

**July 7, 2022**  
**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, Meeting ID and Password provided below.

<https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

Dial by your location: <https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

Meeting ID: 854 2371 5742

Passcode: 079542

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

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*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.*

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**II. CONSENT AGENDA**

A. Approval of the Minutes from the June 2, 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@traviscountytx.gov](mailto:Omar.Nesbit@traviscountytx.gov)
- Maximum three-minute limit per speaker

**IV. ACTION ITEM**

A. Resolution No. HATC-2022-06	To <u>Adopt</u> the 2022 Payment Standards change effective August 1, 2022, for all applicable programs.
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**V. REGULAR AGENDA**

A. Update on Online Message Board

**VI. 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 - *Carlos Guzman*
- C. Real Estate Development - *Robert Onion / Keith Hoffpauir*
  - 1. *Eastern Oaks*
  - 2. *Manor Town, Phase II*
- D. Finance - *Subra Narayananier*
- E. HATC Foundation – *Eric Lindholm*
- F. Human Resources/Org. Development – *Steve Peglar*

**VII. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee
- B. Governance Committee
- C. HR Committee
- D. Quality of Life Committee

**VIII. NEW / UNFINISHED BUSINESS**

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

**IX. EXECUTIVE SESSION**

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

**X. ADJOURNMENT**

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 2, 2022  
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, TX 78752 and via Zoom.

<https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

**I. CALL TO ORDER**

Chair Ann Denton called the meeting to order at 10:35 a.m.

**ROLL CALL / CONFIRMATION OF QUORUM**

Roll Call of Commissioners: Chair Ann Denton; Vice-Chair Sharal Brown (virtual); Commissioner Wilmer Roberts; Commissioner Christina Rosales; and Commissioner Jimmy Paver.

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 Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance and Administration Subra Narayanaier; Director of Affordable Housing Carlos Guzman; Foundation Coordinator Eric Lindholm; Deputy Executive Director Steve Peglar.

**II. CONSENT AGENDA**

**A. Approval of the Minutes from the May 5, 2022 Regular Meeting**

Commissioner Christina Rosales made a **motion** to approve Item II.A. Commissioner Jimmy Paver seconded the motion, which **passed** unanimously.

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no citizen communication.

#### IV. CEO / EXECUTIVE DIRECTOR's REPORT

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

*Christina Montes* outlined her team's 30-day priorities to include incorporating Moving-To-Work (MTW) changes to the Administrative Plan, engaging new partners for Continuum of Care supportive services, and planning for the opening of the Housing Choice Voucher (HCV) waitlist.

##### B. Affordable Housing Programs - *Carlos Guzman*

*Carlos Guzman* discussed his team's 30-day priorities which included increasing occupancy, resolving subsidy issues, and resolving resident complaints. Additionally, Carlos highlighted occupancy rates for each HATC property.

- SEA Oaks: 82.67% occupancy
- SEA RAD: 73.33% occupancy
- Manor Town: 78.79% occupancy
- Carson Creek: 100.00% occupancy

Carlos Guzman additionally conveyed that 5 move-ins took place since last month's Board meeting, and an orientation is being held within the coming weeks. Additionally, Affordable Housing's staff is working to resolve a subsidy issue at SEA Oaks via a collaboration with TRACSExperts.

##### C. Real Estate Development - *Keith Hoffpauir*

*Keith Hoffpauir* highlighted the team's 30-day priorities to include completing the erection of rails/ramps at Eastern Oaks and receiving draw proceeds from TDHCA. Keith Hoffpauir and staff are expecting to receive a final estimate from the selected contractor for Manor Town Phase II. Additionally, staff members are working with the City of Manor for permits to begin construction.

##### D. Finance – *Subra Narayanaier*

*Subra Narayanaier* highlighted his team's 30-day priorities to include finalizing the audit report for FYE 12/31/21, ensuring accounting tasks are completed timely, and addressing issues regarding portability collection & Rosemont. Additionally, Subra presented a brief outline of "Budget" and "Actual" numbers for major HATC programs.

##### E. HATC Foundation – *Steve Peglar*

*Steve Peglar* highlighted the HATC Foundation's 30-day priorities to include advertising the HATC Foundation Scholarship, promoting Austin Sunshine Camp & other Summer-related children activities, and establishing workforce development initiatives.

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

*Steve Peglar* underscored Human Resources/Organizational Development's 30-day priorities to include revising the Personnel Policy, amending employee job descriptions, and working with the HATC Foundation to attract partnerships. Additionally, Patrick Howard mentioned scheduled/completed items relating to organizational and professional development:

- Policy/Training development
- Strategic Plan implementation/tracking
- Professional development opportunities
- Collaboration with HATC Foundation's leadership

V. **BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee – Did Not Meet
- B. Governance Committee – Did Not Meet
- C. HR Committee – Did Not Meet
- D. Quality of Life – Did Not Meet

VI. **NEW / UNFINISHED BUSINESS**

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

CEO/Executive Director Patrick Howard proposed to HATC's Commissioners the idea of creating an online message board, which would serve as a means of communication for Commissioners/Citizens/Staff outside of a formal Board meeting. Furthermore, it was stated that the online message board would assist committee members in discussing business-related topics, without violating the Texas Open Meetings Act.

Commissioner Wilmer Roberts expressed his concurrence related to the aforementioned and separately expressed a desire to enhance our virtual capabilities, which was prompted by a lack of sufficient connectivity from virtual meeting participants.

VII. **EXECUTIVE SESSION**

There was no Executive Session.

VIII. **ADJOURNMENT**

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

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

Respectfully submitted and approved,

*Patrick B. Howard*

Patrick Howard, CEO/Executive Director

## HATC Action Item IV.A.

July 7, 2022

**Resolution No. HATC-2022-06:** To Adopt the 2022 Payment Standards change effective August 1, 2022, for all applicable programs.

### Background Information:

HUD publishes the fair market rents (FMR) for each market area in the United States. The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by number of bedrooms.

The PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range ("basic range"). The PHA must revise the payment standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range. (24 CFR 982.503)

### Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2022-06, To Adopt the 2022 Payment Standards change effective August 1, 2022, for all programs except EHV. EHV is set at 120% of the FMR.

### Alternate Option:

The Board of Commissioners could elect to modify or not adopt the proposed 2022 Payment Standard change effective August 1, 2022.

### Fiscal Impact:

The proposed payment standards would align with HUD's requirement to adopt changed payment standards within 3 months following effective date.

### Attachments:

- A. 24 CFR 982.503
- B. Payment Standards proposed changes comparison document

### Prepared by:

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

### Approval:

*Patrick B. Howard*

Patrick B. Howard, *CEO/Executive Director*

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

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## Title 24 - Housing and Urban Development

### Subtitle B - Regulations Relating to Housing and Urban Development

#### Chapter IX - Office of Assistant Secretary for Public and Indian Housing, Department of Housing and Urban Development

#### Part 982 - Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

Authority: 42 U.S.C. 1437f and 3535(d).

Source: 59 FR 36682, July 18, 1994, unless otherwise noted.

#### Subpart K Rent and Housing Assistance Payment

- § 982.501 Overview.
- § 982.503 Payment standard amount and schedule.
- § 982.504 Payment standard for family in restructured subsidized multifamily project.
- § 982.505 How to calculate housing assistance payment.
- § 982.506 Negotiating rent to owner.
- § 982.507 Rent to owner: Reasonable rent.
- § 982.508 Maximum family share at initial occupancy.
- § 982.509 Rent to owner: Effect of rent control.
- § 982.510 Other fees and charges.
- § 982.514 Distribution of housing assistance payment.
- § 982.515 Family share: Family responsibility.
- § 982.516 Family income and composition: Annual and interim examinations.
- § 982.517 Utility allowance schedule.
- § 982.521 Rent to owner in subsidized project.

**Editorial Note:** Nomenclature changes to part 982 appear at 64 FR 26640, May 14, 1999.

#### Subpart K - Rent and Housing Assistance Payment

Source: 63 FR 23861, Apr. 30, 1998, unless otherwise noted.

#### § 982.501 Overview.

This subpart describes program requirements concerning the housing assistance payment and rent to owner under the HCV program.

[80 FR 8246, Feb. 17, 2015]

## § 982.503 Payment standard amount and schedule.

### (a) *Payment standard schedule.*

- (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each “unit size.” Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom, and so on).
- (2) The payment standard amounts on the PHA schedule are used to calculate the monthly housing assistance payment for a family (§ 982.505).
- (3) The PHA voucher payment standard schedule shall establish a single payment standard amount for each unit size. For each unit size, the PHA may establish a single payment standard amount for the whole FMR area, or may establish a separate payment standard amount for each designated part of the FMR area.

### (b) *Establishing payment standard amounts.*

- (1)
  - (i) The PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range (“basic range”). The PHA must revise the payment standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range.
  - (ii) The PHA may establish a separate payment standard amount within the basic range for a designated part of an FMR area.
  - (iii) 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 110 percent of the HUD published Small Area FMR for that ZIP code area. The PHA must notify HUD if it establishes an exception payment standard based on the Small Area FMR. The exception payment standard must apply to the entire ZIP code area.
  - (iv) At the request of a PHA administering the HCV program under Small Area FMRs under § 888.113(c)(3), HUD may approve an exception payment standard for a Small Area FMR area above the 110 percent of the published FMR in accordance with conditions set forth by Notice in the FEDERAL REGISTER. The requirements of paragraph (c) of this section do not apply to these exception payment standard requests and approvals.
  - (v) The PHA may establish an exception payment standard of not more than 120 percent of the published FMR if required as a reasonable accommodation in accordance with 24 CFR part 8 for a family that includes a person with a disability. Any unit approved under an exception payment standard must still meet the reasonable rent requirements found at § 982.507.



(vi) The PHA may establish an exception payment standard of more than 120 percent of the published FMR if required as a reasonable accommodation in accordance with 24 CFR part 8 for a family that includes a person with a disability after approval from HUD. Any unit approved under an exception payment standard must still meet the reasonable rent requirements found at § 982.507.

(2) Except as described in paragraphs (b)(1)(iii) through (v) of this section, the PHA must request HUD approval to establish a payment standard amount that is higher or lower than the basic range. HUD has sole discretion to grant or deny approval of a higher or lower payment standard amount. Paragraphs (c) and (e) of this section describe the requirements for approval of a higher payment standard amount ("exception payment standard amount").

(c) **HUD approval of exception payment standard amount -**

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

(2) **Above 110 percent of FMR to 120 percent of published FMR.** The HUD Field Office may approve an exception payment standard amount from above 110 percent of the published FMR to 120 percent of the published FMR (upper range) if the HUD Field Office determines that approval is justified by the median rent method or the 40th percentile rent or the Small Area FMR method as described in paragraph (c)(2)(ii) of this section (and that such approval is also supported by an appropriate program justification in accordance with paragraph (c)(4) of this section).

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

(ii) **40th percentile rent or Small Area FMR method.** In this method, HUD determines that the area exception payment standard amount equals application of the 40th percentile of rents for standard quality rental housing in the exception area or the Small Area FMR. HUD determines whether the 40th percentile rent or Small Area FMR applies in accordance with the methodology described in 24 CFR 888.113 for determining FMRs. A PHA must present statistically representative rental housing survey data to justify HUD approval.

(3) **Above 120 percent of FMR.**

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

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

- (B) Such approval is supported by statistically representative rental housing survey data to justify HUD approval in accordance with the methodology described in § 888.113 of this title; and
- (C) Such approval is also supported by an appropriate program justification in accordance with paragraph (c)(4) of this section.
- (ii) For purposes of paragraph (c)(3) of this section, the term “place” is an incorporated place or a U.S. Census designated place. An incorporated place is established by State law and includes cities, boroughs, towns, and villages. A U.S. Census designated place is the statistical counterpart of an incorporated place.

(4) **Program justification.**

- (i) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(2) or paragraph (c)(3) of this section) if HUD determines that approval of such higher amount is needed either:
  - (A) To help families find housing outside areas of high poverty, or
  - (B) Because voucher holders have trouble finding housing for lease under the program within the term of the voucher.
- (ii) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(3) of this section) after six months from the date of HUD approval of an exception payment standard pursuant to paragraph (c)(2) of this section for the area.

(5) **Population.** The total population of HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area, except when applying Small Area FMR exception areas under paragraph (b)(1)(iii) of this section.

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

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

(e) **HUD approval of success rate payment standard amounts.** In order to increase the number of voucher holders who become participants, HUD may approve requests from PHAs whose FMRs are computed at the 40th percentile rent to establish higher, success rate payment standard amounts. A success rate payment standard amount is defined as any amount between 90 percent and 110 percent of the 50th percentile rent, calculated in accordance with the methodology described in § 888.113 of this title.

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

- (i) Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the most recent 6 month period for which there is success rate data available have become participants in the voucher program;
  - (ii) The PHA has established payment standard amounts for all unit sizes in the entire PHA jurisdiction within the FMR area at 110 percent of the published FMR for at least the 6 month period referenced in paragraph (e)(1)(i) of this section and up to the time the request is made to HUD; and
  - (iii) The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.
- (2) In determining whether to approve the PHA request to establish success rate payment standard amounts, HUD will consider whether the PHA has a SEMAP overall performance rating of “troubled”. If a PHA does not yet have a SEMAP rating, HUD will consider the PHA's SEMAP certification.
- (3) HUD approval of success rate payment standard amounts shall be for all unit sizes in the FMR area. A PHA may opt to establish a success rate payment standard amount for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.
- (f) ***Payment standard protection for PHAs that meet deconcentration objectives.*** Paragraph (f) of this section applies only to a PHA with jurisdiction in an FMR area where the FMR had previously been set at the 50th percentile rent to provide a broad range of housing opportunities throughout a metropolitan area, pursuant to § 888.113(i)(3), but is now set at the 40th percentile rent.
- (1) Such a PHA may obtain HUD Field Office approval of a payment standard amount based on the 50th percentile rent if the PHA scored the maximum number of points on the deconcentration bonus indicator in § 985.3(h) in the prior year, or in two of the last three years.
- (2) HUD approval of payment standard amounts based on the 50th percentile rent shall be for all unit sizes in the FMR area that had previously been set at the 50th percentile rent pursuant to § 888.113(i)(3). A PHA may opt to establish a payment standard amount based on the 50th percentile rent for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.
- (g) ***HUD review of PHA payment standard schedules.***
- (1) HUD will monitor rent burdens of families assisted in a PHA's voucher program. HUD will review the PHA's payment standard for a particular unit size if HUD finds that 40 percent or more of such families occupying units of that unit size currently pay more than 30 percent of adjusted monthly income as the family share. Such determination may be based on the most recent examinations of family income.
- (2) After such review, HUD may, at its discretion, require the PHA to modify payment standard amounts for any unit size on the PHA payment standard schedule. HUD may require the PHA to establish an increased payment standard amount within the basic range.

[64 FR 26648, May 14, 1999; 64 FR 49658, Sept. 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 65 FR 58874, Oct. 2, 2000; 66 FR 30568, June 6, 2001; 67 FR 56688, Sept. 4, 2002; 80 FR 8246, Feb. 17, 2015; 81 FR 12376, Mar. 8, 2016; 81 FR 80582, Nov. 16, 2016]

## § 982.504 Payment standard for family in restructured subsidized multifamily project.

- (a) This section applies to HCV assistance if all the following conditions are applicable:
  - (1) Such HCV assistance is provided to a family pursuant to 24 CFR 401.421 when HUD has approved a restructuring plan, and the participating administrative entity has approved the use of tenant-based assistance to provide continued assistance for such families. Such tenant-based voucher assistance is provided for a family previously receiving project-based assistance in an eligible project (as defined in § 401.2 of this title) at the time when the project-based assistance terminates.
  - (2) The family chooses to remain in the restructured project with HCV assistance under the program and leases a unit that does not exceed the family unit size;
  - (3) The lease for such assisted tenancy commences during the first year after the project-based assistance terminates.
- (b) The initial payment standard for the family under such initial lease is the sum of the reasonable rent to owner for the unit plus the utility allowance for tenant-paid utilities. (Determination of such initial payment standard for the family is not subject to paragraphs (c)(1) and (c)(2) of § 982.505. Except for determination of the initial payment standard as specifically provided in paragraph (b) of this section, the payment standard and housing assistance payment for the family during the HAP contract term shall be determined in accordance with § 982.505.)

[64 FR 26649, May 14, 1999, as amended at 80 FR 8247, Feb. 17, 2015]

## § 982.505 How to calculate housing assistance payment.

- (a) **Use of payment standard.** A payment standard is used to calculate the monthly housing assistance payment for a family. The “payment standard” is the maximum monthly subsidy payment.
- (b) **Amount of monthly housing assistance payment.** The PHA shall pay a monthly housing assistance payment on behalf of the family that is equal to the *lower* of:
  - (1) The payment standard for the family minus the total tenant payment; or
  - (2) The gross rent minus the total tenant payment.
- (c) **Payment standard for family.**
  - (1) The payment standard for the family is the lower of:
    - (i) The payment standard amount for the family unit size; or
    - (ii) The payment standard amount for the size of the dwelling unit rented by the family.
  - (2) If the PHA has established a separate payment standard amount for a designated part of an FMR area in accordance with § 982.503 (including an exception payment standard amount as determined in accordance with § 982.503(b)(2) and § 982.503(c)), and the dwelling unit is located in such designated part, the PHA must use the appropriate payment standard amount for such designated part to calculate the payment standard for the family. The payment standard for the family shall be calculated in accordance with this paragraph and paragraph (c)(1) of this section.

- (3) ***Decrease in the payment standard amount during the HAP contract term.*** If the amount on the payment standard schedule is decreased during the term of the HAP contract, the PHA is not required to reduce the payment standard amount used to calculate the subsidy for the families under HAP contract for as long as the HAP contract remains in effect.
- (i) If the PHA chooses to reduce the payment standard for the families currently under HAP contract during the HAP contract term in accordance with their administrative plan, the initial reduction to the payment standard amount used to calculate the monthly housing assistance payment for the family may not be applied any earlier than the effective date of the family's second regular reexamination following the effective date of the decrease in the payment standard amount.
  - (ii) The PHA may choose to reduce the payment standard amount for families that remain under HAP contract to the current payment standard amount in effect on the PHA voucher payment standard schedule, or may reduce the payment standard amount to an amount that is higher than the normally applicable payment standard amount on the PHA voucher payment standard schedule. The PHA may further reduce the payment standard amount for the families during the term of the HAP contract, provided the subsequent reductions continue to result in a payment standard amount that meets or exceeds the normally applicable payment standard amount on the PHA voucher payment standard schedule.
  - (iii) The PHA must provide the family with at least 12 months' notice that the payment standard is being reduced during the term of the HAP contract before the effective date of the change.
  - (iv) The PHA shall administer decreases in the payment standard amount during the term of the HAP contract in accordance with the PHA policy as described in the PHA administrative plan. The PHA may establish different policies for designated areas within their jurisdiction (e.g., for different zip code areas), but the PHA administrative policy on decreases to payment standards during the term of the HAP contract applies to all families under HAP contract at the time of the effective date of decrease in the payment standard within that designated area. The PHA may not limit or otherwise establish different protections or policies for certain families under HAP contract.
- (4) ***Increase in the payment standard amount during the HAP contract term.*** 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.
- (5) ***Change in family unit size during the HAP contract term.*** Irrespective of any increase or decrease in the payment standard amount, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard amount for the family beginning at the family's first regular reexamination following the change in family unit size.
- (d) ***PHA approval of higher payment standard for the family as a reasonable accommodation.*** If the family includes a person with disabilities and requires a payment standard above the basic range, as a reasonable accommodation for such person, in accordance with part 8 of this title, the PHA may establish a payment standard for the family of not more than 120 percent of the FMR. A PHA may establish a payment standard greater than 120 percent of the FMR by submitting a request to HUD.

[64 FR 26649, May 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 65 FR 42509, July 10, 2000; 66 FR 30568, June 6, 2001; 67 FR 56689, Sept. 4, 2002; 80 FR 8247, Feb. 17, 2014; 81 FR 12376, Mar. 8, 2016; 81 FR 80582, Nov. 16, 2016]

### § 982.506 Negotiating rent to owner.

The owner and the family negotiate the rent to owner. At the family's request, the PHA must help the family negotiate the rent to owner.

[63 FR 23861, Apr. 30, 1998. Redesignated at 64 FR 26648, May 14, 1999]

### § 982.507 Rent to owner: Reasonable rent.

#### (a) PHA determination.

- (1) Except as provided in paragraph (c) of this section, the PHA may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent.
- (2) The PHA must redetermine the reasonable rent:
  - (i) Before any increase in the rent to owner;
  - (ii) If there is a 10 percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect 1 year before the contract anniversary.
  - (iii) If directed by HUD.
- (3) The PHA may also redetermine the reasonable rent at any other time.
- (4) At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or redetermined by the PHA.

#### (b) **Comparability.** The PHA must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the PHA must consider:

- (1) The location, quality, size, unit type, and age of the contract unit; and
- (2) Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.

#### (c) **Units assisted by low-income housing tax credits or assistance under HUD's HOME Investment Partnerships (HOME) program.**

- (1) **General.** For a unit receiving low-income housing tax credits (LIHTCs) pursuant to section 42 of the Internal Revenue Code of 1986 or receiving assistance under HUD's HOME Program (for which the regulations are found in 24 CFR part 92), a rent comparison with unassisted units is not required if the voucher rent does not exceed the rent for other LIHTC- or HOME-assisted units in the project that are not occupied by families with tenant-based assistance.
- (2) **LIHTC.** If the rent requested by the owner exceeds the LIHTC rents for non-voucher families, the PHA must perform a rent comparability study in accordance with program regulations and the rent shall not exceed the lesser of the:
  - (i) Reasonable rent as determined pursuant to a rent comparability study; and

(ii) The payment standard established by the PHA for the unit size involved.

(3) **HOME Program.** [Reserved]

- (d) **Owner certification of rents charged for other units.** By accepting each monthly housing assistance payment from the PHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. The owner must give the PHA information requested by the PHA on rents charged by the owner for other units in the premises or elsewhere.

[63 FR 23861, Apr. 30, 1998. Redesignated at 64 FR 26648, May 14, 1999; 79 FR 36164, June 25, 2014; 81 FR 80583, Nov. 16, 2016]

### **§ 982.508 Maximum family share at initial occupancy.**

At the time the PHA approves a tenancy for initial occupancy of a dwelling unit by a family with tenant-based assistance under the program, and where the gross rent of the unit exceeds the applicable payment standard for the family, the family share must not exceed 40 percent of the family's adjusted monthly income. The determination of adjusted monthly income must be based on verification information received by the PHA no earlier than 60 days before the PHA issues a voucher to the family.

[64 FR 59622, Nov. 3, 1999]

### **§ 982.509 Rent to owner: Effect of rent control.**

In addition to the rent reasonableness limit under this subpart, the amount of rent to owner also may be subject to rent control limits under State or local law.

[63 FR 23861, Apr. 30, 1998. Redesignated and amended at 64 FR 26648, May 14, 1999]

### **§ 982.510 Other fees and charges.**

- (a) The cost of meals or supportive services may not be included in the rent to owner, and the value of meals or supportive services may not be included in the calculation of reasonable rent.
- (b) The lease may not require the tenant or family members to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.
- (c) The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

[63 FR 23861, Apr. 30, 1998. Redesignated at 64 FR 26648, May 14, 1999]

### **§ 982.514 Distribution of housing assistance payment.**

The monthly housing assistance payment is distributed as follows:

- (a) The PHA pays the owner the lesser of the housing assistance payment or the rent to owner.
- (b) If the housing assistance payment exceeds the rent to owner, the PHA may pay the balance of the housing assistance payment ("utility reimbursement") either to the family or directly to the utility supplier to pay the utility bill on behalf of the family. If the PHA elects to pay the utility supplier directly, the PHA must notify the family of the amount paid to the utility supplier.

- (c) The PHA may elect to establish policies regarding the frequency of utility reimbursement payments for payments made to the family.
  - (1) The PHA will have the option of making utility reimbursement payments not less than once per calendar-year quarter, for reimbursements totaling \$45 or less per quarter. In the event a family leaves the program in advance of its next quarterly reimbursement, the PHA would be required to reimburse the family for a prorated share of the applicable reimbursement. PHAs exercising this option must have a hardship policy in place for tenants.
  - (2) If the PHA elects to pay the utility supplier directly, the PHA must notify the family of the amount paid to the utility supplier.

[63 FR 23861, Apr. 30, 1998, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 81 FR 12376, Mar. 8, 2016]

### § 982.515 Family share: Family responsibility.

- (a) The family share is calculated by subtracting the amount of the housing assistance payment from the gross rent.
- (b) The family rent to owner is calculated by subtracting the amount of the housing assistance payment to the owner from the rent to owner.
- (c) The PHA may not use housing assistance payments or other program funds (including any administrative fee reserve) to pay any part of the family share, including the family rent to owner. Payment of the whole family share is the responsibility of the family.

[63 FR 23861, Apr. 30, 1998, as amended at 64 FR 56915, Oct. 21, 1999]

### § 982.516 Family income and composition: Annual and interim examinations.

- (a) *PHA responsibility for reexamination and verification.*
  - (1) The PHA must conduct a reexamination of family income and composition at least annually.
  - (2) Except as provided in paragraph (a)(3) of this section, the PHA must obtain and document in the tenant file third-party verification of the following factors, or must document in the tenant file why third-party verification was not available:
    - (i) Reported family annual income;
    - (ii) The value of assets;
    - (iii) Expenses related to deductions from annual income; and
    - (iv) Other factors that affect the determination of adjusted income.
  - (3) For a family with net assets equal to or less than \$5,000, a PHA may accept a family's declaration that it has net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration.
    - (i) The declaration must state the amount of income the family expects to receive from such assets; this amount must be included in the family's income.
    - (ii) A PHA must obtain third-party verification of all family assets every 3 years.



(b) **Streamlined income determination -**

- (1) **General.** A PHA may elect to apply a streamlined income determination to families receiving fixed income as described in paragraph (b)(3) of this section.
- (2) **Definition of "fixed income".** For purposes of this section, "fixed income" means periodic payments at reasonably predictable levels from one or more of the following sources:
  - (i) Social Security, Supplemental Security Income, Supplemental Disability Insurance.
  - (ii) Federal, state, local, or private pension plans.
  - (iii) Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts.
  - (iv) Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.
- (3) **Method of streamlined income determination.** A PHA using the streamlined income determination must adjust a family's income according to the percentage of a family's unadjusted income that is from fixed income.
  - (i) When 90 percent or more of a family's unadjusted income consists of fixed income, PHAs using streamlined income determinations must apply a COLA or COLAs to the family's fixed-income sources, provided that the family certifies both that 90 percent or more of their unadjusted income is fixed income and that their sources of fixed income have not changed from the previous year. For non-fixed income, the PHA is not required to make adjustments pursuant to paragraph (a) of this section.
  - (ii) When less than 90 percent of a family's unadjusted income consists of fixed income, PHAs using streamlined income determinations must apply a COLA to each of the family's sources of fixed income individually. The PHA must determine all other income pursuant to paragraph (a) of this section.
- (4) **COLA rate applied by PHAs.** PHAs using streamlined income determinations must adjust a family's fixed income using a COLA or current interest rate that applies to each specific source of fixed income and is available from a public source or through tenant-provided, third-party-generated documentation. If no public verification or tenant-provided documentation is available, then the owner must obtain third-party verification of the income amounts in order to calculate the change in income for the source.
- (5) **Triennial verification.** For any income determined pursuant to a streamlined income determination, a PHA must obtain third-party verification of all income amounts every 3 years.

(c) **Interim reexaminations.**

- (1) At any time, the PHA may conduct an interim reexamination of family income and composition.
- (2) At any time, the family may request an interim determination of family income or composition because of any changes since the last determination. The PHA must make the interim determination within a reasonable time after the family request.
- (3) Interim examinations must be conducted in accordance with policies in the PHA administrative plan.

- (d) **Family reporting of change.** The PHA must adopt policies prescribing when and under what conditions the family must report a change in family income or composition.

(e) **Effective date of reexamination.**

- (1) The PHA must adopt policies prescribing how to determine the effective date of a change in the housing assistance payment resulting from an interim redetermination.
- (2) At the effective date of a regular or interim reexamination, the PHA must make appropriate adjustments in the housing assistance payment in accordance with § 982.505.

(f) **Accuracy of family income data.** The PHA must establish procedures that are appropriate and necessary to assure that income data provided by applicant or participant families is complete and accurate.

(g) **Execution of release and consent.**

- (1) As a condition of admission to or continued assistance under the program, the PHA shall require the family head, and such other family members as the PHA designates, to execute a HUD-approved release and consent form (including any release and consent as required under § 5.230 of this title) authorizing any depository or private source of income, or any Federal, State or local agency, to furnish or release to the PHA or HUD such information as the PHA or HUD determines to be necessary.
- (2) The PHA and HUD must limit the use or disclosure of information obtained from a family or from another source pursuant to this release and consent to purposes directly in connection with administration of the program.

*(Information collection requirements contained in this section have been approved by the Office of Management and Budget under control number 2577-0169.)*

*[63 FR 23861, Apr. 30, 1998, as amended at 64 FR 13057, Mar. 16, 1999; 64 FR 26649, May 14, 1999; 64 FR 56915, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 80 FR 8247, Feb. 17, 2015; 81 FR 12376, Mar. 8, 2016; 82 FR 58341, Dec. 12, 2017; 85 FR 27139, May 7, 2020]*

**Editorial Note:** At 64 FR 26649, May 14, 1999, § 982.516 was amended in paragraph (e) by removing the reference to “and family unit size”; however paragraph (e) does not contain this phrase.

**§ 982.517 Utility allowance schedule.**

(a) **Maintaining schedule.**

- (1) The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).
- (2) The PHA must give HUD a copy of the utility allowance schedule. At HUD's request, the PHA also must provide any information or procedures used in preparation of the schedule.

(b) **How allowances are determined.**

- (1) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.
- (2)

- (i) A PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards. However, the PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.
- (ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services. The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners.
- (3) The cost of each utility and housing service category must be stated separately. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms), and unit types (e.g., apartment, row-house, town house, single-family detached, and manufactured housing) that are typical in the community.
- (4) The utility allowance schedule must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD.

(c) **Revisions of utility allowance schedule.**

- (1) A PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.
- (2) At HUD's direction, the PHA must revise the utility allowance schedule to correct any errors, or as necessary to update the schedule.

(d) **Use of utility allowance schedule.** The PHA must use the appropriate utility allowance for the lesser of the size of dwelling unit actually leased by the family or the family unit size as determined under the PHA subsidy standards. In cases where the unit size leased exceeds the family unit size as determined under the PHA subsidy standards as a result of a reasonable accommodation, the PHA must use the appropriate utility allowance for the size of the dwelling unit actually leased by the family.

(e) **Higher utility allowance as reasonable accommodation for a person with disabilities.** On request from a family that includes a person with disabilities, the PHA must approve a utility allowance which is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation in accordance with 24 CFR part 8 to make the program accessible to and usable by the family member with a disability.

*(Information collection requirements contained in this section have been approved by the Office of Management and Budget under control number 2577-0169.)*

*[63 FR 23861, Apr. 30, 1998, as amended at 80 FR 8247, Feb. 17, 2015; 81 FR 12377, Mar. 8, 2016]*

## **§ 982.521 Rent to owner in subsidized project.**

- (a) **Applicability to subsidized project.** This section applies to a program tenancy in any of the following types of federally subsidized project:

- (1) An insured or non-insured Section 236 project;
  - (2) A Section 202 project;
  - (3) A Section 221(d)(3) below market interest rate (BMIR) project; or
  - (4) A Section 515 project of the Rural Development Administration.
- (b) ***How rent to owner is determined.*** The rent to owner is the subsidized rent as determined in accordance with requirements for the applicable federal program listed in paragraph (a) of this section. This determination is not subject to the prohibition against increasing the rent to owner during the initial lease term (see § 982.309).

[65 FR 16822, Mar. 30, 2000, as amended at 80 FR 8247, Feb. 17, 2015]



## **Proposed Changes - Payment Standards 2022**

**Effective August 1, 2022**

<b>Bedroom size</b>	<b>Current Payment Standards Effective January 1, 2022 (100% of FMR)</b>	<b>Proposed % change of 2022 FMR</b>	<b>Proposed Payment Standards Effective August 1, 2022</b>
Efficiency	<b>1092</b>	110%	<b>1201</b>
1	<b>1236</b>	110%	<b>1360</b>
2	<b>1451</b>	110%	<b>1596</b>
3	<b>1867</b>	110%	<b>2054</b>
4	<b>2194</b>	110%	<b>2413</b>
5	<b>2523</b>	110%	<b>2775</b>
6	<b>2852</b>	110%	<b>3137</b>

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

**HATC Action Item IV.A.**

**July 7, 2022**

**Resolution No. HATC-2022-06:** To Adopt the 2022 Payment Standards change effective August 1, 2022, for all applicable programs.

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

**WHEREAS**, HUD requires that each PHA adopt and revise Payment Standards within 3 months following the effective date; and

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

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

1. Approves Resolution No. HATC-2022-06,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 7th day of July 2022.**

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Ann Denton, Chair, Board of Commissioners

**Attested and approved as to form:**

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Patrick B. Howard, CEO/Executive Director

## HATC Discussion Item VI.A.1.

July 7, 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. HCV totals do not include Mainstream or EHV.

Housing Choice Vouchers effective 2/01/2020: 632

38 Additional FUP Vouchers effective 11/1/2021

**Housing Choice Vouchers effective 11/1/2021: 670**

As of May 31, 2022, 458 of HATC's HCV allocation were utilized in a conventional fashion.

As of May 31, 2022, the total lease up for the HCV program was **644 of 670**. Occupancy rate was at **96.12%**.

For this reporting period, there were **12** applicants on the waiting list.

**Portable In:** 55 portable families were served in Travis County.

**Cambridge Villas**, a Low-Income Housing Tax Credit (LIHTC) project located in Pflugerville, is the recipient of **19** HATC Project-Based Vouchers designated specifically for this development.

As of May 31, 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 VI.A.2.

July 7, 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 May 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. *MOU with FS and FC has terminated effective 10/15/2021.*

As of May 31, 2022, HP has 46 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 VI.A.3.

July 7, 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 May 31, 2022, there were **64** tenants under contract.

### **Family Unification Program (FUP)**

The FUP is a program under which Housing Vouchers are provided to two different populations:

1. *Families for whom the lack of adequate housing is a primary factor in:*

- a. The imminent placement of the family's child or children in out-of-home care, or*
- b. The delay in the discharge of the child or children to the family from out-of-home care.*

*There is no time limitation on FUP family vouchers.*

2. *For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older. Limitation for youth must not exceed 36 months.*

HATC was awarded **34** FUP vouchers effective 1/01/2019. An additional **38** vouchers were awarded effective 11/01/2021. As of May 31, 2022, there were **24** tenants under contract.

### **Mainstream Voucher Program (MVP)**

HATC was awarded 30 MVP Housing Choice Vouchers effective 2/01/2020 under different special purpose voucher program types to serve nonelderly persons (18-61) with disabilities. The head of household does not have to be the qualifying disabled applicant. A member of the household must meet the qualifications. Preference for homeless status. Effective 8/01/2020, HATC was awarded 9 additional Mainstream Vouchers. Total MVP: 39.

As of May 31, 2022, there were **32** tenants under contract.

### **Veteran's Affairs Supportive Housing (VASH)**

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of May 31, 2022, VASH, has **22** tenants under contract.

### **Emergency Housing Vouchers (EHV)**

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD provided 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of May 31, 2022, EHV has **5** 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*

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Patrick B. Howard, *CEO/Executive Director*

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

## ATTACHMENT

May-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)	455	3	417	109.83%
Port Outs (PO) HCV	11		11	100.00%
Non Elderly and Disabled (NED)	64		75	85.33%
**VASH- HUD Awarded Vouchers	22		30	73.33%
**Homeless Preference	46		46	100.00%
**Family Unification Program (FUP)	24		72	33.33%
<b>Total</b>	<b>641</b>	<b>3</b>	<b>670</b>	<b>96.12%</b>
<b>Total HCV Leased after the first of the month:</b>	<b>644</b>			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	78	74	105.41%
Mainstream (MVP)	32	39	82.05%
**Emergency Housing Vouchers (EHV):	5	34	14.71%

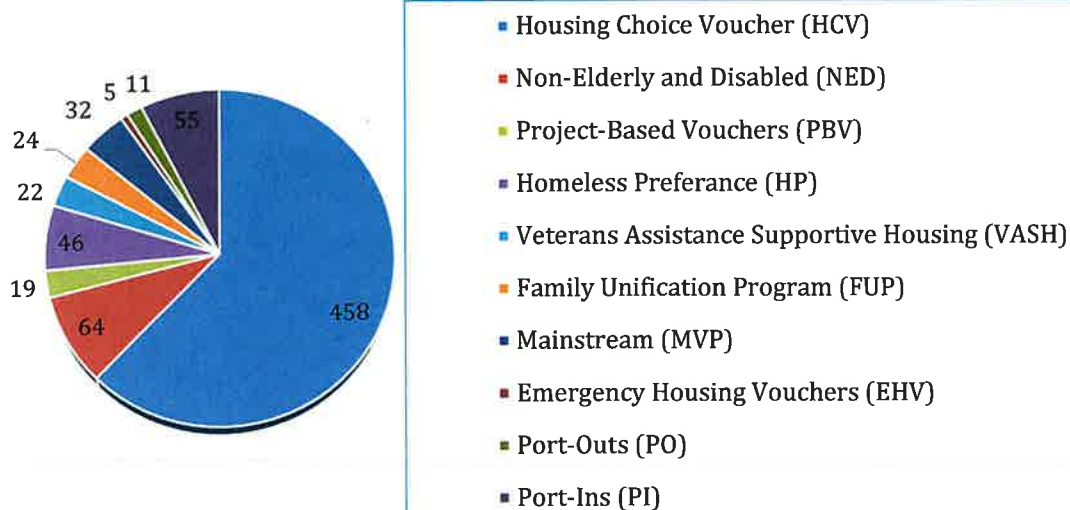
Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	9	9	18
Non Elderly and Disabled (NED)	2	3	5
Project Based Vouchers (PBV)			0
VASH		3	3
Homeless Preference (HP)			0
Family Unification Program (FUP)	1		1
Mainstream (MVP)	3	1	4
Emergency Housing Vouchers (EHV)	22		22
<b>TOTAL</b>			<b>53</b>

Waiting List (HCV, Choice PBRA, HP, MVP) :				12
Leased Port Ins (last day of month):				55

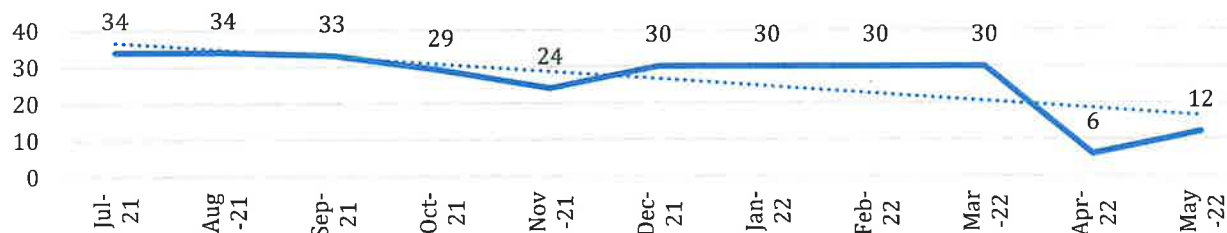
**\*\* Direct referral only**

## Attachment 5 A: Graphs

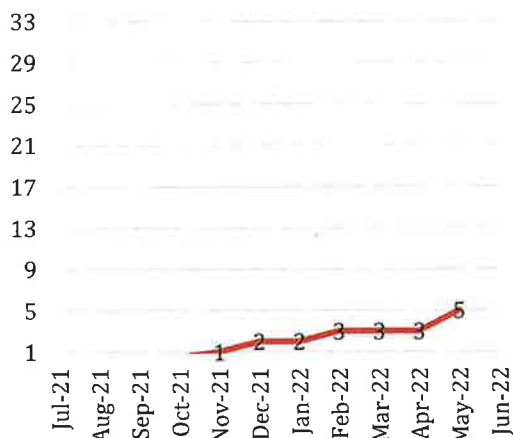
### May 2022: 736 Total Households Served



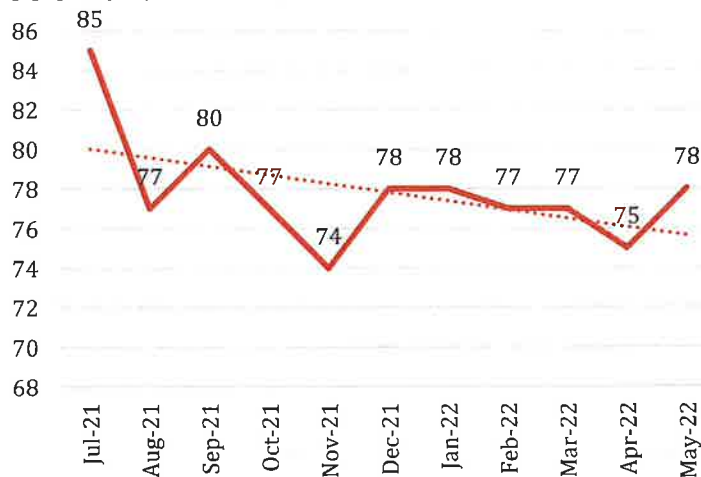
### Applicants on Waiting List



### EHV Households Served



### COC Households Served





## HATC Discussion Item VI.B.

July 7, 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 June 24, 2022. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (12) will be filled from the Multifamily Housing Waiting list. **Carson Creek:** 100% occupied. **Manor Town:** Vacancies (8) will be filled from the Manor Town Waitlist. **SEA RAD:** Vacancies (7) 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 8 vacancies, 2 are 1-bedroom units and 6 are 2-bedroom units. HATC is approaching the completion of the interior renovations. In preparation of filling the vacancies, staff conducted orientation on June 21<sup>st</sup>, and have 20 active applications in process. Following orientation, staff is screened 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 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 each tenant is receiving. Staff is working 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 March 2021 and regarding SEA RAD apartments we are caught up and will continue submitting tenant information to stay current on payment.

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

A. 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 VI.B.

## PROPERTY DATA – Page 1 of 2

### Occupancy/Vacancy/Subsidy/Market Rate/Zero

Property	Occupancy Total Occupied / Total Units	Occupancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pen Evic
SEA OAKS APARTMENTS	63/75	84.00%	\$ 18,645.00	\$ -	\$ -	\$ -	\$ 6,459.00	-
SEA RAD APARTMENTS	22/30	73.33%	\$ 4,402.00	\$ -	\$ -	\$ -	\$ 3,870.00	(
MANOR TOWN APARTMENTS	26/33	78.79%	\$ 14,559.00	\$ -	\$ -	\$ -	\$ 4,382.00	(
CARSON CREEK HOMES	16/16	100.00%	\$ 12,857.00	\$ -	\$ -	\$ -	\$ -	(
TOTALS		84.03%	\$ 50,463.00	\$ -			\$ 14,711.00	

### 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 #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$552	\$406
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$496	\$406
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$607	\$406
	11607 Sierra Nevada #19	2	2	\$41,280	\$0	\$16,180	\$623	\$512
	11607 Sierra Nevada #22	2	2	\$42,480	\$41,963	\$41,963	\$820	\$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





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	\$544	\$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	\$935	\$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	(\$184.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$175.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 42, Austin, TX 78744	(\$28.00)
	4922 Nuckols Crossing, 44, Austin, TX 78744	(\$102.00)
	4922 Nuckols Crossing, 45, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 48, Austin, TX 78744	(\$89.00)
SEA OAKS APARTMENTS	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)
	6101 Valiant Circle, A, Austin, TX 78749	(\$125.00)
	6102 Valiant Circle, B, Austin, TX 78749	(\$82.00)
	6108 Valiant Circle, B, Austin, TX 78749	(\$40.00)
	6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)

6123 Valiant Circle, B, Austin, TX 78749

(\$82.00)

11607 Sierra Nevada, 17, Austin, TX 78759

(\$66.00)

## PROPERTY DATA – Page 2 of 2

### Unit Lease-Up and Release

PROPERTY NAME	# UNITS	Leased? Y or N	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE- READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	ANTICIPATED MOVE IN DATE	# REMAINING ON WAITING LIST
SEA OAKS Apartments	75									
		Y	4	03/02/2021	04.02.21	07/08/21	0	N/A	N/A	339
		N	5606A	08/08/2021	09.08.21	N.D.	0	N/A	N/A	339
		N	12	08/12/2021	09.13.21	N.D.	0	N/A	N/A	339
		N	6109B	08/18/2021	09.17.21	N.D.	0	N/A	N/A	339
		N	6005A	09/16/2021	N.D.	N.D.	0	N/A	N/A	339
		N	6113A	10/31/2021	N.D.	N.D.	0	N/A	N/A	339
		N	6110A	11/23/2021	N.D.	N.D.	0	N/A	N/A	339
		N	7	12/10/2021	N.D.	N.D.	0	N/A	N/A	339
		N	6106A	01/02/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6108A	2/15/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6000B	02/21/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6104B	02/28/2022	N.D.	N.D.	0	N/A	N/A	339
SEA RAD Apartments	30	Y	26	08/30/2019	N.D.	04/11/22	0	N/A	N/A	290
		Y	29	04/13/2020	N.D.	07/08/21	0	N/A	N/A	290
		Y	30	4/13/2020	N.D.	07/08/21	0	N/A	N/A	290
		Y	41	07/26/2019	N.D.	07/08/21	0	N/A	N/A	290
		N	46	12/09/2019	N.D.	N.D.	0	N/A	N/A	290
		N	50	11/30/2021	N.D.	N.D.	0	N/A	N/A	290
		N	51	03/31/2019	N.D.	N.D.	0	N/A	N/A	290
		N	54	03/01/2020	N.D.	N.D.	0	N/A	N/A	290
Manor Town Apts.	33	N	209	10/14/2020	02/05/2021	N/A	0	N/A	N/A	4
		N	107	09/13/2021	10/15/2021	09/13/2021	0	N/A	11/15/2021	4

# HATC

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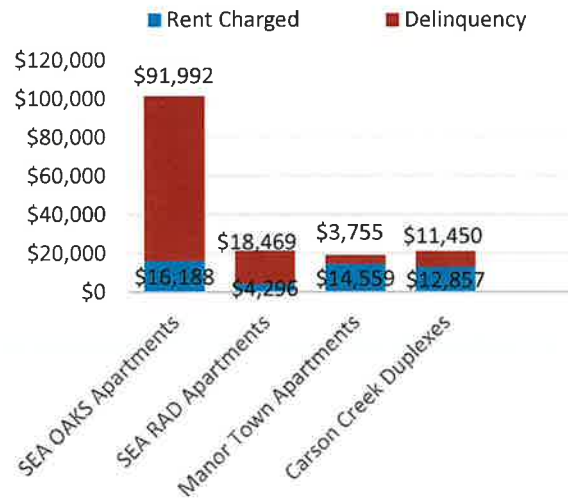
		N	109	09/28/2021	03.23.22	N/A	0	N/A	N/A	4
		N	113	09/30/2021	03.09.22	N/A	0	N/A	N/A	4
		N	212	10/12/2021	N.D	N/A	0	N/A	N/A	4
		N	215	12/31/2021	03.23.22	N/A	0	N/A	N/A	4
		N	216	02/28/2022	N.D	N/A	0	N/A	N/A	4
Carson Creek	16		0	N/A	N/A	N/A	0	N/A	N/A	0
TOTALS	154		27							

## Repayment Agreements

PROPERTY NAME	UNIT #	# DAYS PAST DUE	MONTHLY RENT AMOUNT PAST DUE	MONTHLY TENANT PAID RENT AMOUNT	ADDITIONAL MONTHLY PAYMENT AGREED TO	TOTAL AMOUNT OWING	RENT TO BE CURRENT BY WHAT DATE?	WHAT ARE THE TERMS?	RENT TO BE CURRENT BY WHAT DATE?
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SEA OAKS Apartments	6122 B	180	\$4,183	\$406	\$100	\$4,183	1/15/2023	\$100 monthly	1/15/2023
SEA RAD Apartments	0								
Manor Town Apts.	0								
Carson Creek	0								

## Aged Delinquencies



UNCOLLECTED RENT:



# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$4,250	90+	Dwelling Rent
	9510A	\$2,400	90+	Dwelling Rent
	9510B	\$3,200	90+	Dwelling Rent
	9504B	\$1,600	30	Dwelling Rent
Manor Town Apartments	110	\$700	60	Dwelling Rent
	202	\$1,200	30	Pest Control
	203	\$1,464	90+	Dwelling Rent
	205	\$391	30	Dwelling Rent
SEA RAD Apartments	28	\$980	90	Dwelling Rent
	31	\$3,138	90+	Damages from Relocation
	37	\$4,295	90+	Dwelling Rent/Damages from Relocation
	39	\$1,781	90+	Damages from Relocation
	40	\$970	90+	Dwelling Rent/Damages from Relocation
	47	\$34	30	Dwelling Rent
	52	\$2,008	90+	Damages from Relocation
	53	\$3,862	90+	Dwelling Rent/Damages from Relocation
SEA OAKS Apartments	10	\$248	60	Dwelling Rent
	11	\$190	60	Dwelling Rent
	13	\$1,715	90+	Dwelling Rent
	15	\$152	60	Dwelling Rent
	18	\$3,319	90+	Paid to District Court
	19	\$1,246	60	Dwelling Rent
	2	\$2,998	90+	Dwelling Rent
	20	\$1,669	90+	Dwelling Rent/Damages
	21	\$3,512	60	Dwelling Rent
	22	\$100	60	Dwelling Rent
	23	\$568	90	Dwelling Rent
	3	\$793	60	Dwelling Rent
	5600B	\$2,657	90	Dwelling Rent
	5602	\$7,480	90+	Dwelling Rent
	5604B	\$8,622	90+	Dwelling Rent
	5606B	\$17,446	90+	Dwelling Rent
	6000A	\$1	30	Dwelling Rent
	6001B	\$229	30	Dwelling Rent
	6003A	\$4,888	90+	Dwelling Rent
	6003B	\$1,080	90+	Dwelling Rent

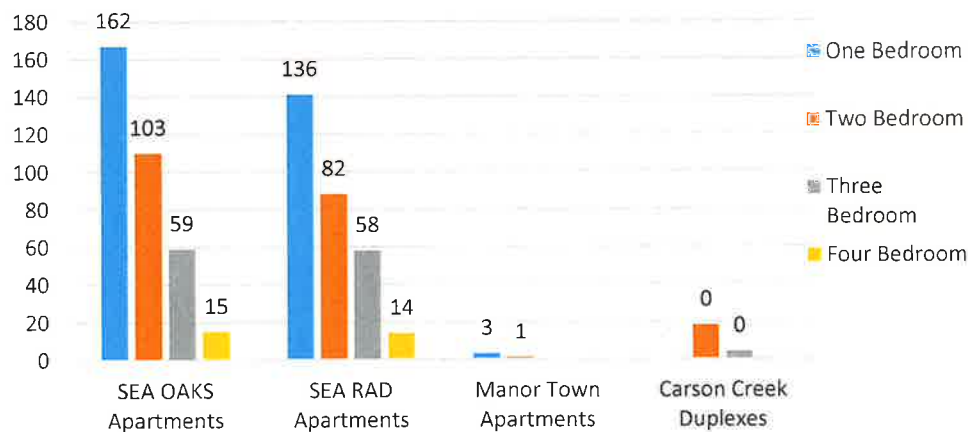
# HATC

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	6007A	\$232	60	Dwelling Rent
	6007B	\$465	60	Dwelling Rent
	6008A	\$4,655	90+	Dwelling Rent
	6009A	\$25	30	Dwelling Rent
	6010B	\$968	90+	Dwelling Rent/ Utilities
	6100A	\$5,860	90+	Dwelling Rent
	6101B	\$847	30	Dwelling Rent
	6105A	\$276	60	Dwelling Rent
	6106B	\$5,607	90+	Dwelling Rent
	6110B	\$1,031	60	Dwelling Rent/Utilities/Pest Control
	6112B	\$679	90	Dwelling Rent
	6122B	\$4,641	90+	Dwelling Rent/Damages
	6123B	\$1,480	90+	Dwelling Rent/ Utilities
	8	\$6,344	90+	Dwelling Rent

## Waiting List

Applicants on Waiting List



## Work Orders

Project	***W. O.***			***Emergencies***						***Non-Emergency***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Days to Close
Work Orders From:														
06/01/2022 Thru:														
06/24/2022														
Staff: All Staff														
Carson Creek	7	6	1	2	2			A	100.00%	5	4	1	A	0
Manor Town Apartments	8	7	1	3	3			A	100.00%	5	4	1	A	0
SEA OAKS APARTMENTS	30	26	4	11	10	1		A	100.00%	19	16	3	A	0
SEA RAD APARTMENTS	3	3		1	1			A	100.00%	2	2		A	0
Total All Projects Listed:	48	42	6	17	16	1	0	A	100.00%	31	26	5	A	0



## HATC Discussion Item VI.C.1.

July 7, 2022

**Subject:** Eastern Oaks

**Background Information:** Eastern Oaks Apartments is a 30-unit duplex community owned by the HATC. The property underwent significant studs-out 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.

**Funding:** All City of Austin funding has been drawn. The HATC's equity portion has been expended. A draw has been submitted to TDHCA in the amount of one million dollars. Upon payment, a second draw will be submitted in the amount of one million dollars for the remainder of the funds.

**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:** Concrete work is complete and all railing has been installed. There is a small amount of painting left to do on the rails as of a staff inspection conducted by the Asset Manager on 6/21/22. This was consistent with a phone conversation had between the Contractor and the Asset Manager earlier that morning. The Property Management Division was copied on the results of the inspection. Property Management was advised to interact directly with the Contractor to make sure that all HUD Inspection correction items that were considered part of the original scope of the project were completed in order that 90% of the retainage could be funded.

### **TDHCA Draw Request**

Staff requested a discussion with TDHCA regarding the status of the draw documentation submitted to them on 4/4/22. The result of the meeting was a finding that no progress had been made with the information submitted. Staff then continued the conversation and was able to make progress with TDHCA staff in getting information uploaded into the TDHCA Contract Management System. Staff is now in process up uploading additional information needed by TDHCA and getting confirmation on receipt of the information from TDHCA staff. HATC staff was directed to go ahead and draw the construction down to 90% of the total amount as that would help facilitate the processing of the draw request.

### **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 VI.C.2.

July 7, 2022

**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.

**Funding:** The \$3,000,000 funding application to the TDHCA has been approved. The TDHCA Board elected to approve a recommendation for additional funding in the amount of \$352,213 at the 4/22 Board Meeting. TSAHC has committed to \$250,000 in funding. Additionally, the HATC was required to provide assurances that equity in the amount of \$1,022,816 for the development of Phase II. It is anticipated that preparing for closing on these funds will require approximately 90 days.

**Current Funding Sources:**

TDHCA: \$3,352,213  
TSAHC: \$ 250,000  
HATC: \$1,022,816

**TOTAL** **\$4,600,029**

**Construction** – F&H Construction is refining their bid. The Civil Engineer is currently coordinating with the City to complete the Building Permit Application and provide a final survey with all proper language required by the lenders. An updated title policy is also in process. Additional due diligence documentation is being provided to the lenders via staff and the HATC's consultant. Total time on project is estimated to be 14 months from the date of the Notice to Proceed.

**Project Milestones –**

1. HATC ratification of additional funding for equity contribution – (7/22 or 8/22)
2. Close on TDHCA and TSAHC funding – 10/22
3. Issue Notice to Proceed to Contractor – 11/22
4. Contractor to complete mobilization and begin construction – 1/23
5. Construction Completion – 2/24

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

**Prepared by:**

Keith Hoffpauir, Asset Manager

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, Executive Director

**HATC Discussion Item VI.D.**

**July 7, 2022**

**Subject:** HATC May 2022 Monthly Finance Report

**Background Information:** The Monthly Finance Report presented is for the period ending May 30, 2022. This report reflects financial activities for fix-month period 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:**  
A. HATC Finance Report

**Prepared by:**  
Subra Narayanaier, CPA, Director of Finance

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director



## **Schedule**

<b>No</b>	<b>Report</b>
1	Business Activities - Operating Statements
1A	Balance Sheet - Business Activities & HCV Program
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
3A	Emergency Housing Voucher & Admin Reserve Schedule
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
9	HATC - Travis County Facilities Corp (TCFC)
9A	TCFC - Set Aside Funds for Deeply Affordable Units
10	HATC Foundation - Operating Statements
11	SEA OAKS LP - Operating Statements & Balance Sheet
13	Investment Register for HATC

**Housing Authority of Travis County**

**Business Activities**

Schedule 1

<b>Budget Line Item</b>	<b>Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Mgmt Fees from HATC owned Properties	26,897	11,207	10,740	2,972
Management Fees from SEA OAKS LP	23,237	9,682	2,800	764
Interest Income	1,500	625	2,755	673
Other Revenues	500	208	1,350	71
<b>Total Revenues</b>	<b>52,134</b>	<b>21,723</b>	<b>17,646</b>	<b>4,480</b>
<b>Expenses</b>				
Salaries & Benefits-Executive Staff	447,020	186,258	174,596	33,403
- Finance Staff	297,226	123,844	88,555	17,053
- Affordable Hsg Staff	166,368	69,320	51,140	9,875
- SHFC Staff	39,926	16,636	15,127	2,885
Administrative - Audit Fees	13,500	5,625	-	
- Office Rent	77,572	32,322	31,945	6,389
- Computer & Software	29,560	12,317	13,469	(1,491)
- Consultants	12,000	5,000	-	
- Training & Travel	14,175	5,906	6,556	2,779
Other Administrative Expenses	30,626	12,761	16,502	2,147
Insurance	5,051	2,105	2,135	427
Capital Expenditures	20,000	8,333	33,166	
Contribution to HATC Properties	75,808	31,587	31,585	6,317
<b>Total Expenses</b>	<b>\$ 1,228,832</b>	<b>\$ 512,013</b>	<b>\$ 464,776</b>	<b>\$ 79,784</b>
Excess/Deficiency Rev over Exp	<b>\$ (1,176,698)</b>	<b>\$ (490,291)</b>	<b>\$ (447,131)</b>	<b>\$ (75,304)</b>
Contribution from SHFC	1,176,698	490,291	490,290	98,058
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,160</b>	<b>\$ 22,754</b>

**Balance Sheet - Business Activities & HCV Program**  
**Schedule 1B**

Balance Sheet - Business Activities 05/31/2022	Amount
Cash	1,188,081
Investment - Lone Star Bank	406,032
AR - Property Mgmt Fee	19,593
AR-SEA RAD LP Developer Fee	356,537
Allowance for Doubtful Accts	(356,537)
Prepaid & Other AR	37,959
AR InterFund - Eastern Oaks	1,924,467
AR InterFund - Manor Town	287,813
AR InterFund - SEA RAD LP	388,547
AR InterFund - SHFC & Rosemont Relocation	101,726
AR InterFund - HCV, COC & Other	156,299
Net Fixed Assets	960,732
TCDRS Retirement Deferred Outflow	151,923
<b>Total Asset</b>	<b>5,623,172</b>
Month End Accruals	26,756
SHFC Loan - Manor Town Escrow	400,000
Eastern Oaks Constr Contribution	800,000
Estimated Employee Leave Accrual	61,786
SHFC Advance - Eastern Oaks Construction	1,597,809
<b>Total Liability</b>	<b>2,886,351</b>
<b>Equity 05/31/2022</b>	<b>2,736,821</b>
Beginning Equity 01/01/2022	2,660,487
Provision for Reserve 05/31/2022	43,160
Addback : Capital Purchases	33,166
Ending Equity 05/31/2022	<b>2,736,813</b>

Balance Sheet - HCV 05/31/2022	Amount
Cash	528,626
Acct Receivable - Port In	125,921
Allowance WriteOff- AR Port In - over 90 days	(56,150)
Vehicle	16,403
<b>Total Assets</b>	<b>614,800</b>
Month End Accrual	14,358
Portability Payable-Unreconciled	251,422
Interfund - Business Activities	73,246
Estimated Employee Leave Accrual	43,524
<b>Total Liability</b>	<b>382,550</b>
<b>Equity 05/31/2022</b>	<b>232,250</b>
Admin Fee Equity 01/01/2022	80,028
Provision For Reserve 05/31/2022	4,436
Addback: Capital Purchases	16,404
Admin Fee Equity 05/31/2022	100,868
HAP Equity 04/30/2022 - HUD Reserves	131,382
<b>Equity 05/31/2022</b>	<b>232,250</b>



## Housing Choice Voucher

### Schedule 2

Budget Line Item	FY2022 Approved Budget	FYTD Budget May 2022	FYTD Actual May 2022	MTD Actual May 2022
<b>Revenues</b>				644 vchr
HUD HCV Rental Subsidy	7,075,200	2,948,000	2,905,954	578,893
Estimated HCV Administrative Fees	594,280	247,617	244,503	54,113
Est Collection Loss - Port In HAP & AF	(15,000)	(6,250)	-	-
Interest Income	2,500	1,042	1,378	324
Other revenues - Port In Fees, Inspection	53,278	22,199	15,482	3,200
<b>Revenues eligible for Admin Expenses</b>	<b>635,058</b>	<b>264,608</b>	<b>261,363</b>	<b>57,637</b>
<b>Total Revenues</b>	<b>\$ 7,710,258</b>	<b>\$ 3,212,608</b>	<b>\$ 3,167,317</b>	<b>\$ 636,530</b>
<b>Expenses</b>				
Salaries & Benefits - Direct S8 Staff	448,305	186,794	165,177	31,220
Administrative -Audit	32,500	13,542	16,459	
-Office Rent	55,409	23,087	22,815	4,563
- Computer & Software	43,820	18,258	10,939	1,602
- Training	3,600	1,500	-	
Other Administrative Expenses	47,350	19,729	23,293	5,657
Insurance	3,469	1,445	1,840	368
Capital Expenditures	NB	NB	16,404	-
<b>Administrative Expenses</b>	<b>634,453</b>	<b>264,355</b>	<b>256,927</b>	<b>43,410</b>
Rental Assistance	7,075,200	2,948,000	2,905,954	578,893
<b>Total Expenses</b>	<b>\$ 7,709,653</b>	<b>\$ 3,212,355</b>	<b>\$ 3,162,881</b>	<b>\$ 622,303</b>
Excess/Deficiency Rev over Exp	605	252	4,436	14,227
<b>Provision for Administrative Reserve</b>	<b>\$ 605</b>	<b>\$ 252</b>	<b>\$ 4,436</b>	<b>\$ 14,227</b>



**Mainstream Program**  
**Schedule 3**

<b>Budget Line Item</b>	<b>Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				32 vchr
Rental Assistance	424,560	176,900	137,302	28,824
Estimated Administrative Fees	34,537	14,390	11,681	2,678
<b>Total Revenues</b>	<b>\$ 459,097</b>	<b>\$ 191,290</b>	<b>\$ 148,983</b>	<b>\$ 31,502</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	34,539	14,391	13,891	3,021
Rental Assistance	424,560	176,900	137,302	28,824
<b>Total Expenses</b>	<b>\$ 459,099</b>	<b>\$ 191,291</b>	<b>\$ 151,193</b>	<b>\$ 31,845</b>
<b>Provision for Reserve</b>	<b>\$ (2)</b>	<b>\$ (1)</b>	<b>\$ (2,210)</b>	<b>\$ (343)</b>

**Emergency Housing Voucher**  
**Schedule 3A**

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Rental Assistance	NA	NA	19,838	9,534
Service Costs Reimbursement	NA	NA	3,632	
Estimated Administrative Fees	NA	NA	200	100
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,670</b>	<b>\$ 9,634</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	NA	NA	6,754	1,288
Service Costs Expenses	NA	NA	5,132	1,500
Rental Assistance	NA	NA	19,838	9,534
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,724</b>	<b>\$ 12,322</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,054)</b>	<b>\$ (2,688)</b>

<b>Administrative Reserves by S8 program</b>	<b>HCV</b>	<b>Mainstream</b>	<b>EHV</b>
Administrative Reserves 01/01/2022	80,028	4,050	18,532
Current Provision for Reserve 5/31/2022	4,436	(2,210)	(8,054)
Addback: Capital Purchases	16,404		
Est Administrative Reserves 05/31/2022	100,868	1,840	10,478

**Continuum of Care Grant TX0037L6J031811**

**July 1, 2021 - June 30, 2022**

Schedule 4

<b>Budget Line Item</b>	<b>Approved Grant</b>	<b>FYTD Budget May 2022</b>	<b>Cumulative Total</b>	<b>MTD Actual May 2022</b>
Grant Revenues	1,126,479	1,032,606	852,522	78,341
<b>Expenses</b>				
Housing Assistance	1,025,859	940,371	761,303	65,727
Direct Salaries & Benefits	50,253	46,065	46,448	4,724
Total Rental Assistance & Direct Salaries	1,076,112	986,436	807,751	70,451
Administrative Costs	50,367	46,170	44,771	7,890
<b>Total Expenses</b>	<b>1,126,479</b>	<b>1,032,606</b>	<b>852,522</b>	<b>78,341</b>
	\$ -	\$ -	\$ -	\$ -

**MTW - Policy Development & Research Grant**

**Feb 16, 2021 - Feb 15, 2023**

Schedule 5

<b>Budget Line Item</b>	<b>Grant Award</b>	<b>FYTD Budget May 2022</b>	<b>Cumulative Total</b>	<b>MTD Actual May 2022</b>
Grant Revenues	25,000	22,917	-	-
<b>Expenses</b>				
MTW conversion - Software & Hardware	25,000	22,917	-	-
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ 22,917</b>	<b>\$ -</b>	<b>\$ -</b>
	\$ -	\$ -	\$ -	\$ -

**Housing Authority of Travis County**

**SEA RAD - Eastern Oaks**

Schedule 6

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
Gross Potential Rent (Contract Rent)	198,106	82,544	99,760	37,165
Vacancy Loss-budgeted 90% occupancy	(19,811)	(8,255)	(26,288)	(5,420)
<b>Revenues</b>				
Dwelling Rent	53,489	22,287	18,377	4,359
HUD Subsidy	124,807	52,003	55,095	27,386
Collection Losses	(1,070)	(446)	(17,116)	
Other Revenues	-	-	17,485	56
<b>Total Revenues</b>	<b>177,226</b>	<b>73,844</b>	<b>73,841</b>	<b>31,801</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	30,955	12,898	11,376	2,249
Other Administrative Expenses	4,350	1,813	12,030	2,095
Management Fees	8,861	3,692	3,692	1,590
Maintenance Salaries & Benefits	45,266	18,861	12,534	2,463
Maintenance Materials	2,000	833	546	300
Maintenance Contracts	22,566	9,403	10,254	2,123
Utilities	30,240	12,600	7,281	1,729
Insurance	8,084	3,368	3,369	674
Capital Improvement/Non-Routine Exp	8,500	3,542		
Contribution to Repl Reserve	16,404	6,835	5,468	
<b>Total Expenses</b>	<b>177,226</b>	<b>73,844</b>	<b>66,550</b>	<b>13,223</b>
Excess/Deficiency Rev over Exp	-	-	7,291	18,578
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,291</b>	<b>\$ 18,578</b>

**SEA RAD - Eastern Oaks Rehabilitation Costs Detail**

Schedule 6A

<b>Eastern Oaks - Rehab Costs Detail</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Actual through 05/31/2022</b>	<b>Estimated Total Cost</b>
Construction Hard Costs	2,933,089	3,054,875	2,749,388	3,054,875
Other Construction HC		11,400	11,400	11,400
Relocation Costs	451,637	451,637	597,848	597,848
Predev & Other Costs	304,541	282,088	241,682	242,282
Contingencies	110,733	-	-	
	<b>3,800,000</b>	<b>3,800,000</b>	<b>3,600,318</b>	<b>3,906,405</b>
<b>Sources of Funding</b>				
City of Austin - AHFC 99 Year forgivable Loan				1,000,000
TDHCA - 30 year forgivable loan				2,000,000
SHFC - \$800K contribution				800,000

**SEA RAD Eastern Oaks - Balance Sheet**  
**Schedule 6B**

<b>Balance Sheet as of 05/31/2022</b>	<b>Eastern Oaks</b>
IBC - Reserve for Replacements - Restricted	1,579,453
Cash - Rehab Account Restricted	79,458
Cash - SEA RAD Apts EO Tenant Security Deposit	4,023
Cash--Maintenance/Replacement Reserve Budgete	40,298
Cash - IBC -EO	130,120
A/R Tenants EO	24,900
Allowance Doubtful Accounts	(21,629)
A/R HUD-EO - 5 month HUD Subsidy	-
Land	221,791
Buildings	3,719,783
Dwelling Furn, Equip& Machinery	25,313
Furniture Equip& Mach	103,446
Leasehold Improvements	407,900
AccumulatedDepreciation	(1,215,693)
Construction In Progress	-
<b>Assets</b>	<b>5,099,163</b>
Tenant Sec Deps/EO-Low Rent	3,251
Accrued Payable-EO	1,975
DueTo/DueFrom Operations	1,924,467
Property Management Fee Payable	5,469
Comp Absences Payable	3,163
N/P - SHFC	1,561,000
Deferred Revenue-PH-EO	22,341
Loan - COA AHFC	1,000,000
<b>Liabilities</b>	<b>4,521,666</b>
<b>Equity 04/30/2022</b>	<b>577,497</b>
<b>Equity - 01/01/2022</b>	561,343
Provision For Reserve 05/31/2022	7,291
Add-back Maintenance Reserve	5,468
Deduct Depreciation Expense	-
Rehab. Contribution - YTD	-
Interest Earned on Restricted Cash	3,397
Soft Cost Expensed through 05/31/2022	-
<b>Equity - 05/31/2022</b>	<b>577,499</b>

**Housing Authority of Travis County**

**Manor Town**

Schedule 7

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Dwelling Rent - budgeted 95% occpy-avg rent \$570	211,956	88,315	74,681	14,559
Collection Losses	(4,239)	(1,766)	-	
Other Tenant Revenues	NA	NA	91	
Other Revenues (Laundry Commissions, etc)	1,800	750	1,341	51
<b>Total Revenues</b>	<b>209,517</b>	<b>87,299</b>	<b>76,113</b>	<b>14,610</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	33,528	13,970	12,327	2,436
Other Administrative Expenses	5,824	2,427	1,796	387
Management Fees	10,476	4,365	3,806	731
Maintenance Salaries & Benefits	50,031	20,846	14,185	2,645
Maintenance Materials	12,299	5,125	5,667	482
Maintenance Contracts	34,698	14,458	23,278	1,160
Utilities	19,530	8,138	8,294	1,355
Insurance	12,188	5,078	5,078	1,016
Maintenance Reserve-\$500 unit/year	16,500	6,875	6,875	1,375
Capital Item/Non-Routine Expenses	4,500	1,875		
Debt Service - Principal & Interest	85,752	35,730	35,730	7,146
<b>Total Expenses</b>	<b>285,326</b>	<b>118,886</b>	<b>117,036</b>	<b>18,733</b>
Excess/Deficiency Rev over Exp	(75,809)	(31,587)	(40,923)	(4,123)
Contribution from Business Activities	75,809	31,587	31,585	6,317
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,338)</b>	<b>\$ 2,195</b>

**A-** Emergency Elevator repair totaling \$6,845 in 03/2022 & \$5,344 in 04/2022

Manor Town II PreDevelopment Costs as of 3/31/2022 - \$212,780

**Housing Authority of Travis County**

**Carson Creek**

**Schedule 8**

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Dwelling Rent - budgeted 100% occpy-avg rent \$804	154,284	64,285	64,285	12,857
Collection Losses/Collection on Write-Off	(3,086)	(1,286)	-	
Other Tenant Revenues	-	-	56	56
Other Revenues	-	-	510	111
<b>Total Revenues</b>	<b>151,198</b>	<b>62,999</b>	<b>64,851</b>	<b>13,024</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	16,218	6,758	5,957	1,178
Other Administrative Expenses	4,300	1,792	2,575	135
Management Fees - 5% of Revenues	7,560	3,150	3,243	651
Maintenance Salaries & Benefits	23,824	9,927	7,162	1,259
Maintenance Materials	6,322	2,634	1,292	114
Maintenance Contracts	24,120	10,050	2,852	605
Utilities	300	125	-	
Insurance	3,702	1,543	1,544	308
Maintenance Reserve-\$500 unit/year	8,000	3,333	3,335	667
<b>Total Expenses</b>	<b>94,346</b>	<b>39,311</b>	<b>27,960</b>	<b>4,917</b>
Excess/Deficiency Rev over Exp	56,852	23,688	36,891	8,107
<b>Provision for Reserve</b>	<b>\$ 56,852</b>	<b>\$ 23,688</b>	<b>\$ 36,891</b>	<b>\$ 8,107</b>

**HATC - Travis County Facilities Corporation (TCFC) - Fund 12**  
Schedule 9

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Other Revenues - Embry & Appl Fees	2,000,000	833,333	1,131,182	206,129
Interest Income	4,500	1,875	4,035	914
<b>Total Revenues</b>	<b>2,004,500</b>	<b>835,208</b>	<b>1,135,217</b>	<b>207,043</b>
<b>Expenses</b>				
Contribution TCFC Set-Aside-50%	1,000,000	416,667	565,592	103,065
Contribution to HATC Foundation	125,247	52,186	52,185	10,437
<b>Total Expenses</b>	<b>\$ 1,125,247</b>	<b>\$ 468,853</b>	<b>\$ 617,777</b>	<b>\$ 113,502</b>
<b>Provision for Reserve</b>	<b>\$ 879,253</b>	<b>\$ 366,355</b>	<b>\$ 517,440</b>	<b>\$ 93,541</b>

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

Schedule 9A

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget May 2022</b>	<b>FYTD Actual May 2022</b>	<b>MTD Actual May 2022</b>
<b>Revenues</b>				
Contribution SHFC-bond only & new RE transactions	140,000	58,333	-	
Contribution TCFC-50% proceeds	1,000,000	416,667	565,592	103,065
Interest	3,500	1,458	4,684	1,079
<b>Total Revenues</b>	<b>1,143,500</b>	<b>476,458</b>	<b>570,276</b>	<b>104,144</b>
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess/Deficiency Rev over Exp	1,143,500	476,458	570,276	104,144
<b>Provision for Reserve</b>	<b>\$ 1,143,500</b>	<b>\$ 476,458</b>	<b>\$ 570,276</b>	<b>\$ 104,144</b>

<b>TCFC Balance Sheet as of 05/31/2022</b>	<b>Amount</b>
Cash TCFC	2,153,428
Cash TCFC Set-Aside	2,543,070
A.Receivable	309,194
Land	7,686,113
<b>Total Assets</b>	<b>12,691,805</b>
Prepaid Land Lease	7,552,290
Other Current Liabilities	103,065
<b>Total Liabilities</b>	<b>7,655,355</b>
Beginning Equity - 01/01/2022	3,948,732
Provision For Reserve	1,087,716
Ending Equity - 05/31/2022	<b>5,036,448</b>
<b>Liabilities &amp; Equity</b>	<b>12,691,803</b>

**HATC - Foundation - Fund 56**

Schedule 10

Budget Line Item	FY2022 Approved Budget	FYTD Budget May 2022	FYTD Actual May 2022	MTD Actual May 2022
<b>Revenues</b>				
Donations & Other Revenues	12,000	5,000	-	
<b>Total Revenues</b>	<b>12,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	61,599	25,666	24,101	\$ 4,590
Other Administrative Expenses	8,550	3,563	296	74
Job Training & Youth Development	30,000	12,500		2,500
Tenant Services/Scholarships	37,000	15,417	10	5
Insurance	98	41	20	
<b>Total Expenses</b>	<b>137,247</b>	<b>57,186</b>	<b>24,427</b>	<b>7,169</b>
<b>Contribution from TCFC Unrestricted Funds</b>	125,247	52,186	52,185	10,437

**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



**SEA RAD LP**  
**CY 2022 Monthly Operating Statement**  
**Schedule 11**

	<b>CY2022 Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>MTD May 2022</b>
<b>Revenues</b>				
Rental Income	143,351	59,730	116,362	25,166
Vacancies - budgeted 97% occupancy	(14,335)	(5,973)	(32,446)	(7,360)
HUD Subsidy - Accrued	334,486	139,369	89,997	16,595
Other Tenant Revenue	3,000	1,250	5,027	894
Collection Loss Estimate	(2,867)	(1,195)	-	
Other Revenue	1,100	458	1,044	29
<b>Total Operating Revenues</b>	<b>464,735</b>	<b>193,640</b>	<b>179,984</b>	<b>35,324</b>
<b>Expenses</b>				
Legal & Eviction Fees	2,500	1,042	50	50
Other Administrative Costs	7,392	3,080	5,041	985
Management Fee	23,237	9,682	2,800	764
Audit & Tax Fees	10,000	4,167	3,855	771
Payroll and Benefits			-	
Manager	40,021	16,675	14,742	2,840
Maintenance	54,684	22,785	17,414	3,358
Taxes and Benefits	28,622	11,926	9,343	1,879
Repairs and Maintenance			-	
Extermination	3,400	1,417	1,800	190
Grounds	12,000	5,000	4,665	933
Make Ready	3,000	1,250	4,086	
Maintenance Materials	18,833	7,847	12,262	4,048
Other Routine Contract Costs	11,360	4,733	1,405	351
Utilities	37,080	15,450	16,521	3,353
Trash	42,000	17,500	20,188	4,148
Property Insurance	28,356	11,815	14,575	2,981
Other Insurance - Liability & Workers Com	8,473	3,530	1,420	284
<b>Total Operating Expenses</b>	<b>330,958</b>	<b>137,899</b>	<b>130,167</b>	<b>26,935</b>
<b>Net Operating Income/(Loss) - NOI</b>	<b>133,777</b>	<b>55,740</b>	<b>49,817</b>	<b>8,389</b>
<b>Other Income/Expenses</b>				
Contribution to Replacement Reserve	23,523	9,801	9,800	1,960
NOI less Reserves	110,254	45,939	40,017	6,429
Debt Service - Principal & Interest	65,703	27,376	27,425	5,485
Debt Service Coverage Ratio	1.68	1.68	1.46	1.17
<b>Operating Cash Flow</b>	<b>44,551</b>	<b>18,563</b>	<b>12,592</b>	<b>944</b>
<b>Other Expenses/Outflows</b>				
Asset Management Fee	7,316	3,048	3,050	610
Non Routine & Capital Expenditures	36,000	15,000	15,468	2,475

## SEA RAD LP

## Monthly Balance Sheet - CY2022

	May 2022
Cash - Unrestricted	53,156
Cash - Security Deposit	13,162
Cash - Pledged Account	102,040
Cash - Operating Deficit	204,276
Cash - Replacement Reserves	55,138
Tenant Accounts Receivable	115,118
Allowance Doubtful Accounts	(19,130)
A/C Receivable - HUD Subsidy	315,995
Prepaid Insurance & Expense	30,741
Land & Land Improvement	164,519
Building & Equipment	9,860,239
Accum Depreciation	(1,478,275)
Tax Credit Monitoring Fees	27,669
<b>Assets</b>	<b>9,444,648</b>
Accrued Expenses	12,275
Property Management Fee Payable	8,845
Accrued Interest Payable	174,344
Tenant Security Deposit	12,265
Prepaid Rent	22,646
HATC Loan	1,000,000
Mortgage Payable	1,074,909
Note Payable-Additional Construction	179,702
Note Payable-Operating Deficit & Pledge Acct	301,035
Deferred Developer Fees	356,537
Due to Related Party	745,778
<b>Liabilities</b>	<b>3,888,336</b>
<b>Partners Equity</b>	<b>5,556,312</b>
Partner's Equity -Beginning	5,593,345
Cash Flow-Income Statement	944
Add back Replacement Reserve	1,960
Add back Loan Principal	928
Deduct Asset Management Fee	(610)
Deduct Amortization Expenses	(399)
Deduct Depreciation Expenses	(34,465)
Deduct Interest - HATC Loan	(2,917)
Deduct Capital & NonRoutine	(2,475)
Partners Equity, Ending Balance	5,556,311

**The HATC Foundation Discussion Item VI.E.**

**July 7, 2022**

**Subject:** Partnership and Programming Matrix

**Background Information:**

Foundation staff, working in conjunction with members of the Foundation Advisory Committee, created a matrix outlining Foundation focus areas and corresponding partnerships and programming. This matrix highlights both current and planned initiatives, and will continue to be expanded upon as more initiatives and partnerships are undertaken. The matrix will also serve as a guideline for the preparation of a Foundation Strategic Work Plan.

**Attachment:**

A. HATC Foundation Partnership and Programming Matrix (as of July 2022)

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director

**Attachment:**

**A. HATC Foundation Partnership and Programming Matrix (as of July 2022)**

		Austin Public Library Austin Free Press Literary Coalition of Central Texas IMBA Goodwill of Central Texas Frameworx CDC Luminitas Austin Sunshine Camera BSA / Exploring Central Area Council Austin Hummer's Club Coming of Age Skagitpoint Alliance Southeast Family YMCA Austin Community College Central Texas Food Bank Communities in Schools Boys and Girls Clubs Committing Care Girl Scouts of Central Texas Amplify Austin Austin Community Foundation															
HATC Foundation Focus	Service Area																
SELF-SUFFICIENCY	Job Coaching / Career Planning & Development	X	X		X							X	X				
	Financial Literacy / Money Management					X											
	Vocational & Job Readiness Training			X		X						X	X				
	Digital Literacy & Access	X	X		X		X										
	GED/Adult Basic Education			X		X							X				
	ESL			X													
YOUTH DEVELOPMENT	Summer Camps and Recreation Programs						X	X				X					X
	Summer Food Service Programs												X				
	School Supplies																
	STEM Enrichment							X				X					X
	Organization Memberships	X					X	X				X					X
	Youth Leadership / Skill Development						X	X				X					X
FAMILY ENRICHMENT	College Prep													X	X		
	Tutoring/Homework Help Services													X	X		
	Nutrition / Health and Wellness									X		X		X			X
	Parenting Skills																
	Community Resource Fairs	X															
	Lending Library	X															
FISCAL	Childcare											X					
	Aging / Elderly Services									X			X				
Fundraising										X						X	X

Note: Black 'X' indicates current programming; red 'X' indicates planned/pending programming

**The HATC Foundation Discussion Item VI.E.**

**July 7, 2022**

**Subject:** Digital Inclusion Initiatives

**Background Information:**

Foundation staff has worked with Austin Free-Net (AFN) to offer HATC residents and clients free computers and a year of free WiFi through AFN's Learn and Earn program. The Learn and Earn program offers participants two pathways to receive free devices:

- A needs-based pathway allows for individuals to be automatically eligible for a device if the individual qualifies for Texas state benefit programs such as SNAP or WIC food benefits, Medicare, Medicaid, TANF cash help, or Children's Health Insurance Program (CHIP), among others.
- A learning-based pathway allows individuals to be made eligible for a device after they complete a combination of self-directed digital literacy modules, workshops, and classes at AFN's computer lab.

In June 2022, Foundation staff was able to get devices in the hands of nine HATC residents/clients through referral to the Learn and Earn program, and will continue to conduct extensive outreach in this area.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

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Patrick B. Howard, CEO/Executive Director

**The HATC Foundation Discussion Item VI.E.**

**July 7, 2022**

**Subject:** Southwest Family YMCA Childcare Partnership

**Background Information:**

Foundation staff have worked with the Southwest Family YMCA (adjacent to Alexander Oaks) to initiate a partnership that will allow HATC residents and clients to utilize the YMCA's childcare facility at no cost. Staff will continue to explore options to provide free and/or low cost childcare options for all HATC families.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director

## HATC Discussion Item VI.F.

July 7, 2022

**Subject:** HATC Human Resources & Organizational Development Update

### Background Information:

#### Job Description Revision & Development

- All HATC/SHFC job descriptions are undergoing a full review and revision and will soon be complete. 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. The completion of the job description revisions and development will correspond directly with the creation of Employee Development Plans.

#### Employee Development Plans

- All HATC/SHFC employees will undergo individual personal development plan updates and revisions during 2022, and meetings with employees will commence in early Q3. 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

#### Performance Management Process Revision

- The Performance Management Process that has previously been in place at HATC is undergoing a much-needed full and complete revision, with the development of a much more flexible and effective process which will be implemented within the organization. This project is expected to be completed in early Q3. Once completed, it will be presented and explained via a special training program for HATC directors, with immediate implementation to follow.

#### Personnel Policy Manual Revisions

- Extensive revisions are still 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 and currently being held with the Executive Director to further refine the new policy drafts. It is currently estimated that a final complete draft Personnel Policy Manual will be presented to the Board in mid Q3 2022.

#### 2022 HR Training Curriculum

- Impactful, relevant, and exciting programs have already been delivered to staff during 2022, and more will follow. Programs will continue focus on compliance issues, best practices, and general employee development, with occasional guest speakers utilized as appropriate. All training will be delivered in alignment with the HATC Strategic Plan.



## HATC Foundation Leadership

- Leadership for the HATC Foundation exists under the purview of the Deputy Executive Director / HR & Org. Development. As such, current activities include connection and regular communication with new Board representation (and new HATC Foundation President), Jimmy Paver re: Foundation status; an initial meeting with a re-formed HATC Foundation Advisory Committee has occurred, and follow-up meetings are being scheduled; planning for near-term events is occurring; and various partner outreach and recruitment efforts. Subsequent activities expected in 2022 include strategy development and monitoring, partnership growth, investigation of grant opportunities, and planning for charitable contribution fund generation.

## HATC 2022-2025 Strategic Plan Updates

- Finalization of HATC's 2022-2025 Strategic Plan occurred at the end of 2021. Updates will be provided on goal tracking and progress as we move through 2022. Update summaries will be available electronically on Boardable.

## **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