

December 7, 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=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

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

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

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

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

**III. CONSENT AGENDA**

- Approval of the Minutes from the October 17, 2023 Special Meeting
- Approval of the Minutes from the November 2, 2023 Regular Meeting

**IV. ACTION ITEMS**

a. Resolution No. HATC-2023-12	To <u>Approve</u> the Stability Voucher (SV) Program Policy
b. Resolution No. HATC-2023-13	To <u>Approve</u> the FY2024 Annual Budget of Housing Authority of Travis County

**V. DISCUSSION ITEMS**

- CEO Annual Performance Evaluation
- Future meeting with Travis County Commissioners Court

**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. Human Resource Committee
- b. 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  
SPECIAL MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
October 17, 2023  
9:30 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Special 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 9:35 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts (virtual); Vice Chair Jimmy Paver; and Commissioner Rebecca Webber (virtual); and Commissioner Jan Wemig (absent).
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.  
*(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpaur; Director of Housing Choice Voucher Programs Christina Montes; Director of Finance Subra Narayananier; Deputy Executive Director Steve Peglar).*

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

N/A

**III. ACTION ITEMS**

- a. Resolution No. HATC-2023-07 – To adopt revised Housing Choice Voucher (HCV) Administrative Plan with implementation date of January 1, 2024
  - i. Director of Housing Choice Voucher Programs Christina Montes presents on above resolution. Some changes are HUD mandated but still require Board approval, while some are our own. This first change is in regard to paying landlords damage claims in which either the security deposit will be applied or two months rent will be paid, whichever is less. Chair Sharal Brown asks for examples of damage claims to which Director of Housing Choice Voucher Programs Christina Montes replies with examples such as broken windows, apartments are torn apart, and so on and so forth. Generally, though, the security deposit will cover such damages. However, this new change is in hopes of retaining these landlords for future tenants. Chair Sharal Brown suggests a limit be placed on these claims so that landlords do not take advantage of the process, with which Director of Housing Choice Voucher Programs Christina Montes agrees and suggests the implementation of a Standard Operating Procedure.
  - ii. The second change is the removal of a Flat Utility Allowance Rate which prohibited clients from finding housing at suitable housing rates that align with the area's pricing, as opposed to HUD's mandated Allowance Rate. Chair Sharal

Brown raises a question regarding a potential HUD mandate on Section 8 utility upgrades. CEO Patrick Howard comments that he thinks that was about the INSPIRE discussion.

- iii. Number three is in regards to HUD's mandate regarding the entire supplement in which nothing was changed, there was just a lot of verbiage added, according to Director of Housing Choice Voucher Programs Christina Montes. Chair Sharal Brown requests a summary of any changes at the next meeting.
- iv. Vice President Jimmy Paver makes a motion to adopt Resolution No. HATC-2023-07. Commissioner Rebecca Webber seconds the motion.

b. Resolution No. HATC-2023-08 – To approve the PHA Annual Plan

- i. Vice President Jimmy Paver makes a motion to adopt Resolution No. HATC-2023-08. Commissioner Rebecca Webber seconds the motion.

c. Resolution No. HATC-2023-09 – To approve the Moving to Work (MTW) Supplement to the Annual PHA Plan for fiscal year beginning January 1, 2024

- i. We have to submit to HUD every year, how we did, what we did well, what we need to improve, these are already adopted but have not been implemented yet because of HUD challenges and software challenges. Some of these changes are increasing the minimum rent from 50 to 75, reducing the rent calculations from 30% of annual income to 28%, and removing the deductions that families receive – if their income increases throughout the year, they do not have to report that.
- ii. Some changes that have been implanted are that families are allowed to go up from 40% of their monthly income to 60%; they can self-certify up to \$50,000 in assets (HUD-inandated), one month's contract rent as a landlord incentive, and inspections every 3 years for people staying in the same units unless one is requested by the tenant or the landlord.
- iii. Vice President Jimmy Paver makes a **motion** to adopt Resolution No. HATC-2023-09. Commissioner Rebecca Webber seconds the motion.

d. All resolutions **pass** with no objection.

#### IV. DISCUSSION ITEM

- a. Negotiate terms that relate to the termination of the Interlocal Agreement with SHFC and HATC.
  - i. Chair Sharal Brown acknowledges that there are three overlapping Board members between HATC and SHFC. She asks for permission from this Board, HATC, to respond to emails and requests on behalf of the Board as a representative. However, Chair Sharal Brown will not make any sort of agreements or decisions without the Board's consideration and approval. This item requires a consensus, not a vote, as it is not an official action item.
  - ii. Vice Chair Jimmy Paver gives his full consent. Commissioner Wilmer Roberts also gives his full consent, along with saying that there are discrepancies in the email sent by the President of the SHFC Board, President Julio Gonzalez Altamirano, in which he indicates that this desire to dissolve the Interlocal Agreement is HATC-initiated. Commissioner Rebecca Webber also gives her consent to the Chair.
  - iii. Commissioner Rebecca Webber asks whether it will be appropriate for the Chair to copy other members of the Board on these emails. Commissioner Wilmer Roberts responds that if the Chair sends the email to CEO/Executive Director Patrick Howard and then he blind

copies the other Board members, that would “suffice.” If the Chair sends the email to the other Board members directly, and somebody responds, it would be a walking quorum and might be perceived as undue influence. Commissioner Rebecca Webber thanks Commissioner Wilmer Roberts for his input, but still poses the question – will the Chair be having private discussions or will they be available to all Board members, through whatever appropriate channels? Chair Sharal Brown responds that her discussions with Counsel Jim Plummer have led her to believe that she can share information via email, via blind copy. This does depend on the situation, whether or not the email pertains to the Chair specifically or the Board as a whole.

- b. Chair Sharal Brown addresses the hostility in the previous meeting and apologizes for allowing it to happen. She brings up the missions of the Board and reminds the Board members that infighting serves no purpose to help the community. Chair Sharal Brown reminds the Board members of respectful disagreements. The Chair previously distributed CEO/Executive Director Patrick Howard’s evaluation form, and requests that she have them back by next meeting. Chair Sharal Brown will also ask for input from SHFC. CEO/Executive Director Patrick Howard brings up that point that all input must be collected and processed before the end of the year in order for the Department of Finance to factor the findings into the budget. Commissioner Rebecca Webber thanks the Chair for her comments and commends Chair Sharal Brown for her leadership. Commissioner Rebecca Webber then asks if the Board members are to fill out the evaluation, to which Chair Sharal Brown replies ‘yes.’ Commissioner Rebecca Webber asks if she is to fill it out twice, once as a HATC Board member and once as a SHFC Board member, which is confirmed by Chair Sharal Brown. The SHFC evaluation will account for 30% of CEO/Executive Director Patrick Howard’s total evaluation score.

## V. NEW/UNFINISHED BUSINESS

- a. CEO/Executive Director Patrick Howard brings up the desire to do Budget Workshops with the Board members and will bring it up again at the next Board meeting when all Board members are present.
- b. CEO/Executive Director Patrick Howard brings up the upcoming PHADA conference in January 7-10, 2024 in San Diego, CA.

## VIII. EXECUTIVE SESSION

N/A

## 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 10:14 a.m.

Respectfully submitted and approved,

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Patrick Howard, CEO/Executive Director

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

**MINUTES**

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via 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 9:37 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; and Commissioner Janet Wenig; Vice Chair Jimmy Paver; and Commission Rebecca Webber.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.  
*(Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Director of Housing Choice Vouchers Christina Montes; Director of Finance Subra Narayanaier; Director of Affordable Housing Carlos Guzman; and Deputy Executive Director Steve Peglar).*

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

N/A

**III. CONSENT AGENDA**

- a. The Approval of the Minutes from the October 4, 2023, Regular Meeting  
Vice President Jimmy Paver made a motion for approval and Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

A unanimous request was made that the unadopted minutes from the October 17, 2023 HATC Special Board Meeting be sent out via email.

**IV. ACTION ITEMS**

- a. Resolution No. HATC-2023-10 – Payment Standards
  - i. To Adopt changes in 2024 Payment Standards effective January 1, 2024, for all programs.  
Director of Housing Choice Vouchers Christina Montes presents on current and to-be-adopted payment standards. Current payment standards are at 110%, but this resolution would bring them back down to 100%. However, this amount of money would still be greater in the new year than what 110% is currently. An emergency payment standard would be enacted at 120%.

Commissioner Wilmer Roberts made a **motion** to adopt the resolution, which Commissioner Rebecca Webber seconded. The resolution **passed** unanimously.

b. Resolution No. HATC-2023-11 – COC Policies and Procedures

i. To Amend the Continuum of Care (COC) Policy and Procedures.

Director of Housing Choice Vouchers Christina Montes presents on proposed changes to the COC Policies and Procedures. First and foremost, this include amending the termination policy so that there is added information for clients every time they lease up and re-lease. Additionally, clients would receive two termination notices instead of just one. COC would look to someone who is currently homeless or formerly homeless to serve on the Board to oversee policy, or in an advisor capacity.

Director Jan Wenig asks why it is only now that there is more than one termination notice, to which Director of Housing Choice Vouchers Christina Montes replies that HCV and COC are entirely different programs governed by entirely different policies and procedures. Director Jan Wenig then asked how long it had been since there had been a homeless person or formerly homeless person serving on the Board, to which CEO/Executive Director Patrick Howard replied 2017, at which point they asked for a waiver. When the most recent vacancy was filled, the formerly homeless criteria was met. Director of Housing Choice Vouchers Christina Montes adds that Case Manager Olivia Nichols has been meeting with clients to see if there is any interest in participation' so fa the answer has been 'no.' Commissioner Jan Wenig made a **motion** to adopt the resolution, which Commissioner Rebecca Webber seconded. The resolution **passed** unanimously.

## V. DISCUSSION ITEMS

a. FY2024 Draft Operating Budget

CEO/Executive Director Patrick Howard reports that a draft budget is in the works with the goal of one or two work sessions prior to December approval. Commissioner Rebecca Webber asks how the work sessions work, to which CEO/Executive Director Patrick Howard replies that you can ask whatever you want, Chair Sharal Brown replies that it includes the operational budget as well as line items, and Director of Finance Subra Narayanaier comments that there will be a presentation included. Commissioner Jan Wenig asks if the work sessions work best as a group or is pairs, to which CEO/Executive Director Patrick Howard replies that 2-on-1s or 1-on-1s work best and that staff will poll for time. Director of Finance Subra Narayanaier says the Department of Finance is still finalizing the budget and waiting on items like TCFC projections, but should have it complete the week of November 13<sup>th</sup>.

b. CEO Annual Performance Evaluation

Chair Sharal Brown says that she is looking for Board input on the CEO's evaluation by November 9<sup>th</sup>, and that the form can be found in emails from both Steve and herself. The Chair wanted to confirm the Board members had received CEO/Executive Director Patrick Howard's own input, to which Commissioner Jan Wenig replied that they had.

c. Future Meetings with Travis County Commissioners Court

CEO/Executive Director Patrick Howard presented that staff was trying to identify a next meeting time, noting the desire for regularly scheduled meetings and the approval of the



PFC structure. Towards that end, staff has been asked to put together a presentation on the PFC structure.

Commissioner Jan Wenig asks if meetings are usually on Thursdays, to which CEO/Executive Director Patrick Howard replies that work sessions are, yes. Commissioner Jan Wenig wants to know if we can request Andrea Shields. CEO/Executive Director Patrick Howard says yes and that she was supposed to be here today but that she will not meet with the Board until there is more clarity on the Interlocal Agreement. Commissioner Jan Wenig stresses that she feels the need for more education from Andrea Shields, to which CEO/Executive Director Patrick Howard replies that she has been scheduled for the past two months. Commissioner Rebecca Webber reads out Andrea Shields' email regarding not attending today's meeting, which was penned by Commissioner Shea. Commissioner Rebecca Webber wants to know why Commissioner Shea is able to dictate whether or not Andrea Shields shows up or not, for which CEO/Executive Director Patrick Howard has no real answer other than to say it comes as a surprise and that the Commissioners' Court works in a committee structure so that may be why they Commissioner elected to intervene.

## **VI. CEO / EXECUTIVE DIRECTOR'S REPORTS**

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)

Director of Housing Choice Vouchers & Homeless Initiatives Christina Montes spoke about the stability voucher effective December 1<sup>st</sup> and her work with Integral Care on the roll out; the department's work on NSPIRE, but gave the update that HUD has delayed until October of 2024; and that the third week of November will be reserved for quality control of every single program for staff training. Commissioner Jan Wenig wanted to see the QC but was informed she could not as it would reveal too much tenant data; however, Director of Housing Choice Vouchers & Homeless Initiatives Christina Montes can provide a summary and Commissioner Jan Wenig wants last year's, too.

Commissioner Wilmer Roberts wants a summary of how the HUD-VASH meeting with Senator Campbell went on the capital last month. CEO/Executive Director Patrick Howard says that we have enough vouchers to meet the need, but it depends on how you look at it. Director of Housing Voucher Programs & Homeless Initiatives Christina Montes explains further that even though HATC only has 30ish, HACA has 400ish AND they have vacancies, therefore need is met. Additionally, HATC is meeting with the HUD-VASH office monthly. Still, Commissioner Wilmer Roberts is worried about the size and growth of Travis County with only 30 vouchers. CEO/Executive Director Patrick Howard explains that HUD looks at the size of the agency, not the area, when they are allocating vouchers. Commissioner Jan Wenig asks how many more HUD-VASH vouchers we could handle, to which Director of Housing Voucher Programs & Homeless Initiatives Christina Montes about double (20-30 more).

- b. Affordable Housing Programs

Affordable Housing Programs Director Carlos Guzman spoke about the only five remaining deficiencies noted on the UPCS report. It's all hands on deck at Carson Creek to remedy those deficiencies. They will continue to monitor the progress of the permanent stairs at Manor Town, which are currently at 70%. Chair Sharal Brown asks that Affordable Housing Programs Director Carlos Guzman elaborate on the pest control issue noted by

the TDHCA report, to which he responded that only one roach was found but TDHCA had to make note of it.

c. Real Estate Development

Asset Manager Keith Hoffpauir reported that both Eastern Oaks had its final construction inspection from TDHCA, and that we are awaiting their report.

Asset Manager Keith Hoffpauir also reported that the framing at Manor Town II was almost complete, the Draw 6 Inspection was done, and that that was ready to submit to TDHCA for payment. We anticipate making an inspection request of TDHCA at 50% around mid-December. Overall, construction is going well and we are making up for lost time. Vice President Jimmy Paver asks who does the draw inspections, to which Asset Manager Keith Hoffpauir replies the architect does. Commissioner Rebecca Webber wants to know if TDHCA approves the plans, to which Asset Manager Keith Hoffpauir says yes, they will point out ADA issues for example but are not responsible. TDHCA is very honed in on deficiencies and clearances.

d. Finance

Finance Director Subra Narayanaier reported that the Finance Department is beginning working on financials through September 30<sup>th</sup>. They are also working on FY2024 budget but still need the TCFC projections. They have provided three different budget options to SHFC, which will have an impact on HATC and HATC's budget. 10/31 was the deadline for SEA OAKS' budget (the deficit at both SEA OAKS and Eastern Oaks was because of the vacancies).

Chair Sharal Brown, going back to Manor Town II, wants to know if we are within budget. Asset Manager Keith Hoffpauir says we are slightly over due to some pre-development costs, but there have been no additional construction costs.

CEO/Executive Director Patrick Howard informs the Board that Carleton is suggesting *significant* repairs be made to Carson Creek and Manor Town or else they be disposed of. Commissioner Rebecca Webber wants to know what that process would look like. CEO/Executive Director Patrick Howard explains that because HATC did not receive the properties from HUD, he'll have to circle back to the Board on this one. Sometimes it's the right of first refusal, sometimes you have to sell it to a like entity; we would need a legal opinion. Commissioner Rebecca Webber wants to know if we would ever just knock down eight duplexes (Carson Creek). CEO/Executive Director Patrick Howard says 'yes.'

Commissioner Jan Wenig wants to know if there is a process for continuous review of rent prices. CEO/Executive Director Patrick Howard says its not something previous Boards have pursued. Chair Sharal Brown wants another report from Carleton.

Commissioner Rebecca Webber was very 'put off' by how Larry Frazier of Carleton referred to residents of HATC affordable properties as "dirty" and laughed at them for their living conditions; she will say something if it happens again. Commissioner Rebecca Webber understands that Carleton is profit-driven but HATC is mission-drive, and they need to understand *that*.

Chair Sharal Brown would like to see Carleton's priorities.

e. **Human Resources/Organizational Development**

Deputy Executive Director Steve Peglar presented on the SHFC Interim ED search that he is helping lead; the upcoming Lunch and Learn on November 8<sup>th</sup> feature John Southard, PhD, presenting on learned empathy; tracking third quarter Strategic Plan (Chair Sharal Brown wants this by the following week); and that the Policy Manual has a large section on ethics. There is a form to sign regarding the Board members' commitment to ethics, and Deputy Executive Director Steve Peglar floated the idea of possible ethics training(s).

Chair Sharal Brown says that she had already asked CEO/Executive Director Patrick Howard to create an Ethics Committee comprised of a County Commissioner, a staff person, an alternate staff person, and a consultant (attorney); this should have been in place anyway, per bylaws. The Chair is in favor of bi-annual ethics training.

**VII. BOARD COMMITTEE REPORTS**

No reports, but the Real Estate Committee will convene.

**VIII. NEW / UNFINISHED BUSINESS**

N/A

**IX. EXECUTIVE SESSION**

N/A

**X. ADJOURNMENT**

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

The Board meeting adjourned at 10:53 a.m.

Respectfully submitted and approved,

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Patrick Howard, CEO/Executive Director

**HATC Action Item IV.a**  
**December 7, 2023**

**Resolution No. HATC-2023-12:** To Approve the Stability Voucher (SV) Program Policy.

**Background Information:**

HUD awarded up to \$43,439,000 to support approximately 4,000 new incremental vouchers through the newly created SV Program. This funding opportunity is designed to encourage a community-wide commitment to the goal of ending homelessness. Stability Vouchers (SVs) may assist households who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria. HUD is clarifying that persons who are fleeing or attempting to flee human trafficking are an eligible category for SVs.

Under the 2021 Consolidated Appropriations Act, SV funding must be awarded to PHAs that partner with eligible Continuums of Care (CoCs) or other entities serving the targeted population.

**The Housing Authority of Travis County received and accepted five (5) Stability Vouchers.** The proposed SV policy will be included as an addendum to the Housing Choice Voucher Administrative Plan. The unique features for the SVs are outlined below:

- **Household Eligibility**

To be eligible for an SV, a household must meet one of four eligibility criteria:

- a. Individuals and families who are currently experiencing homelessness;
- b. Individuals and families at risk of homelessness;
- c. Individuals and families fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault; and
- d. Veterans and families that include a veteran family that meet one of the preceding criteria (a-c).

- **Memorandum of Understanding (MOU) with the Continuum of Care (CoC)**

PHAs that accept an allocation of SVs are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of SVs.

*HATC has entered into an MOU with the Ending Community Homelessness Coalition (ECHO).*

- **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU is to make direct referrals of qualifying individuals and families to HATC through coordinated entry (CE).

*HATC will only accept direct referrals from ECHO through coordinated entry.*

▪ **Mandatory Prohibitions for Denial of Assistance**

1. The PHA must apply the standards it established under 24 CFR § 982.553(a)(1)(ii)(C) that prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to SV applicants.
2. The PHA must apply the standards it established under 24 CFR § 982.553(a)(2)(i) that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program to SV applicants.
3. The PHA must still deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 5 as required by 24 CFR § 982.552(b)(3) but should notify the family of the limited SV grounds for denial of admission first.

*HATC will deny admission only for the reasons listed above and will not adopt any other permissive prohibitions outlined in PIH Notice 2022-24.*

▪ **Self-Certification of Income, Citizenship Status, Social Security Number, and Date of Birth at Admission**

HUD is waiving the third-party requirements for SV applicants and, alternatively, allowing PHAs to consider self-certification as the highest form of verification at admission. PHAs may also accept income verifications from third party providers.

*HATC will allow self-certification as the highest form of verification at admission and will verify information provided within the time specified by HUD.*

• **Inapplicability of Income Targeting Requirements**

The PHA may still choose to include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted.

*HATC will include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted.*

▪ **HQS Pre-inspections**

To expedite the leasing process, HATC may pre-inspect available units that SV families may be interested in leasing in order to maintain a pool of eligible units.

*HATC will allow HQS Pre-inspection of units.*

▪ **Payment Standards**

PHA's may establish payment standards up to 120 percent of the published Fair Market Rent (FMR) without HUD approval.

*HATC will establish payment standards at 120% of the FMR. Increases in payment standards will become effective on the family's first regular reexamination or upon transfer of units.*



▪ **Initial Search Term**

PHAS must provide at least 120 days on the initial voucher issued to locate suitable housing.  
*HATC will provide 120 days of search time and will review extension requests according to HCV Administrative Plan Policy.*

▪ **Lease Term**

The initial lease term for an SV family may be less than 12 months regardless of whether the shorter term is a prevailing market practice.  
*HATC will allow families to enter into a lease term for shorter than a year.*

**Requested Action:**

Consideration and appropriate action regarding Resolution No. HATC-2023-12: To Approve the Stability Voucher Program (SV) Policy.

**Fiscal Impact:**

The proposed approval will allow HATC the implement Stability Voucher program accordingly.

**Attachments:**

- A. Stability Voucher Policy
- B. Memorandum of Understanding with ECHO
- C. PIH Notice 2022-24

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*



## STABILITY VOUCHERS (SV) PROGRAM Policy Addendum to Housing Choice Voucher (HCV) Administrative Plan

The Stability Voucher Program is funded by the American Rescue Plan Act (ARPA) and includes programmatic flexibilities to help families successfully secure a unit. In coupling Stability Vouchers with CoC-funded supportive services, families can be provided resources and services that will help them to obtain and maintain housing. Unless stated and waived in Notice PIH 2022-24, all statutory and regulatory requirements and HUD directives regarding the HCV program are applicable to SVs, including the use of all HUD required contracts and forms.

### Household Eligibility

To be eligible for an SV, a household must meet one of four eligibility criteria:

- a. Individuals and families who are currently experiencing homelessness;
- b. Individuals and families at risk of homelessness;
- c. Individuals and families fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault; and
- d. Veterans and families that include a veteran family that meet one of the preceding criteria (a-c).

The verification that the family meets one of these four eligibility categories is conducted by the CoC, or another partnering agency that makes direct referrals to the PHA. The CoC, or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for SV assistance.

**Definitions.** The following definitions always apply with respect to SV eligibility, regardless of whether the PHA may have established another definition for any of these terms in its PHA administrative plan.

**At Risk of Homelessness** means the population defined by 24 CFR 578.3.

**Continuum of Care (CoC)** has the meaning provided in 24 CFR 578.3.

**Centralized or Coordinated Entry (CE) Assessment System** has the meaning provided in 24 CFR 578.3. 24 CFR 578.7(a)(8) details the responsibilities of the CoC to establish and operate this required system. In addition to the definition and responsibilities established in the Rule, HUD posted on its website, *CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System*, establishing additional requirements related to the development and use of a centralized or coordinated entry assessment system. These systems help communities in assessing the needs, vulnerability level, and program eligibility of people experiencing or imminently at risk of experiencing homelessness and linking them to available housing programs in the community using standardized access, assessment, prioritization, and referral processes. CE represents one of the opportunities for PHAs to collaborate with their local CoC.

**Dating violence** means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the survivor; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:



- 1) the length of the relationship;
- 2) the type of relationship; and
- 3) the frequency of interaction between the persons involved in the relationship.

**Domestic violence** means the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a survivor, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- a. is a current or former spouse or intimate partner of the survivor, or other person similarly situated to a spouse of the survivor;
- b. is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- c. shares a child in common with the survivor;
- d. is an adult family member of, or paid or nonpaid caregiver in an ongoing relationship of trust with, a survivor aged 50 or older or an adult survivor with disabilities; or
- e. commits acts against a youth or adult survivor who is protected from those acts under the family or domestic violence laws of the jurisdiction.

**Economic Abuse** is the term 'economic abuse', in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to –

- a. restricts a person's access to money, assets, credit, or financial information;
- b. unfairly uses a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- c. exerts undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

**Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking** means any individual or family who is –

- a. experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;
- b. has no other safe residence; and
- c. lacks the resources to obtain other safe permanent housing.

**Homeless** means the population defined by 24 CFR 578.3.

HUD is clarifying that persons who are fleeing or attempting to flee human trafficking qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3. HUD considers human trafficking, including labor and sex trafficking, to be "other dangerous or life-threatening conditions that relate to violence against the individual or family member" under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family: (1) is experiencing trauma or a lack of safety related

to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; (2) has no other safe residence; and (3) lacks the resources to obtain other safe permanent housing.

**Sexual assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the survivor lacks capacity to consent.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Technological Abuse** means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

**Veteran** means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. (38 U.S.C. § 101(2); 38 C.F.R. § 3.1(d).

**Victim Service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking. This term includes rape crisis centers, sexual assault services programs, battered women's domestic violence shelters, domestic violence transitional housing programs, culturally specific domestic violence or sexual assault providers, and other programs.

#### **Waivers and Alternative Requirements.**

The Consolidated Appropriations Act, 2022 provided HUD with authority to waive certain statutory and regulatory requirements and establish alternative requirements for funding made available through the Transportation, Housing and Urban Development and Related Agencies Appropriations Act, 2021. Per the Consolidated Appropriations Act, 2022, the Secretary may waive or specify alternative requirements for certain provisions other than those related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards, and the environment.

SVs are tenant-based vouchers under Section 8(o) of the United States Housing Act of 1937. Unless expressly waived below, all statutory and regulatory requirements and HUD directives regarding the HCV program are applicable to SVs, including the use of all HUD required contracts and other forms. The administrative policies adopted in the PHA's written administrative plan apply to SVs vouchers unless such local policy conflicts with the requirements of this notice, or the waivers and alternative requirements.

**Required partnerships with the CoC and/or VSP and other organizations in the PHA's geographic area for direct referrals and services.**

To ensure priority of families for SVs that are most in need, PHAs are required to work with community partners to determine the best use and targeting for the vouchers along with other resources available in the community. HUD requires the PHA to enter into a Memorandum of Understanding (MOU) with the CoC to establish a partnership with the CoC to pair SVs with CoC-funded supportive services; and to collaborate with the CoC and other stakeholders to develop a prioritization plan for these vouchers. The primary responsibility of the CoC or the under the MOU is to make direct referrals of qualifying individuals and families to the PHA and to identify any CoC-funded available supportive services that may be paired with SVs.

### **Admission & Referral Process**

PHAs must accept referrals for SVs directly from the CE process this will help ensure families are able to get assistance quickly and eliminate the administrative burden on PHAs regarding the determination as to whether the family meets the definition of a qualifying individual or family for SV assistance. CoCs and their partners may also support applicants through the application process and attend meetings with applicants and PHAs to aid individuals and families through the admissions process. Direct referrals for SVs are not added to the PHA's regular HCV waiting list.

#### **HATC Policy**

The PHA will maintain a separate waiting list. Referrals will be accepted from the local COC through CE.

### **Public notice when opening and closing the waiting list**

HUD is waiving 24 CFR 982.206, which requires the PHA to give public notice when opening and closing the waiting list. Under this alternative requirement, the PHA will work directly with its CoC, VSP, and other referral partners to manage the number of referrals and the size of the waiting list.

### **Waiting List Local preferences**

HUD is waiving 24 CFR 982.207(a) and establishing an alternative requirement that the local preferences established by the PHA for HCV admissions do not apply to SVs. The PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for SVs, or may simply choose to not establish local preferences for the SV waiting list.

#### **HATC Policy**

The PHA will not establish any local preferences for the SV waiting list.

### **Residency preferences**

HUD is waiving 24 CFR 982.207(b) and establishing an alternative requirement under which the PHA may not apply any residency preference to SV applicants.

#### **HATC Policy**

The PHA will not apply any residency preference.

### **In general, families are issued SVs as the result of either:**

- 1) the direct referral process from the CoC CE process or other partnering organizations, or
- 2) a situation where the PHA makes an SV available to facilitate an emergency transfer for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking. PHAs are



- 3) strongly encouraged to utilize SVs as a resource to effectuate emergency transfers for a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

**The PHA must also take direct referrals from outside the CoC CE process if:**

- 1) the CE process does not have a sufficient number of eligible families to refer to fully lease the PHA's allocation of SVs, or
- 2) the CE process does not identify a sufficient number of families that may be eligible for SV assistance because they are fleeing, attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

**HATC Policy**

The PHA will inform families on the HCV waiting list of the availability of SVs by posting a public notice to HATC's website. HATC will review applicants placed on the regular HCV waiting list with preferences to ensure families that qualify for SVs are referred to the CoC or other referring partners.

**Restrictions on PHA denial of assistance to an SV applicant**

The HCV program regulations at 24 CFR § 982.552 and § 982.553 cover the grounds under which a PHA may deny an applicant admission to the program and in certain cases is required to do so. These grounds include the following:

- If any member of the family has been evicted from federally assisted housing in the last five years.
- If a PHA has ever terminated assistance under the program for any member of the family.
- If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
- If the family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- If the family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- If the family breached an agreement with the PHA to pay amounts owed to a PHA or amounts paid to an owner by a PHA.
- If the family engaged in or threatened abusive or violent behavior toward PHA personnel.
- If the family has been engaged in criminal activity or alcohol abuse as described in CFR § 982.553.

**HUD is waiving 24 CFR § 982.552 and § 982.553 in part and establishing an alternative requirement with respect to mandatory and permissive prohibitions of admissions for SV applicants. The SV alternative requirement is as follows:**

**Mandatory Prohibitions**

- 1) The PHA must apply the standards it established under 24 CFR § 982.553(a)(1)(ii)(C) that prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to SV applicants.
- 2) The PHA must apply the standards it established under 24 CFR § 982.553(a)(2)(i) that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program to SV applicants.
- 3) The PHA must still deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 5 as required by 24

CFR § 982.552(b)(3) but should notify the family of the limited SV grounds for denial of admission first.

## **Permissive Prohibitions**

The PHA may prohibit admission of a family for the grounds stated below. The PHA may choose not to prohibit admission for these grounds or may establish a more permissive policy than the PHA's policy for admission to the regular HCV program. The PHA may not establish a permissive prohibition policy for SV applicants that is more prohibitive than the policy established for admissions to the regular HCV program.

### **The permissive prohibitions are:**

- 1) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:
  - a. Violent criminal activity.
  - b. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.
- 2) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.
- 3) If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

HAs must use and rely on objective, accurate, and reliable evidence when making determinations. PHAs may not rely on records of arrest alone when making eligibility determinations. Affording individuals an opportunity to be heard prior to an adverse determination consistent with 24 CFR § 982.554, is required as families may have relevant information that may not be as easily obtainable through other means. In addition, PHAs must make reasonable accommodations for individuals with disabilities, which may include making an exception or adjustment to a criminal background screening policy or practice, when such exception or adjustment may be necessary to afford a person with a disability the equal opportunity to access the HCV program in accordance with the Fair Housing Act, Section 504, and the ADA.

## **HATC Policy**

The PHA will not adopt any permissive prohibitions outlined above and in PIH Notice 2022-24.

## **Prohibited Reasons to Deny**

Unlike regular HCV admissions, PHAs may not deny an SV applicant admission regardless of whether:

- Any member of the family has been evicted from federally assisted housing or the PHA has ever terminated assistance under the program for any member of the family.
- The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- The family breached an agreement with the PHA to pay amounts owed to a PHA or amounts paid to an owner by a PHA.
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR § 982.553(a)(3).
- The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

**Changes in Family Composition**

When adding a family member after the family has been placed under a HAP contract with SV assistance, the regulations at 24 CFR § 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and will apply its regular screening criteria under the HCV program for determining eligibility of additional family members.

**Income Verification at Admission**

HUD is waiving the third-party income verification requirements for SV applicants and, alternatively, allowing PHAs to consider self-certification as the highest form of income verification at admission. Applicants must submit an affidavit attesting to reported income, assets, expenses, and other factors which would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request. For example, a Supplemental Security Income (SSI) benefit letter that was issued in November 2020 to represent the applicant's benefit amount for 2021 and was provided to the PHA in September 2021 would be an acceptable form of income verification.

**HATC Policy**

The PHA will accept self-certification of income as the highest form of income verification at admission and will obtain and review income through the HUD's EIV/IVT system.

**Disability Verification**

The PHA may also use the SSI benefit letter as proof of disability.

**EIV-IVT Mandatory Review**

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- review the EIV Income and Income Validation Tool (IVT) Reports to confirm/validate family-reported income within 90 days of the submission date;
- print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search. The PHA may be required to deny assistance to household members already receiving assistance from another program.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program and/ or address any income discrepancies as described in the HCV Administrative Plan. PHAs must initiate HUD-compliant payment plans for those whose failure to report their income or part thereof was unintentional and does not make the tenant ineligible for the program accordingly.

**Eligibility Determination: Social Security Number**

HCV applicants must disclose and document and PHAs must verify the social security numbers (SSN) of each applicant.



Applicant documentation may include:

- a valid SSN card issued by the Social Security Administration;
- an original document issued by a federal or state government agency which contains the individual's name, SSN and other identifying information; or
- other evidence of the SSN as prescribed by HUD.

Generally, a PHA may not admit an applicant until the required documentation is provided to verify the SSN of each household member.

HUD is consequently waiving the requirement to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the SV program. PHAs may adopt policies to admit SV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

#### **HATC Policy**

The PHA will allow self-certification of SSN upon admission. If the SSN is not verifiable through HUD's EIV system, HATC will obtain verification of social security number within 180 days of admission from family to be eligible for continued assistance.

#### **Citizenship & Eligible Immigration Status Verification**

PHAs also must verify evidence of U.S. citizenship or eligible immigration status for noncitizens claiming eligibility for assistance.

Each eligible household member must sign a declaration of their status and eligible noncitizens must also provide supporting documentation, which must be submitted by the time of the eligibility determination. Noncitizens with eligible immigration status include VAWA Self-petitioners and human trafficking survivors and certain family members. Documentation verifying U.S. citizenship may also be requested. Since eligibility for assistance is limited to U.S. citizens and noncitizens who have eligible immigration status, families in which not all members are U.S. citizens or have eligible immigration status are only eligible to receive pro-rated housing assistance based on the percentage of family members who qualify for assistance.

Additionally, PHAs must verify each family member's date of birth to verify identity and determine age and disability status per 24 CFR § 5.403, if claimed. These family characteristics impact the income and tenant rent calculations.

If a family member appeals secondary verification of immigration documents, PHAs are reminded that assistance may not be delayed, denied, reduced or terminated on the basis of immigration status pending the completion of the appeal as described in 24 CFR § 5.514(e).

Additionally, PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

**HATC Policy**

The PHA will allow self-certification of citizenship, disability, and date of birth if documents are not readily available. If information for date of birth and disability status is not verifiable through HUD's EIV system, HATC will obtain a higher level of verification within 90 days of admission.

**Inapplicability of Income Targeting Requirements**

The PHA must determine income eligibility for SV families in accordance with 24 CFR § 982.201. However, the income targeting requirements of Section 16(b) of the United States Housing Act of 1937 and 24 CFR § 982.201(b)(2) are waived and do not apply for SV families so that participating PHAs can effectively serve individuals and families in all the eligibility categories under the ARP who may be at a variety of income levels, including low-income families. The PHA may still choose to include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted. In conformance with normal program rules, PHAs may not deny admission to a family with zero income and must consider hardship circumstances before charging a minimum rent in accordance with 24 CFR § 5.630(b).

**HATC Policy**

The PHA will include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted.

**Use of recently conducted initial income determinations and verifications at admission**

Some families who were recently homeless but are now currently residing in rapid rehousing or are receiving other time-limited housing assistance may have had their income recently verified under that housing assistance program. Furthermore, families who are eligible for SV assistance as survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking may be currently assisted through other subsidized housing programs such as public housing.

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income if the income was:

- (1) calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months and
- (2) the family certifies there has been no change in income or family composition in the interim. At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR § 982.516.

**HATC Policy**

The PHA will accept income verifications from third party providers as described.

**Pre-inspection of HQS units**

To expedite the leasing process, PHAs may pre-inspect available units that SV families may be interested in leasing to maintain a pool of eligible units. If an SV family selects a unit that passed a HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (form HUD-52517), the unit may be approved if it meets all other conditions under 24 CFR § 982.305. However, the family must be free to select their unit and cannot be required to accept a pre-screened unit.



## **HATC Policy**

The PHA will allow pre-inspection of available units to maintain a pool of eligible units as needed.

### **Initial search term**

HUD is waiving 24 CFR § 982.303(a), which provides that the initial search term must be at least 60 days and is establishing an alternative requirement that the initial term for an SV must be at least 120 days.

Any extensions, suspensions, and progress reports will remain under the policies in the PHA's administrative plan but will apply after the minimum 120-day initial search term. HUD recommends PHAs consider extending beyond the required 120-day initial search term if rising rents and low vacancy rates are contributing factors to low leasing rates in the PHA's jurisdiction.

As a reminder, a PHA must grant reasonable accommodation requests to extend the housing search term that may be necessary for individuals with disabilities to find a unit that meets their disability-related needs. For example, it may be challenging to find a unit that includes specific accessibility features, is close to accessible transportation, or close to supportive services or medical facilities.

## **HATC Policy**

Any extensions, suspensions, and progress reports will remain under the policies in the PHA's administrative plan.

### **Initial lease term**

Under the HCV program, the family must enter into an initial lease with the owner for at least one year, unless a shorter term would improve housing opportunities for the tenant and the shorter term is a prevailing market practice.

To provide a greater range of housing opportunities for SV families and maximize housing choice, HUD is waiving Section 8(o)(7)(A) of the United States Housing Act of 1937 and 24 CFR § 982.309(a)(2)(ii).

The initial lease term for an SV family may be less than 12 months regardless of whether the shorter term is a prevailing market practice.

## **HATC Policy**

The PHA will allow families to enter into an initial lease term for shorter than one year.

### **Portability**

The normal HCV portability procedures and requirements generally apply to SVs with the following exceptions.

#### ***No prohibition on portability for non-resident applicants***

Under the HCV program, if neither the household head nor spouse of an assisted family already had a "domicile" (legal residence) in the jurisdiction of the PHA at the time the family first submitted an application for participation in the program, the family does not have any right to portability during the 12-month period from when the family is admitted to the program. Such a family is a "non-resident applicant." The initial PHA may choose to allow portability during this period but is not required to do so.

In order to provide maximum housing choice for the targeted populations, HUD is removing this restriction for SV nonresident applicants to allow all SV families to immediately move under portability. Accordingly, HUD is waiving Section 8(r)(1)(B)(i) of the United States Housing Act of 1937 and 24 CFR § 982.353(c).

The PHA may not restrict an SV family from exercising portability because they are a nonresident applicant.

### ***Portability billing and absorption***

A receiving PHA cannot refuse to assist an incoming SV family, regardless of whether the PHA does or does not currently administer SVs under its own ACC.

If an SV family moves under portability to another PHA that administers SVs under its own ACC:

- The receiving PHA may only absorb the incoming SV family with an SV (assuming it has an SV voucher available to do). If the PHA does not have an SV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with SV assistance and may not absorb the family with a regular HCV when the family leases the unit.
- Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's SV assistance, the SV administration of the voucher is in accordance with the receiving PHA's SV policies, although neighboring PHAs and PHAs in the same metro area or region are strongly encouraged to work collaboratively with one another to align SV policies and help facilitate SV portability moves between their jurisdictions.

If the SV family moves under portability to another PHA that does not administer SVs under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

### ***Family briefing/initial PHA and receiving PHA coordination on services***

In addition to the applicable family briefing requirements at 24 CFR § 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP). In briefing a family that includes any disabled person, the PHA must take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6. If the portability move is in connection with the SV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on any services and assistance that will be made available to the family.

### ***HAP and ongoing fees***

The requirements at 24 CFR § 982.355(e) apply to portability billing arrangements on behalf of an SV family:

- The initial PHA must promptly reimburse the receiving PHA for the full amount of the housing assistance payments made by the receiving PHA for the family.
- The initial PHA must promptly reimburse the receiving PHA for the lesser of 80 percent of the initial PHA's SV ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee (or the receiving PHA's SV ongoing administrative fee if the receiving PHA administers the SV program). If both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

**Payment standards**

The HCV regulations at 24 CFR § 982.503(a)(3) provide that the PHA voucher payment standard schedule shall establish a single payment standard amount for each unit size, and that for each unit size, the PHA may establish a single payment standard amount for the whole Fair Market Rent (FMR) area or may establish a separate payment standard amount for each designated part of the FMR area.

HUD is waiving 24 CFR § 982.503(a)(3) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for SV s in order to increase the potential pool of available units for SV families. The separate SV payment standard must comply with all other HCV requirements under 24 CFR § 983.503 with the exception of the waivers of 24 CFR § 982.503(b)(i) and § 982.503(b)(iii) discussed below.

HUD is waiving 24 CFR § 982.503(b) (1)(i) and establishing an alternative requirement to allow the PHA to establish a payment standard amount for a unit size at any level between 90 percent and 120 percent (as opposed to 110 percent) of the published FMR for that unit size. HUD approval is not required to establish an SV payment standard within that range.

PHAs may also still request approval for exception SV payment standards above 120% of the applicable FMR/SAFMR from HUD in accordance with 24 CFR 982.503(b)(i)(iv) or 982.503(c) if needed.

All rent reasonableness requirements at 24 CFR § 982.507 continue to apply to SV units, regardless of whether the PHA has established an alternative or exception SV payment standard.

**HATC Policy**

SV payment standards will be set at 120% of the FMR and will be adjusted accordingly every year.

**Increase in payment standard during HAP contract term**

The HCV regulations at 24 CFR § 982.505(c)(4) require that if the payment standard amount is increased during the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount.

HUD is waiving this requirement and as an alternative requirement providing a PHA with the discretion to establish a policy in the PHA administrative plan on when to apply the increased payment standard ( e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

**HATC Policy**

Increases in payment standards will become effective on the family's first regular reexamination or upon transfer of units.

**Project-based units**

All tenant-based SV awards can be converted to Project-Based Vouchers (PBV) at any time after award without HUD approval provided all the established PBV regulations and requirements are followed.



No additional HUD Headquarters approvals are required for project basing vouchers beyond the normal process. All PBV requirements in 24 CFR part 983 apply for SVs except where waived as described below. The HCV regulations at 24 CFR § 983 .251 (c)(1) require PHAs to select families for project-based units from its HCV waiting list (or PBV waiting list, if applicable).

HUD is waiving this requirement and establishing an alternative requirement that PHAs receive SV referrals from CoC partners for vouchers as well as project-based assistance.

#### **Turnover**

Upon turnover, SV vouchers must continue to remain available for families experiencing or at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, or stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria.

#### **Reporting Requirements**

PHAs awarded SVs under this notice must maintain a special program code for Stability Voucher participants in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058), as applicable. The special program code is "SV." PHAs must also properly record the date the PHA issues the voucher to the eligible household in line 2a of the 50058.

#### **Moving-to-Work (MTW) Agencies**

MTW agencies that administer SVs are bound by the terms and conditions of this notice. As discussed, all HCV statutory and regulatory requirements and HUD directives are applicable to SVs unless waived by this notice.

However, MTW agencies may request approval from HUD's Office of Housing Voucher Programs to administer SVs in accordance with the HCV programmatic flexibilities approved under PHA's Annual MTW Plan or MTW Supplement to the PHA Plan, as permitted by its MTW Agreement or the MTW Operations Notice. The Office of Housing Voucher Programs may approve the MTW PHA's request provided it determines the requested MTW flexibility is not in direct conflict with an SV waiver or alternative requirement and its application would not have a detrimental impact on SV families. Like other waivers, MTW PHAs must submit such requests with supporting justification through their local Field Office. SV funding is not eligible for MTW fungibility but must only be used for SV eligibility activities and to assist SV eligible families.



**Memorandum of Understanding  
Stability Voucher Program**

This Memorandum of Understanding (MOU) entered into on November 1, 2023, demonstrates the requirements listed in the Notice PIH 2022-24 (HA) between the following parties:

PHA  
Housing Authority Travis County  
502 East Highland Mall Blvd.  
Ste. 106 B  
Austin, Texas 78752

CoC Collaborative Applicant Agency  
Ending Community Homelessness Coalition  
P.O. Box 150249  
Austin, TX 78715

**I. Introduction and Goals**

The Housing Authority of Travis County (HATC) and Ending Community Homelessness Coalition (ECHO) through the Stability Voucher (SV) Program seek to prevent and end homelessness among individuals and families who are experiencing or at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, stalking, and human trafficking, and veterans and families that include a veteran family member that meets one of the proceeding criteria.

The Consolidated Appropriations Act, 2021 (Public Law 116-260) (2021 Act), makes available \$43,343,000 for new incremental voucher assistance under Section 8(0) of the United States Housing Act of 1937 for use by individuals and families experiencing or at-risk of homelessness; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking; and veterans and families that include a veteran family member that meets one of the proceeding criteria.

The Further Consolidated Appropriations Act, 2022 (Public Law 117-103 (2022 Act) further provides that HUD may waive certain statutory and regulatory provisions to administer the SVs (except for requirements related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards and the environment) upon a finding that any such waivers or alternative requirements are necessary to facilitate the use of funds made available for SVs.

This Memorandum of Understanding (MOU) outlines the collaboration and commitment between HATC and ECHO to pair Stability Vouchers with CoC-funded supportive services; and to collaborate with the ECHO and other stakeholders to develop a prioritization plan for these vouchers.

Lead Agency Liaisons:

Lead PHA SP Liaison

Victoria Perez, Housing Manager

Lead CoC SP Liaison

Lead Staff Allison Mabbs, Director of Permanent Housing

2. HATC and ECHO are mutually committed to the following goals and standards of success:

- 95% of participants to locate suitable housing within 60 days of voucher issuance
- 95% of participants to execute a lease by 2/28/2024
- 50% of SV families with children lease units in low-poverty census tracts
- 95% of household's complete annual recertification and remain in program
- Assess yearly need for supportive housing services and move up participants into housing choice voucher as needed to allow additional households who meet the criteria to enter the stability voucher project.

## **II. Individuals and Families Eligibility under the Qualifying Categories**

To be eligible for an SV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Veterans and families that include a veteran family member that meet one of the preceding criteria

## **III. SV Roles and Responsibilities**

### **A. PHA Roles and Responsibilities**

- Coordinate and consult with the CoC in developing the services and assistance to be offered under the SV program.
- Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
- Commit a dedicated staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- If a referred household is deemed ineligible, notify Coordinated Entry, the partnering service provider, and the household of their eligibility status and inform the household of their right to appeal this decision.
- Commit a dedicated staff and resources to ensure that inspections of units are completed in a timely manner.
- Designate a staff to serve as the lead SV liaison.
- HATC will inform households on the HCV waiting list of the availability of SVs by posting the information on their website and/or providing public notice. The notice will advise how households can access the local Coordinated Entry system if they believe they are eligible for SV assistance.
- Administer the SV program in accordance with applicable regulations and alternate operating requirements.
- Collaborate with CoC to train relevant stakeholders on the program operations, participant eligibility, and other relevant program requirements of the SV Program.
- Notify ECHO and partnering service providers when a participant is terminated from the program.
- Comply with the provisions of this MOU.

### **B. CoC Roles and Responsibilities**

- Designate and maintain a lead SV liaison to communicate with HATC.
- ECHO will integrate the prioritization and referral process for the SV program into the local Coordinated Entry written standards and process.
- ECHO will refer eligible individuals and families to HATC using the community's coordinated entry system and maintain a by-name list of SV eligible households.
- ECHO will utilize the standardized Referral Form (Attachment 1) to submit referral information to HATC and will include Partnering Service Provider staff contact information.
- Provide technical assistance to Partnering Service Provider agencies to navigate system procedures used to access resources and collect documentation needed for the application and verification process.(i.e. self-certifications, income documentation, social security card, etc.).
- Identify and connect SV families to supportive services. Client participation in support services is not a requirement for admission or ongoing participation in the SV program though such services should be offered and available.
- Monitor and support SV program partnering service providers in assisting individuals and families from voucher issuance to move-in and housing stabilization to ensure successful outcomes.
- Facilitate access to safety and housing for persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking in accordance with the Austin/Travis County CoC Violence Against Women Act (VAWA) policy and procedures, Emergency Transfer Policies, or in accordance with HATC's policies and procedures.
- Comply with the provisions of this MOU.

#### **IV. Services to be provided to eligible SV individuals and families**

- HATC and ECHO will work collaboratively to select service providers that will pledge to provide housing search assistance and other supportive services in compliance with the Austin Travis/County CoC Written Standards for Program Delivery to pair with the SV voucher.
- The priority for the use of the vouchers will be (in priority order)
  - 1) PSH - selection of service providers to provide matching PSH services to create new PSH;
  - 2) Move-on vouchers for current PSH clients;
  - 3) Progressive Engagement with RRH clients who need an ongoing rental subsidy.
- HATC and ECHO will communicate any concerns to each other in a timely manner if a service provider is not meeting these service expectations.
- If necessary, HATC and ECHO will work collaboratively to create new uses of the Stability Vouchers.

#### **V. PHA Adopted Waivers and Alternative Requirements**

PIH Notice 2022-24, provides HATC with authority to adopt certain statutory and regulatory requirements and alternative requirements for Stability Vouchers. HATC and ECHO have agreed to adopt the following waivers and alternative requirements-

- Income verifications at admission – accept self-certification of income as the highest form of income verification at admission.



- SSN and citizenship verification at admission – accept self-certification of SSN and citizenship verification at admission. Applicants must provide the required documentation for SSN within 180 days of admission. If self-certification is accepted for date of birth and disability status, a higher level of verification is required within 90 days of admission or verified through EIV.
- Income calculations and verifications from third party providers are acceptable at admission (within last 6 months if done in accordance with 24 CFR Part 5 and if family certifies no changes since then)
- Pre-inspection of HQS units.
- Establish a higher payment standard up to 120% of FMR.

**VI. PHA Permissive Prohibition Policies agreed upon by the PHA and CoC**


HATC in consultation with ECHO have agreed to adopt the following permissive prohibitions for the Stability Voucher program:

HATC will not adopt any permissive prohibitions outlined in PIH Notice 2022-24.

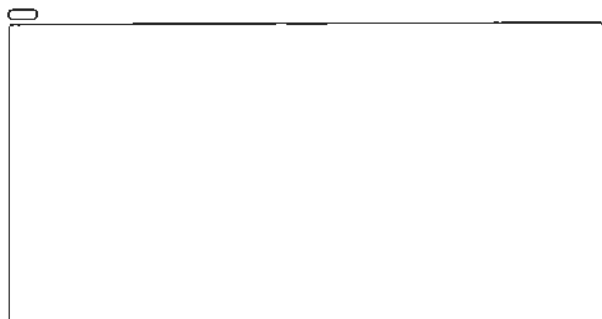
**VII. Program Evaluation**

HATC, and ECHO agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor.

**Signed by**

x   
 Patrick B. Howard  
 President & CEO/ HATC

X \_\_\_\_\_  
 Matthew Mollica  
 Executive Director/ ECHO



## View Agreement



X Patrick B. Howard

Patrick B. Howard  
President & CEO/ HATC

X Matthew Mollica

Matthew Mollica  
Executive Director/ ECHO

HCV MOU CM 9.20.23

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

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**Special Attention of:**  
Directors of HUD Regional and Field  
Offices of Public Housing;  
Agencies that Administer the  
Housing Choice Voucher Program

**Notice PIH 2022-24 (HA)**

Issued: August 16, 2022

Expires: This notice remains in effect until  
amended, superseded, or rescinded.

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**Subject: Stability Voucher Program**

**1. Purpose.** This notice explains HUD's non-competitive allocation strategy and program requirements for the new Stability Voucher program. HUD is awarding up to \$43,439,000 to support approximately 4,000 new incremental vouchers. This funding opportunity is designed to encourage a community-wide commitment to the goal of ending homelessness. Stability Vouchers (SVs) may assist households who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria. HUD is clarifying that persons who are fleeing or attempting to flee human trafficking are an eligible category for SVs. (See definition of "homeless" in Section 9.)

HUD recently announced the Continuum of Care (CoC) Program Supplemental Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (FR-6500-N-25S), which promotes a community-wide commitment to the goal of ending homelessness by targeting efforts to reduce unsheltered homelessness, particularly in communities with very high levels of unsheltered homelessness and homelessness in rural areas.

HUD expects applicant communities to partner with health and housing agencies to leverage mainstream housing and healthcare. These two funding opportunities present a first-of-its-kind package of resources to help communities implement coordinated approach to ending homelessness, including unsheltered homelessness and homelessness in rural areas.

**2. Background.** The Consolidated Appropriations Act, 2021 (Public Law 116-260) (2021 Act), makes available \$43,439,000 for new incremental voucher assistance under Section 8(o) of the United States Housing Act of 1937 for use by individuals and families experiencing or at-risk of homelessness; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria.

The Consolidated Appropriations Act, 2022 (Public Law 117-103 (2022 Act) further provides that HUD may waive certain statutory and regulatory provisions to administer the SVs (except for requirements related to tenant rights and protections, rent setting, fair housing,

nondiscrimination, labor standards and the environment) upon a finding that any such waivers or alternative requirements are necessary to facilitate the use of funds made available for SVs.

Additional funds may become available for award under this notice, because of a public housing agency (PHA) determination to not accept an award (all or partial), or because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints.

**3. Summary of Allocation Formula.** Under the 2021 Act, SV funding must be awarded to PHAs that partner with eligible Continuums of Care (CoCs) or other entities serving the targeted population. Consistent with the requirements of the 2021 Act, HUD will award tenant-based SVs to PHAs who self-identify to HUD their interest in receiving an allocation and demonstrate a strategy to coordinate assistance with services available in the community.

SV awards will follow a two-step process:

- a. Eligible PHAs will respond to this notice with an email. See Section 5 of this notice for detailed instructions.
- b. Based on a relative need formula, that uses estimates of households experiencing or at risk of homeless by geography, registered PHAs will receive an invitation to apply for a specific number of SVs.

**4. Determination of Awards.** HUD is asking PHAs to demonstrate a strategy to pair SVs with services available in the community.

HUD recently announced a NOFO, FR-6500-N-25S. This funding opportunity is designed to promote a community-wide commitment to the goal of ending homelessness.

HUD is encouraging PHAs to partner with CoCs to support efforts to address unsheltered homelessness, including committing available vouchers and public housing units to these efforts. HUD seeks to prioritize PHAs to receive SVs who are partnering with CoCs on this effort. SVs must serve eligible populations as described in Section 8 of this Notice.

HUD will prioritize PHAs based on the criteria specified in the section below. Relative to applications received, HUD's first priority for award will be provided to PHAs in communities selected under HUD's FR-6300-N-25S who demonstrate a commitment to partner with the CoC(s) serving the PHA's geographic area to pair SVs with services available in the community. Given the limited funds available under this notice, HUD expects to first award funding to communities in Prioritization Category 1. After funding Prioritization Category 1, HUD will consider PHAs outlined in Category 2 below. Any remaining funds will be provided to PHAs in Category 3 below. In allocating funding to PHAs within each Category, HUD expects to use the estimated homeless need and at-risk of homelessness need of the PHA's county, similar to the approach taken for the Emergency Housing Voucher program.

Applicants seeking prioritization under Categories 1 and 2 must submit a completed Letter(s) of Commitment described in Section 5 of this notice.

Prioritization Category	Prioritization Criteria
1	Partnering CoC selected under FR-6300-N-25S, <b>and</b> PHA submits a Letter of Commitment from Partnering CoC in the geographic area with their application for an SV allocation. NOTE: The Partnering CoC MUST have an existing referral partnership with a Victim Service Provider (VSP) and Veteran Service Organization (VSO) in the geographic area.
2	Partnering CoC <i>not</i> selected under FR-6300-N-25S, <b>and</b> PHA submits Letters of Commitment from partnering CoCs, VSPs, or VSOs in the geographic area with their application for an SV allocation.

This notice is designed to direct SVs to PHA's partnering with Continuum's of Care and Victim Service providers to implement coordinated approaches to reduce the prevalence of homelessness, improve service engagement and promote housing stability while ensuring geographical need of assistance.

HUD will utilize the following data and indicators during the selection process to ensure the statutorily mandated factors of ensuring geographical need of such assistance and public housing agency administrative performance are taken into consideration in the selection of participating communities:

a. *Homeless and at-risk of homelessness need.*

HUD will focus on "homeless need" and "at-risk of homelessness." These measures will also serve as a proxy for relative need regarding the eligibility categories that includes those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking and human trafficking.

HUD is defining geographical need as the total count of persons experiencing homelessness (whether sheltered or unsheltered) in the PHA geographic area. HUD will use January 2020 CoC Point-in-Time (PIT) homeless data for this measure.

For at-risk of homelessness need, HUD will utilize data from the American Community Survey on rental households with incomes less than 30 percent of Area Median Income (AMI).<sup>1</sup> HUD will use data sets on households living in overcrowded units (1.01 or more persons per room) and/or without complete kitchen or; and for those households that in addition to meeting the income and housing condition criteria are also severely rent burdened (paying more than half their income for rent).

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<sup>1</sup> The McKinney-Vento definition of 'at-risk' of homelessness for households specifies that they have incomes of less than 30 percent of Area Median Income in addition to one or more other characteristics that put them at risk of homelessness.

To construct need measured for PHAs, HUD will convert data to the county level. ACS at-risk of homelessness data are only available at the county level. However, the PIT homeless data are available at the Continuums of Care geographies that can vary from a place within a county to being multiple counties. HUD will evaluate the PIT homelessness data to the county level using a county-to-CoC crosswalk based on the renter share in each county with income less than 30 percent of AMI.

b. *PHA administrative capacity*

PHAs, as required by the Act, must demonstrate the capacity to successfully administer the SV program. Therefore, PHAs must not have any major unresolved program management findings from an Inspector General audit, HUD management review, or Independent Public Accountant (IPA) audit for the PHA's HCV program, or other significant program compliance issues that were not resolved, or in the process of being resolved, as determined by HUD, prior to this notice's application deadline. Additionally, applicants must resolve all outstanding civil rights matters to HUD's satisfaction prior to this notice's Registration of Interest deadline, provided that all applicable legal processes have been satisfied.

If a PHA is unsure whether these criteria are met, they should contact the PHA's HUD Office of Public and Indian Housing (PIH) Field Office point of contact.

**5. Registration of Interest.** Funding availability under this notice is available to PHAs who demonstrate a strategy to coordinate assistance with services available in the community. CoC collaboration is a critical tool in identifying resources and developing solutions to challenges that eligible families experience. PHAs are encouraged to consult with their partnering CoC(s) serving the PHA's geographic area to discuss their intention of submitting an application under this notice.

PHAs interested in an allocation of SVs will respond via email. The email requirements are as follows:

- Interested PHAs must send an email response to **StabilityVouchers@hud.gov**.
- The Subject Line of the email must be "Stability Voucher Registration of Interest" followed by the PHA code (i.e., SA002).
- The body of the email must identify the name(s) of the partnering CoC serving the PHA's geographic area and the CoC number. For example: Metropolitan Denver CoC, CO-503. PHAs partnering with more than one CoC.
- Letter of Commitment from the partnering CoC(s) indicating a commitment to collaborate with the PHA to i.) refer eligible families to the PHA through Coordinated Entry for SVs; ii.) pair CoC-funded supportive services with SVs; and (iii.) collaborate with other stakeholders to develop a prioritization plan for SVs.

See Section 10.b. for additional information on how to ensure that victim service organizations are included in these partnerships.

**All Registrations of Interest must be transmitted no later than 11:59:59 p.m. Eastern Standard Time on October 20, 2022.**

After a successful email transmission to **StabilityVouchers@hud.gov**, the sender will receive an “auto-reply” message, confirming receipt of an email. *If you do not receive an “auto-reply” confirming receipt, your email was not received, and the agency will not be considered for an award.* Faxes and hard copy submissions will not be accepted. Note: receipt of an “auto-reply” message does not validate whether or not the response is complete. Please review the notice in its entirety to ensure all requirements are met.

HUD may extend the Registration of Interest deadline upon receipt of a PHA initiated request if there is a presidentially-declared disaster in the applicant PHA’s area. If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicant.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant’s extension request (how closely it followed the basis for the extension), whether other applicants in the geographic areas are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its Registration of Interest.

## **6. Invitation of PHAs.**

Selected PHAs will receive an invitation via email to apply for a specific number of SVs. This number is the maximum number of vouchers being offered to the PHA. PHAs may choose to apply for fewer vouchers. Additional instructions, including the deadline for response, will be included in the invitation letter.

**7. PHA Eligibility.** To be eligible to receive an SV funding allocation, a PHA must currently administer the HCV program through an existing Consolidated Annual Contributions Contract (CACC) with HUD. Non-profit agencies that only administer HCV Mainstream vouchers are not eligible to receive an SV allocation.

**8. Household Eligibility.** In order to be eligible for an SV, a household must meet one of four eligibility criteria:

- a. Individuals and families who are currently experiencing homelessness;
- b. Individuals and families at risk of homelessness;
- c. Individuals and families fleeing or attempting to flee domestic violence, dating violence, stalking, sexual assault; and
- d. Veterans and families that include a veteran family that meet one of the preceding criteria (1-3).

In general, the verification that the family meets one of these four eligibility categories is conducted by the CoC, or another partnering agency that makes direct referrals to the PHA. The CoC, or other direct referral partner must provide supporting documentation to the PHA of the referring agency’s verification that the family meets one of the four eligible categories for SV assistance.



**9. Definitions.** The following definitions always apply with respect to SV eligibility, regardless of whether the PHA may have established another definition for any of these terms in its PHA administrative plan.

**At Risk of Homelessness** means the population defined by 24 CFR 578.3.

**Continuum of Care (CoC)** has the meaning provided in 24 CFR 578.3.

**Centralized or Coordinated Entry (CE) Assessment System** has the meaning provided in 24 CFR 578.3. 24 CFR 578.7(a)(8) details the responsibilities of the CoC to establish and operate this required system. In addition to the definition and responsibilities established in the Rule, IIUD posted on its website, CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System, establishing additional requirements related to the development and use of a centralized or coordinated entry assessment system. These systems help communities in assessing the needs, vulnerability level, and program eligibility of people experiencing or imminently at risk of experiencing homelessness and linking them to available housing programs in the community using standardized access, assessment, prioritization, and referral processes. CE represents one of the opportunities for PHAs to collaborate with their local CoC.

**Dating violence** means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the survivor; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - 1) the length of the relationship;
  - 2) the type of relationship; and
  - 3) the frequency of interaction between the persons involved in the relationship.

**Domestic violence** means the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a survivor, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- a. is a current or former spouse or intimate partner of the survivor, or other person similarly situated to a spouse of the survivor;
- b. is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- c. shares a child in common with the survivor;
- d. is an adult family member of, or paid or nonpaid caregiver in an ongoing relationship of trust with, a survivor aged 50 or older or an adult survivor with disabilities; or
- e. commits acts against a youth or adult survivor who is protected from those acts under the family or domestic violence laws of the jurisdiction.

**Economic Abuse** is the term ‘economic abuse’, in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to—

- a. restrict a person's access to money, assets, credit, or financial information;
- b. unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- c. exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

**Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking** means any individual or family who is –

- a. experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;
- b. has no other safe residence; and
- c. lacks the resources to obtain other safe permanent housing.

**Homeless** means the population defined by 24 CFR 578.3.

HUD is clarifying that persons who are fleeing or attempting to flee human trafficking qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3. HUD considers human trafficking, including labor and sex trafficking, to be "other dangerous or life-threatening conditions that relate to violence against the individual or family member" under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family: (1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; (2) has no other safe residence; and (3) lacks the resources to obtain other safe permanent housing.

**Sexual assault** means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the survivor lacks capacity to consent.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Technological Abuse** means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging

programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

**Veteran** means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. (38 U.S.C. § 101(2); 38 C.F.R. § 3.1(d).

**Victim Service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking. This term includes rape crisis centers, sexual assault services programs, battered women's domestic violence shelters, domestic violence transitional housing programs, culturally specific domestic violence or sexual assault providers, and other programs.<sup>2</sup>

**10. Waivers and Alternative Requirements.** The Consolidated Appropriations Act, 2022 provided HUD with authority to waive certain statutory and regulatory requirements and establish alternative requirements for funding made available through the Transportation, Housing and Urban Development and Related Agencies Appropriations Act, 2021. Per the Consolidated Appropriations Act, 2022, the Secretary may waive or specify alternative requirements for certain provisions other than those related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards, and the environment. A summary of the available waivers and alternative requirements is included as Attachment II to this notice

SVs are tenant-based vouchers under Section 8(o) of the United States Housing Act of 1937. Unless expressly waived below, all statutory and regulatory requirements and HUD directives regarding the HCV program are applicable to SVs, including the use of all HUD required contracts and other forms. The administrative policies adopted in the PHA's written administrative plan apply to SVs vouchers unless such local policy conflicts with the requirements of this notice, or the waivers and alternative requirements outlined below.

A PHA may request additional good cause regulatory waivers as established in PIH Notice 2018-16 in connection with the use of the SVs, which HUD will consider and assess upon the request of the PHA.

**Required partnerships with the CoC and/or VSP and other organizations in the PHA's geographic area for direct referrals and services**

SVs are a resource that communities can use to house individuals and families who are experiencing homelessness, at risk of homelessness, are fleeing or attempting to flee domestic violence, dating violence, sexual, stalking, or human trafficking, or have unstable housing, as part of a community-wide plan to address homelessness. Like the Emergency Housing Voucher (EHV) program, SVs have specific eligibility criteria focused on particularly vulnerable families. To ensure priority of families for SVs that are most in need, PHAs are required to work with

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<sup>2</sup> The term "culturally specific" means primarily toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g)), 34 U.S.C. 12291(a)(8).

community partners to determine the best use and targeting for the vouchers along with other resources available in the community, in the same manner required for EHV. HUD's CoC program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to promote communitywide commitment to the goal of ending homelessness, provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, and persons fleeing or attempting to flee domestic violence, dating violence, sexual, stalking, or human trafficking, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families and optimize self-sufficiency among individuals and families experiencing homelessness.

HUD is establishing an alternative requirement under which the PHA must enter into a Memorandum of Understanding (MOU) with the CoC to establish a partnership with the CoC to pair SVs with CoC-funded supportive services; and to collaborate with the CoC and other stakeholders to develop a prioritization plan for these vouchers. The primary responsibility of the CoC or the under the MOU is to make direct referrals of qualifying individuals and families to the PHA and to identify any CoC-funded available supportive services that may be paired with SVs.

In the MOU, CoCs are encouraged to outline any existing partnerships with health and behavioral health care providers and agencies, state Medicaid agencies and agencies and organizations that may be leveraged to provide ongoing tenancy and wrap-around supportive services for those that may benefit from such services to maintain housing stability. All services provided by the CoC must be outlined in the MOU and should demonstrate the community's strategy to coordinate assistance through available resources. HUD recommends that PHAs and partnering CoCs seek a diverse range of supportive services by partnering with organizations trusted by people experiencing homelessness.

PHAs that agree to accept an allocation must enter into an MOU with a partnering CoC within 90 days of the effective date of the ACC funding increment for the SVs. The PHA must provide the MOU to HUD if requested to do so.

The MOU is a complete statement of the responsibilities of the parties and evidence of a commitment of resources to the SV program. The MOU may be subsequently amended to add or change the services that the CoC may provide but must always retain the direct referral responsibility of the CoC. For ease of administration, PHAs with an EHV allocation may add an SV addendum to their established EHV MOU.

The MOU must include at a minimum:

1. The PHA's, CoC's, and VSP's commitment to administering the SVs in partnership.
2. The goals and standards of success in administering the SVs.
3. The staff position for each organization that will serve as the lead SV liaison.
4. A listing of CoC-funded supportive services that will be paired with SVs.
5. All alternative waivers adopted by the PHA for the administration of SVs.
6. Any permissive prohibition policies agreed upon by the PHA and CoC.

7. The roles and responsibilities of the PHA and CoC, including but not limited to the CoC making direct referrals of eligible families to the PHA through the CE process (CoC's may be required to update CE policies as required under 24 CFR 578.7(a)(c).).
8. A statement that all parties agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

The EHV website includes many resources containing guidance on best practices for working in collaboration with CoC.

#### **Admissions process – Direct referrals from the CoC and other partnering organizations**

PHAs must accept referrals for SVs directly from the CE process this will help ensure families are able to get assistance quickly and eliminate the administrative burden on PHAs regarding the determination as to whether the family meets the definition of a qualifying individual or family for SV assistance. CoCs and their partners may also support applicants through the application process and attend meetings with applicants and PHAs to aid individuals and families through the admissions process. Direct referrals for SVs are not added to the PHA's regular HCV waiting list.

In general, families are issued SVs as the result of either: (1) the direct referral process from the CoC CE process or other partnering organizations, or (2) a situation where the PHA makes an SV available in order to facilitate an emergency transfer for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking. PHAs are strongly encouraged to utilize SVs as a resource to effectuate emergency transfers for a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

The PHA must also take direct referrals from outside the CoC CE process if:

(1) the CE process does not have a sufficient number of eligible families to refer to fully lease the PHA's allocation of SVs, or (2) the CE process does not identify a sufficient number of families that may be eligible for SV assistance because they are fleeing, attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

In those instances, the PHA must enter into a partnership to receive direct referrals from another entity (for example, a Victim Services provider that elects to not use the CE under 24 CFR 578.23(c)(9) or another homeless services provider (if there are not enough direct referrals coming through the CE process), assuming there are such additional organizations that can certify that an individual or family is homeless or at risk of homelessness, formerly homeless, is an individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. The PHA must enter an MOU with partnering referral agency as described above in Section 10.a. Alternatively, the partnering referral agency may be added to the MOU between the PHA and CoC.

The referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for SV assistance. The PHA must retain this documentation as part of the family's file. HUD has attached to this notice two examples of certifications that could be used to document the referring agency's verification.

(See Attachment I).

For certifying eligibility for individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, CoCs and VSPs may accept the survivors' self-definition of "fleeing or attempting to flee" for purposes of meeting eligibility for the SV as a person fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. Therefore, if an individual self-identifies as fleeing or attempting to flee domestic violence, that individual would be eligible for a SV. Additionally, the survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking can be a minor child.

Other than cases where a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking is requesting an emergency transfer, the PHA must refer a family that is seeking SV assistance directly from the PHA to the CoC or other referring agency partner for initial intake, assessment, and possible referral for SV assistance.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC's CE process or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), the PHA must enter into a formal partnership with another entity, such as another homeless service provider and/or victim services provider (such as a sexual assault, human trafficking, or cultural specific VSP), to receive referrals.

This system should continue to allow for prioritization according to the standards set out in the MOU between the referring organization and the PHA and should be easy to transition to the CoC's CE process when it comes online or is able to begin making referrals. Following notification, HUD will provide additional guidance to the PHA on adoption of direct referrals outside of the CE process if needed.

PHAs must inform families on the HCV waiting list of the availability of SVs by, at a minimum, either posting the information to their website or providing public notice in their respective communities. The PHA notice must describe the eligible populations to which the SVs are limited and clearly state that the availability of these SVs is managed through a direct referral process. The PHA notice must advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for SV assistance. In providing this notice, PHAs must ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities. PHAs must also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP). (See Section 14— Nondiscrimination and Equal Opportunity Requirements - for more information.)

Effective communication is generally provided through the use of appropriate auxiliary aids and services, such as interpreters, computer-assisted real time transcription (CART), captioned videos with audible video description, accessible electronic communications and websites, documents in alternative formats (e.g., Braille, large print), or assistance in reading or completing a form. PHAs must also take reasonable steps to ensure meaningful access for

persons with limited English proficiency (LEP). To meet its LEP obligations, the PHA should generally (1) conduct the four-factor analysis in accordance with the *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* published on January 22, 2007 in the Federal Register, at 72 Fed. Reg. 2732; (2) develop a Language Access Plan; and (3) provide appropriate language assistance. Language assistance includes, but is limited to, oral interpretation services, employment of bilingual staff, telephone service lines interpreters, written translation services, and referrals to community liaisons proficient in the language of LEP persons.

If the PHA has a preference for survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for this preference to the CoC, or the applicable partnering referral agency. The CoC will determine if the family is prioritized (based on the qualifying definition for SV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or another eligible category as applicable) for an SV.

If the PHA has a homeless preference for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an SV (based on the qualifying definition for SV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance through the CE process.

With the exception of special admissions,<sup>3</sup> the HCV regulations require that the PHA admit an applicant as a waiting list admission. In order to implement the above alternative requirements, HUD is waiving 24 CFR § 982.204(a), which requires that except for special admissions, participants must be selected from the PHA waiting list and that the PHA must select participants from the waiting list in accordance with admission policies in the PHA administration plan.

### **Separate waiting list for SVs**

The HCV program regulations at 24 CFR § 982.204(f) provide that a PHA must use a single waiting list for admission to its HCV program. It is possible that the number of applicants referred by partnering agencies at a given time may exceed the SVs available for the PHA to issue to families. HUD recognizes that requiring PHAs to utilize its existing HCV waiting list to manage SV referrals will create unnecessary administrative burden, complications, and delays. HUD is therefore waiving 24 CFR § 982.204(f) to establish an alternative requirement under which the PHA shall maintain a separate waiting list for SV referrals/applicants to help expedite the leasing process. Because the SV waiting list is based on direct referrals or emergency transfer requests to the PHA from survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking and not applications from the general public, HUD is also waiving 24 CFR § 982.206, which requires the PHA to give public notice when opening and closing the waiting list. Under this alternative requirement, the PHA will work directly with its CoC, VSP,

<sup>3</sup> A special admission (24 CFR § 982.203) is a non-waiting list admission that is only applicable if HUD awards a PHA program funding that is targeted for families living in specified units.

and other referral agency partners to manage the number of referrals and the size of the SV waiting list.

### **Local preferences**

Under the HCV program, the PHA may establish a system of local preferences for the selection of families. The PHA may have an existing set of local preferences for its HCV program that understandably does not align with the specific targeted purpose of the SVs. Furthermore, the PHA, in conjunction with the CoC and other referral partners, may wish to establish preferences specifically designed for SV admissions that the PHA would not want to apply to its regular HCV waiting list. Excluding SVs from the PHA's normally applicable local preference system will simplify program administration and ensure that SVs are not being prioritized based on preferences designed for the broad universe of HCV eligible applicants rather than the subset of families that qualify for SVs.

HUD is waiving 24 CFR § 982.207(a) and establishing an alternative requirement that the local preferences established by the PHA for HCV admissions do not apply to SVs. The PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for SVs, or may simply choose to not establish any local preferences for the SV waiting list.

In establishing any local preferences for the SV waiting list, the preference may not prohibit SV admissions from any of the four qualifying categories of eligibility. The preference system prioritizes the order in which families on the SV waiting list are assisted but does not allow the PHA to refuse to accept a referred family that meets one of the four SV eligibility categories, or otherwise delay issuance of an available voucher to that eligible family in order to "hold" the voucher for a future referral of a preference holder. The PHA must ensure any local preferences do not discriminate on the basis of any federally protected classes and cannot utilize criteria or methods of administration which would result in discrimination. See Section 14 –

Nondiscrimination and Equal Opportunity Requirements for more information on applicable federal civil rights requirements. The HCV program regulations at 24 CFR § 982.207(b) allows a PHA to adopt and implement a residency preference in accordance with the non-discrimination and equal opportunity requirements listed at 24 CFR § 5.105(a). Given the fact that many individuals and families in the targeted populations may not necessarily qualify as a "resident" due to their housing circumstances, and the direct referral /CE aspect of SV administration, it is not appropriate to apply residency preferences for SV admission. Consequently, HUD is waiving 24 CFR § 982.207(b) and establishing an alternative requirement under which a PHA may not apply any residency preference to SV applicants.

### **Restrictions on PHA denial of assistance to an SV applicant**

The HCV program regulations at 24 CFR § 982.552 and § 982.553 cover the grounds under which a PHA may deny an applicant admission to the program and in certain cases is required to do so. These grounds include the following:

- If any member of the family has been evicted from federally assisted housing in the last five years
- If a PHA has ever terminated assistance under the program for any member of the family
- If any member of the family has committed fraud, bribery, or any other corrupt or



- criminal act in connection with any Federal housing program
- If the family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act
- If the family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- If the family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA.
- If the family engaged in or threatened abusive or violent behavior toward PHA personnel.
- If the family has been engaged in criminal activity or alcohol abuse as described in CFR § 982.553.

HUD is waiving 24 CFR § 982.552 and § 982.553 in part and establishing an alternative requirement with respect to mandatory and permissive prohibitions of admissions for SV applicants. The SV alternative requirement is as follows:

#### *Mandatory Prohibitions*

(1) The PHA must apply the standards it established under 24 CFR § 982.553(a)(1)(ii)(C) that prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to SV applicants.

(2) The PHA must apply the standards it established under 24 CFR § 982.553(a)(2)(i) that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program to SV applicants.

#### *Permissive Prohibitions*

The PHA may prohibit admission of a family for the grounds stated below. The PHA may choose not to prohibit admission for these grounds or may establish a more permissive policy than the PHA's policy for admission to the regular HCV program. The PHA may not establish a permissive prohibition policy for SV applicants that is more prohibitive than the policy established for admissions to the regular HCV program. The PHA policy on SV permissive prohibitions must be described in the PHA's administrative plan.

If the PHA intends to establish permissive prohibition policies for SV applicants, the PHA must consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration. The PHA must not deny SV applicant admission or otherwise exclude an SV applicant based on arrest records only. PHAs are encouraged to consider the circumstances in which any conduct has occurred, the length of time since the offense, the nature and severity of the offense, and any supporting information, (e.g. an engagement with supportive services, participation in treatment activities/program, whether criminal activity was related to intimate partner violence, other evidence of rehabilitation, etc.) and any supporting information, (ex. an engagement with supportive services, participation in treatment activities/program, whether criminal activity was

related to human trafficking victimization, etc.) when determining whether past/recent criminal activity merits a permissive prohibition. The PHA policy on SV permissive prohibitions must be described in the PHA's administrative plan. Determinations must be made based on an individualized assessment of relevant mitigating information.<sup>4</sup> Before denying SV applicant admission because of a criminal record, the PHA must offer that individual the opportunity to provide evidence of mitigating circumstances or that the record is inaccurate. The permissive prohibitions are:

- 1) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:
  - a) Violent criminal activity.
  - b) Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.<sup>5</sup>
- 2) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.
- 3) If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

HAs are reminded that they must use and rely on objective, accurate, and reliable evidence when making determinations. PHAs may not rely on records of arrest alone when making eligibility determinations. In recognition that criminal records databases may not be current, PHAs are reminded of their obligation to use accurate and reliable information to make determinations. Affording individuals an opportunity to be heard prior to an adverse determination consistent with 24 CFR § 982.554, is required as families may have relevant information that may not be as easily obtainable through other means.

In addition, PHAs must make reasonable accommodations for individuals with disabilities, which may include making an exception or adjustment to a criminal background screening policy or practice, when such exception or adjustment may be necessary to afford a person with a disability the equal opportunity to access the HCV program in accordance with the Fair Housing Act, Section 504, and the ADA.

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<sup>4</sup> See Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions (April 4, 2016), available at [https://www.hud.gov/sites/documents/HUD\\_OGCGUIDAPPFHASTANDCR.PDF](https://www.hud.gov/sites/documents/HUD_OGCGUIDAPPFHASTANDCR.PDF) at 7 (“individualized assessment of relevant mitigating information beyond that contained in an individual’s criminal record is likely to have a less discriminatory effect than categorical exclusions that do not take such additional information into account. Relevant individualized evidence might include: the facts or circumstances surrounding the criminal conduct . . . evidence that the individual has maintained a good tenant history before and/or after the . . . conduct; and evidence of rehabilitation efforts.”)

<sup>5</sup> Please see PIH Notice 2015-19. The purpose of PIH 2015-19 is to inform PHAs and owners of other federally assisted housing that arrest records may not be the basis for denying admission, terminating assistance or evicting tenants, to remind PHAs and owners that HUD does not require their adoption of “One Strike” policies, and to remind them of their obligation to safeguard the due process rights of applicants and tenants. See also Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions (April 4, 2016), available at [https://www.hud.gov/sites/documents/HUD\\_OGCGUIDAPPFHASTANDCR.PDF](https://www.hud.gov/sites/documents/HUD_OGCGUIDAPPFHASTANDCR.PDF) (overviewing how applying criminal records screening too broadly may implicate fair housing liability for housing providers).

Unlike regular HCV admissions, PHAs may not deny an SV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing or the PHA has ever terminated assistance under the program for any member of the family.

- The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA.
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR §982.553(a)(3).
- The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

Similar to the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program and EHV program, HUD is eliminating the PHA's permissive prohibitions for SV admissions for drug-related criminal activity. The eligible populations of homeless and at-risk of homelessness individuals and families may include individuals struggling with drug addiction, and that addiction may be one of the root causes of their homelessness. As demonstrated by the "Housing First" model, providing the individual with safe housing may be a critical first step in helping the individual recover from addiction. Consequently, prohibitions based on criminal activity for the eligible SV populations regarding drug possession should be considered apart from criminal activity against persons (i.e., violent criminal activity). Further, the Department remains concerned about the potential discriminatory effect that reliance on drug-related criminal activity history as grounds for denial of admission may pose for the SV program.

For further information on the use of criminal histories and the Fair Housing Act, please see HUD's Office of General Counsel Guidance on the Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions, issued on April 4, 2016.

The PHA must still deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 5 as required by 24 CFR § 982.552(b)(3) but should notify the family of the limited SV grounds for denial of admission first.

When adding a family member after the family has been placed under a HAP contract with SV assistance, the regulations at 24 CFR § 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular screening criteria in doing so.

#### **Income verification at admission**

Under the HCV program, PHAs must determine whether an applicant family's income exceeds the applicable income limit as established by HUD in the jurisdiction where the family wishes to

lease a unit. While the verification hierarchy described in Notice PIH 2018-18 applies to income determinations for applicants, the Enterprise Income Verification (EIV) system generally is not available for verifying income of applicants.

The program regulations under 24 CFR § 982.201(e) requires that the PHA must receive information verifying that an applicant is eligible within the 60-day period before the PHA issues a voucher to the applicant. For verification purposes, Notice PIH 2018-18 states that third-party generated documents be dated within 60 days of the PHA's request.

For households experiencing homelessness and other SV eligible families, documentation may not be readily on-hand and may be difficult to obtain quickly. Accepting self-certifications and allowing for the delay of receipt of documentation and/or third-party verification will allow the CoC/VSP/partnering agency to assist the family in obtaining the necessary documentation without unduly delaying the family's housing assistance.

HUD is waiving the third-party income verification requirements for SV applicants and, alternatively, allowing PHAs to consider self-certification as the highest form of income verification at admission. Applicants must submit an affidavit attesting to reported income, assets, expenses, and other factors which would affect an income eligibility determination. Additionally, applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request. For example, a Supplemental Security Income (SSI) benefit letter that was issued in November 2020 to represent the applicant's benefit amount for 2021 and was provided to the PHA in September 2021 would be an acceptable form of income verification. As a reminder, the PHA may also use the SSI benefit letter as proof of disability.

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must: review the EIV Income and Income Validation Tool (IVT) Reports to confirm/validate family-reported income within 90 days of the submission date; print and maintain copies of the EIV Income and IVT Reports in the tenant file; and resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search. The PHA may be required to deny assistance to household members already receiving assistance from another program.

PHAs are encouraged to incorporate additional procedures to remind families of the obligation to provide true and complete information. PHAs that conduct eligibility determinations under this waiver/alternative requirement will be responsible for addressing any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. Additionally, PHAs must take necessary enforcement actions if the tenant was never eligible due to their income. Also, PHAs must initiate HUD-compliant payment plans for those whose failure to report their income or part thereof was unintentional and does not make the tenant ineligible for the program accordingly.

The adoption of this waiver does not authorize any ineligible family to receive assistance under

these programs. If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

#### **Eligibility Determination: Social Security Number, Citizenship, and Eligible Immigration Status Verification**

HCV applicants must disclose and document and PHAs must verify the social security numbers (SSN) of each applicant. Applicant documentation may include a valid SSN card issued by the Social Security Administration; an original document issued by a federal or state government agency which contains the individual's name, SSN and other identifying information; or other evidence of the SSN as prescribed by HUD. Generally, a PHA may not admit an applicant until the required documentation is provided to verify the SSN of each household member.

PHAs also must verify evidence of U.S. citizenship or eligible immigration status for noncitizens claiming eligibility for assistance. Each eligible household member must sign a declaration of their status and eligible noncitizens must also provide supporting documentation, which must be submitted by the time of the eligibility determination. Noncitizens with eligible immigration status include VAWA Self-petitioners<sup>6</sup> and human trafficking survivors and certain family members.<sup>7</sup> Documentation verifying U.S. citizenship may also be requested. Since eligibility for assistance is limited to U.S. citizens and noncitizens who have eligible immigration status, families in which not all members are U.S. citizens or have eligible immigration status are only eligible to receive pro-rated housing assistance based on the percentage of family members who qualify for assistance.

Additionally, PHAs must verify each family member's date of birth to verify identity and determine age and disability status per 24 CFR § 5.403, if claimed. These family characteristics impact the income and tenant rent calculations.

This documentation may not be readily on hand and may be difficult to obtain for individuals and families experiencing homelessness. Accepting self-certifications and delaying the receipt of documentation and/or third-party verification will allow PHAs to assist SV families more quickly and provide time for the family (with assistance from the CoC or other partnering agencies) to obtain the necessary documentation.

HUD is consequently waiving the requirement to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the SV program. PHAs may adopt policies to admit SV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA

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<sup>6</sup> HUD Memorandum, Eligibility of Battered Noncitizen Self-Petitioners for Financial Assistance Under Section 214 of the Housing and Community Development Act of 1980 (Dec. 15, 2016); HUD Notice PIH 2017-02 (HA) Violence Against Women Act (VAWA) Self-Petitioner Verification Procedures.

<sup>7</sup> These include human trafficking survivors and family members who: (1) have a Certification Letter from the Department of Health and Human Services (including T-1 nonimmigrants and Continued Presence recipients), (2) are noncitizen minors who have received a Child Eligibility Letter from the Department of Health and Human Services; or (3) are granted derivative T nonimmigrant status by USCIS (T-2 through T-6 nonimmigrant status).

provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation. If a family member appeals secondary verification of immigration documents, PHAs are reminded that assistance may not be delayed, denied, reduced or terminated on the basis of immigration status pending the completion of the appeal as described in 24 CFR § 5.514(e).

Additionally, PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

PHAs are encouraged to incorporate additional procedures to remind families of the obligation to provide true and complete information. PHAs that conduct eligibility determinations under this waiver/alternative requirement will be responsible for addressing any material discrepancies (i.e., erroneous SSNs) that may arise later and must take necessary enforcement actions accordingly. The adoption of this waiver does not authorize any ineligible family to receive assistance under these programs. If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

#### **Inapplicability of Income Targeting Requirements**

The PHA must determine income eligibility for SV families in accordance with 24 CFR § 982.201. However, the income targeting requirements of Section 16(b) of the United States Housing Act of 1937 and 24 CFR § 982.201(b)(2) are waived and do not apply for SV families so that participating PHAs can effectively serve individuals and families in all the eligibility categories under the ARP who may be at a variety of income levels, including low-income families. The PHA may still choose to include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted. In conformance with normal program rules, PHAs may not deny admission to a family with zero income and must consider hardship circumstances before charging a minimum rent in accordance with 24 CFR § 5.630(b).

#### **Use of recently conducted initial income determinations and verifications at admission**

Some families who were recently homeless but are now currently residing in rapid rehousing or are receiving other time-limited housing assistance may have had their income recently verified under that housing assistance program. Furthermore, families who are eligible for SV assistance as survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking may be currently assisted through other subsidized housing programs such as public housing. PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as the income was (1) calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months and (2) the family certifies there has been no change in income or family composition in the interim. At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR § 982.516.

For each new admission under this waiver and alternative requirement, the PHA must: review

the EIV Income and IVT Reports to confirm/validate family-reported income within 90 days of the submission date; print and maintain copies of the EIV Income and IVT Reports in the tenant file; and resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

#### **Pre-inspection of HQS units**

To expedite the leasing process, PHAs may pre-inspect available units that SV families may be interested in leasing in order to maintain a pool of eligible units. If an SV family selects a unit that passed a HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (form HUD-52517), the unit may be approved as long as it meets all other conditions under 24 CFR § 982.305. However, the family must be free to select their unit and cannot be required to accept a pre-screened unit.

#### **Initial search term**

Given rising rents and low vacancy rates SV families may face significant challenges with their housing search. An initial search term of 60 days may be inadequate for SV families to find a unit. Consequently, HUD is waiving 24 CFR § 982.303(a), which provides that the initial search term must be at least 60 days and is establishing an alternative requirement that the initial term for an SV must be at least 120 days. Any extensions, suspensions, and progress reports will remain under the policies in the PHA's administrative plan but will apply after the minimum 120-day initial search term. HUD recommends PHAs consider extending beyond the required 120-day initial search term if rising rents and low vacancy rates are contributing factors to low leasing rates in the PHA's jurisdiction.

As a reminder, a PHA must grant reasonable accommodation requests to extend the housing search term that may be necessary for individuals with disabilities to find a unit that meets their disability-related needs. For example, it may be challenging to find a unit that includes specific accessibility features, is close to accessible transportation, or close to supportive services or medical facilities.

#### **Initial lease term**

Under the HCV program, the family must enter into an initial lease with the owner for at least one year, unless a shorter term would improve housing opportunities for the tenant and the shorter term is a prevailing market practice. To provide a greater range of housing opportunities for SV families and maximize housing choice, HUD is waiving Section 8(o)(7)(A) of the United States Housing Act of 1937 and 24 CFR § 982.309(a)(2)(ii). The initial lease term for an SV family may be less than 12 months regardless of whether the shorter term is a prevailing market practice.

#### **Portability**

The normal HCV portability procedures and requirements generally apply to SVs with the following exceptions.

##### *No prohibition on portability for non-resident applicants*

Under the HCV program, if neither the household head nor spouse of an assisted family already had a "domicile" (legal residence) in the jurisdiction of the PHA at the time the family first



submitted an application for participation in the program, the family does not have any right to portability during the 12-month period from when the family is admitted to the program. Such a family is a “non-resident applicant.” The initial PHA may choose to allow portability during this period but is not required to do so.

In order to provide maximum housing choice for the targeted populations, HUD is removing this restriction for SV nonresident applicants to allow all SV families to immediately move under portability. Accordingly, HUD is waiving Section 8(r)(1)(B)(i) of the United States Housing Act of 1937 and 24 CFR § 982.353(c). The PHA may not restrict an SV family from exercising portability because they are a nonresident applicant.

*Portability billing and absorption*

A receiving PHA cannot refuse to assist an incoming SV family, regardless of whether the PHA does or does not currently administer SVs under its own ACC.

If an SV family moves under portability to another PHA that administers SVs under its own ACC:

- The receiving PHA may only absorb the incoming SV family with an SV (assuming it has an SV voucher available to do). If the PHA does not have an SV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with SV assistance and may not absorb the family with a regular HCV when the family leases the unit.
- Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family’s SV assistance, the SV administration of the voucher is in accordance with the receiving PHA’s SV policies, although neighboring PHAs and PHAs in the same metro area or region are strongly encouraged to work collaboratively with one another to align SV policies and help facilitate SV portability moves between their jurisdictions.

If the SV family moves under portability to another PHA that does not administer SVs under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

*Family briefing/initial PHA and receiving PHA coordination on services*

In addition to the applicable family briefing requirements at 24 CFR § 982.301(a)(2) as to how portability works and how portability may affect the family’s assistance, the initial PHA is required to help facilitate the family’s portability move to the receiving PHA and inform the family of this requirement in writing taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP). In briefing a family that includes any disabled person, the PHA must take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6. If the portability move is in connection with the SV family’s initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on any services and assistance that will be made available to the family.

*iv. SV portability – HAP and administrative fees*

### **HAP and ongoing fees**

The requirements at 24 CFR § 982.355(e) apply to portability billing arrangements on behalf of an SV family:

- The initial PHA must promptly reimburse the receiving PHA for the full amount of the housing assistance payments made by the receiving PHA for the family.
- The initial PHA must promptly reimburse the receiving PHA for the lesser of 80 percent of the initial PHA's SV ongoing administrative fee or 100 percent of the receiving PHA's ongoing administrative fee (or the receiving PHA's SV ongoing administrative fee if the receiving PHA administers the SV program). If both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

### **Payment standard amounts**

The HCV regulations at 24 CFR § 982.503(a)(3) provide that the PHA voucher payment standard schedule shall establish a single payment standard amount for each unit size, and that for each unit size, the PHA may establish a single payment standard amount for the whole Fair Market Rent (FMR) area or may establish a separate payment standard amount for each designated part of the FMR area.

Many rental markets with a high need for the SVs are very competitive with a shortage of affordable rental units. SV recipients who are homeless or at risk of homelessness may have relatively lower incomes than regular HCV recipients, limiting their ability to rent units with rents above the payment standard. In addition, landlords may be more reluctant to rent to homeless individuals who may have limited or poor credit history, a limited established rental history, or other issues.

Due to those factors, HUD is waiving 24 CFR § 982.503(a)(3) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for SVs in order to increase the potential pool of available units for SV families. The separate SV payment standard must comply with all other HCV requirements under 24 CFR § 982.503 with the exception of the waivers of 24 CFR § 982.503(b)(i) and § 982.503(b)(iii) discussed below.

Establishing a separate SV payment standard is at the discretion of the PHA and the PHA is not required to do so. PHAs are not permitted to establish a separate payment standard for the SVs that is lower than the regular HCV payment standard. For PHAs administering both SVs and EHV, the SV payment standard must not be less than the EHV payment standard. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the SV payment standard if it would be otherwise lower than the new regular HCV payment standard.

In addition, HUD is waiving 24 CFR § 982.503(b)(1)(i) and establishing an alternative requirement to allow the PHA to establish a payment standard amount for a unit size at any level between 90 percent and 120 percent (as opposed to 110 percent) of the published FMR for that unit size. HUD approval is not required to establish an SV payment standard within that range.

Furthermore, HUD is waiving 24 CFR § 982.503(b)(1)(iii) and establishing an alternative requirement to provide that a PHA that is not in a designated Small Area FMR area or has not opted to voluntarily implement Small Area FMRs under § 888.113(c)(3) may establish exception

payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published Small Area FMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. As is the case for the regular HCV program, the PHA must notify HUD if it establishes an SV exception payment standard based on the Small Area FMR. The exception payment standard must apply to the entire ZIP code area.

PHAs may also still request approval for exception SV payment standards above 120% of the applicable FMR/SAFMR from HUD in accordance with 24 CFR § 982.503(b)(1)(iv) or § 982.503(c) if needed.

All rent reasonableness requirements at 24 CFR § 982.507 continue to apply to SV units, regardless of whether the PHA has established an alternative or exception SV payment standard.

#### **Increase in payment standard during HAP contract term**

The HCV regulations at 24 CFR § 982.505(c)(4) require that if the payment standard amount is increased during the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount.

HUD is waiving this requirement and as an alternative requirement providing a PHA with the discretion to establish a policy in the PHA administrative plan on when to apply the increased payment standard (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

**11. Project-based units.** All tenant-based SV awards can be converted to Project-Based Vouchers (PBV) at any time after award without HUD approval provided all the established PBV regulations and requirements are followed. No additional HUD Headquarters approvals are required for project basing HUD-VASH vouchers beyond the normal process. All PBV requirements in 24 CFR part 983 apply for SVs except where waived as described below. The HCV regulations at 24 CFR § 983.251(c)(1) require PHAs to select families for project-based units from its HCV waiting list (or PBV waiting list, if applicable). HUD is waiving this requirement and establishing an alternative requirement that PHAs receive SV referrals from CoC partners for vouchers as well as project-based assistance.

**12. Turnover.** Upon turnover, SV vouchers must continue to remain available for families experiencing or at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, or stalking, or human trafficking, and veterans and families that include a veteran family member that meet one of the proceeding criteria.

**13. Reporting Requirements.** PHAs awarded SVs under this notice must maintain a special program code for Stability Voucher participants in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058), as applicable. The special

program code is “SV.” PHAs must also properly record the date the PHA issues the voucher to the eligible household in line 2a of the 50058. PHAs may need to update their system software to incorporate the new special purpose voucher code “SV”.

**14. Moving-to-Work (MTW) Agencies.** MTW agencies that administer SVs are bound by the terms and conditions of this notice. As discussed above in Section 10, all HCV statutory and regulatory requirements and HUD directives are applicable to SVs unless waived by this notice. However, MTW agencies may request approval from HUD’s Office of Housing Voucher Programs to administer SVs in accordance with the HCV programmatic flexibilities approved under PHA’s Annual MTW Plan or MTW Supplement to the PHA Plan, as permitted by its MTW Agreement or the MTW Operations Notice. The Office of Housing Voucher Programs may approve the MTW PHA’s request provided it determines the requested MTW flexibility is not in direct conflict with an SV waiver or alternative requirement and its application would not have a detrimental impact on SV families. Like other waivers, MTW PHAs must submit such requests with supporting justification through their local Field Office. SV funding is not eligible for MTW fungibility but must only be used for SV eligibility activities and to assist SV eligible families.

**15. Nondiscrimination and Equal Opportunity.** PHAs are reminded in administering the SV program to follow all applicable nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a) and 24 CFR 982.53, including but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act, HUD’s Equal Access Rule, Title II of the Americans with Disabilities Act of 1990, and the Violence Against Women Act. The PHA is also required to affirmatively further fair housing in the administration of the SV program. These requirements prohibit discrimination on the basis of race, color, religion, sex, familial status, national origin, disability, age, sexual orientation, gender identity, and marital status. PHAs should also comply with Title III of the Americans with Disabilities Act of 1990 (see 28 CFR 35.160 and 28 CFR 36.303).

When an SV household is or includes a person with disabilities, reasonable accommodations may be necessary. A reasonable accommodation is a change, exception or adjustment to rules, policies, practices or services that may be necessary in order to enable an applicant or resident with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common areas, or to participate in or access programs and activities. Under Section 504, reasonable accommodations may also include a structural change to a unit.

In addition, the PHA must also provide effective communication to persons with disabilities, including those with vision, hearing, and other communication related disabilities, which includes ensuring that information is provided in appropriate accessible formats as needed, e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters, accessible website and other accessible electronic communications. See 24 CFR 8.6. The PHA must also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP). LEP guidance and LEP information is available here:

**<https://www.federalregister.gov/documents/2007/01/22/07-217/final-guidance-to-federal-financial-assistance-recipients-regarding-title-vi-prohibition-against>**

**16. Information Contact.** All inquiries about this notice should be directed to [StabilityVouchers@hud.gov](mailto:StabilityVouchers@hud.gov).

**17. Paperwork Reduction Act.** The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (PRA) (44 U.S.C 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The following active information collections contained in this notice have been approved under the PRA-OMB Control Numbers 2577-0169 and 2577- 0083.

/s/

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Dominique Blom  
General Deputy Assistant Secretary  
for Public and Indian Housing

**Attachment 1: Example of a Homeless Provider's Certification**

**Stability Voucher (SV)  
HOMELESS CERTIFICATION**

SV Applicant Name: \_\_\_\_\_

- ☐ Household without dependent children (complete one form for each adult in the household)
- ☐ Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

**This is to certify that the above named individual or household meets the following criteria based on the check mark, other indicated information, and signature indicating their current living situation**

**Check only one box and complete only that section**

**Living Situation: place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)**

- ☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or campground.

Description of current living situation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeless Street Outreach Program Name: \_\_\_\_\_

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Living Situation: Emergency Shelter**

- ☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name: \_\_\_\_\_

*This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to the U.S. Department of Housing and Urban Development (HUD) or otherwise be recognized by the CoC as part of the CoC inventory (e.g., newly established Emergency Shelter).*

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Living Situation: Recently Homeless**

- ☐ The person(s) named above is/are currently receiving financial and supportive services for persons who are homeless. Loss of such assistance would result in a return to homelessness (e.g., households in rapid rehousing programs, residents of permanent supportive housing programs participating in Moving On, etc.)

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This referring agency must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory.*

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

- ☐ Emergency shelter OR ☐ A place unfit for human habitation

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Attachment 2: Example of a Victim Services Provider's Certification  
Stability Voucher (SV)**

**SAMPLE CERTIFICATION FOR SURVIVORS OF DOMESTIC VIOLENCE, DATING  
VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING**

**Use of this Optional Form:**

Service providers may utilize this form to certify a family's eligibility for SV to document households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. In response to this request, the service provider may complete this form and submit it to the Public Housing Agency (PHA) to certify eligibility for the U.S. Department of Housing and Urban Development's (HUD) Stability Voucher program.

**Confidentiality:**

All information provided during the referral process concerning the incident(s) of domestic violence, dating violence, sexual assault, stalking, and human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of the PHA will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED ON BEHALF OF SURVIVORS OF DOMESTIC VIOLENCE, DATING  
VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING**

SV Applicant Name: \_\_\_\_\_

The applicant named above is a survivor of (please check from the list all that apply):

- ☐ Domestic Violence
- ☐ Dating Violence
- ☐ Sexual Assault
- ☐ Stalking
- ☐ Human Trafficking

This certifies that the above named individual or household meets the definition for persons who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking and/or human trafficking as these terms are defined under 34 U.S.C. Section 12291 of the Violence Against Women Act<sup>8</sup> and 22 U.S.C. Section 7102(11) of the Trafficking Victims Protection Act.<sup>9</sup>

<sup>8</sup> The Violence Against Women Act ("VAWA") 2013 protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>9</sup> The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other federally-funded social service programs available to assist victims in rebuilding their lives.

I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment III:**

**SV Waivers and Alternative Requirements**

<b>Item</b>	<b>Statutory or Regulatory Waiver</b>	<b>Brief Summary</b>	<b>Mandatory use</b>	<b>Alternative Requirements</b>
Establishing Partnerships for SV Administration	N/A	PHAs are required to work with community partners to determine the best use and targeting for the SVs along with other resources available in the community.	Yes	A PHA must enter into a Memorandum of Understanding (MOU) with the CoC to establish partnership for the administration of the SVs, pair SVs with CoC-funded supportive services; and to collaborate with the CoC and other stakeholders to develop a prioritization plan for these vouchers.
Direct referrals from the CoC and other partnering organizations	24 CFR § 982.204(a)	<p>Waives requirement under the HCV program that participants must be selected from the PHA waiting list. Instead, PHAs must accept referrals for SVs directly from the CE System.</p> <p>If the CE system does not identify families that may be eligible for SV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, the PHA must enter into a partnership to receive direct referrals from another entity (e.g. Victim Services provider).</p>	Yes	<p>PHAs must inform families on the HCV waiting list of the availability of SVs by, at a minimum, either by posting the information to their website or providing public notice in their respective communities.</p> <p>If the PHA has a preference for survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for this preference to the CoC, or the applicable partnering referral agency.</p> <p>If the PHA has a homeless preference for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for the homeless preference to the CoC.</p>
Separate waiting list	24 CFR § 982.204(f)	Waives requirement that a PHA must use a single waiting list for admission to its HCV program. Instead, PHAs shall maintain a separate list for SV	Yes	PHA shall maintain a separate waiting list for SV.

		referrals/applicants.		
Public notice when opening and closing the waiting list	24 CFR § 982.206	Waives the requirement for PHAs to give public notice when opening and closing the waiting list. The SV waiting list is based on direct referrals or emergency transfer requests to the PHA from a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking and not applications from the general public.	Yes	PHA will work directly with its CoC, and other referral agency partners to manage the number of referrals and the size of the SV waiting list
Local preferences	24 CFR § 982.207(a)	Waives the applicability of HCV local preferences established by the PHA to SVs. Instead, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for SVs, or may simply choose to not establish any local preferences for the SV waiting list.	Yes	Local preferences established by the PHA for the HCV admissions do not apply to SVs. In establishing any local preferences for the SV waiting list, the preference may not prohibit SV admissions from any of the four qualifying categories of eligibility.
Residency preferences	24 CFR § 982.207(b)	Waives the allowability for a PHA to adopt and implement a residency preference for SVs. Given the fact that many individuals and families in the targeted populations may not necessarily qualify as a “resident” due to their housing circumstances, and the direct referral/coordinated entry aspect of SV administration, it is not appropriate to apply residency preferences for SV admission.	Yes	PHA may not apply any residency preference.

Admissions: Mandatory Prohibitions	24 CFR 24 982.552 and § 982.553	Waives 24 CFR §982.552 and § 982.553 in part and establishes an alternative requirement with respect to mandatory prohibitions of admissions for SV applicants.	Yes	<p>(1) The PHA must prohibit admission to the program if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.</p> <p>(2) The PHA must prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.</p>
Admissions: Permissive Prohibitions	24 CFR § 982.552 and § 982.553	Waives 24 CFR §982.552 and § 982.553 in part and establishes an alternative requirement with respect to permissive prohibitions of admissions for SV applicants.	No	<p>PHA must consult with its CoC partners to understand the impact that the use of permissive prohibitions may have on referrals and must take the CoC's recommendations into consideration. The PHA may prohibit admission of a family for the grounds stated below.</p> <p>(1) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:</p> <ul style="list-style-type: none"> <li>a. Violent criminal activity.</li> <li>b. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.</li> </ul> <p>(2) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.</p> <p>(3) If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.</p>

Admissions: Unallowable Prohibitions	24 CFR § 982.552 and § 982.553	Waives 24 CFR §982.552 and § 982.553 in part and establishes an alternative requirement making certain admission prohibitions unallowable in SV that are allowable in HCV.	Yes	<p><b><u>Unlike the HCV admissions PHAs may not deny admission for any of the following:</u></b></p> <ol style="list-style-type: none"> <li>1. Any member of the family has been evicted from federally assisted housing in the last five years.</li> <li>2. A PHA has ever terminated assistance under the program for any member of the family.</li> <li>3. The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.</li> <li>4. The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.</li> <li>5. The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA.</li> <li>6. The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR §982.553(a)(3).</li> <li>7. The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.</li> </ol>
Income verifications at	24 CFR § 982.201(e)	Waives the third-party income verification	No	Allows PHA to accept self- certification as the highest form of



admission		requirements for SV applicants and, alternatively allowing PHAs to consider self-certification as the highest form of income verification at admission		income verification at admission. Applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within <b>60 days</b> of the PHA's request.
SSN and citizenship verification	24 CFR § 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g)	Waives the requirement to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the SV program.	No	Documentation must be provided in <b>180 days</b> of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.  PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. PHA must obtain a higher level of verification within <b>90 days</b> of admission or verify the information in EIV.
Income targeting requirements	Section 16(b) of the United States Housing Act of 1937 and 24 CFR § 982.201(b)(2)	Waives Income targeting requirements. These do not apply to SV allowing PHAs to serve people at a variety of income levels including low-income families.  PHAs may still choose to include the admission of extremely low-income SV families in its income targeting numbers for the fiscal year in which these families are admitted.	Yes	N/A
Income calculation and verifications from third-party providers	24 CFR § 982.201(e)	PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for	No	For each new admission under this waiver and alternative requirement, the PHA must: review the EIV Income and IVT Reports to confirm/validate family-reported income within 90 days of the IMS/PIC submission date; print and

		another subsidized housing program in lieu of conducting an initial examination of income as long as the income was (1) calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months and (2) the family certifies there has been no change in income or family composition in the interim.		<p>maintain copies of the EIV Income and IVT Reports in the tenant file; and resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.</p> <p>At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR § 982.516.</p>
Pre-inspection of HQS units		PHAs may pre-inspect available units that SV families may be interested in leasing in order to maintain a pool of eligible units.	No	NA
Initial search term	24 CFR § 982.203(a)	Waives requirement that the initial search term must be at least 60 days and establishes an alternative requirement that the initial term for an SV must be at least 120 days.	Yes	Initial term for an SV <b>must be at least 120 days</b> . Any extensions, suspensions, and progress reports will remain under the policies in the PHA's administrative plan but will apply after the minimum 120-day initial search term.
Initial lease term	Section 8(o)(7)(A) of the United States Housing Act of 1937 and 24 CFR § 982.309(a)(2)(ii)	Waives the requirement that a family must enter into an initial lease with the owner for at least one year.	Yes	Families can enter into leases for a term shorter than one year.
Portability	Section 8(r)(1)(B)(i) of the United States Housing Act of 1937 and 24 CFR § 982.353(c)	The normal HCV portability procedures and requirements apply to SVs with some exceptions (see alternative requirements section to the right).	Yes	<p>In order to provide maximum housing choice for the targeted populations, HUD is removing this restriction for SV nonresident applicants to allow all SV families to immediately move under portability.</p> <p>The PHA may not restrict an SV family from exercising portability because they are a nonresident</p>

				<p>applicant.</p> <p>A receiving PHA cannot refuse to assist an incoming SV family, regardless of whether the PHA does or does not currently administer SVs under its own ACC.</p> <p>In addition to the applicable family briefing requirements at 24 CFR § 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special SV services and assistance that may be available to the family.</p> <p>If the portability move is in connection with the SV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the SV services and assistance that will be made available to the family. The primary purpose of this communication is to ensure there is no duplication of SV services and assistance provided to the family and that the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.</p>
Establishing separate higher payment standards for SVs	24 CFR § 982.503(a)(3), § 982.503(b)(1)(i), § 982.503(b)(1)(iii)	Waiving 24 CFR § 982.503(a)(3) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for the SVs. Many rental markets with a high need for the SVs are very competitive with a shortage of affordable rental units. SV recipients who are homeless or at risk of	No	<p>Establishing a separate SV payment standard is at the discretion of the PHA and the PHA is not required to do so. PHAs are not permitted to establish a separate payment standard for the SVs that is lower than the regular HCV payment standard. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the SV payment standard if it would be otherwise lower than the new regular HCV payment standard.</p> <p>PHAs can establish a payment standard amount for a unit size at</p>

		homelessness may have relatively lower incomes than regular HCV recipients, limiting their ability to rent units with rents above the payment standard. In addition, landlords may be more reluctant to rent to homeless individuals who may have limited or poor credit history, a limited established rental history, or other issues.		<p>any level between 90%-120% of the published FMR for that unit size. HUD approval is not required to establish an SV payment standard within that range.</p> <p>A PHA that is not in a designated Small Area FMR area or has not opted to voluntarily implement Small Area FMRs under 24 CFR 888.113(c)(3) may establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published Small Area FMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. As is the case for the regular HCV program, the PHA must notify HUD if it establishes an SV exception payment standard based on the Small Area FMR. The exception payment standard must apply to the entire ZIP code area.</p> <p>PHAs may also still request approval for exception SV payment standards above 120% of the applicable FMR/SAFMR from HUD in accordance with 24 CFR § 982.503(b)(1)(iv) or §982.503(c) if needed.</p> <p>All rent reasonableness requirements at 24 CFR § 982.507 continue to apply to SV units, regardless of whether the PHA has established an alternative or exception SV payment standard.</p>
Application of Increased Payment Standard	24 CFR § 982.505(c)(4)	Waiving requirement that if the payment standard amount is increased during the HAP contract, the increased payment standard amount shall be used to calculate the	No	PHAs have the discretion to establish a policy in the PHA administrative plan on when to apply the increased payment standard (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard

		monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount.		amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.
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## **Attachment IV**

### **Sample SV Memorandum of Understanding**

[\*\* This sample document demonstrates the Memorandum of Understanding requirements for the administration of Stability Vouchers. Unless otherwise noted, all elements are required. \*\*]

#### **Memorandum of Understanding – Stability Vouchers**

This Memorandum of Understanding (MOU) has been created and entered on [Insert execution date] by [PHA Name and Address] and [CoC/VSP Name and Address].

#### **I. Introduction and Goals**

The [PHA Name] and [CoC/VSP Name] through the Stability Voucher (SV) Program seek to prevent and end homelessness among individuals and families who are experiencing or at-risk of homelessness, those fleeing or attempting to flee domestic violence dating violence, sexual assault, stalking, and human trafficking, and veterans and families that include a veteran family member that meets one of the proceeding criteria.

The Consolidated Appropriations Act, 2021 (Public Law 116-260) (2021 Act), makes available \$43,343,000 for new incremental voucher assistance under Section 8(o) of the United States Housing Act of 1937 for use by individuals and families experiencing or at-risk of homelessness; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking; and veterans and families that include a veteran family member that meets one of the proceeding criteria.

The Further Consolidated Appropriations Act, 2022 (Public Law 117-103 (2022 Act) further provides that HUD may waive certain statutory and regulatory provisions to administer the SVs (except for requirements related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards and the environment) upon a finding that any such waivers or alternative requirements are necessary to facilitate the use of funds made available for SVs.

This Memorandum of Understanding (MOU) outlines the collaboration and commitment between [PHA name] and [CoC/VSP Name] to pair Stability Vouchers with CoC-funded supportive services; and to collaborate with the CoC/VSP and other stakeholders to develop a prioritization plan for these vouchers.

#### **Lead Agency Liaisons:**

Name and title of PHA staff position:

Name and title CoC and/or VSP staff position:

#### **II. Individuals and Families Eligibility under the Qualifying Categories**

In order to be eligible for an SV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking,



- or human trafficking
- Veterans

### **III. SV Roles and Responsibilities**

#### **A. PHA Roles and Responsibilities [\*\*The following responsibilities are listed for example purposes. \*\*]**

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the SV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead SV liaison.
6. Comply with the provisions of this MOU.

#### **B. CoC Roles and Responsibilities [\*\*The following responsibilities are listed for example purposes. \*\*]**

1. Designate and maintain a lead SV liaison to communicate with the PHA.
2. Refer eligible individuals and families to PHA using the community's coordinated entry system.
3. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e. self-certifications, birth certificate, social security card, etc.).
4. Attend SV participant briefings when needed.
5. Assess all households referred for SV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
6. Identify and provide supportive services to SV families. (While SV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
7. Comply with the provisions of this MOU

#### **IV. CoC-funded supportive services that will be paired with SVs**

CoCs are encouraged to outline any existing partnerships with health and behavioral health care providers and agencies, state Medicaid agencies and agencies and organizations that may be leveraged to provide ongoing tenancy and wrap-around supportive services for those that may benefit from such services to maintain housing stability. All services provided by the CoC must be outlined in the MOU with the CoC and should demonstrate the community's strategy to coordinate assistance through available resources. HUD recommends that PHAs and partnering CoCs seek a diverse range of supportive services by partnering with organizations trusted by people experiencing homelessness.

#### **V. PHA Adopted Waivers and Alternative Requirements**

PIH Notice 2022-XX, provides [insert PHA Name] with authority to adopt certain statutory and regulatory requirements and alternative requirements for Stability Vouchers. [Insert PHA Name] and [Insert CoC/VSP Name] have agreed to adopt the following waivers and alternative requirements-

*[List all waivers and alternative requirements discussed, agreed upon by the PHA and CoC for the administration of SVs].*

#### **VI. PHA Permissive Prohibition Policies agreed upon by the PHA and CoC**

[Insert PHA name] in consultation with [Insert CoC/VSP Name] have agreed to adopt the following permissive prohibitions for the Stability Voucher program-

*[List any permissive prohibition policies agreed upon by the PHA and CoC]*

#### **VII. Program Evaluation**

[Insert PHA name], and [Insert CoC /VSP] agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor.

Signed By:

\_\_\_\_\_  
Public Housing Agency Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
CoC/VSP Executive Director

\_\_\_\_\_  
Date

**HATC Action Item IV.a.  
December 7, 2023**

**Resolution No. HATC-2023-12:** To Approve the Stability Voucher (SV) Program Policy.

**WHEREAS**, the Housing Authority of Travis County is responsible for administering the SV program in accordance with HUD;

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires Public Housing Authorities to establish and adopt Stability Voucher program policies as required under federal regulations;

**WHEREAS**, the Housing Authority of Travis County entered into a Memorandum of Understanding (MOU) with the Ending Community Homelessness Coalition (ECHO) to establish a partnership for the administration of Stability Vouchers; and

**WHEREAS**, the Housing Authority of Travis County seeks to formally adopt the Stability Voucher policy that will be included as an addendum to the Housing Choice Voucher Administrative Plan; and

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

1. Approves Resolution No. HATC-2023-12,
2. Authorizes the CEO/Executive Director to execute all necessary documents and/or extensions.

**Passed and approved the 7th day of December 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 Action Item IV.b.**  
**December 7, 2023**

**Resolution No. HATC-2023 -13:** To Approve the FY2024 Budget of the Housing Authority of Travis County.

**Background Information**

The annual 12-month Budget for fiscal year 2024 (January 1 – December 31, 2024) was prepared for all programs administered by HATC. The annual budget is required by the U.S. Department of HUD and the bylaws of HATC.

**Requested Action:**

Consideration and appropriate action regarding Resolution No HATC-2023-13: To Approve the Annual Budget for FY2024 for the Housing Authority of Travis County.

**Alternate Option:**

The Board of Commissioners could elect to Not Approve the FY2024 Budget for HATC.

**Fiscal Impact:**

Approximately \$13.14M in revenues, and \$13.11M expenditures are proposed for approval in the FY2024 Budget for HATC.

**Attachment:**

- A. Proposed 12-month HATC Budget for FY2024 for all programs.

**Prepared by:**

Subra Narayanaiyer, CPA, Director of Finance

**Approval:**



Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County  
Budget FY2024  
Summary Schedules - Table of Contents**

Description	Schedule No
Highlights	
Combined Budget Summary	
Business Activities	1
Housing Choice Vouchers	2
Mainstream Program	3
Emergency Housing Vouchers	4
COC Grant	4A
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Manor Town	6
Carson Creek	7
SEA RAD LP/SEA OAKS	8
HATC Foundation	9
TCFC	10
TCFC Revenue Projection	11
TCFC Set Aside Funds	12

**Background Information**

The Budget Summary Schedules consists of revenues and expenses information. All the data on these schedules are summarized from the Detailed Budget Schedules.

Each schedule represents a program or property.

At the bottom of each schedule, there are detailed comments and explanations for the variances.

## **Highlights of Proposed FY2024 HATC Budget**

Cost of Living Adjustment (COLA) of 4% effective January 1, 2024 is requested in the FY2024 budget. One time staff merit pay of up to 5% (to be paid in December 2024) is budgeted.

### **Business Activities**

- Central Fund reflects indirect costs and overhead of supportive services staff.
- A contribution of \$1.438M is sought from TCFC to fill the deficit in Business Activities
- \$102,481 from Business Activities to be contributed to balance the budget for Manor Town and Eastern Oaks.

### **Housing Choice Voucher Program**

- Administrative Fee revenues are projected based on leasing 680 vouchers per month (691 available currently).
- Leasing is also dependent on funding appropriated by HUD for rental assistance. Funding for calendar year 2024 will be announced by HUD in April/May 2024.
- Budgeted management fee of \$75,000 to be paid to Business Activities.

### **Mainstream Program**

- Administrative Fee revenues are based on leasing 45 vouchers per month (49 available currently).
- Population served is non-elderly with disability.

### **Emergency Housing Voucher**

- Administrative Fee revenues are based on leasing 31 vouchers per month (34 available currently).
- Population served is to alleviate homelessness from the criminal justice system.

### **Continuum of Care Grant**

- Grant period is from July 1, 2023 – June 30, 2024. Budget assumes grant will be renewed.
- Case Manager position is partially supported by Business Activities.
- Number of vouchers issued is based on funding availability – currently approximately 74 clients assisted – primarily for tenants with chronic health condition.

### **SEA RAD – Eastern Oaks**

- Revenue projection based on 97% occupancy. Current October 2023 occupancy at 70%. Carleton Management working towards filling vacant units. Carleton also working on increasing HUD subsidy.
- Property underwent major rehabilitation in 2021-2022.

### **Manor Town**

- Revenue projection based on 97% occupancy. Current occupancy 90%.
- Manor Town will need a contribution of \$93,691 to fill the deficit.
- Interest on Wells Fargo loan to be readjusted at the end of 2024 – consideration to payoff loan (with \$400K balance) – not budgeted.

### **Manor Town Phase II**

- A contribution of \$769,253 is budgeted from TCFC to Manor Town Phase II as gap funding to cover the construction costs of 20 dwelling units.

### **Carson Creek**

- Since the property is currently fully occupied, the FY2024 revenues are projected at 100% occupancy.
- A surplus is projected for Carson Creek.



## **Highlights of Proposed FY2024 HATC Budget**

### **HATC Foundation**

- Contribution of \$128,007 from TCFC is sought – to support contract with BIG Austin to provide job training, youth support & tenant services. Scholarships budgeted.

### **Travis County Facilities Corp (TCFC)**

- Revenues for 2024 from existing joint ventures projects estimated at \$1.3M. 50% (or \$650K) of revenues will be contributed to the set-aside fund to support deeply affordable units.
- TCFC is budgeted to provide funding to: i) Business Activities \$1.438M, ii) HATC Foundation \$128K, iii) contribution of \$736,253 to Manor Town Phase II to cover construction costs of 20 dwelling units.

### **SEA OAKS -Discrete Component Unit of HATC**

- The budget for SEA OAKS is provided for information purposes only. Since SEA OAKS is a discrete component unit of HATC, it is not part of the HATC FY2024 Budget.
- SEA OAKS FY2024 budget is forecasted with a deficit of at least \$168K. 42Equity/SEA RAD LP are the owners of the apartment buildings. Operating Deficit funds is available to cover part of the projected deficit, however (as in the past) a loan from HATC may need to be extended to cover the gap. The loan will be uncollectible in the near term – and may need to be written-off. Since SEA OAKS is a discrete component unit of HATC, it is not part of the HATC FY2024 Budget.

Housing Authority of Travis County  
Combining Budget Summary Jan 1, 2024 - December 31, 2024

Line Description	Business Activities	HATC Properties 79 Units	HCV Program	Mainstream	Emergency Housing Vouchers	COC	HATC Subtotal	Blended Component Unit			HATC Total	Discrete CU SEA RAD LP
								HATC Foundation	TCFC	TCFC Set Aside		
REVENUES												
Rental revenue		427,827					427,827				427,827	147,507
Other Tenant Revenue							-				-	
HUD Subsidy		140,322	9,039,646	498,908	243,751	1,149,159	11,071,786				11,071,786	344,182
Other Revenue	500	7,050	18,540				26,090	2,500	1,295,160		1,323,750	6,590
Collection Losses		(9,158)	(15,000)				(24,158)				(24,158)	(15,000)
Interest Income	9,000		5,000				14,000		100,000	160,000	274,000	
Management Fees	75,000						75,000				75,000	
<b>Total Revenues</b>	<b>84,500</b>	<b>566,041</b>	<b>9,048,186</b>	<b>498,908</b>	<b>243,751</b>	<b>1,149,159</b>	<b>11,590,545</b>	<b>2,500</b>	<b>1,395,160</b>	<b>160,000</b>	<b>13,148,205</b>	<b>483,279</b>
EXPENDITURES												
Administration												
Salaries & Benefits	1,124,178	73,407	517,784	49,801	33,017	50,517	1,848,704	-			1,848,704	72,553
Other Administrative Expenses	175,615	37,135	102,480	744			315,974	15,500			331,474	38,028
Office Rent	112,983		70,375				183,357				183,357	
Management Fees		47,036	75,000				122,036				122,036	23,014
Tenant Services						77,130	77,130	115,007			192,137	
Utilities		52,236					52,236				52,236	41,292
Maintenance							-					
Maintenance Salaries & Benefits		84,329					84,329				84,329	81,175
Maintenance Materials		47,428					47,428				47,428	29,125
Maintenance Contracts		99,109					99,109				99,109	93,880
Insurance	7,251	34,572	2,094				43,917	-			43,917	90,768
Repair Reserves		41,328					41,328				41,328	42,084
Debt Service		85,752					85,752				85,752	110,209
Capital/NonRoutine Expenditures	-	29,475					29,475				29,475	29,873
Housing Assistance			8,273,165	448,353	210,685	1,021,512	9,953,715				9,953,715	
<b>Total Expenditures</b>	<b>1,420,027</b>	<b>631,807</b>	<b>9,040,897</b>	<b>498,898</b>	<b>243,702</b>	<b>1,149,159</b>	<b>12,984,491</b>	<b>130,507</b>	<b>-</b>	<b>-</b>	<b>13,114,998</b>	<b>652,001</b>
Excess/Deficiency Operating Rev over Exp	(1,335,527)	(65,766)	7,289	10	49	-	(1,393,946)	(128,007)	1,395,160	160,000	33,207	(168,722)
<b>Transfers</b>												
Contribution from HATC Business Activities to Projects	(102,481)	102,481					-				-	
Contribution from TCFC to HATC Bus Activities & HATC Foundation	1,438,008						1,438,008	128,007	(1,566,015)		-	
Contribution from TCFC to TCFC Set-Aside Fund									(647,580)	647,580	-	
Contribution to Manor Town Ph II							-			(769,253)	(769,253)	
<b>FY2024 Provision for Reserve</b>	<b>-</b>	<b>36,715</b>	<b>7,289</b>	<b>10</b>	<b>49</b>	<b>-</b>	<b>44,062</b>	<b>-</b>	<b>(818,435)</b>	<b>38,327</b>	<b>(736,046)</b>	<b>(168,722)</b>
Estimated Reserves 12/31/2023									2,500,000	4,300,000	6,800,000	

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

Schedule 1

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Deer) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Mgmt Fees from HATC owned Properties	27,662	20,747	8,962	11,949	-	(27,662)	(100%)
Management Fees from SEA OAKS LP	23,435	17,576	9,642	12,856	0	(23,435)	(100%)
Management Fees - HCV	NA	NA	NA	NA	\$ 75,000	75,000	NA
Interest Income	1,500	1,125	6,355	8,473	9,000	7,500	500%
Other Revenues	500	375	-	-	500	-	0%
<b>Total Revenues</b>	<b>\$ 53,097</b>	<b>\$ 39,823</b>	<b>\$ 24,959</b>	<b>\$ 33,279</b>	<b>\$ 84,500</b>	<b>\$ 31,403</b>	<b>59%</b>
<b>Expenses</b>							
Salaries & Benefits-Executive staff	476,299	357,224	340,455	453,940	664,145	187,846	39% <b>B</b>
Salaries & Benefits-Finance staff	214,844	161,133	148,290	197,720	284,715	69,871	33% <b>B</b>
Salaries & Benefits-SHFC staff	102,808	77,106	70,645	94,193	28,502	(74,306)	(72%) <b>C</b>
Salaries & Benefits-S8 & Hsg Staff	252,560	189,420	123,259	164,345	146,816	(105,744)	(42%)
Audit Fees	6,750	5,063	5,000	6,667	6,750	-	0%
Office Rent	81,148	60,861	60,112	80,149	112,983	31,835	39% <b>B</b>
IT Support MRI & TC Computer & Software	80,460	60,345	35,720	47,627	63,090	(17,370)	(22%)
Consultants	70,000	52,500	12,420	16,560	20,000	(50,000)	(71%)
Staff Training & Travel	33,275	24,956	27,805	37,073	42,575	9,300	28%
Other Administrative Expenses	31,592	23,694	54,530	72,707	43,200	11,608	37% <b>D</b>
Insurance	5,820	4,365	5,785	7,713	7,251	1,431	25%
Capital Expenditures	20,000	15,000	-	-	-	(20,000)	(100%)
Contribution to HATC Properties	88,541	66,406	66,402	88,536	102,481	13,940	16% <b>A</b>
<b>Total Expenses</b>	<b>\$ 1,464,097</b>	<b>\$ 1,098,073</b>	<b>\$ 950,423</b>	<b>\$ 1,267,231</b>	<b>\$ 1,522,508</b>	<b>\$ 58,411</b>	<b>4%</b>
Excess/Deficiency Operating Rev over Exp	<b>\$ (1,411,000)</b>	<b>\$ (1,058,250)</b>	<b>\$ (925,464)</b>	<b>\$ (1,233,952)</b>	<b>\$ (1,438,008)</b>	<b>\$ (27,008)</b>	<b>2%</b>
Contribution from SHFC							
Contribution from TCFC	1,411,000	1,058,250	940,664	1,254,219	1,438,008	27,008	2% <b>A</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,200</b>	<b>\$ 20,267</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>NA</b>

A - 2024, HATC Business Activities is seeking contribution of \$1,438,008 from TCFC - to support HATC and its properties/programs. This entails support of :

- i) \$1,335,527 to support management and overhead costs in Business Activities.
- ii) \$102,481 Contribution to Manor Town and Eastern Oaks

C - SHFC Staff allocated through 3/2024. Thereafter position eliminated within HATC Housing staff reduced from 4 to 1.

B - Office Rent, Executive & Finance staff allocation to SHFC ends 3/31/2024, thereafter allocation all to HATC

D - Other Admin Exp - consists of legal, office supplies, postage, equipment rental, membership, meeting expense, etc.

**Housing Choice Voucher Program**

**Schedule 2**

<b>Budget Line Item</b>	<b>FY 2023 Approved Budget</b>	<b>Budget -9 mth YTD Sept 2023</b>	<b>YTD Actual Sept 2023</b>	<b>YTD Actual Annualized 12 months</b>	<b>FY 2024 Requested Budget</b>	<b>Incr/(Decr) Chg Prior Budget- 12 mths \$ &amp; %</b>	
<b>Revenues</b>							
HUD HCV Rental Subsidy	7,405,200	5,553,900	6,193,168	8,257,557	8,273,165	867,965	12% A
Estimated HCV Administrative Fees	656,122	492,092	584,004	778,672	766,481	110,359	17% B
Est Collection Loss - Port In HAP & AF	(15,000)	(11,250)	-	-	(15,000)	-	0%
Other revenues - Port In Fees, Inspection	53,278	39,959	12,730	16,973	18,540	(34,738)	(65%)
Interest Income	2,500	1,875	7,372	9,829	5,000	2,500	100%
<b>Revenues eligible for Admin Expenses</b>	<b>696,900</b>	<b>522,675</b>	<b>604,106</b>	<b>805,475</b>	<b>775,021</b>	<b>78,121</b>	<b>11%</b>
<b>Total Revenues</b>	<b>\$ 8,102,100</b>	<b>\$ 6,076,575</b>	<b>\$ 6,797,274</b>	<b>\$ 9,063,032</b>	<b>\$ 9,048,186</b>	<b>\$ 946,086</b>	<b>12%</b>
<b>Expenses</b>							
Salaries & Benefits - Direct S8 staff	506,057	379,543	295,500	394,000	517,784	11,727	2%
Audit Fee	18,000	13,500	12,625	16,833	18,000	-	0%
Mgmt Fees to COCC - Eligible 20% Admin Fee	NA	NA	NA	NA	75,000	75,000	NA
Office Rent	57,963	43,472	42,937	57,249	70,375	12,412	21%
Staff Training & Travel	3,600	2,700	2,152	2,869	4,600	1,000	28%
IT Support - TC, MRI & Computer & Software	46,620	34,965	31,107	41,476	35,680	(10,940)	(23%) D
Other Administrative Expenses	60,350	45,263	29,024	38,699	44,200	(16,150)	(27%) D
Insurance	2,074	1,556	2,346	3,128	2,094	20	1%
<b>Administrative Expenses</b>	<b>694,664</b>	<b>520,998</b>	<b>415,691</b>	<b>554,255</b>	<b>767,732</b>	<b>73,068</b>	<b>11%</b>
Rental Assistance	7,405,200	5,553,900	6,193,168	8,257,557	8,273,165	867,965	12%
<b>Total Expenses</b>	<b>\$ 8,099,864</b>	<b>\$ 6,074,898</b>	<b>\$ 6,608,859</b>	<b>\$ 8,811,812</b>	<b>\$ 9,040,897</b>	<b>\$ 941,033</b>	<b>12%</b>
Excess/Deficiency Rev over Exp	2,236	1,677	188,415	251,220	7,289	5,053	226%
<b>Provision for Administrative Reserve</b>	<b>\$ 2,236</b>	<b>\$ 1,677</b>	<b>\$ 188,415</b>	<b>\$ 251,220</b>	<b>\$ 7,289</b>	<b>\$ 5,053</b>	<b>C</b>

**A** - HCV Rental Subsidy (or HAP Subsidy) is based on current projection levels through 12/31/2024. These are pass-through funds, that is provided by HUD, which is then passed on to the landlords as monthly rental assistance. These are restricted funds, and any excess HAP subsidy belongs to HUD. HAP expenses are fully subsidized by HUD as long as we stay within the awarded vouchers. Current count of awarded voucher - 691.

**B** - The administrative fees earned for managing the HCV program. The budget estimation for administrative fee is based on the expected units that will be leased through 12 months period ending 12/31/2024. Estimated at 98% utilization of vouchers.

**C** - Reserves at 01/01/2023 is \$253,080 and anticipate to add \$200,000 at 12/31/2023. A Management Fee is planned to be taken prior to YE close.

**D**- Reduced budget for IT Support and Other Admin Expense.

## Mainstream Program

## Schedule 3

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Rental Assistance	424,560	318,420	336,265	448,353	448,353	23,793	6%
Administrative Fees	34,537	25,903	30,145	40,193	50,555	16,018	46% A
<b>Total Revenues</b>	<b>\$ 459,097</b>	<b>\$ 344,323</b>	<b>\$ 366,410</b>	<b>\$ 488,547</b>	<b>\$ 498,908</b>	<b>\$ 39,811</b>	<b>9%</b>
<b>Expenses</b>							
Administrative Salaries & Benefits	34,539	25,904	18,467	24,623	49,801	15,262	44% B
Other Administrative Expenses		-	625	833	744	744	NA
Rental Assistance	424,560	318,420	336,265	448,353	448,353	23,793	6%
<b>Total Expenses</b>	<b>\$ 459,099</b>	<b>\$ 344,324</b>	<b>\$ 355,357</b>	<b>\$ 473,809</b>	<b>\$ 498,898</b>	<b>\$ 39,799</b>	<b>9%</b>
<b>Provision for Reserve</b>	<b>\$ (2)</b>	<b>\$ (2)</b>	<b>\$ 11,053</b>	<b>\$ 14,737</b>	<b>\$ 10</b>	<b>\$ 12</b>	

A - Administrative fees are earned similar to the HCV program, based on the number of vouchers leased per month - projection is based on vouchers leased through 12/31/2024.

B- Increase in staff allocation to the Mainstream program

## Emergency Housing Vouchers

## Schedule 4

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Rental Assistance	243,600	182,700	158,014	210,685	210,685	(32,915)	(14%)
Administrative Fees	19,779	14,834	12,228	16,304	33,066	13,287	67%
					-		
<b>Total Revenues</b>	<b>263,379</b>	<b>197,534</b>	<b>170,242</b>	<b>226,989</b>	<b>243,751</b>	<b>(19,628)</b>	<b>(7%)</b>
Administrative Salaries & Benefits	15,246	11,435	7,505	10,007	33,017	17,771	117%
Other Administrative Expenses	4,319	3,239	-	-	-	(4,319)	(100%)
Rental Assistance	243,600	182,700	158,014	210,685	210,685	(32,915)	(14%)
<b>Total Expenses</b>	<b>\$ 263,165</b>	<b>\$ 197,374</b>	<b>\$ 165,519</b>	<b>\$ 220,692</b>	<b>\$ 243,702</b>	<b>\$ (19,463)</b>	<b>(7%)</b>
<b>Provision for Reserve</b>	<b>\$ 214</b>	<b>\$ 161</b>	<b>\$ 4,723</b>	<b>\$ 6,297</b>	<b>\$ 49</b>		

**Continuum of Care Grant**  
**Schedule 4A**

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Grant Revenues	1,135,662	851,747	787,644	1,050,192	1,149,159	13,497	1%
<b>Expenses</b>							
Rental Assistance	1,025,859	769,394	691,475	921,967	1,003,967	(21,892)	(2%)
Direct Salaries & Benefits	56,454	42,341	56,541	75,388	17,545	(38,909)	(69%)
Administrative Costs	53,349	40,012	39,628	52,837	50,517	(2,832)	(5%)
Case Management					75,000	75,000	NA
HMIS					2,130	2,130	NA
<b>Total Expenses</b>	<b>\$ 1,135,662</b>	<b>\$ 851,747</b>	<b>\$ 787,644</b>	<b>\$ 1,050,192</b>	<b>\$ 1,149,159</b>	<b>\$ 13,497</b>	<b>1%</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>NA</b>

Current COC grant period is from July 2023 - June 2024 totaling \$1,149,159. Budget assumes COC grant will be renewed in July 2024.

## SEA RAD - Eastern Oaks

## Schedule 5

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Gross Potential Rent	204,049	153,037	154,185	205,580	206,659	2,610	1%
Vacancy Loss	(10,202)	(7,652)	(44,094)	(58,792)	(6,200)	4,002	(39%)
<b>Revenues</b>							
Dwelling Rent	\$ 58,154	43,616	\$ 46,037	61,383	\$ 60,138	1,984	3% A
HUD Subsidy	135,693	101,770	64,054	85,405	140,322	4,629	3%
Collection Losses	(1,163)	(872)	(17,675)	(23,567)	(1,804)	(641)	55% B
Other Revenues	-	-	4,339	5,785	-	-	NA
<b>Total Revenues</b>	<b>\$ 192,684</b>	<b>\$ 144,513</b>	<b>\$ 96,755</b>	<b>\$ 129,007</b>	<b>\$ 198,655</b>	<b>\$ 5,971</b>	<b>3%</b>
<b>Expenses</b>							
Administrative Salaries & Benefits	\$ 32,725	24,544	\$ 14,842	19,789	\$ 27,357	(5,368)	(16%)
Other Administrative Expenses	13,380	10,035	11,627	15,503	15,138	1,758	13% C
Management Fees	9,634	7,226	5,555	7,407	12,430	2,796	29% C
Maintenance Salaries & Benefits	36,852	27,639	22,056	29,408	31,429	(5,423)	(15%)
Maintenance Materials & Repair	12,250	9,188	8,616	11,488	19,360	7,110	58%
Maintenance Contracts - Operations	35,496	26,622	28,853	38,471	47,220	11,724	33%
Utilities	23,718	17,789	20,523	27,364	25,560	1,842	8%
Insurance	10,468	7,851	7,795	10,393	12,128	1,660	16%
Security	NA	NA	5,558	7,411	-		NA
Capital Improvement/Non Routine Exp	NA	NA	25,045	33,393	-		NA
Contribution to Repl Reserve	16,404	12,303	12,303	16,404	16,824	420	3% D
<b>Total Expenses</b>	<b>\$ 190,927</b>	<b>\$ 143,195</b>	<b>\$ 162,773</b>	<b>\$ 217,031</b>	<b>\$ 207,446</b>	<b>\$ 16,519</b>	<b>9%</b>
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 1,318	\$ (66,018)	\$ (88,024)	\$ (8,791)	(10,548)	(600%)
Contribution from Business Activities	-	-	-	-	8,791	8,791	NA
<b>Provision for Reserve</b>	<b>\$ 1,757</b>	<b>\$ 1,318</b>	<b>\$ (66,018)</b>	<b>\$ (88,024)</b>	<b>\$ -</b>	<b>\$ (1,757)</b>	<b>(100%) E</b>

A - 2024 Revenue projection based on 97% occupancy (29 unit occupancy, total 30 units). At 9/30/2023, occupancy - 64% (11 units vacant of 30 units)

B - Collection losses at 3% of dwelling rent, lower % due to allowance balance remaining from prior year

C - Increase due to CMS expenses & higher CMS management fees

D - In discussion with HUD to reduce or suspend replacement reserve contribution.

E - Anticipated deficit to be covered by loan from HATC Business Activity to the property.



Housing Authority of Travis County

Manor Town

Schedule 6

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Dwelling Rent	210,658	157,994	146,881	195,841	211,689	1,031	0% A
Collection Losses	(4,213)	(3,160)	(3,874)	(5,165)	(4,234)	(21)	0% A
Other Tenant Revenues	-	-	-	-	-	-	NA
Other Revenues	1,800	1,350	4,139	5,519	4,000	2,200	122% A
<b>Total Revenues</b>	<b>\$ 208,245</b>	<b>\$ 156,184</b>	<b>\$ 147,146</b>	<b>\$ 196,195</b>	<b>\$ 211,455</b>	<b>\$ 3,210</b>	<b>2%</b>
<b>Expenses</b>							
Administrative Salaries & Benefits	35,456	26,592	16,343	21,791	30,298	(5,158)	(15%)
Other Administrative Expenses	6,580	4,935	8,063	10,751	11,794	5,214	79%
Management Fees	10,412	7,809	8,566	11,421	20,557	10,145	97%
Maintenance Salaries & Benefits	40,731	30,548	24,433	32,577	34,795	(5,936)	(15%)
Maintenance Materials/Repair	23,450	17,588	2,981	3,975	16,685	(6,765)	(29%)
Maintenance Contracts	33,420	25,065	24,570	32,760	28,440	(4,980)	(15%)
Utilities	19,200	14,400	12,620	16,827	26,376	7,176	37%
Insurance	16,283	12,212	11,995	15,993	17,074	791	5%
Maintenance Reserve-\$500 unit/year	16,500	12,375	12,375	16,500	16,500	-	0%
Relocation	-	-	34,240	45,653	-	-	NA
Capital Item/Non-Routine Expenses	9,000	6,750	133,536	178,048	16,875	7,875	88% B
Debt Service - Principal & Interest	85,752	64,314	64,314	85,752	85,752	-	0% C
<b>Total Expenses</b>	<b>\$ 296,784</b>	<b>\$ 222,588</b>	<b>\$ 354,036</b>	<b>\$ 472,048</b>	<b>\$ 305,146</b>	<b>\$ 8,362</b>	<b>3%</b>
Excess/Deficiency Rev over Exp	\$ (88,539)	\$ (66,404)	\$ (206,890)	\$ (275,853)	\$ (93,691)	(5,152)	6% D
Contribution from Business Activities	88,539	66,404	56,853	75,804	93,691	5,152	6% D
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (150,037)</b>	<b>\$ (200,049)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>

A - Dwelling Rent projection is based on 97% occupancy at current average monthly rent \$551. Collection losses based on 2% of dwelling rent deemed uncollectible, allowance remaining from prior year. Other revenues are collections from laundry machine commissions. At 9/30/2023 - Occupancy -90%

B - Capital Item/NonRoutine Expenses for HVAC replacements & water heaters

Manor has 2 notes/loans. Balances at 9/30/2023:

C - Debt service based on loan payments for 12 months beginning Jan 1, 2023

Wells Fargo loan-\$428,272; TDHCA loan -\$184,810

D - 2024 estimate Manor will need a contribution of \$93,691 from Business Activities.

Housing Authority of Travis County  
Carson Creek  
Schedule 7

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Dwelling Rent	\$ 154,284	115,713	\$ 114,936	153,248	\$ 156,000	1,716	1% A
Collection Losses	(3,086)	(2,315)	(9,786)	(13,048)	(3,120)	(34)	1% A
Other Tenant Revenues	-	-	1,170	1,560	1,800	1,800	NA
Other Revenues	-	-	785	1,047	1,250	1,250	NA
<b>Total Revenues</b>	<b>\$ 151,198</b>	<b>\$ 113,399</b>	<b>\$ 107,105</b>	<b>\$ 142,807</b>	<b>\$ 155,930</b>	<b>\$ 4,732</b>	<b>3%</b>
<b>Expenses</b>							
Administrative Salaries & Benefits	\$ 16,218	12,164	\$ 8,011	10,681	\$ 15,752	(466)	(3%)
Other Administrative Expenses	4,300	3,225	6,189	8,252	10,203	5,903	137%
Management Fees - Carleton	7,560	5,670	6,618	8,824	14,049	6,489	86%
Maintenance Salaries & Benefits	23,824	17,868	11,640	15,520	18,105	(5,719)	(24%)
Maintenance Materials	6,322	4,742	2,366	2,607	11,383	5,061	80%
Maintenance Contracts	24,120	18,090	5,163	6,884	23,449	(671)	(3%)
Utilities	300	225	-	-	300	-	0%
Insurance	3,702	2,777	3,606	4,808	5,370	1,668	45%
Capital Outlay			852	1,136	12,600		
Maintenance Reserve-\$500 unit/year	8,000	6,000	6,003	8,004	8,004	4	0%
<b>Total Expenses</b>	<b>\$ 94,346</b>	<b>\$ 70,760</b>	<b>\$ 50,448</b>	<b>\$ 66,716</b>	<b>\$ 119,215</b>	<b>12,269</b>	<b>13%</b>
Excess/Deficiency Rev over Exp	56,852	42,639	56,657	76,091	36,715	(7,537)	(13%)
<b>Provision for Reserve</b>	<b>\$ 56,852</b>	<b>\$ 42,639</b>	<b>\$ 56,657</b>	<b>\$ 76,091</b>	<b>\$ 36,715</b>	<b>\$ (7,537)</b>	<b>(13%)</b>

A - Carson Creek dwelling rent projected with 100% occupancy. Collection losses is based on 2% of dwelling rent.

Average Rent - \$810/month - rent has not been increased for several years. Opportunity to increase monthly rent to keep up with inflation. May need significant funding to address deferred maintenance from prior years.

## SEA OAKS - for information only (not part of HATC Budget)

## Schedule 8

	CY2023 Budget	9-mth Budget YTD	Actual YTD 09/30/2023	Annualized	CY2024 Requested	Incr/(Decr) Chg Prior Budget - 12 mths \$ & %	
<b>Revenues</b>							
Gross Potential Rent	492,173	369,130	369,126	492,168	506,896	14,723	3%
Vacancy Loss - 3% vacancy	(24,609)	(18,457)	(88,144)	(117,525)	(15,207)	9,402	-38%
Rental Income	140,269	105,202	199,323	265,764	147,507	7,238	5%
HUD Subsidy	327,295	245,471	81,659	108,879	344,182	16,887	5%
Other Tenant Revenue	3,000	2,250	5,450	7,267	4,590	1,590	53%
Collection Loss/Bad Debt Estimate-2%	(2,953)	(2,215)	(2,756)	(3,675)	(15,000)	(12,047)	408%
Other Revenue	1,100	825	153	204	2,000	900	82%
<b>Total Operating Revenues</b>	<b>468,711</b>	<b>351,533</b>	<b>283,829</b>	<b>378,439</b>	<b>483,279</b>	<b>14,568</b>	<b>3%</b>
<b>Expenses</b>							
Legal & Eviction Fees	2,000	1,500	13,415	17,887	5,000	3,000	150%
Other Administrative Costs	18,000	13,500	17,767	23,689	22,476	4,476	25%
Management Fee	23,436	17,577	19,559	26,079	23,014	(422)	-2%
Audit & Tax Fees	10,000	7,500	6,938	9,251	9,252	(748)	-7%
Community Activities					1,300	1,300	NA
Payroll and Benefits		-		-			
Manager	42,402	31,802	25,409	33,879	61,412	19,010	45%
Maintenance	45,293	33,970	30,523	40,697	69,106	23,813	53%
Taxes and Benefits	25,496	19,122	12,083	16,111	23,210	(2,286)	-9%
Repairs and Maintenance		-		-			
Extermination	3,900	2,925	2,324	3,099	2,400	(1,500)	-38%
Grounds	11,196	8,397	8,797	11,729	12,000	804	7%
Make Ready	7,500	5,625	10,298	13,731	7,500	-	0%
Maintenance Materials	32,920	24,690	38,438	51,251	29,125	(3,795)	-12%
Other Routine Contract Costs	6,500	4,875	23,578	31,437	17,980	11,480	177%
Utilities	41,000	30,750	34,808	46,411	41,292	292	1%
Trash	54,000	40,500	47,503	63,337	54,000	-	0%
Property Insurance	30,173	22,630	63,747	84,996	71,028	40,855	135%
Other Insurance - Liab & Work Comp	9,651	7,238	8,078	10,771	19,740	10,089	105%
<b>Total Operating Expenses</b>	<b>363,467</b>	<b>272,600</b>	<b>363,265</b>	<b>484,353</b>	<b>469,835</b>	<b>106,368</b>	<b>29%</b>
<b>Net Operating Income/(Loss) - NOI</b>	<b>105,244</b>	<b>78,933</b>	<b>(79,436)</b>	<b>(105,915)</b>	<b>13,444</b>	<b>(91,800)</b>	<b>-87%</b>
Contribution to Replacement Reserve	24,226	18,170	18,180	24,240	42,084	17,858	74%
NOI less Reserves	81,018	60,764	(97,616)	(130,155)	(28,640)	(109,658)	-135%
Debt Service - Principal & Interest	65,703	49,277	73,314	97,752	110,209	44,506	68%
Debt Service Coverage Ratio	1.23	1.23	(1.33)	(1.33)	(0.26)	NA	NA
<b>Operating Cash Flow</b>	<b>15,315</b>	<b>11,486</b>	<b>(170,930)</b>	<b>(227,907)</b>	<b>(138,849)</b>	<b>(154,164)</b>	<b>-1007%</b>
Asset Management Fee	7,535	5,651	5,661	7,548	7,548	13	0%
Non Routine & Capital Expenditures	60,000	NA	70,714	94,285	22,325	(37,675)	-63%

SEA OAKS Draft FY2024 Budget submitted to 42Equity. Pending review and approval by 42 Equity. This budget is NOT part of HATC 2024 Budget Budget for expenses provided by Carleton. Due to increased expenses in several categories - including debt service, property insurance contract costs and personnel costs - this property is not expected to cash flow - however this is pending discussion with 42Equity.

As in prior years - HATC may have to loan funds to the property. Efforts is being made to increase occupancy (currently at 75%) and also increase Contracted Rent/Subsidy with HUD. Also, negotiating with HUD to reduce or suspend Replacement Reserve Contributions for the short term.

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

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Donations & Other Revenues	12,000	9,000	-	-	2,500	(9,500)	(79%)
<b>Total Revenues</b>	<b>\$ 12,000</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ (9,500)</b>	<b>(79%)</b>
<b>Expenses</b>							
Salaries & Benefits - Project Coordinator	\$ 61,599	46,199	\$ 32,030	42,707	\$ -	(61,599)	(100%)
Other Administrative Expenses	8,550	6,413	641	855	15,500	6,950	81%
Job Training & Youth Development	30,000	22,500	46,002	61,336	90,007	60,007	200%
Tenant Services/Scholarships	37,000	27,750	-	-	25,000	(12,000)	(32%)
Insurance	98	74	25	33	-	(98)	(100%)
<b>Total Expenses</b>	<b>\$ 137,247</b>	<b>\$ 102,935</b>	<b>\$ 78,698</b>	<b>\$ 104,931</b>	<b>\$ 130,507</b>	<b>\$ (6,740)</b>	<b>(5%)</b>
Excess/Deficiency Rev over Exp	(125,247)	(93,935)	(78,698)	(104,931)	(128,007)	(2,760)	2%
Contribution from TCFC Unrestricted Funds	75,247	56,435	53,667	71,556	128,007	52,760	70%
Draw from Reserve	50,000	37,500	24,109	32,145	-	(50,000)	(100%)
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (922)</b>	<b>\$ (1,229)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>

Project Coordinator position eliminated. Contracted with BIG Austin to provide tenant services. Budget for Scholarships and website maintenance (for possibility of fund raising in FY2024).

**Travis County Facilities Corporation (TCFC)**  
Schedule 10

Budget Line Item	FY 2023 Approved Budget	Budget -9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Other Revenues - Real Estate joint ventures	1,659,453	1,244,590	2,060,695	2,747,593	1,295,160	(364,293)	(22%)
Interest	6,000	4,500	91,041	121,388	100,000	94,000	1567%
<b>Total Revenues</b>	<b>\$ 1,665,453</b>	<b>\$ 1,249,090</b>	<b>\$ 2,151,736</b>	<b>\$ 2,868,981</b>	<b>\$ 1,395,160</b>	<b>\$ (270,293)</b>	<b>(16%)</b>
<b>Expenses</b>							
Contribution to Set Aside Fund	829,727	622,295	1,035,348	1,380,464	647,580	(182,147)	(22%)
Contribution to HATC Foundation	71,559	53,669	53,667	71,556	128,007	56,448	79%
Contribution to HATC Business Activities	1,411,000	1,058,250	1,058,247	1,410,996	1,438,008	27,008	2%
Other Admin Expenses			15	20	-	-	NA
<b>Total Expenses</b>	<b>\$ 2,312,286</b>	<b>\$ 1,734,215</b>	<b>\$ 2,147,277</b>	<b>\$ 2,863,036</b>	<b>\$ 2,213,595</b>	<b>(98,691)</b>	<b>(4%)</b>
<b>Excess Rev over Expenses</b>	<b>\$ (646,833)</b>	<b>\$ (485,125)</b>	<b>\$ 4,459</b>	<b>\$ 5,945</b>	<b>\$ (818,435)</b>	<b>(171,602)</b>	<b>27%</b>
<b>Provision for Reserve</b>	<b>\$ (646,833)</b>	<b>\$ (485,125)</b>	<b>\$ 4,459</b>	<b>\$ 5,945</b>	<b>\$ (818,435)</b>	<b>(171,602)</b>	<b>27%</b>
Expected Reserve 12/31/2023					2,500,000		
Projected reserves on 12/31/2024					<b>\$ 1,681,565</b>		

TCFC Available cash/reserve at 09/30/2023 - \$2,900,000

**TCFC Revenue Projection for Budget Year 2024**

Schedule 11

List of Projects	Ground Lease	Admin Fee	Developer Fee	Construction Mgmt	Total
Embry Tech Ridge	250,000	50,000			300,000
SOFI	43,660	25,000	141,975	93,000	303,635
Real Street					-
McKinney Falls			240,000		240,000
Endeavor - Decker & Hog Eye			217,645		217,645
Endeavor - Gilbert			233,880		233,880
Endeavor - Howard Lane			-		-
Anticipated Projects					-
					<b>1,295,160</b>

**Travis County Facilities Corp (TCFC)**  
**Set Aside Funds - Deeply Affordable Units**  
Schedule 12

Budget Line Item	FY 2023 Approved Budget	Budget-9 mth YTD Sept 2023	YTD Actual Sept 2023	YTD Actual Annualized 12 months	FY 2024 Requested Budget	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
<b>Revenues</b>							
Contribution SHFC- 10% All Dev Fees & 50% bond only transactions	21,759	16,319	-	-	-	(21,759)	(100%)
Contribution TCFC- 50% proceeds	829,727	622,295	1,035,348	1,380,464	647,580	(182,147)	(22%)
Interest	3,500	2,625	147,188	196,251	160,000	156,500	4471%
<b>Total Revenues</b>	<b>\$ 854,986</b>	<b>\$ 641,240</b>	<b>\$ 1,182,536</b>	<b>\$ 1,576,715</b>	<b>\$ 807,580</b>	<b>\$ (47,406)</b>	<b>(6%)</b>
Estimated additional MT II commitment					769,253	769,253	NA
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>769,253</b>	<b>-</b>	<b>-</b>
Excess/Deficiency Rev over Expenses	854,986	641,240	1,182,536	1,576,715	38,327	(47,406)	(6%)
<b>Provision for Reserve</b>	<b>\$ 854,986</b>	<b>\$ 641,240</b>	<b>\$ 1,182,536</b>	<b>\$ 1,576,715</b>	<b>\$ 38,327</b>	<b>\$ (47,406)</b>	<b>(6%)</b>
Expected Reserve 12/31/2023					4,089,737		
Balance of Approved Commitment - MT II					(160,680)	(160,680)	NA
Projected reserves on 12/31/2024					<b>\$ 3,967,384</b>		

TCFC Set Aside cash/reserve at 9/30/2023 - \$4.3M. Anticipated 12/31/2023 Reserve - \$4.3M  
Previously approved commitment to Manor Town Ph II - \$655,680. Drawn \$245,000 in FY2022, and \$250,000 in FY2023  
Anticipate \$769,253 of new commitment for MT Ph II. Total expected commitment for MT II - \$1.4M

**HATC Action Item IV.b.  
December 7, 2023**

**Resolution No. HATC-2023-13:** To Approve the FY2024 Annual Budget of the Housing Authority of Travis County.

**WHEREAS**, the Housing Authority of Travis County is required by the U.S. Department of Housing and Urban Development to prepare an annual 12 month budget for the period January 1, 2024 – December 31, 2024. The HATC FY2024 budget also includes the budgets of its blended component units - the Texas County Facilities Corp (TCFC) and HATC Foundation. The budget for SEA RAD LP (a discrete component unit of HATC) is included for informational purposes but is not part of the overall HATC Budget.

**WHEREAS**, the Annual Budget reflects total revenues of approximately \$13.14M and expenditures of \$13.1M. TCFC, an affiliated blended component unit of HATC will contribute \$1.438M to HATC Business Activities/COCC to cover the overhead and operational costs of HATC. Additionally, TCFC will contribute \$148K to HATC Foundation to provide tenant services programs to residents at HATC properties and S8 clients in FY2024. TCFC will also contribute \$769K to Manor Town Phase II in FY2024, as gap funding for the completion of the new construction of 20 dwelling units.

**WHEREAS**, Board members reached consensus on the Annual Budget at its open public meeting of December 7, 2023.

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

1. Approves Resolution No. HATC-2023-13,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 7th day of December 2023.**

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**Sharal Brown, Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Patrick B. Howard, Executive Director**



**HATC Discussion Item VI.a.i.**

**December 7, 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 11/1/23: 691 (HUD awarded 6 additional HCV effective 9/1/23 and 5 new stability vouchers effective 11/1/23)**

As of October 31, 2023, 477 of HATC's HCV allocation were utilized in a conventional fashion.

As of October 31, 2023, the total lease up for the HCV program was 662 of 686. Occupancy rate was at 96.50%.

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 October 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

**Attachment:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*

**HATC Discussion Item VI.a.ii.**

**December 7, 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 **October 31, 2023**, HATC, provided housing assistance to **90** 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 **October 31, 2023**, HP has **40** tenants under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item VI.a.iii.

December 7, 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 October 31, 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 October 31, 2023, there were 23 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 October 31, 2023, there were 33 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 October 31, 2023, VASH, has 26 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 October 31, 2023, EHV has 26 tenants under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Fiscal Impact:**

N/A

**Attachment:**

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

**Prepared by:**

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

**Approval:**

Patrick B. Howard, *CEO/Executive Director*



# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

## ATTACHMENT

Oct-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)	472	5	438	108.90%
Port Outs (PO) HCV	11		11	100.00%
Non Elderly and Disabled (NED)	66		75	88.00%
**VASH- HUD Awarded Vouchers	26		30	86.67%
**Homeless Preference	40		41	97.56%
**Family Unification Program (FUP)	23		72	31.94%
<b>Total</b>	<b>657</b>	<b>5</b>	<b>686</b>	<b>96.50%</b>
<b>Total HCV Leased after the first of the month:</b>	<b>662</b>			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	90	74	121.62%
Mainstream (MVP)	33	49	67.35%
**Emergency Housing Vouchers (EHV):	26	34	76.47%

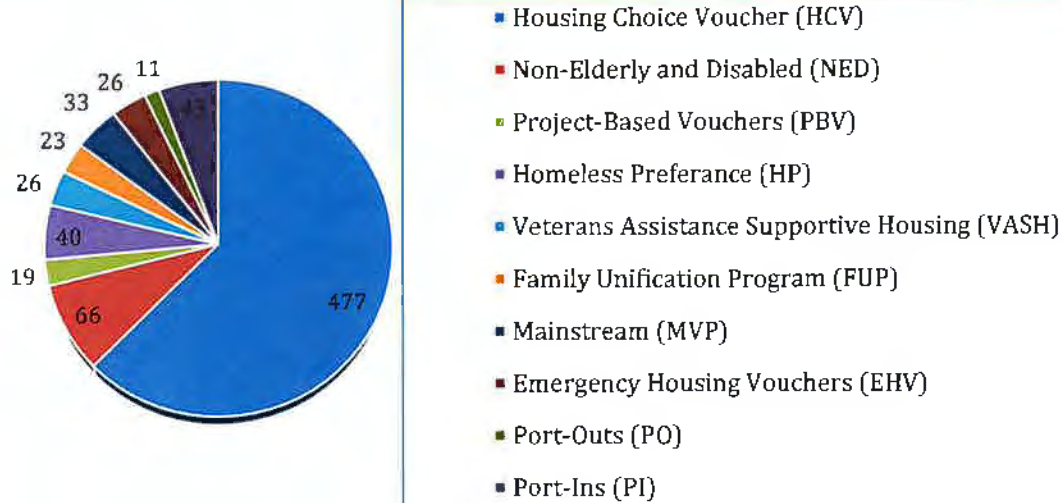
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)		9	9
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	2	1	3
Homeless Preference (HP)		1	1
Family Unification Program (FUP)	4	1	5
Mainstream (MVP)	2	2	4
Emergency Housing Vouchers (EHV)	14	1	15
<b>TOTAL</b>			<b>39</b>

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

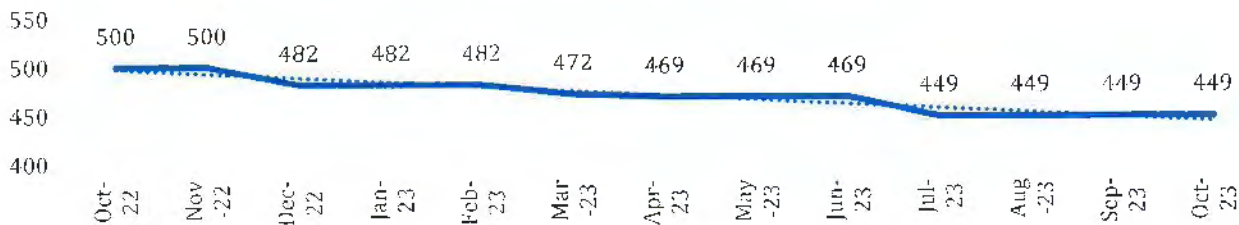
**\*\* Direct referral only**

## Attachment VI.A: Graphs

**October 2023: 764 Total Households Served**



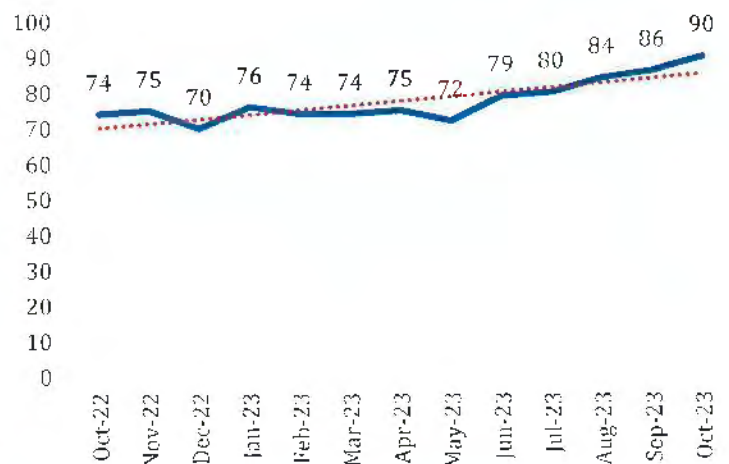
### Applicants on Waiting List



### EHV Households Served



### COC Households Served





**HATC Discussion Item: VI.b.  
Affordable Housing Program  
December 7, 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. **On November 16, 2023 I uploaded and submitted the final correction. On November 21, 2023 Ysella Kaseman sent an email confirming all deficiencies are corrected, no administrative penalty is to be paid.**

**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. **On November 20, 2023 we received email confirmation from Greg Eller the Certified Building Inspector that tenants are now able to use the permanent stairs. The stairs are currently being painted and the concrete sidewalks initially removed are being worked on.**



**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). **On 11/08/2023 Karla Wells the Business Manager sent out all corrected deficiencies with supporting documents to be submitted to the 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/Gregg Eller Email Confirmation

Ysella Kaseman – TDHCA Final Construction Deficiencies Confirmation Email

Eastern Oaks Corrected UPCS Inspection Corrections

Manor Town Sidewalk Damage

**Prepared by:**

Carlos Guzman, Director of Affordable Housing Programs

**Approval:**

Patrick B. Howard, *President/ CEO*

# Carleton Companies

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An overview highlighting operational statistics through October 31, 2023, and areas of concern related to known issues faced by the properties and efforts to address them.

## *Priorities for the next 30 days*

**(Three priorities HATC and CMS will be focusing for the next 30 days) \*Note: CMS is moving to identify and correct long-term issues overlooked by prior management. We will partner with HATC to help resolve these issues going forward as they are significant in scope and nature.**

1. 1<sup>st</sup> priority – Compliance with all program requirements
2. 2<sup>nd</sup> priority – Collections/Reduce delinquency.
3. 3<sup>rd</sup> priority - Ready units/lease and correct unsafe unsanitary conditions.



## Portfolio Issues

Property	Issue	Resolution	Timeline
SEA RAD OAKS (Alexander/Summit Oaks)	Compliance – Residents not recertified in over 1 year. Many/most not in HUD TRACS (Receive no subsidy).	Working to recertify all residents to receive subsidy and define tenant rent amounts due. 2022 OCAF	We expect this issue to be resolved by Jan. 30, 2024
SEA RAD OAKS (Alexander/Summit Oaks)	Cash Flow/Collections – Subsidy stopped by HUD for many over long periods of time. Residents not	Recertifications in progress. Rents/subsidy defined. Unqualified residents being removed. Consistency in	We expect this issue to be resolved by Jan. 15, 2024
SEA RAD OAKS (Alexander/Summit Oaks)	Occupancy – Working to move occupancy up to 95%.	Vacancies being made ready for occupancy. Prospects being qualified.	We expect this issue to be resolved by end of Q1 2024.
SEA RAD OAKS (Alexander/Summit Oaks)	Subsidy- Recerts and OCAFs not acted upon in over 15 months. Subsidy discontinued for many	Recerts and OCAFs submitted, subsidy and rents defined. Subsidy reinstated for 2022 with 2023.	We expect this issue to be resolved by Jan. 30, 2024, unless HUD requires a UA study
SEA RAD OAKS (Alexander/Summit Oaks)	Housekeeping – Many residents with housekeeping issues/damages.	Issuing lease violations requiring corrections or move to evict.	We expect this issue to be resolved by End of Q1 2024.
SEA RAD OAKS (Alexander/Summit Oaks)	Pest Control Issues - Significant and affecting most occupied and adjacent units.	Pest control services in place and scheduled. Lease violations for non-compliance followed by eviction.	We expect this issue to be resolved by on going through 2024.
SEA RAD OAKS (Alexander/Summit Oaks)	2023 OCAF – Submitted to HUD	In HUDs hands for approval	We expect this issue to be resolved by Jan. 30, 2024 unless HUD requires engineered
SEA RAD OAKS (Alexander/Summit Oaks)	Delinquency – Overstated in financials and most uncollectable	Write off the existing.	We expect this issue to be resolved by 12/31/2023



## Portfolio Issues

Property	Issue	Resolution	Timeline
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Compliance – Failure to recertify residents for over 1 year.	Recertifications in progress.	We expect this issue to be resolved by Jan. 15, 2024.
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Cash Flow/Collections – Subsidy stopped by HUD for many over long periods of time. Residents not recertified have not paid their	Recertifications in progress. Rents/subsidy defined. Unqualified residents being removed. Consistency in	We expect this issue to be resolved by Jan. 15, 2024
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Pest Control Issues - Significant and affecting most occupied and adjacent units.	Pest control services in place and scheduled. Lease violations for non-compliance followed by eviction.	We expect this issue to be resolved by on going through 2024.
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Housekeeping – Many residents with housekeeping issues/damages.	Issuing lease violations requiring corrections or move to evict.	We expect this issue to be resolved by End of Q1 2024.
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Unauthorized Occupants	Issuing Lease Violations, encouraging residents to relocate voluntarily- Evictions.	We expect this issue to be resolved by Jan. 30, 2024
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Delinquency – Overstated in financials and most uncollectable	Write off the existing.	We expect this issue to be resolved by 12/31/2023
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	Occupancy – Working to move occupancy up to 95%.	(Vacancies being mad ready for occupancy. Prospects being qualified.	We expect this issue to be resolved by end of Q1 2024. .
<b>SEA RAD APARTMENTS (Eastern Oaks)</b>	2023 OCAF – Submitted to HUD	In HUDs hands for approval	We expect this issue to be resolved by Jan. 30, 2024 unless HUD requires engineered UA



## Portfolio Issues

Property	Issue	Resolution	Timeline
Carson Creek Homes	Cash Flow/Collections	Consistency in collections/management operations – lease enforcement	We expect this issue to be resolved by December 30, 2023
Carson Creek Homes	Pest Control Issues - Significant and affecting most occupied and adjacent units.	Pest control services in place and scheduled. Lease violations for non-compliance followed by eviction.	We expect this issue to be resolved by on going through 2024.
Carson Creek Homes	All structures, systems, and unit interior/exterior issues. - Severe neglected units and structures	HATC is gathering a Capital Needs Assessment to gather an estimated cost to either fix or sell property.	We expect this issue to be resolved HATC is managing this issue.
Carson Creek Homes	Overgrown penetrating vegetation	HATC is gathering a Capital Needs Assessment to gather an estimated cost to either fix or sell property.	We expect this issue to be resolved HATC is managing this issue.
Carson Creek Homes	Unauthorized Occupants	Issuing Lease Violations, encouraging residents to relocate voluntarily- Evictions.	We expect this issue to be resolved by Jan. 30, 2024

## Portfolio Issues

Property	Issue	Resolution	Timeline
Manor Town Apartments	Cash Flow/Collections –	Consistent management, collections, and lease enforcement. These assets rents are far below market	We expect this issue to be resolved Ongoing through 2024
Manor Town Apartments	Building exterior requires maintenance- Overall lack of inspections and preventative maintenance over time.	Contract a third-party physical inspector	We expect this issue to be resolved by In Q1 2024
Manor Town Apartments	Now Leasing flags – signage	Advertise availability	We expect this issue to be resolved by December 30, 2023
Manor Town Apartments	Make ready vacant units	Utilizing contractor and in house personnel to ready units	We expect this issue to be resolved by Ongoing



# Carleton Companies

## Manor Town

Occupancy: 90.91%

Vacant: 3

Ready: 0

Delinquency: September \$5601.50-October \$4471.00 (20% reduction)

Prepaid: \$100 August. September \$100.00-October \$501.00

**Short Term Goals – Remedy Physical issues – Correct housekeeping/pest control – Ready Units – Collect Rents**

**Long Term Goals – 97% Occupancy, Zero Delinquency – Safe Sanitary units and structure**

## Carson Creek

Occupancy: 93.8% - No Change

Vacant: 1 Not Ready

Delinquent: October- \$18,730.00

Prepaid: \$133.00

**Short Term Goals – Correct known safety hazards – Collect Rents – reduce delinquency.**

**Long Term Goals – Rehab or sell**



# Carleton Companies

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## Eastern Oaks

Occupancy: 63%

Vacant: 11

Ready: 11

Delinquent: October \$39,486.67 **\*Note:** Due to incomplete recertifications some tenants' subsidy have been ceased by HUD for more than a year. Researching and correcting as quickly as possible). 14 Recerts completed in October/November

\*It appears damages charged to tenant ledgers from another apartment communities

**Short Term Goals – Compliance with all programs – Collections/reduce delinquency – Make units safe/sanitary – Fill vacancies.**

**Long Term Goals – Stabilized property – 97% occupied – in compliance.**

## Alexander/Summit Oaks

Occupancy: 76%

(2) pending evictions

Vacant: 24

Ready: 15

Delinquent: \$196,401.22 **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. Goal to resolve January 2023.

Prepaid-\$6648.00.

**Short Term Goals – Compliance with all programs – Collections/reduce delinquency – Make units safe/sanitary – Fill vacancies.**

**Long Term Goals - Stabilized property – 97% occupied – in compliance.**













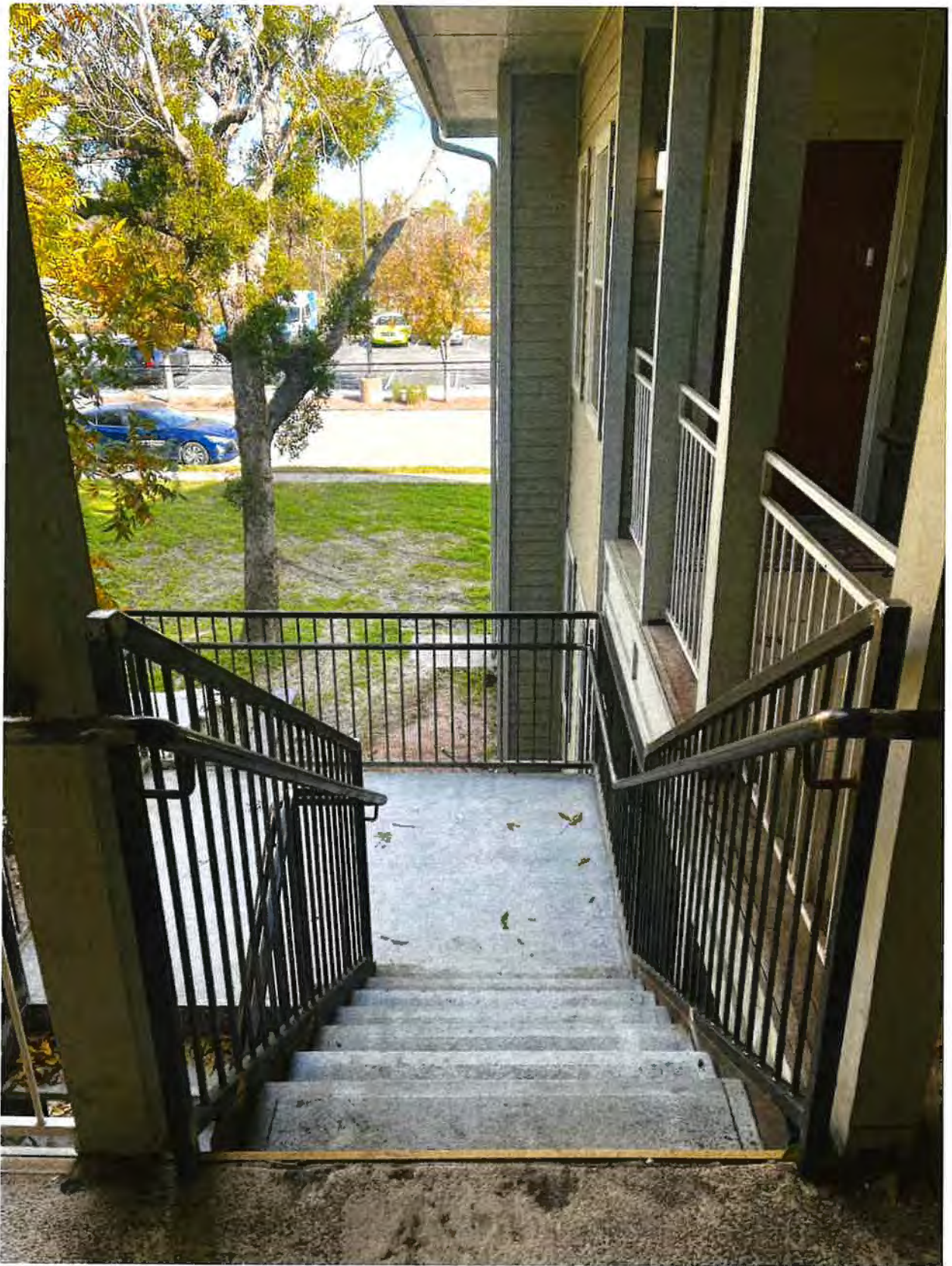












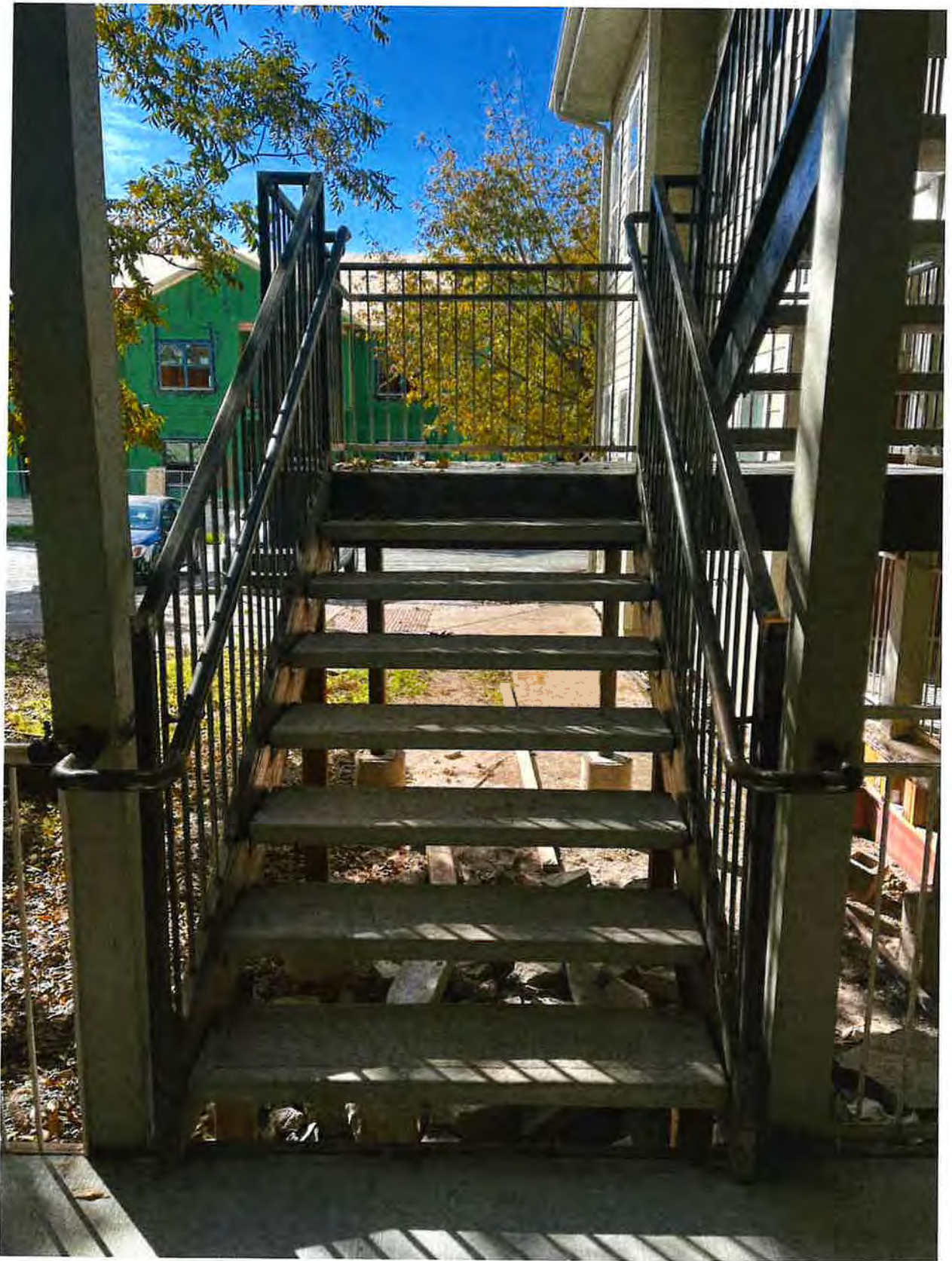




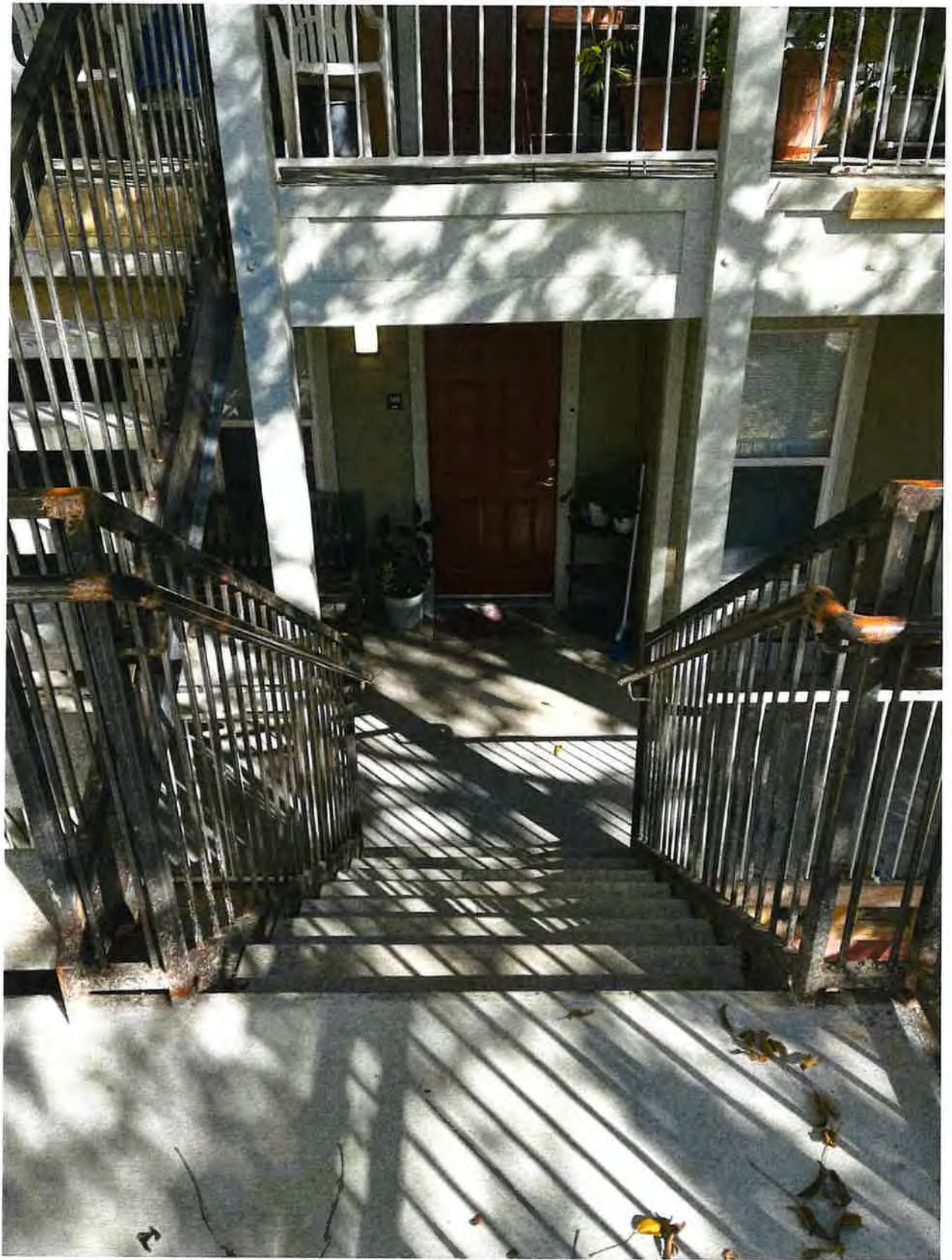
















## Carlos Guzman

---

**From:** Greg Eller <geller@manortx.gov>  
**Sent:** Monday, November 20, 2023 12:08 PM  
**To:** TOM BURGHART  
**Cc:** Carlos Guzman; fireprevention@tcesd12.com; Scott Dunlop  
**Subject:** [CAUTION EXTERNAL] RE: Manor Town Stairs

**CAUTION:** This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

---

Hi Tom,

Thanks for the report, I will upload it to the project 2023-10476. Yes, the stairs can now be used by the tenants.

**Greg Eller, CBO**  
**Certified Building Official**  
**Certified Combination Inspector**  
**Texas Plumbing inspector I-2697**



T. (512) 272-5555

[[www.cityofmanor.org](http://www.cityofmanor.org)] [[cityofmanor.org](http://cityofmanor.org)] [[www.cityofmanor.org](http://www.cityofmanor.org)] [[cityofmanor.org](http://cityofmanor.org)]

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**From:** TOM BURGHART <tburghart@att.net>  
**Sent:** Monday, November 20, 2023 11:12 AM  
**To:** Greg Eller <geller@manortx.gov>  
**Cc:** Carlos Guzman <Carlos.Guzman@traviscountytx.gov>  
**Subject:** Manor Town Stairs

Hi Greg, please find the attached CWI inspection report for your files. The only thing we need for the final is to paint the stairs. I will schedule it as soon as we are completed. Also we're are good to open the stairs as discussed, correct?

Thanks,  
Tom



## Carlos Guzman

---

**From:** Ysella Kaseman <ysella.kaseman@tdhca.state.tx.us>  
**Sent:** Tuesday, November 21, 2023 2:20 PM  
**To:** Carlos Guzman  
**Cc:** Patrick B Howard; Ben Smith; Subra Narayanaier  
**Subject:** [CAUTION EXTERNAL] RE: Final Construction Notice from CMTS- Enforcement letter 10-23  
**Attachments:** AgreedOrder\_SeaRAD\_Signed.pdf; 20231025-SEA-RAD-Oaks\_16099\_Final\_Referral-2.pdf; \_TechSupport\_AvoidingReferrals\_202201V2.pdf

**CAUTION:** This email is from OUTSIDE Travis County. Links or attachments may be dangerous. Click the Phish Alert button above if you think this email is malicious.

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Good afternoon, Carlos.

Although a timely response was received by the deadline in the attached Agreed Final Order for all 19 final construction deficiencies, deficiency #3 was not fully corrected as required because the hand rail was only installed on one side of the ramp rather than both sides as required. This problem was described in the attached letter dated 10/25/2023. However, TDHCA has accepted the additional corrections for deficiency #3 that were uploaded on 11/16/2023, and TDHCA's Executive Director and General Counsel have approved a concession, allowing me to close this Agreed Final Order without demanding an administrative penalty. This email will serve as notice that I am closing my file.

I recommend implementing the attached technical support portfolio-wide in order to prevent future administrative penalty referrals at this or other properties controlled by the Housing Authority of Travis County.

Sincerely,

---

**Ysella Kaseman**

Asset Management and Compliance Enforcement Specialist  
Texas Department of Housing and Community Affairs  
P.O. Box 13941 | Austin, TX 78711  
Overnight to: 221 E. 11th Street | Austin, TX 78701  
Office: 281.798.2499  
Fax: 512.469.9606



### About TDHCA

The Texas Department of Housing and Community Affairs is committed to expanding fair housing choice and opportunities for Texans through the administration and funding of affordable housing and homeownership opportunities, weatherization, and community-based services with the help of for-profits, nonprofits, and local governments. For more information about fair housing, funding opportunities, or services in your area, please visit [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) [tdhca.state.tx.us] or the [Learn about Fair Housing in Texas](#) [tdhca.state.tx.us] page.

**From:** Carlos Guzman <Carlos.Guzman@traviscountytexas.gov>  
**Sent:** Thursday, November 16, 2023 9:52 AM  
**To:** Ysella Kaseman <ysella.kaseman@tdhca.state.tx.us>; Enrique Trejo <enrique.trejo@tdhca.state.tx.us>





## Texas Department of Housing and Community Affairs Owner Certification of Corrected Noncompliance

Development Name: Eastern Oaks Apartments CMTS ID: 5467

A Uniform Physical Condition Standards ("UPCS") inspection was performed on October 26, 2023, at the above development to assess compliance with the TCAP RF program. The review resulted in a finding of noncompliance under Title 10, Chapter 10, Subchapter F related to Compliance Monitoring, §10.621, Property Condition Standards, and Treasury Regulation §1.42-5(d)(2) and §92.251. Please see attached Deficiency Report that details the deficiencies identified.

Because the inspection resulted in a score that exceeds 75, to correct, submit only the following:

1. Update the Deficiency Report:
  - a. In the column named "Corrected By" enter the name of the person or contractor that completed the work to correct that deficiency. (NOTE: If state or local code requires a licensed professional to complete the work to correct a deficiency [e.g. infestation or fire systems], it is the Owner's responsibility to be familiar with such codes and to correct deficiencies accordingly. The Department relies on the Owner's due diligence in these instances.)
  - b. In the column named "Date Corrected" enter the date on which the work to correct that deficiency was completed.
2. Execute this certification to support that the work represented in the Deficiency Report has been performed. **Only the Owner can sign this form; property management cannot sign this certification.**

In accordance with 10 TAC §2.401(a)(3), *Providing fraudulent information, knowingly falsified documentation, or other intentional or negligent material misrepresentation or omission with regard to any documentation, certification or other representation made to the Department* is grounds for debarment. If it is found that the deficiencies cited in the Deficiency Report were not resolved, the Department will consider the Owner to have materially misrepresented the facts and circumstances related to UPCS inspection conducted on October 26, 2023, may be recommended for debarment.

I, KARLA WELLS, on behalf of Housing Authority of Travis County, am authorized to sign this Certification by reason of my position as BUSINESS MANAGER and hereby certify, as true and correct, that the above referenced noncompliance has been corrected in the manner described and I further understand that if it is found that this certification was fraudulently executed, the owner is subject to debarment.

Karla Wells (AGENT)  
Signature of Owner

11/9/2023  
Date

BUSINESS MANAGER  
Affiliation and Authority to Sign (ex. President, VP, CEO, Managing Member of GP, etc.)

Warning: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction.

TDHCA  
May 2023



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

[www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

Greg Abbott  
GOVERNOR

**BOARD MEMBERS**  
Leo Vasquez, *Chair*  
Kenny Marchant, *Vice Chair*  
Anna Maria Farías, *Member*  
Holland Harper, *Member*  
Ajay Thomas, *Member*

October 27, 2023

*Writer's direct dial: 512-475-3859*  
*Email: [brant.powell@tdhca.state.tx.us](mailto:brant.powell@tdhca.state.tx.us)*

Carlos Guzman  
Housing Authority of Travis County  
Austin, TX  
[Carlos.Guzman@traviscountytexas.gov](mailto:Carlos.Guzman@traviscountytexas.gov)

RE: Eastern Oaks Apartments

CMTS ID: 5467

Dear Mr. Guzman:

The Texas Department of Housing and Community Affairs (Department) has completed a review of the Uniform Physical Condition Standards (UPCS) of Eastern Oaks Apartments (Development), performed by Department staff on October 26, 2023. The inspection resulted in violations of UPCS protocols (referred to in the Department's Rules 10TAC §10.621). A copy of the report is included for your review.

This letter begins the corrective action period. Please supply all requested documentation no later than **January 25, 2024**, the last day of the corrective action period. The attached List of Deficiencies Found has been prepared to explain the Department's finding(s) of noncompliance that require corrective action.

As a result of the UPCS Score of 76 or higher, copies of work orders (listing the deficiency, action taken or repairs made to correct the deficiency, date of corrective action, and signature of the person responsible for the correction), invoices (from vendors, etc.), are not required at this time. **When all deficiencies are corrected, update the attached Deficiency Report with the date that each deficiency was corrected and the name of the party responsible for the corrections; and, complete the attached Owner Certification of Corrected Noncompliance.** Please supply all requested documentation no later than **January 25, 2024**, the last day of the corrective action period.

If clarification is necessary to complete the corrective action, contact us as soon as possible. The Department may have the ability to extend the corrective action deadline, but only if there is good cause and a request is received prior to the end of the corrective action period. If an extension to correct the event(s) of noncompliance is needed, please send an email request prior to **January 25, 2024**, to [compliance.extensionrequest@tdhca.state.tx.us](mailto:compliance.extensionrequest@tdhca.state.tx.us). The Department is unable to consider requests received after this date.



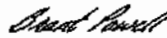


Upload the corrective action to the Electronic Document Attachment system using the development's Compliance Monitoring and Tracking System (CMTS) account. For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department's website. To access, on the home page, select "Support and Services" tab; then select "Compliance". From the submenu, select "Online Reporting".

**Failure to submit complete and satisfactory corrections on or before the corrective action deadline will result in a referral to the Department's Enforcement Committee. Please see 10TAC §2.302 for a listing of specific penalty amounts.**

Please extend our thanks to your onsite staff for their hospitality extended during the inspection visit. If you have any questions about this report, please contact us toll free in Texas at (800) 643-8204, directly at (512) 475-3859, or email: [brant.powell@tdhca.state.tx.us](mailto:brant.powell@tdhca.state.tx.us).

Sincerely,



{ Digitally signed by Brant  
.Powell  
Date: 2023.10.27 11:33:54  
-05'00'

Brant Powell  
Inspection Specialist

Texas Department of Housing And Community Affairs  
**REAC Scoring for Eastern Oaks Apartments**  
 4922 Nuckols Crossing Austin, TX 78744

Printed on: October 27, 2023

Page 1

<b>Scoring Summary</b>		
<b>Areas</b>	<b>Possible Points</b>	<b>Points Scored</b>
Site	16.6	16.6
Building Exteriors	17.7	17.2
Building Systems	22.8	22.8
Building Common Areas	.0	.0
Units	42.8	34.2
<b>Inspection Total</b>	<b>100</b>	<b>91</b>

**Bldg Exterior**

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
0.544	Bldg 11	Windows	Cracked/Broken/Missing/Cracked Panes	13%	2.25	1

**Units**

Ded. Pts	Building/Unit Name	Inspectable Item	Deficiency	Item Weight	Criticality Level	Severity Level
5.000	Bldg 10 / Unit 43	Health & Safety	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	15%	5	1
2.320	Bldg 10 / Unit 43	Health & Safety	Infestation - Insects	15%	2.25	1
0.696	Bldg 4 / Unit 31	Doors	Damaged Surface (Holes/Paint/Rusting)	4.5%	2.25	1
0.645	Bldg 4 / Unit 31	Kitchen	Cabinets - Missing/Damaged	15%	1.25	0.5

**Texas Department of Housing And Community Affairs**  
**List of Deficiencies Found**

Printed On: October 27, 2023

Inspectable Area	Inspectable Item	Deficiency	5	4	3	Comments
Eastern Oaks Apartments						
4922 Nuckols Crossing Austin, TX 78744						
Building: Bldg 10						
Unit: Unit 43						
Health & Safety		Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable			L3	blocked egress - bedroom
Health & Safety		Infestation - Insects			L3	roaches
Building: Bldg 11						
Unit:						
Building Exterior						
Windows		Cracked/Broken/Missing/Cracked Panes			L3	unit 34
Building: Bldg 4						
Unit: Unit 31						
Doors		Damaged Surface (Holes/Paint/Rusting)			L3	bedroom - NIS repair
Kitchen		Cabinets - Missing/Damaged			L2	drawer

<b>Sea Rad aka Eastern Oaks</b> <b>Apartments</b> 4922 Nuckols Crossing Rd Austin, TX 78744-2000 (512) 334-9838	<b>Building 4 Unit 31</b>	<b>Service request</b> 14-1 Status: Complete Created by: Karla Wells Submitted: 10/26/2023 3:24PM Printed: 11/08/2023 15:32:45
---	---------------------------	---

Location: Building 4 Unit 31

**Location information**

Tina B Rucker

Resident since: 03/10/2017

4922 Nuckols Crossing Rd #31

Austin, TX 78744

(C) (737) 708-0210

Days occupied: 2434 Number of requests: 3

Floor plan: 3 Bedroom

**Scheduling information**

Assigned to:

Unassigned

Priority:

3 - Standard

PTE:

Enter by appointment only

Date/time preferred:

Date/time scheduled:

Actual complete date/time:

11/08/2023 3:27PM

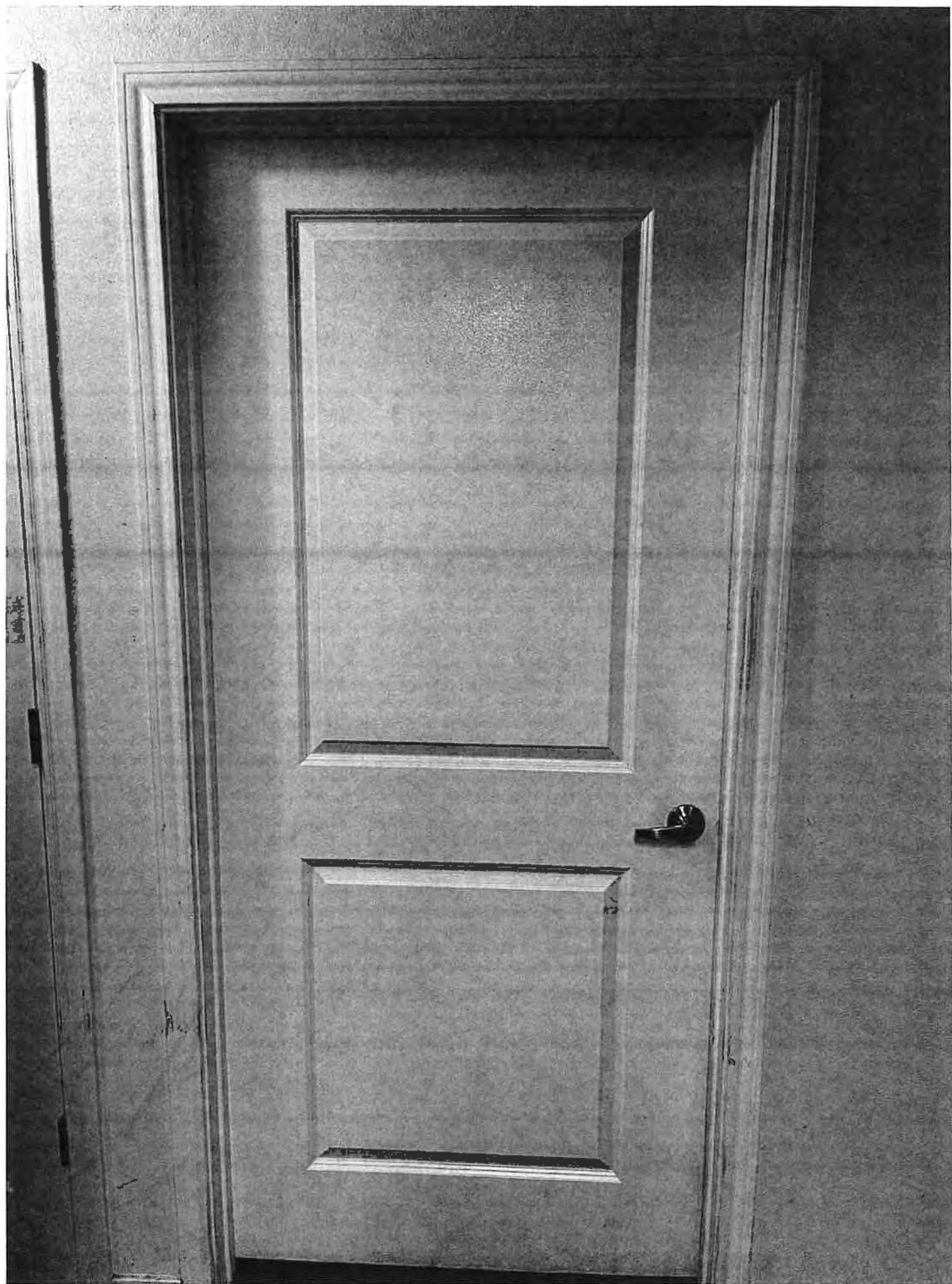
**Request details****Entry notes:** No Pet Warnings, No Additional Comments**Issue location:****Issue description:** Interior door, Int door damaged/broken**Parts and equipment needed:** -**Work notes:** repaired hole and painted door**Service comments:** Repair hole in door**Actions performed:**

Service action	Time worked	Start time	End time	Labor cost	Name	Bill resident
Other - Please see completion notes	1 hrs, 0 mins			-		-
<b>Totals:</b>	<b>1 hrs, 0 mins</b>			<b>\$0.00</b>		<b>\$0.00</b>

**Time worked comments:****Parts used:**

None

**Date Completed:** 11/08/2023☐ No Access\_\_\_\_\_  
Signature 1 / Date\_\_\_\_\_  
Signature 2 / Date



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 4 Unit 31****Service request**

14-2

Status: Complete

Created by: Karla Wells

Submitted: 11/08/2023 3:27PM

Printed: 11/08/2023 15:32:01

Location: Building 4 Unit 31

**Location Information**

Tina B Rucker

Resident since: 03/10/2017

4922 Nuckols Crossing Rd #31  
Austin, TX 78744

(C) (737) 708-0210

Days occupied:2434 Number of requests:3

Floor plan: 3 Bedroom

**Scheduling Information**

Assigned to: Unassigned

Priority: 3 - Standard

PTE: Enter by appointment only

Date/time preferred:

Date/time scheduled:

Actual complete date/time: 11/08/2023 3:26PM

**Request details**

Entry notes: No Pet Warnings, No Additional Comments

Issue location: Kitchen

Issue description: Drawer, Drawer-other problem

Parts and equipment needed: -

Work notes: created, installed and painted new door front

Service comments: install drawer front

**Actions performed:**

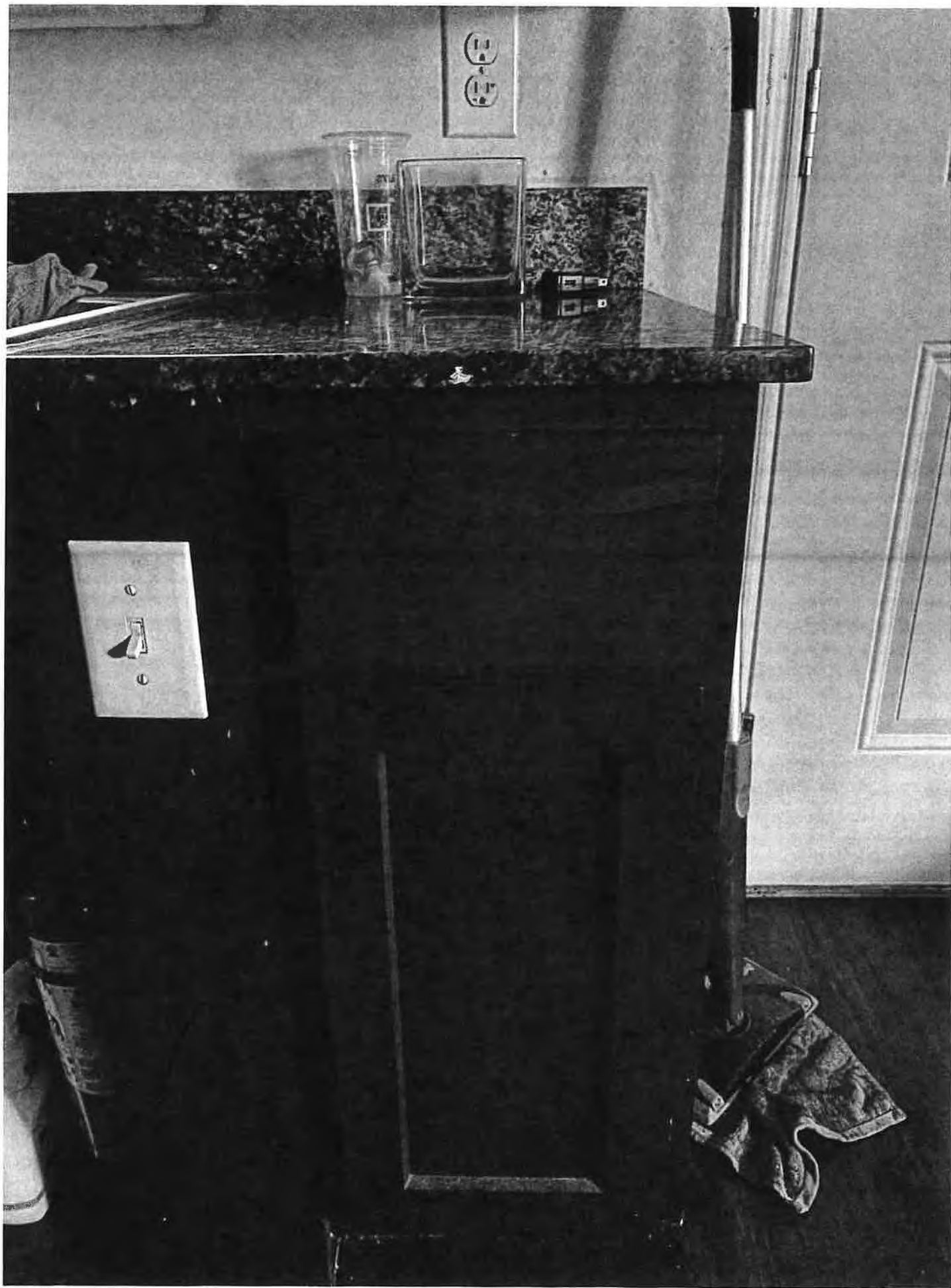
Service action	Time worked	Start time	End time	Labor cost	Name	Bill resident
Other - Please see completion notes	1 hrs, 0 mins			-		-
<b>Totals:</b>	<b>1 hrs, 0 mins</b>			<b>\$0.00</b>		<b>\$0.00</b>

**Time worked comments:****Parts used:**

None

Date Completed: 11/08/2023

☐ No Access\_\_\_\_\_  
Signature 1 / Date\_\_\_\_\_  
Signature 2 / Date



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 4 Unit 31****Service request**

14-1

Status: In progress  
Created by: Karla Wells  
Submitted: 10/26/2023 3:24PM  
Printed: 11/08/2023 15:28:57

Location: Building 4 Unit 31

**Location Information**

Tina B Rucker  
4922 Nuckols Crossing Rd #31  
Austin, TX 78744  
(737) 708-0210  
Days occupied: 2434 Number of requests: 3  
Floor plan: 3 Bedroom

**Scheduling Information**

Assigned to: Unassigned  
Priority: 3 - Standard  
PTE: Enter by appointment only  
Date/time preferred:  
Date/time scheduled:  
Complete SR by: 10/27/2023 03:24 pm

**Request details**

Entry notes: No Pet Warnings, No Additional Comments

Issue location:

Issue description: Interior door, Int door damaged/broken

Parts and equipment needed: -

Work notes:

Service comments: Repair hole in door

Actions performed (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Adjusted door alignment | <input type="checkbox"/> Lubed door hinge       | <input type="checkbox"/> Painted interior door      |
| <input type="checkbox"/> Repaired door jam       | <input type="checkbox"/> Repaired door latch    | <input type="checkbox"/> Repaired door lock         |
| <input type="checkbox"/> Repaired door track     | <input type="checkbox"/> Repaired interior door | <input type="checkbox"/> Replaced door handle       |
| <input type="checkbox"/> Replaced door keyset    | <input type="checkbox"/> Replaced door lock     | <input type="checkbox"/> Replaced interior door     |
| <input type="checkbox"/> Replaced threshold      | <input type="checkbox"/> Unlocked interior door | <input type="checkbox"/> Other, please see comments |

Other actions performed:

Date Completed:

Start time \_\_\_\_\_ End time \_\_\_\_\_ Charge \_\_\_\_\_ Status \_\_\_\_\_

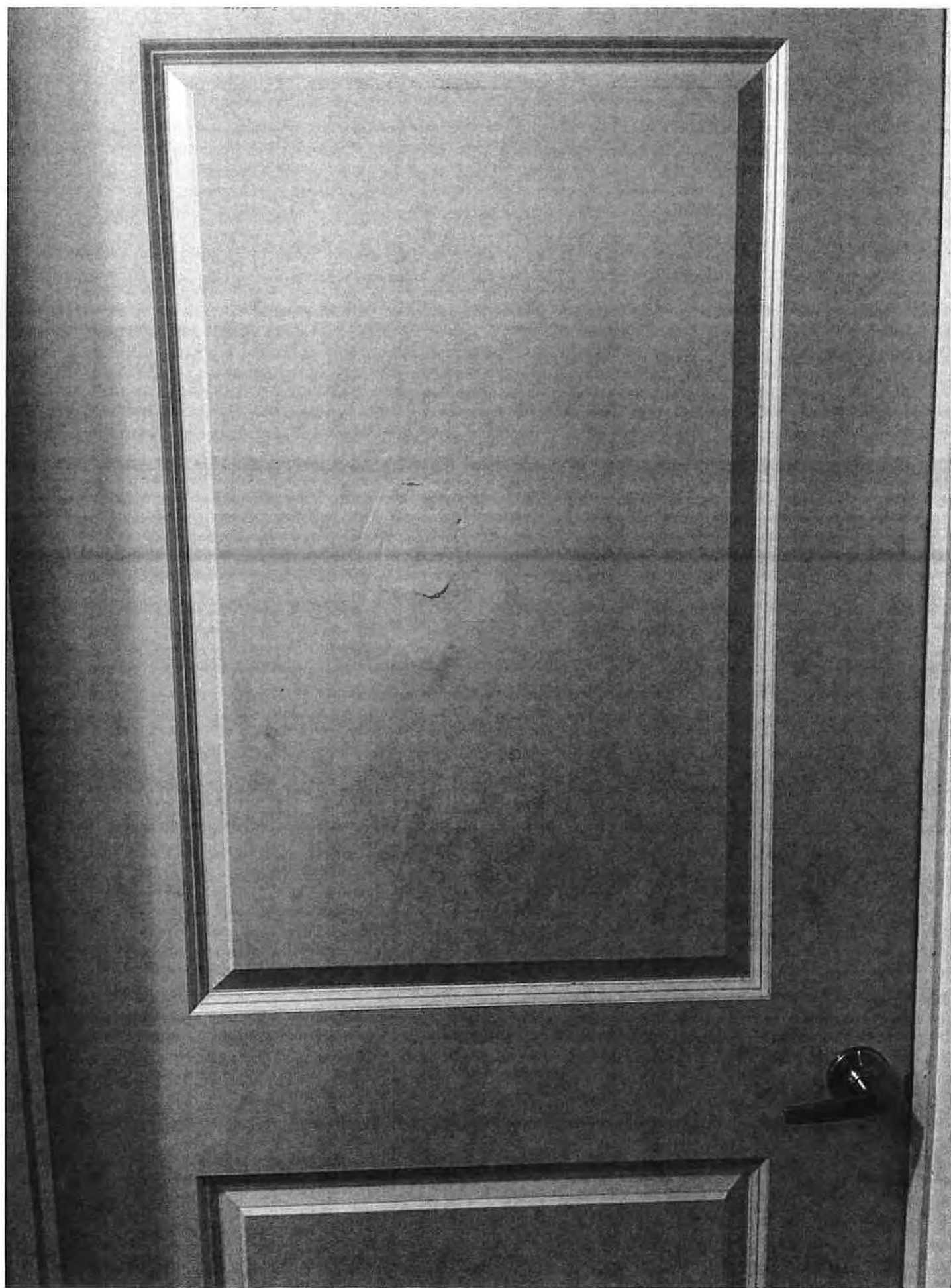
Parts used \_\_\_\_\_

☐ No Access☐ Due to an emergency, the maintenance staff entered  
your apartment

Service request # 14-1  
Location Building 4 Unit 31  
Assigned to Unassigned

Signed \_\_\_\_\_ Date completed \_\_\_\_\_





**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 4 Unit 31****Service request**

14-2

Status: In progress

Created by: Karla Wells

Submitted: 11/08/2023 3:27PM

Printed: 11/08/2023 15:28:57

Location: Building 4 Unit 31

**Location Information**

Tina B Rucker

4922 Nuckols Crossing Rd #31  
Austin, TX 78744

(737) 708-0210

Days occupied:2434 Number of requests:3

Floor plan: 3 Bedroom

**Scheduling information**

Assigned to: Unassigned

Priority: 3 - Standard

PTE: Enter by appointment only

Date/time preferred:

Date/time scheduled:

Complete SR by: 11/09/2023 15:24:00

**Request details**

Entry notes: No Pet Warnings, No Additional Comments

Issue location: Kitchen

Issue description: Drawer, Drawer-other problem

Parts and equipment needed: -

Work notes:

Service comments: install drawer front

Actions performed (check all that apply)

☐ Adjusted drawer☐ Painted drawer☐ Replaced drawer☐ Replaced drawer knob☐ Replaced drawer track☐ Other - Please see completion notes☐ Other, please see comments

Other actions performed:

Date Completed:

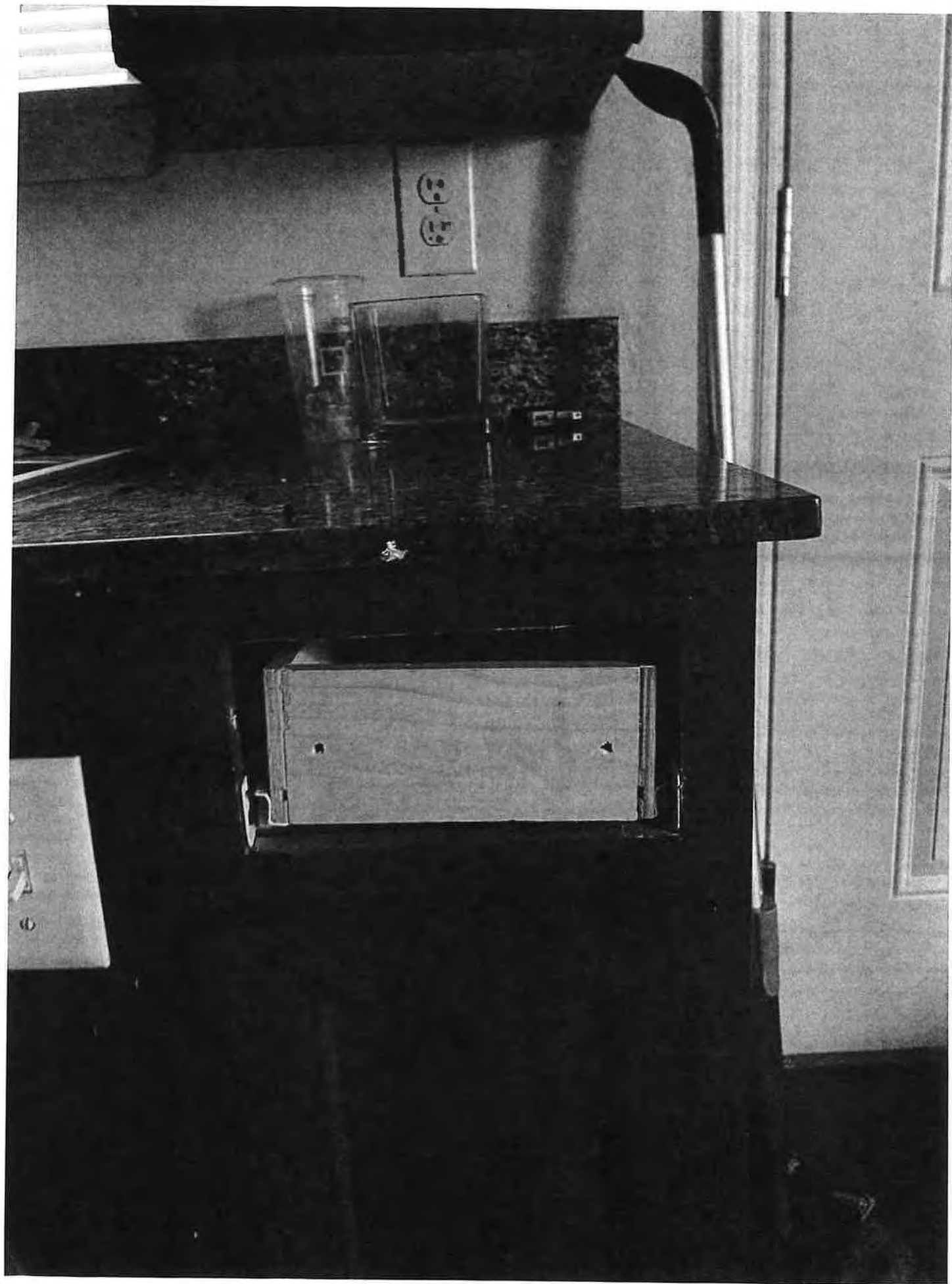
Start time \_\_\_\_\_ End time \_\_\_\_\_ Charge \_\_\_\_\_ Status \_\_\_\_\_

Parts used \_\_\_\_\_

☐ No Access☐ Due to an emergency, the maintenance staff entered  
your apartment

Service request # 14-2  
Location Building 4 Unit 31  
Assigned to Unassigned

Signed \_\_\_\_\_ Date completed \_\_\_\_\_



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 10 Unit 43****Service request**

12-1

Status: In progress

Created by: Karla Wells

Submitted: 10/26/2023 3:25PM

Printed: 11/07/2023 15:30:10

**Location: Building 10 Unit 43****Location Information****Ezella Dobbins**

4922 Nuckols Crossing Rd #43  
Austin, TX 78744

**(C) (512) 514-0462**

Days occupied: 12697 Number of requests: 2

Floor plan: 2 Bedroom

**Scheduling information****Assigned to:**

General Maintenance

**Priority:**

1 - Emergency

**PTE:**

Enter by appointment only

**Date/time preferred:****Date/time scheduled:****Complete SR by:**

10/26/2023 07:25 pm

**Request details****Entry notes:** No Pet Warnings, No Additional Comments**Issue location:** Bedroom**Issue description:** Inspection, HQS renewal**Parts and equipment needed:** -**Work notes:****Service comments:** Dresser Blocking Bedroom Window Must Be Removed**Actions performed** (check all that apply)☐ Unit inspected☐ Building inspected☐ Property Inspected☐ Grounds Inspected☐ Not inspected-pets☐ Not inspected-key☐ Not inspected-other reason☐ Other - Please see completion notes☐ Other, please see comments**Other actions performed:****Date Completed:****Start time****End time****Charge****Status****Parts used**☐ No Access☐ Due to an emergency, the maintenance staff entered  
your apartment

Service request # 12-1

Location Building 10 Unit 43

Assigned to General Maintenance

**Signed****Date completed**



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 10 Unit 43****Service request**

12-1

Status: Complete

Created by: Karla Wells

Submitted: 10/26/2023 3:25PM

Printed: 11/07/2023 15:34:45

Location: Building 10 Unit 43

**Location information****Ezelle Dobbins**

Resident since: 02/01/1989

4922 Nuckols Crossing Rd #43  
Austin, TX 78744

(C) (512) 514-0462

Days occupied:12697 Number of requests:2

Floor plan: 2 Bedroom

**Scheduling Information**

Assigned to: General Maintenance  
Priority: 1 - Emergency  
PTE: Enter by appointment only  
Date/time preferred:  
Date/time scheduled:  
Actual complete date/time: 10/26/2023 5:00PM

**Request details**

Entry notes: No Pet Warnings, No Additional Comments

Issue location: Bedroom

Issue description: Inspection, HQS renewal

Parts and equipment needed: -

Work notes: Armando moved dresser away from bedroom window

Service comments: Dresser Blocking Bedroom Window Must Be Removed

**Actions performed:**

Service action	Time worked	Start time	End time	Labor cost Name	Bill resident
Other - Please see completion notes	0 hrs, 20 mins			-	-
<b>Totals:</b>	<b>0 hrs, 20 mins</b>			<b>\$0.00</b>	<b>\$0.00</b>

**Time worked comments:****Parts used:**

None

Date Completed: 10/26/2023

☐ No Access\_\_\_\_\_  
Signature 1 / Date\_\_\_\_\_  
Signature 2 / Date





**The Bug Master**  
 1912 Smith Rd  
 Austin, TX 78721  
 P: 512-250-1500  
 F: 512-832-9979  
 customerservice@thebugmaster.com  
 www.thebugmaster.com  
 LIC #: 1912 Smith Rd / TPCL 4211



**SERVICE REPORT #449183**

ACCOUNT #	235867
PO #	
DATE	10/20/2023
START	3:00 PM
END	3:32 PM

**Billing Address**

Housing Authority of Travis County  
 502 East Highland Mall Boulevard  
 Suit 106-B  
 Austin, TX 78752

**Service Address**

Eastern Oaks Apartments  
 4922 Nuckols Crossing Road  
 Austin, TX 78744

Service Date	Service Report Date	Due Date	Billing Terms
October 20, 2023	October 20, 2023	November 18, 2023	Apartment Billing

DESCRIPTION	QTY	PRICE	LINE TOTAL
Pest Prevention	1.0	\$120.00	\$120.00
		Payment/Credit Applied	\$0.00
		Please Pay	\$120.00

**TECHNICIAN NOTES**

42- bed bug inspection (recommend bed bug treatment)  
 43- treated for roaches (looked good)  
 44- treated for roaches (general messiness will attract pests)  
 45- recommend RCO (general messiness will attract pests)  
 49- treated roaches & ants (gaps in both front and back door)  
 Treated office baseboards and entry ways

MATERIAL	EPA#	QTY	DIL	METHOD	DEVICE
Demand CS	100-1066	30.0 fluid ounce	.03	Spot Treatment	B&G Sprayer
Target Pests: Ants (Other), Cockroach (Other), Scorpions, Spiders					
Gentrol	2724-351	30.0 fluid ounce	0.06	Interior Perimeter Spray	B&G Sprayer
Target Pests: Bed Bug, Cockroach (Other), Other (Fleas)					

CUSTOMER SIGNATURE	TECHNICIAN: Easton Law 898929









Address: 4922 NUCKOLS

DIS = Disinfecting  
DIS+ = Disinfecting with  
positive case



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 5 Unit 34****Service request**

13-1

Status: In progress

Created by: Karla Wells

Submitted: 09/19/2023 12:44PM

Printed: 11/08/2023 12:47:07

Location: Building 5 Unit 34

**Location Information****Vacant Unit**

4922 Nuckols Crossing Rd #34  
Austin, TX 78744

Days occupied: N/A Number of requests:

Floor plan: 3 Bedroom

**Scheduling Information**

Assigned to: General Maintenance

Priority: 3 - Standard

PTE: Enter at any time

Date/time preferred:

Date/time scheduled:

Complete SR by: 09/20/2023 12:44 pm

**Request details****Entry notes:**

Issue location: Living area

Issue description: Window, Window glass is broken/cracked

Parts and equipment needed: -

**Work notes:**

Service comments: Replace broken window. Called Binswanger for Estimate.

**Actions performed (check all that apply)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adjusted window         | <input type="checkbox"/> Cleaned windows                     | <input type="checkbox"/> Installed weather-stripping |
| <input type="checkbox"/> Painted window frame    | <input type="checkbox"/> Repaired window screen              | <input type="checkbox"/> Replaced broken glass       |
| <input type="checkbox"/> Repl. window cord/chain | <input type="checkbox"/> Repl. window counterweight          | <input type="checkbox"/> Replaced window lock        |
| <input type="checkbox"/> Replaced window screen  | <input type="checkbox"/> Other - Please see completion notes | <input type="checkbox"/> Other, please see comments  |

Other actions performed:

Date Completed:

Start time End time Charge Status

Parts used

☐ No Access

☐ Due to an emergency, the maintenance staff entered  
your apartment

Service request # 13-1

Location Building 5 Unit 34

Assigned to General Maintenance

Signed Date completed



**Sea Rad aka Eastern Oaks  
Apartments**

4922 Nuckols Crossing Rd  
Austin, TX 78744-2000  
(512) 334-9838

**Building 5 Unit 34****Service request**

13-1

Status: Complete

Created by: Karla Wells

Submitted: 09/19/2023 12:44PM

Printed: 11/08/2023 12:50:09

Location: Building 5 Unit 34

**Location Information****Vacant Unit**

4922 Nuckols Crossing Rd #34  
Austin, TX 78744

Days occupied: N/A Number of requests:

Floor plan: 3 Bedroom

**Scheduling Information**

Assigned to: General Maintenance

Priority: 3 - Standard

PTE: Enter at any time

Date/time preferred:

Date/time scheduled:

Actual complete date/time: 11/08/2023 12:43PM

**Request details****Entry notes:**

Issue location: Living area

Issue description: Window, Window glass is broken/cracked

Parts and equipment needed: -

Work notes: Binswanger Glass Replaced Window \$795.98

Service comments: Replace broken window. Called Binswanger for Estimate.

**Actions performed:**

Service action	Time worked	Start time	End time	Labor cost	Name	Bill resident
Replaced broken glass	1 hrs, 0 mins			-	House House	-
<b>Totals:</b>	<b>1 hrs, 0 mins</b>			<b>\$0.00</b>		<b>\$0.00</b>

**Time worked comments:****Parts used:**

None

Date Completed: 11/08/2023

☐ No Access\_\_\_\_\_  
Signature 1 / Date\_\_\_\_\_  
Signature 2 / Date



BINSWANGER GLASS #019  
8733 BURNET ROAD  
AUSTIN, TX 78757

PO #

Shop

6287

CREATED ON 10/3/23

PH:(512) 454-7755 FAX:(512) 454-7140

Federal Tax ID: 45 2494422

Remit To: PO Box 679331, DALLAS, TX 75267-9331

P/O#:	Cust State Tax ID:	Quote: Q019095509
Taken By: vacosta	Cust Fed Tax ID: 74-1934339	Date: 9/20/2023
Installer:	Ship Via:	Time: 12:50 PM
SalesRep: RUBIN SCOTT	Adv. Code:PR	
Bill To: 446930		Sold To: 446930

HOUSING AUTH OF TRAVIS CO  
502 E HIGHLAND MALL BLVD #106B  
AUSTIN, TX 78752-3722

EASTERN OAKS  
4922 NUCKOLS CROSSING  
UNIT 34  
AUSTIN, TX 78744

(512) 480-8245

Qty	Part Number	Description
1	SPECIAL IG-3/4" OA	(30 1/8" x 18 3/4") 3/4" OA Tempered SN 68 Lo-we IG Unit
1	Glazing Supplies	Caulk, Screws, Clips, Glazing bead
1	CS-CGL-TEX	Commercial Glazing Labor - Texas

Instructions:

GO OUT ON TUES 9/19/2023 MEASURE A BROKEN WINDOW UNIT 34 CALLED IN BY ARMANDO  
(737)356-1932

6510.800

ORDERED 10/19/23

\* 2-4 WEEKS  
BA ARRIVAL

RESENTON  
10/19/23 APPROVED  
BY LAURA  
VERBAU

Total:

Tax: \$0.00

Total: \$795.98

## Karla Wells

---

**From:** Laura Sullivan  
**Sent:** Thursday, October 19, 2023 10:19 AM  
**To:** Karla Wells  
**Cc:** Vernelle Rosson  
**Subject:** RE: Window Replacement Unit 34 Eastern Oaks

Get the glass now! I will approve in a few in the system.

**From:** Karla Wells <[kwells@carletonms.com](mailto:kwells@carletonms.com)>  
**Sent:** Thursday, October 19, 2023 10:11 AM  
**To:** Laura Sullivan <[LSullivan@carletonms.com](mailto:LSullivan@carletonms.com)>  
**Cc:** Vernelle Rosson <[vrosson@carletonms.com](mailto:vrosson@carletonms.com)>  
**Subject:** Window Replacement Unit 34 Eastern Oaks

Hi Laura;

Armando has zip tied all of the boxes, also taken care of any exposed wires. He is going through and determining all outstanding level 3's and preparing a list. He can work Saturday after his kids' game around noon. I've also attached a quote from Binswanger Glass to replace a broken window in Unit 34 here at Eastern Oaks. I created a PO in spend management on Oct 3, 2023 its PO #6287. We need to get this in immediately.

I will forward the list from Armando shortly.

## Karla Wells

Business Manager

## Carleton Companies

**Address** 4922 Nuckols Crossing  
Austin, Texas 78744

**Phone** 512-334-9838

**Fax** 817-532-3158

**Email** [kwells@carletonms.com](mailto:kwells@carletonms.com)

**Web** [carletoncompanies.com](http://carletoncompanies.com)



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## Manor Town Sidewalk Repairs





## Manor Town Sidewalk Repairs



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## HATC Discussion Item VI.C.

December 7, 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:** Draw inspection to be held 11/30/23. Construction is currently estimated to be approximately 40%. Trusses in place. Exterior sheathing and windows in place.

**Project Milestones:**

- Roof dry-in 11/30
- Continue MEP Rough-in
- Continue Mech closets pre-drywall
- Continue MEP rough-in
- Continue siding installation
- Begin stucco application
- Begin fire sprinkler rough-in
- Continue underground utilities including sewer connection
- Pour lightweight concrete on balconies and stair landings

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

N/A

**Prepared by:**

Keith Hoffpaur, Asset Manager

**Approval:**



Patrick B. Howard, *Executive Director*

**HATC Discussion Item VI.e.  
December 7, 2023**

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

**Background Information:**

2023 HR Training, Professional Development, & Events

- HATC was excited to welcome published author, former professor, and professional speaker John Southard, PhD, who recently presented 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 welcomed a presenter from our current benefit health/dental/vision insurance plan vendor (Texas Health Benefits Pool, formerly TML) who informed staff regarding new 2024 benefit plans during our annual open enrollment period.
- On, Monday, November 20<sup>th</sup>, HATC staff were honored to have procured and personally delivered complete Thanksgiving meals to all residents of our Manor Town residential property.

HATC Ethics Policies Review, Edits & Training

- As per advice from the HATC Board, a full review is being conducted, and suggested edits made, to the already robust HATC Ethics policies section of the current Personnel Policy Manual. These policies apply to both HATC staff and Commissioners. Following the review and suggested edits, the development of complete Ethics training programs for both staff and Commissioners will be conducted, with training delivery to occur in early 2024.

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 conclude 2023.

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.
- Specific activities BiGAustin has recently engaged in – or plans to engage in - on behalf of The HATC Foundation include: a *Thanksgiving Dinner Gift Card Giveaway*; coordination with HATC for a *Home for the Holidays Furniture Giveaway* (with furniture sourced by HATC from LaQuinta Inn hotel); ongoing and active development and maintenance of an HATC Foundation Resource Contact List (published on HATC website and utilized regularly by BiGAustin); conducting *Tech-Savvy Senior Workshops* to train older individuals in technology use; participation in *St. John's Faith Community Garden Series*; participation in the *African American Youth Harvest Foundation VIP Story Brunch and Story Gala*; participation in the *Art & Science of Social Media* program (in coordination with Black Life ATX); planning for a *Wellness Day Clinic*; and more.

**Recommended Action:**

For discussion / information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

- N/A

**Prepared by:**

Steve Peglar, SPHR, SHRM-SCP

*Deputy Executive Director / HR & Organizational Development*

**Approval:**

Patrick B. Howard, CEO/Executive Director