b>(33%)</b>
<b>Expenses</b>						
Administrative Salaries & Benefits	\$ 32,725	24,544	\$ 2,761	14,842	(9,702)	(40%)
Other Administrative Expenses	13,380	10,035	3,393	11,627	1,592	16%
Management Fees	9,634	7,226	751	5,555	(1,670)	(23%)
Maintenance Salaries & Benefits	36,852	27,639	3,579	22,056	(5,583)	(20%)
Maintenance Materials	12,250	9,188	1,586	8,616	(572)	(6%)
Maintenance Contracts	35,496	26,622	3,814	28,853	2,231	8%
Utilities	23,718	17,789	2,551	20,523	2,735	15%
Insurance	10,468	7,851	1,074	7,795	(56)	(1%)
Security	NA	NA		5,558	-	NA <b>A</b>
Capital - Replacements	NA	NA	13,754	25,045	-	NA
Contribution to Repl Reserve	16,404	12,303	1,367	10,936	(1,367)	(11%)
<b>Total Expenses</b>	<b>\$ 190,927</b>	<b>\$ 143,195</b>	<b>\$ 34,630</b>	<b>\$ 161,406</b>	<b>\$ (12,392)</b>	<b>(9%)</b>
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 1,318	\$ (24,028)	\$ (64,651)	(35,366)	(2684%)
Contribution from Business Activities		-		-		NA
<b>Provision for Reserve</b>	<b>\$ 1,757</b>	<b>\$ 1,318</b>	<b>\$ (24,028)</b>	<b>\$ (64,651)</b>	<b>\$ (35,366)</b>	<b>NA</b>

**A** - Security - not budgeted      **C** - Estimated Bad Debts - delinquent & uncollected tenants balances

**B**- 11 units vacant-Sept 2023. Vacancy higher than budgeted



**Housing Authority of Travis County**

**Manor Town**

Schedule 7

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>						
Dwelling Rent	210,658	157,993	16,978	146,881	(11,112)	(7%) A
Collection Losses	(4,213)	(3,160)		(3,874)	(714)	23%
Other Tenant Revenues	-	-		-	-	NA
Other Revenues	1,800	1,350	724	4,139	2,789	207%
<b>Total Revenues</b>	<b>\$ 208,244</b>	<b>\$ 156,183</b>	<b>\$ 17,702</b>	<b>\$ 147,146</b>	<b>\$ (9,037)</b>	<b>(4%)</b>
<b>Expenses</b>						
Adminstrative Salaries & Benefits	35,456	26,592	3,051	16,343	(10,249)	(39%)
Other Administrative Expenses	6,580	4,935	911	8,063	3,128	63%
Management Fees	10,412	7,809	1,219	8,566	756	10%
Maintenance Salaries & Benefits	40,731	30,549	3,955	24,433	(6,116)	(20%)
Maintenance Materials	23,450	17,588	501	2,981	(14,607)	(83%)
Maintenance Contracts	33,420	25,065	1,792	24,570	(495)	(2%)
Utilities	19,200	14,400	1,563	12,620	(1,780)	(12%)
Insurance	16,283	12,212	1,567	11,995	(217)	(2%)
Maintenance Reserve-\$500 unit/year	16,500	12,375	1,375	12,375	-	0%
Capital Item/Non-Routine Expenses	9,000	6,750	39,624	133,536	126,786	1878%
Relocation	NB	NB		34,240	NA	NA
Debt Service - Principal & Interest	85,752	64,314	7,146	64,314	-	0%
<b>Total Expenses</b>	<b>\$ 296,785</b>	<b>\$ 222,589</b>	<b>\$ 62,704</b>	<b>\$ 354,036</b>	<b>\$ 97,207</b>	<b>33%</b>
Excess/Deficiency Rev over Exp	\$ (88,541)	\$ (66,405)	\$ (45,002)	\$ (206,890)	(106,244)	160%
Contribution from Business Activities	88,541	66,405	7,378	66,402	(3)	(0%)
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (37,624)</b>	<b>\$ (140,488)</b>	<b>\$ (106,248)</b>	<b>NA</b>

A - Dwelling Rent lower than budgeted. 3 units vacant-Sept 2023

**Housing Authority of Travis County**

**Carson Creek**

Schedule 8

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Sept 2023	MTD Actual Sept 2023	FYTD Actual Sept 2023	Incr/(Decr) Chg \$ & %	
<b>Revenues</b>						
Dwelling Rent	\$ 155,412	116,559	\$ 12,200	\$ 114,936	(1,623)	(1%)
Collection Losses - Estimated	(3,108)	(2,331)		(9,786)	(7,455)	320%
Other Tenant Revenues	-	-	665	1,170	1,170	NA
Other Revenues	-	-	2	785	785	NA
<b>Total Revenues</b>	<b>\$ 152,304</b>	<b>\$ 114,228</b>	<b>\$ 12,867</b>	<b>\$ 107,105</b>	<b>\$ (7,123)</b>	<b>(5%)</b>
<b>Expenses</b>						
Administrative Salaries & Benefits	\$ 17,139	12,854	\$ 1,597	8,011	(4,843)	(38%)
Other Administrative Expenses	5,100	3,825	302	6,189	2,364	62%
Management Fees - 5% of Revenues	7,615	5,711	877	6,618	907	16%
Maintenance Salaries & Benefits	19,396	14,547	2,070	11,640	(2,907)	(20%)
Maintenance Materials	11,200	8,400	85	2,366	(6,034)	(72%)
Maintenance Contracts	26,760	20,070	501	5,162	(14,908)	(74%)
Utilities	450	338		-	(338)	(100%)
Insurance	4,644	3,483	524	3,606	123	4%
Capital - Replacements	NA	NA		852	NA	NA
Maintenance Reserve-\$500 unit/year	8,000	6,000	667	6,003	3	0%
<b>Total Expenses</b>	<b>\$ 100,304</b>	<b>\$ 75,228</b>	<b>\$ 6,623</b>	<b>\$ 50,447</b>	<b>(25,633)</b>	<b>(34%)</b>
Excess/Deficiency Rev over Exp	52,000	39,000	6,244	56,658	18,510	47%
<b>Provision for Reserve</b>	<b>\$ 52,000</b>	<b>\$ 39,000</b>	<b>\$ 6,244</b>	<b>\$ 56,658</b>	<b>\$ 18,510</b>	<b>47%</b>

<b>Manor Town II</b>	<b>Budget/Award Amount</b>	<b>Actual thru' Sept 2023</b>
Sources		
TDHCA loan - 40 year, forgivable term, compliance with LURA	3,352,213	345,994
TSAHC loan - 10 year forgivable term, 3 unit set aside for Medicaid LT Services & Support	225,000	225,000
TCFC Set Aside Funds - Approved for MT II	655,680	381,498
TCFC Set Aside Funds - Est. Addt'l for MT II	769,253	
<b>Total Sources/Funding</b>	<b>5,002,146</b>	<b>952,492</b>
Projected Uses		
Pre-dev & Other Costs - thru' 9/30/2023	604,152	347,460
F&H Construction - Contract	4,397,994	605,032
<b>Total Uses</b>	<b>5,002,146</b>	<b>952,492</b>

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

<b>Budget Line Item</b>	<b>FY 2023 Approved Budget</b>	<b>FYTD Budget Sept 2023</b>	<b>MTD Actual Sept 2023</b>	<b>FYTD Actual Sept 2023</b>	<b>Incr/(Decr) Chg Prior Budget- 12 mths \$ &amp; %</b>	
<b>Revenues</b>						
Donations & Other Revenues	5,000	3,750		-	(3,750)	(100%)
<b>Total Revenues</b>	<b>\$ 5,000</b>	<b>\$ 3,750</b>		<b>\$ -</b>	<b>\$ (3,750)</b>	<b>(100%)</b>
<b>Expenses</b>						
Salaries & Benefits - Project Coordinator	\$ 72,009	54,006		32,032	(21,974)	(41%)
Other Administrative Expenses	8,550	6,413		680	(5,733)	(89%)
Job Training & Youth Development	21,000	15,750		-	(15,750)	(100%)
Tenant Services/Scholarships	25,000	18,750		39,021	20,271	108%
Insurance	-	-		20	20	NA
<b>Total Expenses</b>	<b>\$ 126,559</b>	<b>\$ 94,919</b>		<b>\$ 71,753</b>	<b>\$ (23,166)</b>	<b>(24%)</b>
Excess/Deficiency Rev over Exp	<b>(121,559)</b>	<b>(91,169)</b>		<b>(71,753)</b>	<b>19,416</b>	<b>(21%)</b>
Contribution from TCFC Unrestricted Funds	71,559	53,669		47,704	(5,965)	(11%)
Draw from Reserve	50,000	37,500		29,167	(8,333)	(22%)
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,118</b>	<b>NA</b>	<b>NA</b>

**SEA OAKS**  
Schedule 10

	<b>CY2022 Budget</b>	<b>9-mth Budget YTD</b>	<b>Actual Sept 2023</b>	<b>Actual YTD Sept 2023</b>	<b>Incr/(Decr) \$ &amp; %</b>	
<b>Revenues</b>						
Gross Potential Rent	492,173	369,130	41,552	356,836	(12,294)	-3%
Vacancy Loss	(24,609)	(18,456)	(11,086)	(75,854)	(57,398)	311% <b>A</b>
Rental Income	140,269	105,202	22,708	199,323	94,121	89%
HUD Subsidy	327,295	245,471	7,758	81,659	(163,812)	-67%
Other Tenant Revenue	3,000	2,250	650	5,450	3,200	142%
Collection Loss - Vacated Tenant	(2,953)	(2,215)		(2,756)	(541)	24%
Other Revenue	1,100	825		153	(672)	-81%
<b>Total Operating Revenues</b>	<b>468,711</b>	<b>351,533</b>	<b>31,116</b>	<b>283,829</b>	<b>(67,704)</b>	<b>-19%</b>
<b>Expenses</b>						
Legal & Eviction Fees	2,000	1,500		6,722	5,222	348%
Other Administrative Costs	18,000	13,500	7,356	27,016	13,516	100%
Management Fee	23,436	17,577	2,772	19,559	1,982	11%
Audit & Tax Fees	10,000	7,500	-	5,397	(2,103)	-28%
Payroll and Benefits						
Manager	42,402	31,802	6,109	25,409	(6,393)	-20%
Maintenance	45,293	33,970	8,216	30,523	(3,447)	-10%
Taxes and Benefits	25,496	19,122	2,025	12,083	(7,039)	-37%
Repairs and Maintenance						
Extermination	3,900	2,925	659	2,324	(601)	-21%
Grounds	11,196	8,397	933	8,797	400	5%
Make Ready	7,500	5,625	9,413	10,298	4,673	83%
Maintenance Materials	32,920	24,690	4,472	25,240	550	2%
Other Routine Contract Costs	6,500	4,875	437	9,906	5,031	103%
Utilities	41,000	30,750	4,921	34,808	4,058	13%
Trash	54,000	40,500	9,438	47,503	7,003	17%
Property Insurance	30,173	22,630	5,919	64,021	41,391	183% <b>B</b>
Other Insurance - Liab & Work Comp	9,651	7,238	1,584	7,805	567	8%
<b>Total Operating Expenses</b>	<b>363,466</b>	<b>272,600</b>	<b>64,254</b>	<b>337,411</b>	<b>64,811</b>	<b>24%</b>
<b>Net Operating Income/(Loss) - NOI</b>	<b>105,245</b>	<b>78,934</b>	<b>(33,138)</b>	<b>(53,582)</b>	<b>(132,516)</b>	<b>(0)</b>
Contribution to Replacement Reserve	24,226	18,169	2,020	18,180	11	0%
NOI less Reserves	81,019	60,764	(35,158)	(71,762)	(132,526)	-218%
Debt Service - Principal & Interest	65,703	49,277	9,238	73,314	24,037	49% <b>C</b>
Debt Service Coverage Ratio	1.23	1.23	(3.81)	(0.98)	NA	NA
<b>Operating Cash Flow</b>	<b>15,316</b>	<b>11,487</b>	<b>(44,396)</b>	<b>(145,076)</b>	<b>(15,316)</b>	<b>-133%</b>
Asset Management Fee	7,535	5,652	629	5,659	7	0%
Non Routine & Capital Expenditures	60,000	45,000	28,263	96,565	51,565	115% <b>D</b>

**A** - 16 units vacant in Sept 2023

**B** - Increase in Property Insurance renewal

**C** - Increase in debt service due to higher interest rate

**D** - Tree trimming costs, sidewalk repairs, etc.

## **HATC Discussion Item VI.e** **November 2, 2023**

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

### **Background Information:**

#### SHFC Recruiting & Search Facilitation

- Facilitating and assisting SHFC HR Committee / Board with recruiting and search activity relating to recruiting an interim Executive Director for the organization.

#### 2023 HR Training, Professional Development, & Events

- Training and development plans continue for HATC, with sessions continuing to be developed and scheduled. Sessions are being coordinated with external 3<sup>rd</sup> party speakers, following an internal employee survey regarding training preferences. All training will continue to be delivered in alignment with the HATC Strategic Plan. HATC is excited to welcome published author, former professor, and professional speaker John Southard, PhD to present a program to staff and invited guests on the topic of empathy in the workplace, with a special emphasis on how it applies to the work we do in the affordable housing industry. Additionally, HATC is welcoming presenters from our current benefit vendors who will inform staff regarding new 2024 benefit plans during our annual open enrollment period.

#### 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 events having taken place Thursday, September 21, and relating directly to *Hispanic Heritage Month*, and on Friday, October 27 honoring *Breast Cancer Awareness*, with corresponding HATC staff participation in the annual *Komen Race for the Cure* on October 29.

#### The HATC Foundation

- The HATC Foundation continues with its recent 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.

**Recommended Action:**

For discussion / information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- None

**Prepared by:**

Steve Peglar, SPHR, SHRM-SCP

*Deputy Executive Director / HR & Organizational Development*

**Approval:**

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Patrick B. Howard, *CEO/Executive Director*