

March 15, 2022
10:30 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, Meeting ID and Password provided below.
<https://us02web.zoom.us/j/85423715742?pwd=STBYZDZNSMWhXem5GVGRoNGtOczdjZz09>

Dial by your location: <https://us02web.zoom.us/j/85423715742?pwd=STBYZDZNSMWhXem5GVGRoNGtOczdjZz09>
Meeting ID: 854 2371 5742
Passcode: 079542

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

MISSION STATEMENT: The Housing Authority of Travis County, Texas, preserves and develops affordable housing and vibrant communities which enhance the quality of life for all.

II. CONSENT AGENDA

- A. Approval of the Minutes from the February 9, 2022 Regular Meeting

III. PUBLIC FORUM / CITIZEN COMMUNICATION

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

IV. REGULAR AGENDA

- A. Administer the Oath of Office to newly appointed Housing Authority of Travis County Board members
B. Board member introductions

V. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs/ Homeless Initiatives - *Christina Montes*
1. HCV Program (Conventional)
2. Homeless Initiatives
3. Special Purpose Vouchers
B. Affordable Housing Programs - *Gabrielle Jones / Carlos Guzman*

C. Real Estate Development - *Robert Onion / Keith Hoffpauir*

1. *Eastern Oaks*
2. *Manor Town, Phase II*
3. *SEA RAD Oaks*
4. *Travis County Facilities Corporation*

D. Finance - *Subra Narayanaier*

E. HATC Foundation – *Eric Lindholm*

F. Human Resources/Org. Development – *Steve Peglar*

VI. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee
- B. Governance Committee
- C. HR Committee

VII. NEW / UNFINISHED BUSINESS

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

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
February 9, 2022
10:00 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, TX 78752 and via Zoom.

<https://us02web.zoom.us/j/83165202240?pwd=V1NHSGJraUtOQW5xenlWVnR0QlI0dz09>

Dial by your location: <https://us02web.zoom.us/j/83165202240?pwd=V1NHSGJraUtOQW5xenlWVnR0QlI0dz09>

Meeting ID: 831 6520 2240

Password: 019426

I. CALL TO ORDER

Chair John Hernandez called the meeting to order at 11:07 a.m.

ROLL CALL / CONFIRMATION OF QUORUM

Roll Call of Commissioners: Chair John Hernandez; Vice-Chair Ann Denton; Commissioner Wilmer Roberts; Commissioner Eddie Karam. Guest: Cliff Blount, Naman, Howell, Smith, & Lee, PLLC
CEO/Executive Director Patrick Howard certified the quorum.

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Omar Nesbit; Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpauir; Director of Finance Subra Narayanaier; Housing Manager Carlos Guzman; Foundation Coordinator Eric Lindholm; Deputy Executive Director Steve Peglar.

II. CONSENT AGENDA

- A. Approval of the Minutes from the January 6, 2022 Annual Meeting
- B. Approval of the Minutes from the December 2, 2021 Regular Meeting
- C. Approval of the Minutes from the November 4, 2021 Regular Meeting
- D. Approval of the Minutes from the October 7, 2021 Regular Meeting
- E. Approval of the Minutes from the September 3, 2021 Regular Meeting

Vice-Chair John Hernandez made a **motion** to approve Item II.A. – E. as amended. Commissioner Ann Denton seconded the motion, which **passed** unanimously.

III. PUBLIC FORUM / CITIZEN COMMUNICATION

There was no citizen communication.

IV. ACTION ITEMS

A. Resolution No. HATC-2022-02	To <u>Approve</u> the PHA 5-year and Annual Plan
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Vice-Chair Ann Denton expressed her desire to have Plans uploaded to HATC's website, in which CEO/Executive Director Patrick Howard assured her it would.

Commissioner Wilmer Roberts wanted reassurance that the Plans did not conceal undisclosed information.

Vice-Chair Ann Denton made a motion to **approve** item IV.A. Resolution No. HATC-2022-02. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

B. Resolution No. HATC-2022-03	To <u>Adopt</u> Coronavirus Protocols
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Deputy Executive Director Steve Peglar provided a comprehensive overview of the Protocols, which was formulated with the assistance of established Coronavirus policies from other Public Housing Authorities.

Vice-Chair Ann Denton inquired about the pursuit of objective criteria if/when revisions were to be made, in which Steve Peglar gave emphasis that objective criteria would be followed.

Commissioner Eddie Karam had objections that were based on doubts of the Protocols' alignment with the Governor's position. Additionally, he sought legal counsel's opinion on whether the proposed Protocols were in violation, which Cliff Blount (legal counsel) stated it was unclear, but he would be willing to put forth for review at his firm.

Commissioner Wilmer Roberts made a motion to **approve** item IV.B. Resolution No. HATC-2022-03. Commissioner Ann Denton seconded the motion, which **passed**.

Chair John Hernandez – Yea
Vice-Chair Ann Denton – Yea
Commissioner Wilmer Roberts – Yea
Commissioner Eddie Karam – Nay

V. REGULAR AGENDA

A. Human Resources/Org. Development update

Deputy Executive Director Steve Peglar provided updates on HR's areas of emphasis including; revising the strategic plan to incorporate graphics, policy manual revisions, conducting organization-wide trainings (to be completed in the second quarter), job description revisions, and devising employee development plans.

Commissioner Wilmer Roberts inquired about the interconnectedness of the aforementioned areas of focus to the HR assessment conducted by a consultant. Steve Peglar affirmed that the above areas incorporated all aspects of the HR assessment.

VI. CEO / EXECUTIVE DIRECTOR's REPORT

A. Voucher Programs/ Homeless Initiatives – *Patrick Howard*

Patrick Howard highlighted that utilization rates were high, portability glitches are being worked through, and Emergency Housing Vouchers (EHV) are gaining traction on assistance. Additionally, the primary focus for Voucher Programs/Homeless Initiatives is completing components of MTW, which MTW submission is being facilitated by a consultant.

B. Affordable Housing Programs - *Carlos Guzman*

Carlos Guzman provided the Board with a status update of the Affordable Housing Program which included:

- 26 vacancies among all properties, which are being diligently worked through;
- 21 Market Rate Renters;
- 19 Zero-Income Renters;
- 1 Repayment agreement; and
- Staff members are diligently working to assist tenants with delinquent accounts

Vice-Chair Ann Denton vocalized her appreciated for staff's outreach to residents

C. Real Estate Development - *Keith Hoffpauir*

Keith Hoffpauir provided the Board with a status update on Eastern Oaks, Manor Town Phase II, SEA RAD Oaks and Travis County Facilities Corporation.

- Eastern Oaks:
 - Jan 13th: Received Notice of Substantial Completion
 - Jan 26th: Pay application was submitted, currently being reviewed
 - Railing needs to be erected, concrete needs to be poured
- Manor Town Phase II:
 - Received two responses to Request for Proposal, responses have been submitted to CEO/Executive Director

Commissioner Wilmer Roberts sought insight regarding the bid differences, which Keith Hoffpauir stated were \$3.7 million and \$5.7 million.

D. Finance – *Subra Narayanaier*

Subra Narayanaier furnished preliminary financials for FY21.

Vice-Chair Ann Denton questioned if the preliminary financial analysis brought any surprises, in which Subra Narayanaier said that it did not.

Director of Real Estate Development Robert Onion asked a question regarding Eastern financials, which Vice-Chair Ann Denton said was inappropriate and should be asked internally. Commissioner Wilmer Roberts echoed the aforementioned sentiment by a fellow Commissioner, and said that Robert Onion was out of order and insubordinate.

Commissioner Eddie Karam inquired why other Public Housing Authorities owe HATC money. CEO/Executive Director Patrick Howard shed light on the concept of Portability.

E. HATC Foundation – *Eric Lindholm*

Eric Lindholm highlighted new initiatives the Foundation is undertaking which included:

- Implementing Emergency Rental Assistance Program (ERAP) funding
- 20-25 newly enrolled residents into educational courses
- Seeking representatives for job coaching

Commissioner Wilmer Roberts highlighted opportunities with Tesla through their newly established Austin headquarters.

F. Human Resources/Org. Development – *Steve Peglar*

See Item V.B.

VII. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – DNM
- B. Governance Committee – DNM
- C. HR Committee – DNM

CEO/Executive Director Patrick Howard spoke to the need for the Real Estate Committee to meet in the immediate future.

VIII. NEW / UNFINISHED BUSINESS

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

CEO/Executive Director Patrick Howard discussed prospective applicants for the Board composition.

IX. EXECUTIVE SESSION

There was no Executive Session.

X. ADJOURNMENT

Vice-Chair Ann Denton made a **motion** to adjourn the Board meeting. Commissioner Eddie Karam seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 12:06 p.m.

Respectfully submitted and approved,

Patrick B. Howard

Patrick Howard, CEO/Executive Director

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

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

Name
Commissioner

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

Signature of Notary

HATC Discussion Item V.A.1

March 15, 2022

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.

Housing Choice Vouchers effective 2/01/2020: 632 (Does not include Mainstream)

38 Additional FUP Vouchers effective 11/1/2021

Housing Choice Vouchers effective 11/1/2021: 670

As of January 31, 2022, 461 of HATC's HCV allocation were utilized in a conventional fashion.

As of January 31, 2022, the total lease up for the HCV program was **663 of 670**. Occupancy rate was at **98.96%**.

For this reporting period, there were **30** applicants on the waiting list.

Portable In: 53 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 January 31, 2022, Cambridge had a total lease up of **19** vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.A.2

March 15, 2022

Subject: Homeless Initiatives

Continuum of Care (CoC)

HATC was awarded **\$1,126,479** in new federal funds from the **2020** CoC competition to provide housing for chronically homeless clients with a disability for 2021-2022. This grant began July 1, 2021.

As of January 31, 2022, HATC, provided housing assistance to **78** 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. These agencies currently include: Foundation Communities, and Front Steps. Also included in this group are current Continuum of Care program participants who are no longer in need of intensive case management services from Integral Care. Effective March 1, 2020, MOU's for Criminal Justice (CJ) and Front Steps (FS) were revised. CJ and FS will provide referrals strictly through the homeless preference. *MOU with FS and FC has terminated effective 10/15/2021.*

As of January 31, 2022, HP has **49** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.A.3

March 15, 2022

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 January 31, 2022, there were **69** 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 January 31, 2022, 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. Total MVP: 39.

As of January 31, 2022, there were **30** tenants under contract.

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 January 31, 2022, VASH, has **25** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT

Jan-22				
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)	459	2	408	112.99%
Port Outs (PO) HCV	17		17	100.00%
Non Elderly and Disabled (NED)	69		75	92.00%
**VASH- HUD Awarded Vouchers	25		30	83.33%
**Homeless Preference	49		49	100.00%
**Family Unification Program (FUP)	22	1	72	31.94%
Total	660	3	670	98.96%
Total HCV Leased after the first of the month:		663		

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC):	78	74	105.41%
Mainstream (MVP):	30	39	76.92%
**Emergency Housing Vouchers (EHV):	2	34	5.88%

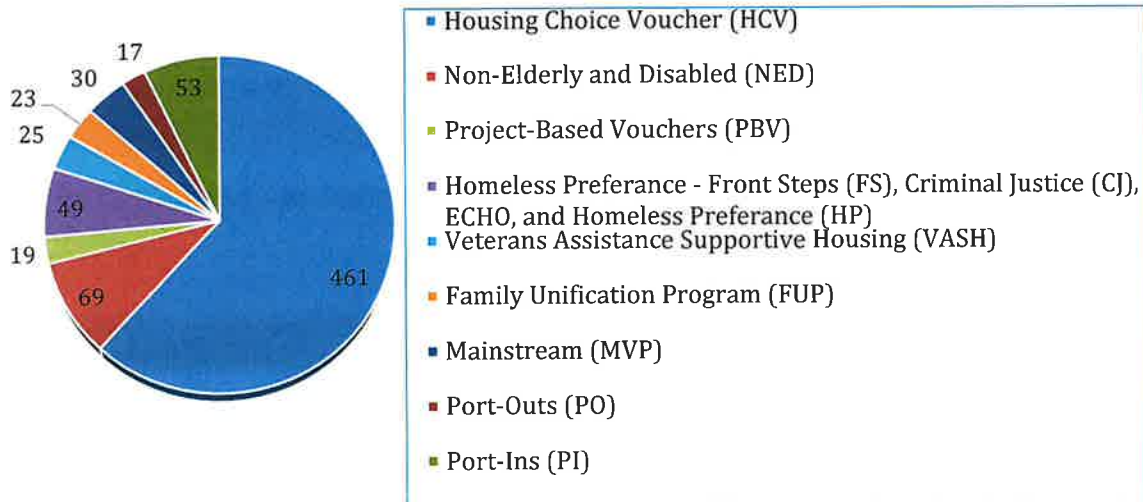
Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	14	4	18
Non Elderly and Disabled (NED)	1	1	2
Project Based Vouchers (PBV)			0
VASH	1	1	2
Homeless Preference (HP)			0
Family Unification Program (FUP)	6	1	7
Mainstream (MVP) - Separate from HCV	3		3
Emergency Housing Vouchers (EHV)	19		19
TOTAL	44	7	51

Waiting List (HCV, Choice PBRA, HP, MVP) :				30
Leased Port Ins (last day of month):				53

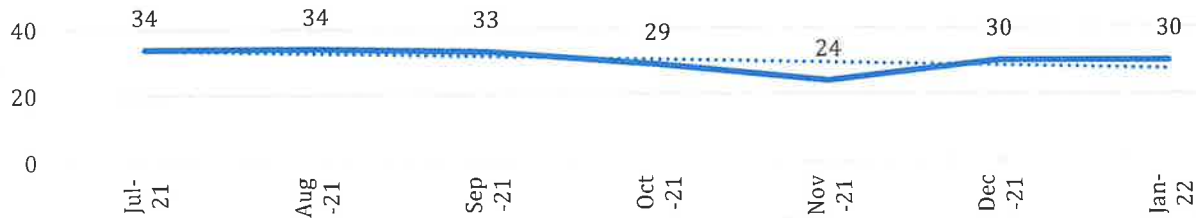
**** Direct referral only**
Voucher Allocation Set

Attachment 5 A: Graphs

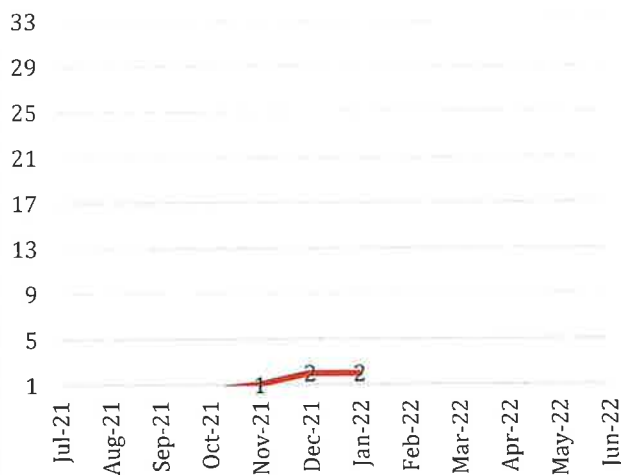
January 2021 - 746 Total Households Served



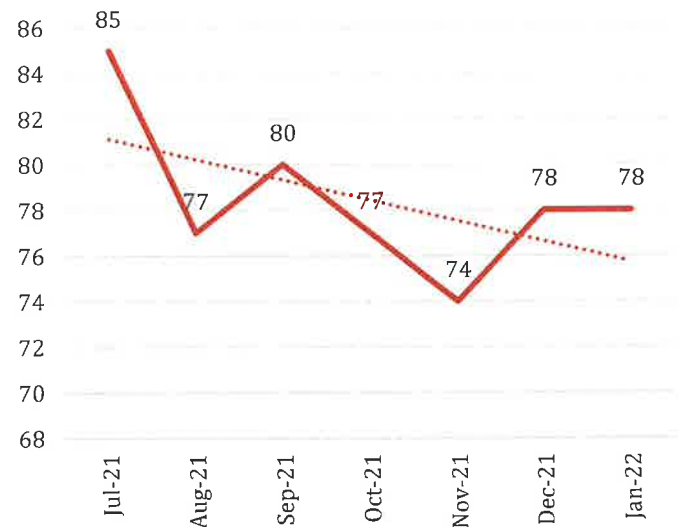
Applicants on Waiting List



EHV Households Served



COC Households Served



HATC Discussion Item V.B.

Affordable Housing Program

March 15, 2022

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

Background Information:

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

Occupancy and Vacancy

Occupancy rate and vacancy loss are indicators of a property's potential and/or unrealized income, respectively. Both the occupancy and vacancy rate are current as of February 22, 2022. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (13) will be filled from the Multifamily Housing Waiting list. **Carson Creek:** 100% occupied. **Manor Town:** Vacancies (6) will be filled from the Manor Town Waitlist. **SEA RAD:** Vacancies (10) will be filled from the Multifamily Housing-Eastern Oaks Waiting list.

Eastern Oaks

Eastern Oaks was awarded additional funding with the City of Austin Direct Loan Program which started the process of renovating Eastern Oaks. January 2020 residents were relocated to temporary apartments near Eastern Oaks. Shortly after, F&H begin the full interior renovations of Eastern Oaks. Since the discussion of renovating the apartments, there have been 10 vacancies, 2 are 1-bedroom units and 7 are 2-bedroom units. HATC is approaching the completion of the interior renovations. In preparation of filling the vacancies, staff will conduct virtual orientation on July 21st and November 23rd. Following orientation, staff is screening the applicant's information for eligibility. Eligibility includes criminal background checks, rental history verification, income/asset verification, and family composition verification. On average, it takes about 30 days to complete the screen. According to HUD Handbook 4350.3 REV-1, "verifications are valid for 120 days from the date of receipt by the owner".

Subsidy

Staff has experience delays in submitting 52670's (subsidy voucher) to HUD. Currently, the software HATC use isn't compatible with HUD's system. TRACSExperts was hired to submit 52670's (subsidy vouchers) for SEA OAKS Apartments and SEA RAD Apartments. In preparation of submitting the subsidy vouchers, tenant information was given to TRACSExperts to set up a baseline of subsidy that each tenant is receiving. Once the baseline is established, staff will work with TRACSExperts to submit tenant information and vouchers to HUD. Staff and TRACSExperts will continue to work together until HATC is current on the subsidy. The last voucher that was submitted for SEA OAKS Apartment was January 2021 and September 2021 for SEA RAD Apartments.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

Property Occupancy, Vacancy, Subsidy, Income Limits

Prepared by:

Gabrielle Jones, Housing Manager

Approval:

Patrick B. Howard

Patrick B. Howard, *President/ CEO*

Attachment A To Discussion Item V.B.

PROPERTY DATA – Page 1 of 2

Occupancy/Vacancy/Subsidy/Market Rate/Zero

Property	Occupancy Total Leased / Total Units	Vacancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Eviction
SEA OAKS APARTMENTS	62/75	82.67%	\$16,106.00	\$ -	\$ -	\$ -	\$ 3,082.00	1
SEA RAD APARTMENTS	18/30	60.00%	\$ 4,289.00	\$ -	\$ -	\$ -	\$ 6,742.00	0
MANOR TOWN APARTMENTS	26/33	78.79%	\$16,469.00	\$ -	\$ -	\$ -	\$ 3,663.00	0
CARSON CREEK HOMES	16/16	100.00%	\$12,857.00	\$ -	\$ -	\$ -	\$ -	0
TOTALS		80.36%	\$49,721.00	\$ -			\$ 13,093.00	1

Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA OAKS APARTMENTS	11607 Sierra Nevada #2	2	4	\$41,280	\$15,036	\$30,236	\$578	\$512
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$444	\$406
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$485	\$406
	11607 Sierra Nevada #7	1	1	\$36,120	\$0	\$18,798	\$406	\$406
	11607 Sierra Nevada #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$577	\$406
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$497	\$406
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$522	\$406
	11607 Sierra Nevada #19	2	2	\$41,280	\$0	\$16,180	\$623	\$512
	5600 Valiant Cove B	3	4	\$51,600	\$3,382	\$3,792	\$694	\$694
	5602 Valiant Cove	4	7	\$64,020	\$5,940	\$7,512	\$840	\$840

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

	5606 Valiant Cove B	4	8	\$68,160	\$3,108	\$15,360.00	\$840	\$840
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$34,968	\$723	\$512
	6003 Valiant Circle A	2	3	\$36,120	\$14,399	\$0	\$512	\$512
	6007 Valiant Circle B	1	2	\$30,100	\$22,275	\$35,498	\$746	\$512
	6101 Valiant Circle B	2	3	\$36,120	\$8,521	\$40,000	\$847	\$512
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,294	\$572	\$512
	6104 Valiant Circle B	4	2	\$30,100	\$5,460	\$27,262	\$517	\$512
	6122 Valiant Circle B	1	2	\$36,120	\$4,050	\$24,761	\$490	\$406
SEA RAD APARTMENTS	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$39,745	\$828	\$512
	4922 Nuckols Crossing #40	2	3	\$23,330	\$26,313	\$31,488	\$624	\$512
	4922 Nuckols Crossing #53	2	3	\$38,700	\$29,616	\$46,788	\$1,019	\$512

Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$72.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$82.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$68.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$177.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$117.00)
SEA OAKS APARTMENTS	6000 Valiant Circle, B, Austin, TX 78749	(\$3.00)
	6008 Valiant Circle, A, Austin, TX 78749	(\$184.00)
	6009 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6102 Valiant Circle, B, Austin, TX 78749	(\$82.00)
	6106 Valiant Circle, A, Austin, TX 78749	(\$7.00)
	6108 Valiant Circle, B, Austin, TX 78749	(\$40.00)
	6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)
	11607 Sierra Nevada, 15, Austin, TX 78759	(\$46.00)

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

11607 Sierra Nevada, 17, Austin, TX 78759

(\$18.00)

11607 Sierra Nevada, 21, Austin, TX 78759

(\$117.00)

PROPERTY DATA – Page 2 of 2

Unit Lease-Up and Release

PROPERTY NAME	# UNITS	# UNITS UNLEASED AND UNOCCUPIED	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE-READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	MOVE IN DATE	# REMAINING ON WAITING LIST
SEA OAKS Apartments	75	13	4	3/2/2021	4/2/2021	N.D.	0	0	N/A	499
			7	12/10/2021	N.D.	N.D.	0	0	N/A	499
			12	8/12/2021	N.D.	N.D.	0	0	N/A	499
			22	07/31/2020	08/18/2020	N.D.	0	0	N/A	499
			5606A	08/08/2021	11/6/2021	11/6/2021	1	0	N/A	499
			6000A	12/07/2020	2/15/2021	N.D.	0	0	N/A	499
			6109B	8/18/2021	N.D.	N.D.	0	0	N/A	499
			6005A	09/16/2021	N.D.	N.D.	0	0	N/A	499
			5600A	9/23/2021	N.D.	N.D.	0	0	N/A	499
			6106A	1/2/2022	N.D.	N.D.	0	0	N/A	499
			6106B	7/31/2020	N.D.	N.D.	0	0	N/A	499
			6108A	2/15/2022	N.D.	N.D.	0	0	N/A	499
			6110A	11/23/2021	N.D.	N.D.	0	0	N/A	499
SEA RAD Apartments	30	12	26	08/30/2019	N.D.	7/9/21	N/A	N/A	N/A	297
			29	04/13/2020	N.D.	7/9/21	N/A	N/A	N/A	297
			30	4/13/2020	N.D.	7/9/21	1	N/A	N/A	297
			41	07/26/2019	N.D.	7/9/21	N/A	N/A	N/A	297
			42	02/27/2020	N.D.	7/9/21	2	N/A	N/A	297
			45	03/31/2020	N.D.	7/9/21	N/A	N/A	N/A	297
			46	12/09/2019	N.D.	7/9/21	N/A	N/A	N/A	297
			48	03/31/2019	N.D.	7/9/21	1	N/A	N/A	297
			49	05/19/2020	N.D.	7/9/21	1	N/A	N/A	297
			51	03/31/2019	N.D.	7/9/21	1	N/A	N/A	297

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

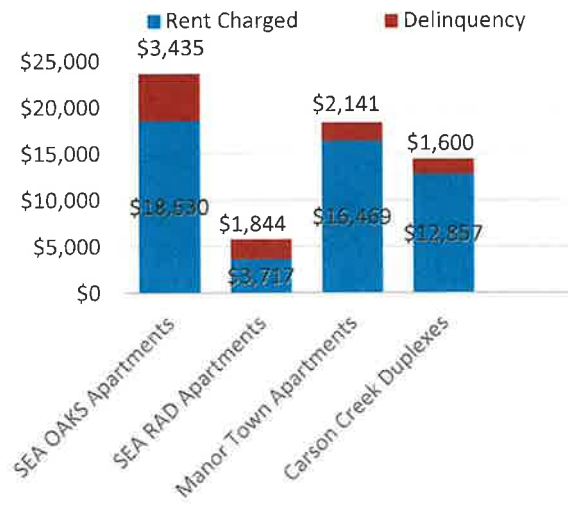
			54	03/01/2020	N.D.	7/9/21	0	N/A	N/A	297
			50	11/30/2021	N.D.	N.D.	0	N/A	N/A	297
Manor Town Apts.	33	7	204	08/11/2020	9/17/2020	9/15/2021	1	9/15/2021	10/01/2021	72
			209	12/22/2020	2/5/2021	N/A	N/A	N/A	N/A	72
			107	09/13/2021	10/15/2021	9/13/2021	1	N/A	11/15/2021	72
			109	09/30/2021	N.D.	N/A	N/A	N/A	N/A	72
			113	09/30/2021	N.D.	N/A	N/A	N/A	N/A	72
			212	11/01/2021	N.D.	N/A	N/A	N/A	N/A	72
			215	12/31/2021	N.D.	N/A	N/A	N/A	N/A	72
Carson Creek	16	0	0	N/A	N/A	N/A	N/A	N/A	N/A	42
TOTALS	154	20								

Repayment Agreements

PROPERTY NAME	UNIT #	# DAYS PAST DUE	MONTHLY RENT AMOUNT PAST DUE	MONTHLY TENANT PAID RENT AMOUNT	ADDITIONAL MONTHLY PAYMENT AGREED TO	TOTAL AMOUNT OWING	RENT TO BE CURRENT BY WHAT DATE?	WHAT ARE THE TERMS?	RENT TO BE CURRENT BY WHAT DATE?
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SEA OAKS Apartments	6122 B	180	\$2,415	\$406	\$100	\$2,415	1/15/2023	\$100 monthly	1/15/2023
SEA RAD Apartments	0								
Manor Town Apts.	0								
Carson Creek	0								

Aged Delinquencies



UNCOLLECTED RENT:

HATC

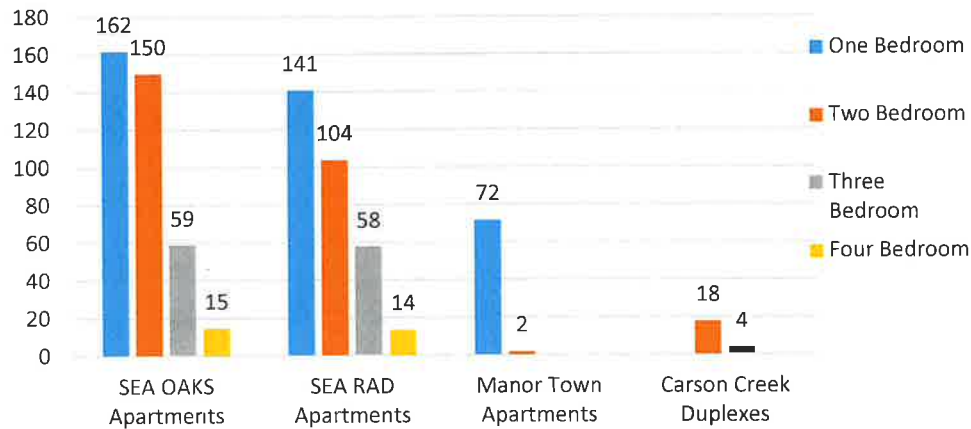
HOUSING AUTHORITY OF TRAVIS COUNTY

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$850	30	Dwelling Rent
	9510A	\$800/\$800/\$800	31/60/90	Dwelling Rent
	9510B	\$800	30	Dwelling Rent
Manor Town Apartments	102	\$515	30	Dwelling Rent
	110	\$650/\$1,300	31/60	Dwelling Rent
	112	\$610	30	Dwelling Rent
	203	\$366/\$366/\$366/\$1,098	31/60/90+	Dwelling Rent
SEA RAD Apartments	28	\$326/\$552	31/60	Dwelling Rent
	31	\$108/\$3,315	31	Damages from Relocation
	37	\$3,546	31	Damages from Relocation
	39	\$624/\$2,132	31	Dwelling Rent/Damages from Relocation
	40	\$624/\$1,048	31	Dwelling Rent/Damages from Relocation
	52	\$162/\$2,008	31/60	Dwelling Rent/Damages from Relocation
	53	\$3,555	31	Utility Bill/Damages from Relocation
SEA OAKS Apartments	2	\$546	30	Dwelling Rent
	3	\$225/\$225/\$568	31/60/90	Dwelling Rent
	8	\$422/\$422/\$422/\$5,078	31/60/90/90+	Dwelling Rent
	10	\$280	30	Dwelling Rent
	13	\$147/\$147/\$147/\$1,107	31/60/90/90+	Dwelling Rent
	18	\$124/\$124/\$124/\$2,564	31/60/90/90+	Paid to District Court
	20	\$157/\$157/\$157/\$1,510	31/60/90/90+	Repair Cost/Dwelling Rent
	5602	\$840/\$840/\$800/\$3,453	31/60/90/90+	Dwelling Rent
	5604B	\$694/\$694/\$5,846	31/60/90/90+	Dwelling Rent
	5606B	\$840/\$840/\$840/\$14,086	31/60/90/90+	Dwelling Rent
				Dwelling Rent
	6003A	\$512/\$512/\$2,840	31/60/90/90+	Dwelling Rent
	6003B	\$260/\$260/\$1,040	31/60/90	Dwelling Rent
	6007B	\$465	31	Dwelling Rent
	6008A	\$678/\$678/\$678/\$5,391	31/60/90/90+	Dwelling Rent
	6010B	\$126/\$333	31/60	Utility Bill/Dwelling Rent
	6100A	\$430/\$430/\$430/\$5,212	31/60/90/90+	Dwelling Rent
	6101B	\$512	31	Dwelling Rent
	6106B	\$517/\$517/\$517/\$3,572	31/60/90/90+	Dwelling Rent
	6110B	\$682/\$889/\$1,023	31/60/90	Dwelling Rent
	6112B	\$422	31	Dwelling Rent
	6122B	\$3,693	31	Dwelling Rent
	6123B	\$1,373	31/60/90/90+	Dwelling Rent

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

Waiting List

Applicants on Waiting List



Work Orders

Project	***W. O.***			***Emergencies***						***Non-Emergency***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Day to Close
Carson Creek	3	2	1	2	2			A	100.00%	1		1	A	
Manor Town Apartments	24	20	4	11	11			A	100.00%	13	9		A	
SEA OAKS APARTMENTS	25	22	3	17	17			A	100.00%	8	8		A	
SEA RAD APARTMENTS	5	4	1	3	3			A	100.00%	2	1	1	A	
Total All Projects Listed:	63	57	6	49	47			A	100.00%	14	23	4	A	

HATC Discussion Item V.C.1.

March 15, 2022

Subject: Eastern Oaks

Background Information: Eastern Oaks Apartments is a 30-unit duplex community owned by the HATC. The property is preparing to undergo significant rehabilitation utilizing \$1,000,000 in funding from the City of Austin, \$2,000,000 from the Texas Department of Housing and Community Affairs, and an \$800,000 equity contribution from the Housing Authority.

Relocation Budget: Accompanying this report is a breakdown of the key expense items associated with the relocation process to date. It is broken down by month with totals expended to date included.

Construction: Construction Draw #10 was submitted on 1/31/22. All units are completed. The rehabilitation has reached 100% completion. Final walk-through by Fire Marshall and City of Austin to occur by 2/25/22. A small amount of final exterior concrete is set to be poured and additional safety railing along ramps has been recommended by the architect for ADA compliance. Clubhouse is complete.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

N/A

Prepared by:

Keith Hoffpauir, Asset Manager

Approval:

Patrick B. Howard

Patrick B. Howard, *Executive Director*

HATC Discussion Item V.C.2.

March 15, 2022

Subject: Manor Town Apartments Phase II

Background Information: Manor Town Apartments 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. 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 that will provide 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.

RFP Results – A Successful Bid Notification Letter was provided to F&H Construction, Inc. on 2/22/22. The bid was in the amount of \$3,752,398. Contract discussions have been initiated.

Funding: The \$3,000,000 funding application to the Texas Department of Housing and Community Affairs (TDHCA) has been approved. The TDHCA Underwriting division is now reviewing a request for additional funding in the amount of \$431,000.

Construction – A conference call will be scheduled for the week of 2/28/22 between the Owner, Architect, Civil Engineer, and Contractor in order to bring all parties together and review the project. A preliminary Pre-development timeline will be developed as well. Total time on project is estimated to be 14 months from the date of the Notice to Proceed.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

N/A



HOUSING AUTHORITY OF TRAVIS COUNTY

Prepared by:

Keith Hoffpaur, Asset Manager

Approval:

Patrick B. Howard

Patrick B. Howard, *Executive Director*

HATC Discussion Item V.C.4.

March 15, 2022

Subject: Travis County Facilities Corporation

Background Information: The Housing Authority of Travis County formed the Travis County Facilities Corporation (TCFC) to serve as a financing tool for development opportunities that were not of a financial structure compatible with the Strategic Housing Finance Corporation or an ownership structure compatible with the requirements of the Housing Authority of Travis County. Currently the TCFC is participating in a Public- Private partnership with Embrey Development to build a new multifamily community known as Tech Ridge Apartment Homes. The purpose of the TCFC's involvement in the development is to provide Workforce Housing by utilizing the property tax exemption afforded it by law. A summary of the property is provided below.

Update Summary:

TECH RIDGE APARTMENT HOMES

Developer:	Embrey Development
Location:	IH-35 & Tech Ridge Blvd., Austin, TX
Total Number of Units:	311
Affordability Breakdown:	155 units at 80% of median income adjusted for family size 156 units at market rate
Unit Mix Breakdown:	201 – 1br, 91 – 2br, 16 – 3br
Development Status:	Under Construction
Completion Percentage:	67% as of 1/31/22 (Draw 16)
Anticipated Completion:	May 2023

Potential Partnerships:

SOUTH FIRST APARTMENTS

The Marcus Organization has now applied to the TCFC. A Sources and Uses breakdown was provided by the developer for review. As a result of the review and subsequent discussions a revised Sources and Uses has been requested at this time. Below is the current information on the proposed development.

Developer:	The Marcus Organization
Location:	South First & Eberhart Lane, Austin, TX
Total Number of Units:	251
Affordability Breakdown:	128 @ 80% AMFI / 123 @ Market
Unit Mix Breakdown:	To be determined
Development Status:	Memorandum of Understanding being drafted

LAMAR AT KOENIG

Developer: Bercy Chen Studio LP / Cambrian Development
Location: 5916 N. Lamar, Austin, TX
Total Number of Units: 291
Affordability Breakdown: 149 @ 80% / 142 @ Market
Unit Mix Breakdown: To be determined
Development Status: Memorandum of Understanding being executed by all parties

A Memorandum of Understanding (MOU) has been reached between the parties but has not been executed by Bercy Chen as of 11/29/21.

Recommended Action:

N/A

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

N/A

Prepared by:

Keith Hoffpauir – Asset Manager

Approval:

Patrick B. Howard

Patrick B. Howard, Executive Vice President

HATC Discussion Item V.D.

March 15, 2022

Subject: HATC January 2022 Monthly Finance Report

Background Information: The Monthly Finance Report presented is for the period ending January 31, 2022. This report reflects one month's activity for the 12-month fiscal year ending 12/31/2022.


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

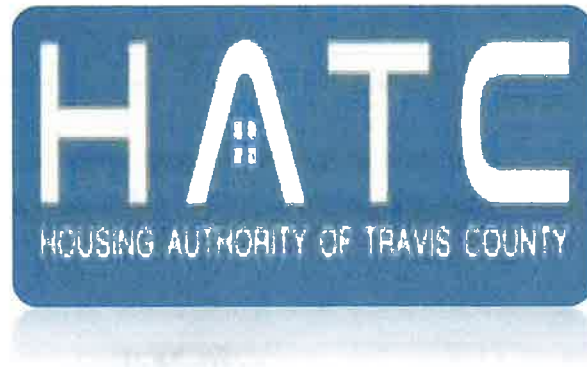
Alternate Option:
N/A

Fiscal Impact:
N/A

Attachment:
HATC Finance Report

Prepared by:
Subra Narayanaier, CPA, Director of Finance

Approval:

Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County
Finance Report - January 31, 2022**

Schedule

No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
4	Continuum of Care
5	MTW - Policy Research & Development Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
6A	Eastern Oaks - Rehabilitation Costs Detail
6B	Balance Sheet - SEA RAD Eastern Oaks
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement
8A	Balance Sheet - Carson Creek & Manor Town
9	HATC - Travis County Facilities Corp (TCFC)
9A	TCFC - Set Aside Funds for Deeply Affordable Units
10	HATC Foundation - Operating Statements
10B	Austin Community Foundation-Transit Empowerment Grant
13	Investment Register for HATC
11	SEA OAKS LP - Operating Statements & Balance Sheet

Housing Authority of Travis County

Business Activities

Schedule 1

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
Mgmt Fees from HATC owned Properties	26,897	2,241	1,426	1,426
Management Fees from SEA OAKS LP	23,237	1,936	631	631
Interest Income	1,500	125	517	517
Other Revenues	500	42	95	95
Total Revenues	52,134	4,345	2,669	2,669
Expenses				
Salaries & Benefits-Executive Staff	447,020	37,252	34,136	34,136
-Finance Staff	297,226	24,769	17,314	17,314
-Affordable Hsg Staff	166,368	13,864	9,946	9,946
-SHFC Staff	39,926	3,327	2,930	2,930
Administrative - Audit Fees	13,500	1,125	-	-
- Office Rent	77,572	6,464	6,389	6,389
- Computer & Software	29,560	2,463	2,832	2,832
- Consultants	12,000	1,000	-	
- Training & Travel	14,175	1,181	356	356
Other Administrative Expenses	30,626	2,552	2,570	2,570
Insurance	5,051	421	427	427
Capital Expenditures	20,000	1,667	-	
Contribution to HATC Properties	75,808	6,317	6,317	6,317
Total Expenses	\$ 1,228,832	\$ 102,403	\$ 83,217	\$ 83,217
Excess/Deficiency Rev over Exp	\$ (1,176,698)	\$ (98,058)	\$ (80,548)	\$ (80,548)
Contribution from SHFC	1,176,698	98,058	98,058	98,058
Provision for Reserve	\$ -	\$ -	\$ 17,510	\$ 17,510

**Housing Authority of Travis County
Housing Choice Voucher**

Schedule 2

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
HUD HCV Rental Subsidy	7,075,200	589,600	591,701	591,701
Estimated HCV Administrative Fees	594,280	49,523	47,581	47,581
Est Collection Loss - Port In HAP & AF	(15,000)	(1,250)	-	
Interest Income	2,500	208		51
Other revenues - Port In Fees, Inspection	53,278	4,440	2,690	2,690
Revenues eligible for Admin Expenses	635,058	52,922	50,271	50,322
Total Revenues	\$ 7,710,258	\$ 642,522	\$ 641,972	\$ 642,023
Expenses				
Salaries & Benefits - Direct S8 Staff	448,305	37,359	34,207	34,207
Administrative -Audit	32,500	2,708	1,000	1,000
-Office Rent	55,409	4,617	4,563	4,563
- Computer & Software	43,820	3,652	1,443	1,443
- Training	3,600	300	-	
Other Administrative Expenses	47,350	3,946	2,907	2,907
Insurance	3,469	289	368	368
Administrative Expenses	634,453	52,871	44,488	44,488
Rental Assistance	7,075,200	589,600	591,701	591,701
Total Expenses	\$ 7,709,653	\$ 642,471	\$ 636,189	\$ 636,189
Excess/Deficiency Rev over Exp	605	50	5,783	5,834
Provision for Administrative Reserve	\$ 605	\$ 50	\$ 5,783	\$ 5,834

Housing Authority of Travis County
Mainstream Program
Schedule 3

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
Rental Assistance	424,560	35,380	27,664	27,664
Estimated Administrative Fees	34,537	2,878	2,225	2,225
Total Revenues	\$ 459,097	\$ 38,258	\$ 29,889	\$ 29,889
Expenses				
Administrative Salaries & Benefits	34,539	2,878	2,139	2,139
Other Administrative Expenses	-	-	-	
Rental Assistance	424,560	35,380	27,664	27,664
Total Expenses	\$ 459,099	\$ 38,258	\$ 29,803	\$ 29,803
Provision for Reserve	\$ (2)	\$ (0)	\$ 86	\$ 86

Housing Authority of Travis County
Emergency Housing Vouchers: July 1, 2021 - June 2022
July 1, 2021 - June 2022

	Award		Cumulative Total	MTD Actual Jan 2022
HAP	370,536		3,658	1,794
Preliminary Fees	13,600		9,175	1,369
Administrative Fees	35,880		-	
Service Fees	119,000		890	200
Total	539,016		13,723	3,363

Housing Authority of Travis County
Continuum of Care Grant TX0037L6J031811
July 1, 2021 - June 30, 2022
Schedule 4

Budget Line Item	Approved Grant	FYTD Budget Jan 2022	Cumulative Total	MTD Actual Jan 2022
Grant Revenues	1,126,479	657,113	550,653	75,284
Expenses				
Housing Assistance	1,025,859	598,418	497,430	69,331
Direct Salaries & Benefits	50,253	29,314	27,437	2,508
Total Rental Assistance & Dire	1,076,112	627,732	524,867	71,839
Administrative Costs	50,367	29,381	25,786	3,445
Total Expenses	\$ 1,126,479	\$ 657,113	\$ 550,653	75,284
	\$ -	\$ -	\$ -	-

Housing Authority of Travis County
MTW - Policy Development & Research Grant
Feb 16, 2021 -
Schedule 5

Budget Line Item	Grant Award	FYTD Budget Jan	FYTD Actual Jan 2022	MTD Actual Jan
Grant Revenues	25,000	22,917	-	-
Expenses				
MTW conversion - Software &	25,000	22,917	-	-
Total Expenses	\$ 25,000	\$ 22,917	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Gross Potential Rent (Contract Rent)	198,106	16,509	16,220	16,220
Vacancy Loss	(19,811)	(1,651)	(5,014)	(5,014)
Revenues				
Dwelling Rent	53,489	4,457	4,062	4,062
HUD Subsidy - Accrued	124,807	10,401	7,144	7,144
Collection Losses	(1,070)	(89)	(17,116)	(17,116)
Other Revenues	-	-	17,185	17,185
Total Revenues	177,226	14,769	11,275	11,275
Expenses				
Administrative Salaries & Benefits	30,955	2,580	2,020	2,020
Other Administrative Expenses	4,350	363	153	153
Management Fees	8,861	738	-	-
Maintenance Salaries & Benefits	45,266	3,772	2,451	2,451
Maintenance Materials	2,000	167	-	-
Maintenance Contracts	22,566	1,881	1,927	1,927
Utilities	30,240	2,520	1,279	1,279
Insurance	8,084	674	674	674
Capital Improvement/Non-Routine Exp	8,500	708	-	-
Contribution to Repl Reserve	16,404	1,367	1,367	1,367
Total Expenses	177,226	14,769	9,871	9,871
Excess/Deficiency Rev over Exp	-	-	1,404	1,404
Provision for Reserve	\$ -	\$ -	\$ 1,404	\$ 1,404

Housing Authority of Travis County
SEA RAD - Eastern Oaks Rehabilitation Costs Detail
Schedule 6A

Eastern Oaks - Rehab Costs Detail	Original Budget	Revised Budget	Actual through 01/31/2022	Remaining Un-Paid Balance
Construction Hard Costs	2,933,089	3,054,875	2,686,081	368,794
Other Construction HC		11,400	11,400	-
Relocation Costs	451,637	451,637	597,848	
Predev & Other Costs	304,541	282,088	241,062	
Contingencies	110,733	-	-	-
	3,800,000	3,800,000	3,536,391	368,794

SEA RAD - Balance Sheet

Schedule 6B

Balance Sheet as of 01/31/2022	Eastern Oaks
IBC - Reserve for Replacements - Restricted	1,576,190
Cash - Rehab Account Restricted	79,294
Cash - SEA RAD Apts EO Tenant Security Deposit	4,022
Cash--Maintenance/Replacement Reserve Budget	40,298
Cash - IBC -EO	39,605
A/R Tenants EO	24,609
Allowance Doubtful Accounts	(21,629)
A/R HUD-EO - 4 months HAP subsidy	27,907
Land	221,791
Buildings	3,954,358
Dwelling Furn, Equip& Machinery	25,313
Furniture Equip& Mach	103,446
Leasehold Improvements	407,900
Accumulated Depreciation	(1,215,693)
Assets	5,267,411
Tenant Sec Deps/EO-Low Rent	2,886
Accrued Payable-PH-EO	299,438
DueTo/DueFrom Operations	1,812,692
Property Management Fee Payable	1,777
Comp Absences Payable	3,163
N/P - SHFC	1,561,000
Deferred Revenue-PH-EO	22,342
Loan - COA AHFC	1,000,000
Liabilities	4,703,298
Equity 01/31/2022	564,113
Equity - 01/01/2022	561,343
Provision For Reserve 1/31/2022	1,404
Add-back Maintenance Reserve	1,367
Deduct Depreciation Expense	-
Rehab. Contribution - YTD	-
Interest Earned on Restricted Cash	-
Equity - 01/31/2022	564,114

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Occupancy				
Revenues				
Dwelling Rent	211,956	17,663	15,319	15,319
Collection Losses	(4,239)	(353)	-	
Other Tenant Revenues	NA	NA	-	
Other Revenues (Laundry Commissions, etc)	1,800	150	248	248
Total Revenues	209,517	17,460	15,567	15,567
Expenses				
Administrative Salaries & Benefits	33,528	2,794	2,192	2,192
Other Administrative Expenses	5,824	485	171	171
Management Fees	10,476	873	778	778
Maintenance Salaries & Benefits	50,031	4,169	2,860	2,860
Maintenance Materials	12,299	1,025	327	327
Maintenance Contracts	34,698	2,892	1,132	1,132
Utilities	19,530	1,628	1,432	1,432
Insurance	12,188	1,016	1,015	1,015
Maintenance Reserve-\$500 unit/year	16,500	1,375	1,375	1,375
Capital Item/Non-Routine Expenses	4,500	375		
Debt Service - Principal & Interest	85,752	7,146	7,146	7,146
Total Expenses	285,326	23,777	18,428	18,428
Excess/Deficiency Rev over Exp	(75,809)	(6,317)	(2,861)	(2,861)
Contribution from Business Activities	75,809	6,317	6,317	6,317
Provision for Reserve	\$ -	\$ -	\$ 3,456	\$ 3,456

Housing Authority of Travis County

Carson Creek

Schedule 8

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
Dwelling Rent	154,284	12,857	12,857	12,857
Collection Losses/Collection on Write-Off	(3,086)	(257)	-	
Other Tenant Revenues	-	-	-	
Other Revenues	-	-	97	97
Total Revenues	151,198	12,600	12,954	12,954
Expenses				
Administrative Salaries & Benefits	16,218	1,352	1,056	1,056
Other Administrative Expenses	4,300	358	2,022	2,022
Management Fees - 5% of Revenues	7,560	630	648	648
Maintenance Salaries & Benefits	23,824	1,985	1,271	1,271
Maintenance Materials	6,322	527	337	337
Maintenance Contracts	24,120	2,010	285	285
Utilities	300	25	-	-
Insurance	3,702	309	309	309
Maintenance Reserve-\$500 unit/year	8,000	667	667	667
Total Expenses	94,346	7,862	6,595	6,595
Excess/Deficiency Rev over Exp	56,852	4,738	6,359	6,359
Provision for Reserve	\$ 56,852	\$ 4,738	\$ 6,359	\$ 6,359

Balance Sheet - Carson Creek & Manor Town
Schedule 8A

Balance Sheet as of 1/31/2022	Carson Creek	Manor Town
Cash - Maintenance Reserve	20,677	42,625
Cash - Property Account	210,270	42,387
Tenant Accounts Receivable	4,936	9,399
Allowance for Doubtful Accounts	(850)	(6,187)
Land	21,400	125,876
Buildings	205,000	2,104,284
Dwelling Furn, Equip & Machine	7,429	21,111
Leasehold Improvements	19,108	6,600
Accumulated Depreciation	(206,791)	(1,053,725)
CIP-PreDevelopment Costs		211,956
Asset	281,179	1,504,326
Accrued Expenses	-	1,336
Accrued Payroll Payable	707	1,080
Tenant Security Deposits	1,880	2,640
DueTo/DueFrom Operations	6,063	247,683
Mortgage Loan		736,542
Property Management Fee Payabl	3,819	3,661
Comp Absences Payable	2,112	3,475
Deferred Revenue	4,545	1,201
Liability	19,126	997,618
Equity 1/31/2022	262,053	506,708
Equity - 01/01/2022	255,025	495,514
Provision For Reserve 1/31/2022	6,359	3,456
Add-back Maintenance Reserve	667	1,375
Deduct Depreciation Expense	-	-
Add-back Loan Principal		6,363
Equity Transfer - FHLB		-
Equity - 01/31/2022	262,051	506,708

HATC - Travis County Facilities Corporation (TCFC) - Fund 12

Schedule 9

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
Other Revenues - Embry & Appl Fees	2,000,000	166,667	-	
Interest Income	4,500	375	-	
Total Revenues	2,004,500	167,042	-	-
Expenses				
Contribution TCFC Set-Aside-50%	1,000,000	83,333	-	
Contribution to HATC Foundation	125,247	10,437	-	
Total Expenses	\$ 1,125,247	\$ 93,771	\$ -	\$ -
Provision for Reserve	\$ 879,253	\$ 73,271	\$ -	\$ -

TCFC Embry Tech Ridge - Revenue Stream

Date Rec'd	Description	% Hard Cost completion	Fees Received	Fee Balance
	Dev Fee			\$ 5,000,000
9/9/2020	Fees at Closing		400,000	4,600,000
2/23/2021	Construction Draw #1-#4	7.06%	324,768	4,275,232
3/17/2021	Draw #5	1.70%	78,113	4,197,119
4/14/2021	Draw #6	2.19%	100,922	4,096,197
6/15/2021	Draw #7	7.44%	342,475	3,753,722
6/15/2021	Draw #8	5.09%	234,380	3,519,342
7/27/2021	Draw #9	4.84%	223,039	3,296,303
8/27/2021	Draw #10	5.66%	260,729	3,035,574
9/10/2021	Draw #11	13.19%	394,292	2,641,282
10/17/2021	Draw #12	2.23%	111,331	2,529,951
11/19/2021	Draw #13	6.14%	307,141	2,222,810
12/22/2021	Draw #14	2.68%	133,786	2,089,024
	Total Dev. Fees	58.22%	2,910,976	
9/9/2020	Structuring Fee		250,000	NA
2/23/2021	Const Fee #1		116,250	348,750
7/27/2021	Const Fee #2		116,250	232,500
10/18/2021	Const Fee #3		116,250	116,250
	Total		\$ 3,509,726	
	HATC Set Aside Fund - 50%		1,754,863	
	Unrestricted TCFC Funds		1,754,863	
	Total		3,509,726	

HATC - Travis County Facilities Corporation (TCFC) - Fund 18
Set Aside Funds - Deeply Affordable Units

Schedule 9A

Budget Line Item	FY2022 Approved Budget	FYTD Budget Jan 2022	FYTD Actual Jan 2022	MTD Actual Jan 2022
Revenues				
Contribution SHFC-10% All Dev Fees	140,000	11,667	-	
Contribution SHFC - 50% bond only transactions	1,000,000	83,333	-	
Contribution TCFC-50% proceeds	3,500	292	-	
Interest			-	
Total Revenues	1,143,500	95,292	-	-
Total Expenses	-	-	-	-
Excess/Deficiency Rev over Exp	1,143,500	95,292	-	-
Provision for Reserve	\$ 1,143,500	\$ 95,292	\$ -	\$ -

HATC

Schedule 13

Investment Register

Investment Type	Maturity Date	Rate	Amount	Funding Source
Certificate of Deposit (CD)	Jan 29, 2023	0.20%	\$ 400,000	HATC CD at Lone Star National Bank

IBC bank accounts are currently earning 0.50% interest, therefore excess funds in the accounts rather than transfer to TexPool (which currently only earns 0.07% interest).

SEA RAD LP
CY 2022 Monthly Operating Statement
Schedule 11

	CY2022 Budget	Budget YTD	Actual YTD	MTD Jan 2022
Revenues				
Rental Income	143,351	11,946	20,560	20,560
Vacancies	(14,335)	(1,195)	(4,724)	(4,724)
HUD Subsidy - Accrued	334,486	27,874	19,373	19,373
Other Tenant Revenue	3,000	250	362	362
Collection Loss Estimate	(2,867)	(239)	-	
Other Revenue	1,100	92	144	144
Total Operating Revenues	464,735	38,728	35,715	35,715
Expenses				
Legal & Eviction Fees	2,500	208	-	
Other Administrative Costs	7,392	616	593	593
Management Fee	23,237	1,936	631	631
Audit & Tax Fees	10,000	833	771	771
Payroll and Benefits			-	
Manager	40,021	3,335	2,675	2,675
Maintenance	54,684	4,557	3,574	3,574
Taxes and Benefits	28,622	2,385	1,840	1,840
Repairs and Maintenance			-	
Extermination	3,400	283	190	190
Grounds	12,000	1,000	933	933
Make Ready	3,000	250	-	
Maintenance Materials	18,833	1,569	267	267
Other Routine Contract Costs	11,360	947	234	234
Utilities	37,080	3,090	2,840	2,840
Trash	42,000	3,500	3,801	3,801
Property Insurance	28,356	2,363	2,652	2,652
Other Insurance - Liability & Workers Com	8,473	706	284	284
Total Operating Expenses	330,958	27,580	21,285	21,285
Net Operating Income/(Loss) - NOI	133,777	11,148	14,430	14,430
Other Income/Expenses				
Contribution to Replacement Reserve	23,523	1,960	1,960	1,960
NOI less Reserves	110,254	9,188	12,470	12,470
Debt Service - Principal & Interest	65,703	5,475	5,485	5,485
Debt Service Coverage Ratio	1.68	1.68	2.27	2.27
Operating Cash Flow	44,551	3,713	6,985	6,985
Other Expenses/Outflows				
Asset Management Fee	7,316	610	610	610
Non Routine & Capital Expenditures	36,000	3,000	-	

SEA RAD LP

Monthly Balance Sheet - CY2022

	Jan 2022
Cash - Unrestricted	37,372
Cash - Security Deposit	13,156
Cash - Pledged Account	102,006
Cash - Operating Deficit	204,215
Cash - Replacement Reserves	47,298
Tenant Accounts Receivable	79,774
Allowance Doubtful Accounts	(19,130)
A/C Receivable - HUD - 12 months HAP Subsidy	251,064
Prepaid Insurance & Expense	6,354
Land & Land Improvement	164,519
Building & Equipment	9,860,239
Accum Depreciation	(1,340,412)
Tax Credit Monitoring Fees	28,576
Assets	9,435,031
Accrued Expenses	8,390
Property Management Fee Payable	6,676
Accrued Interest Payable	161,925
Tenant Security Deposit	10,597
Prepaid Rent	22,360
HATC Loan	1,000,000
Mortgage Payable	1,078,505
Note Payable-Additional Construction	179,702
Note Payable-Operating Deficit & Pledge Acct	301,035
Deferred Developer Fees	356,537
Due to Related Party	600,940
Liabilities	3,726,667
Partners Equity	5,708,364
Partner's Equity -Beginning	5,736,848
Equity Contribution	
Cash Flow-Income Statement	6,985
Add back Replacement Reserve	1,960
Add back Loan Principal	964
Deduct Asset Management Fee	(610)
Deduct Amortization Expenses	(399)
Deduct Depreciation Expenses	(34,465)
Deduct Non Routine Expenses	
Deduct Interest - HATC Loan	(2,917)
Partners Equity, Ending Balance	5,708,366

The HATC Foundation Discussion Item V.E.

March 15, 2022

Subject: Coming of Age Partnership

Background Information:

Foundation staff has initiated a partnership with Coming of Age, a Travis County agency, to provide health and wellness courses for HATC residents and clients. Coming of Age aims to provide adults age 50+ with knowledge that will improve their well-being, as well as the chance to engage in meaningful volunteer service.

Coming of Age currently offers free virtual small group workshops related to fall prevention, chronic pain management, and chronic disease management, with upcoming courses covering diabetes self-management, and training for caregivers. The HATC Foundation has engaged in outreach efforts to enroll residents and clients in these workshops, and will continue these efforts as more workshops become available.

The HATC Foundation is also working to recruit residents and clients as volunteers for Coming of Age. These volunteers, upon completion of training, will be certified to lead upcoming workshops. Volunteers are required to teach at least two workshops per year.

Attachment:

None

Prepared by:

Eric Lindholm, Project Coordinator

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

The HATC Foundation Discussion Item V.E.

March 15, 2022

Subject: Opening of Foundation Scholarship Application Window

Background Information:

The HATC Foundation Scholarship application will be open between February 22 and April 22. This scholarship opportunity is available for all HATC youth graduating high school and entering an institution of higher education. The scholarship may be used either to cover the full cost of an Associate's Degree, or as a \$2,500 lump sum to go toward the cost of a Bachelor's Degree.

Recipients will be chosen upon closing of the application window in April.

Attachment:

None

Prepared by:

Eric Lindholm, Project Coordinator

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

The HATC Foundation Discussion Item V.E.

March 15, 2022

Subject: Boys and Girls Club Partnership

Background Information:

The HATC Foundation has initiated discussions with Boys and Girls Club of the Austin Area, in hopes of establishing on-site tutoring services and recreation programs at HATC properties.

Attachment:
None

Prepared by:
Eric Lindholm, Project Coordinator

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

The HATC Foundation Discussion Item V.E.

March 15, 2022

Subject: Austin Public Library Partnership and Community Outreach Efforts

Background Information:

Foundation staff has continued to engage in extensive outreach efforts in partnership with Austin Public Library (APL). As part of these initiatives, the Foundation and APL will now host "Library Days" the first Saturday of each month at Eastern Oaks and the last Saturday of each month at Alexander Oaks (events scheduled to be held at Eastern Oaks will be held at the nearby Southeast Branch Library until completion of renovations at the Eastern Oaks community room). These events will be open to all HATC residents and clients. The first Library Day took place on February 26 at Alexander Oaks, with the second scheduled for March 6 at the Southeast Branch Library.

Library Day programming currently consists of the following:

- Library Card sign up
- Distribution of Library books and materials through mobile "mini-libraries"
- *Literature Live* educational puppet show (currently virtual)
- *Ask a Chef* interactive healthy cooking demonstrations (currently virtual)
- *Digital Parents* (a bilingual digital literacy program designed to teach essential computer literacy skills that can help adults in their everyday lives and careers) (currently virtual)
- Coming of Age Healthy Living workshops (currently virtual)
- Telehealth assistance
- *Job Squad* one-on-one job coaching (currently virtual)

Alongside the aforementioned programming, APL's Digital Navigators will be on site all day during these Library Days to provide residents and clients with rental laptops, Wi-Fi hotspots, and any digital or computer-related assistance they may need.

Foundation staff is also part of an initial working group along with representatives of the City of Austin, APL, the Housing Authority of the City of Austin (HACA), Austin Free-Net, Latinitas, and other organizations, which aims to advance digital inclusion and equity through community engagement. This group of organizations plans to hold periodic town halls to allow members of the community the chance to voice their needs and concerns related to digital inclusion and its role in helping underserved populations recovering from the COVID-19 pandemic.

Attachment:

None

Prepared by:

Eric Lindholm, Project Coordinator

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

HATC Discussion Item V.F.

March 15, 2022

Subject: HATC Human Resources & Organizational Development Update

Background Information:

HATC 2022-2025 Strategic Plan Implementation

- The final version of the HATC 2022-2025 Strategic Plan has been developed, and preparations for Strategic Plan goal progress tracking has begun. In addition, collaboration with a development team at Travis County IT is underway to create an online “dashboard” for Plan progress tracking that will be available for the Board, HATC Staff, and the public.

Personnel Policy Manual Revisions / Policy Development & Implementation

- As previously communicated, extensive revisions are underway on the HATC Personnel Policy Manual. Updates and modifications to nearly every previous policy statement have been, or will soon be, drafted, and review sessions are scheduled with the Executive Director to further refine the new policy drafts. It is still estimated that a final complete draft Personnel Policy Manual will be presented to the Board early in Q2 2022. Additionally, the COVID Protocol which was approved by the Board in February 2022 has been implemented within the organization.

2022 HR Staff Training & Organizational Development

- The 2022 HR Training Curriculum for HATC/SHFC staff continues to provide impactful and relevant training during 2022. Many programs will require attendance for all employees (i.e., Harassment & Discrimination, Workplace Communication, etc.) for compliance purposes, and special programs are being developed specifically for directors/managers (i.e., interviewing & selection, performance management, etc.). Other programs will provide general employee development opportunities (i.e., specialized leadership development, personality/workplace profile systems, etc.) which will be considered as HR “best practices” (and correlate directly with strategic planning goals).

Job Description Revision & Development

- As previously communicated, HATC/SHFC job descriptions are currently going through a full review and revision, to be completed during Q1 & Q2 2022. Accurate and up-to-date job descriptions are essential for a wide variety of compliance and HR best practices purposes – including Department of Labor Wage & Hour compliance, recruiting, ADA compliance, compensation structure development, and more.

Employee Development Plans

- As previously communicated HATC/SHFC employees are being provided with individual personal development plan updates and revisions during 2022. These plans will include individualized training planning, identification of certifications or other skill enhancement requirements, and personalized coaching. Personal development plans will ultimately align with other ongoing organizational development and business process design activities within the organization and will also serve to fulfill HATC strategic planning “best practices” efforts.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Steve Peglar, SPHR, SHRM-SCP

Deputy Executive Director / HR & Organizational Development

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director