

February 4, 2021
10:00 A.M.

The Board of Commissioners will meet via Zoom.
Join the Meeting by using the Link, Meeting ID and Password provided below:

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWWEVRM3JRK1pPMHdhNmVDWTNvQT09>

Dial by your location
1-346-248-7799 US (Houston)
Meeting ID: 249 631 8264
Password: 547394

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

II. CONSENT AGENDA

- A. Approval of the Minutes from the January 14, 2021 Annual Board 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 Shannon Farese at Shannon.farese@traviscountytexas.gov*
- *Maximum three-minute limit per speaker.*

IV. REGULAR AGENDA

- A. Discussion of Board of Commissioners composition- [Patrick Howard](#)

V. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs / Homeless Initiatives- Christina Montes
B. Affordable Housing Programs – [Gabrielle Jones](#)
C. Finance & Administration – [Subra Narayanaier](#)
D. Real Estate Development – [Robert Onion](#) / [Keith Hoffpauir](#)

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

VI. BOARD COMMITTEE REPORTS

- A. Real Estate Committee
- B. Governance Committee

VII. NEW / UNFINISHED BUSINESS

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

VIII. EXECUTIVE SESSION

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

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
January 14, 2021
9:00 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held its Annual Board of Commissioners Meeting via Zoom on the above date.

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWVZEVkR3JRk1pPMHdhNmVDWtNvQT09>

- **CALL TO ORDER**

Chair of the Board, Eddie Karam, called the meeting to order at 9:05 am.

ROLL CALL / CONFIRMATION OF QUORUM

Roll Call of Commissioners: Chair Eddie Karam; Vice Chair Robbye Meyer; Commissioner John Hernandez; Commissioner Wilmer Roberts; Commissioner Ann Denton.

Guests: Laura Lozano with the WHY Group; Jessica Chen with Brown, Graham & Company, P.C.

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Shannon Farese, Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpauir, Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaier; Housing Managers Gabrielle Jones and Carlos Guzman.

CEO/Executive Director Patrick Howard certified the quorum.

- **CONSENT AGENDA**

- A. Approval of the Minutes, Special Meeting from September 10, 2020
- B. Approval of the Minutes, Regular Meeting from November 6, 2020
- C. Approval of the Minutes, Special Meeting from November 23, 2020

Commissioner Ann Denton made a **motion** to approve Items II.A thru II.C. Commissioner John Hernandez seconded the motion, which **passed** unanimously.

- **PUBLIC FORUM / CITIZEN COMMUNICATION.**

There was no public forum or citizen communication.

- **UPDATE ON FY 2020 AUDIT**

Director of Finance & Administration Subra Narayanaier introduced auditor Jessica Chen with Brown, Graham & Company. Jessica shared an update on the preparation of the FY20 Audit for HATC, which in recent years included financial information for SHFC due to the fact that SHFC was determined to be a "*discretely presented component unit*" of HATC. In recent discussions with the General Accounting Standards Board (GASB) staff, it was determined that SHFC should rather be determined to be a "*separate*" entity. This is in accordance with the General Accounting Standards Board (GASB) Statement #14. As a result, no year-end audit is required. Board members expressed their concerns regarding the idea of not producing an annual audit for SHFC and asked that the item be placed on the February 4th Board meeting for further discussion.

- **REGULAR AGENDA**

- A. Quarterly Assessment- CEO-Executive Director**

Board went into executive session Commissioner Denton made a motion that the board go into Executive Session at 9:43 am and Robbye seconded the motion. Board concluded its Executive Session resumed the regular agenda at 9:59 am.

- B. Election of Officers**

Chairman Eddie Karam made a **motion** to nominate Vice Chairperson Robbye Meyer to serve as Chairperson.

Commissioner John Hernandez seconded the motion, which **passed** unanimously.

Commissioner Wilmer Roberts made a **motion** to nominate Commissioner John Hernandez to serve as Vice Chairman.

Commissioner Ann Denton seconded the motion, which **passed** unanimously.

- C. Committee Assignments**

Newly elected Chair Robbye Meyer made the following appointments: Real Estate Committee - Ann Denton and Eddie Karam; Governance, Finance and Administration Committee - Wilmer Roberts and John Hernandez.

- **CEO/EXECUTIVE DIRECTOR'S REPORT**

Mr. Howard highlighted some of the significant the accomplishments of HATC for 2020, to include MTW designation and funding for Eastern Oaks rehabilitation. Patrick suggested that the Board schedule a strategic planning meeting soon to take a deeper dive into 2021 agency goals and strategies.

- **NEW / UNFINISHED BUSINESS**

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

Commissioner Denton inquired about the reestablishment of a tenant commissioner position on the Board. Mr. Howard stated that he had been in discussions with Travis County staff on how to best address the issue. In 2016, HATC received a waiver from HUD related to its Continuum of Care Program since there was no tenant commissioner/formerly homeless individual on the Board, as required. Despite the fact the requirement has been satisfied via the appointment of the homeless advisor, staff and Board members agree that having a tenant commissioner will add value. The Board asked that this item be placed on February agenda for the discussion.

- **EXECUTIVE SESSION**

There was no Executive Session discussion.

- **ADJOURNMENT**

Commissioner Denton made a **motion** to adjourn the Board meeting. Chair Robbye Meyer seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:15 am.

Respectfully submitted,

Patrick Howard, CEO/Executive Director

HATC Discussion Item IV.A.
February 4, 2020

Subject: HATC Board of Commissioners Composition

Board members,

On April 14, 2016, then Travis County Judge Sarah Eckhardt issued a letter to the current members of the Boards of both the Housing Authority of Travis County and the Strategic Housing Finance Corporation, requesting the resignations. This was done in an effort to provide greater continuity and to better align its strategic priorities by having both boards "composed of the same five members." (See Attached)

This process of board vacation and re-appointed concluded in June 2016, resulting in the current composition of five board members of the Housing Authority of Travis County, all of which who also presently serve on the board of the Strategic Housing Finance Corporation (SHFC). This was also codified in SHFC's amended Articles of Incorporation.

With the establishment of re-constituted Boards, the composition of the Boards no longer included a Tenant representative. Although not a requirement for HATC, as per Section 392.0331 of the Texas Local Government Code due to the fact the agency has less than 750 units, having a Tenant representative on housing authority boards is a widely accepted best practice.

In May 2016, HATC's Continuum of Care (COC) program was audited by the HUD-San Antonio Field Office. It was discovered that the Agency was in violation of Code of Federal Regulations language found in 24 CFP 575.75(g) which states:

(g) Participation of homeless individuals. (1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

The agency requested and was granted a waiver based on the aforementioned exception via the identification/establishment of a current HATC HCV client as a *Homeless Advisor* to the Board of Commissioners. This individual had previously experienced homelessness.

However, Staff believes there is much value added with presence of a tenant representative on the HATC Board of Commissioners to provide a unique perspective related to the governance and administration of the agency, in addition the development of policies and procedures that directly impact HATC tenants and clients.

In preliminary discussions with Travis County staff on ways to achieve the aforementioned goal, there was general agreement that the establishment of an ex-Officio Board of Commissioners position would be viable solution.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Letter from Judge Sarah Eckhardt, date *April 14, 2016*
- B. SHFC Articles of Incorporation, as *Amended*
- C. HUD Continuum of Care Correspondence
- D. HATC Correspondence related to *Homeless Advisor*

Prepared and Approved by:



Patrick B. Howard, CEO/Executive Director



OFFICE OF TRAVIS COUNTY JUDGE SARAH ECKHARDT

April 14, 2016

To the Attention of the Boards of the Housing Authority of Travis County & the Strategic Housing Finance Corporation Boards

Dear Board Members,

The Travis County Commissioners Court is so grateful for your service. Your insights have been instrumental in our deliberations on how best to compose two boards working together for shared goals. During the Tuesday, April 12, 2016 voting session, the Commissioners Court decided that the Strategic Housing Finance Corporation and the Housing Authority of Travis County would be better served if both boards were composed of the same five members. In order to achieve this shared goal we must make the unfortunate request for resignations. Please submit the following documentation:

1. A letter of resignation effective Monday, April 18th with the understanding that you will continue to serve in holdover capacity; and
2. If you wish to be considered for appointment to both boards, complete an application, which will be sent to you under separate cover. Applications are due by the close of business on Friday, April 22, 2016 to igr@traviscountytexas.gov.

On behalf of the Commissioners Court, I would like to thank you for your service and dedication to the Travis County residents. If you have any questions, please feel free to contact my office at (512) 854-5555 or Sherri Fleming, the Health and Human Services/Veterans Services County Executive at (512) 854-4101.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Eckhardt", is written over the word "Sincerely".

Sarah Eckhardt

Cc: Patrick Howard, Deece Eckstein, Sherri Fleming

**ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
STRATEGIC HOUSING FINANCE CORPORATION
OF
TRAVIS COUNTY**

Pursuant to the provisions of the Texas Housing Finance Corporations Act, Chapter 394, Texas Local Government Code, as amended, we, the undersigned County Judge and County Clerk of Travis County, on behalf of the Commissioners Court of Travis County, Texas, do hereby adopt the following Articles of Amendment to Articles of Incorporation of Strategic Housing Finance Corporation of Travis County (the "Corporation"), amending the Articles of Incorporation of the Corporation, dated June 11, 2004:

ARTICLE ONE

The name of the Corporation is STRATEGIC HOUSING FINANCE CORPORATION OF TRAVIS COUNTY. The filing number issued to the Corporation by the Texas Secretary of State is 800352566.

ARTICLE TWO

Article VI of the Articles of Incorporation, as amended by the Articles of Amendment to Articles of Incorporation executed on July 16, 2015, is amended to read in its entirety as follows:

All powers of the Corporation shall be vested in a Board of Directors initially consisting of five (5) persons, each of whom shall be appointed by written resolution of the governing body of the County, and each of whom shall be a resident of such county. Each initial director named in Article VIII hereof shall serve for a term of two (2) years or until his or her successor is appointed by the governing body of the County.

The members of the Board of Directors of the Housing Authority of Travis County shall at all times serve as the members of the Board of Directors of the Corporation unless the governing body of the County otherwise provides. An appointment of an individual to the Board of Directors of the Housing Authority of Travis County shall be deemed to be an appointment of such individual to the Board of Directors of the Corporation by the governing body of the County unless the governing body of the County by written resolution otherwise appoints persons to the Board of Directors of the Corporation who are not members of the Board of Directors of the Housing Authority of Travis County. When an individual is no longer a member of the Board of Directors of the Housing Authority of Travis County, such individual shall be deemed to have resigned from the Board of Directors of the Corporation. Furthermore, any member of the Board of Directors of the Corporation may be removed from office for inefficiency, neglect of duty, or misconduct, but not without cause, by written resolution of the

governing body of the County. To the extent this provision conflicts with any provision of the Act, the Act controls.

All other matters pertaining to the internal affairs of the Corporation shall be governed by the bylaws of the Corporation, so long as such bylaws are not inconsistent with these Articles of Incorporation, the Act, or any other law of the State of Texas.

ARTICLE THREE

A resolution directing the adoption of these Articles of Amendment was passed and adopted by majority vote of the Commissioners Court of Travis County, Texas, on _____, 2016.

[Signature page follows.]

IN WITNESS WHEREOF, we have hereunto set our hands the ____ day of _____,
2016.

COMMISSIONERS COURT OF TRAVIS
COUNTY, TEXAS

Sarah Eckhardt, County Judge

Dana DeBeauvoir, County Clerk

State of Texas §
County of Travis §

Before me, a notary public, on this day personally appeared Sarah Eckhardt, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Seal)

Notary Public in and for the State of Texas

Printed Name of Notary

My Commission Expires: _____

State of Texas §
County of Travis §

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Seal)

Notary Public in and for the State of Texas

Printed Name of Notary

My Commission Expires: _____



JUL 14 2016

Mr. Patrick Howard
Executive Director
Housing Authority of Travis County
502 East Highland Mall Blvd., Ste. 106-B
Austin, Texas 78752

U.S. Department of Housing and Urban Development
San Antonio Field Office, Region VI
Office of Community Planning and Development
H.F. Garcia Federal Building/U.S. Courthouse
615 E. Houston Street, Suite 347
San Antonio, Texas 78205-3601
Phone (210) 475-6820 Fax: (210) 472-6825
www.hud.gov www.espanol.hud.gov

Dear Mr. Howard:

Subject: Monitoring Report - Housing Authority Travis County (HATC)
Continuum of Care Program (CoC) - Grant No. TX0037L6J031407

A monitoring review of your Continuum of Care Grant, (Project #1), Grant #TX0037L6J031407 was conducted from May 10 -13, 2016 by CPD Representatives David Rios and Japhet Cruz. An exit conference with the executive director and staff to discuss the results of our monitoring review was held on May 20, 2016.

Monitoring reviews are designed to evaluate a grantee's HUD-assisted program and to ensure compliance with program requirements. Monitoring activities also serve as the primary means by which the Department carries out statutorily mandated responsibility. The enclosed report summarizes our conclusion of the monitoring review. We wish to thank you and your staff for the professional courtesy and cooperation in providing the various submissions required before and during the monitoring review.

As a note, all action items that require a response to this office must be submitted to us within 30 days from the date of this letter unless otherwise specified in the letter. If you have any questions, please contact David Rios, Senior CPD Representative, at (210) 475-6800, Ext. 2314; or e-mail david.rios@hud.gov.

Sincerely,

Elva F. Garcia, Director
Office of Community Planning
and Development

cc: Cristina Diaz, Housing Manager

MONITORING REPORT

May 10 – 13, 2016

GRANTEE NAME: Housing Authority of Travis County (HATC)

PROJECT NAME: Shelter Plus Care One - TX0037C6J031407

PROGRAM REVIEWED: Continuum of Care (CoC)

TYPE OF REVIEW: On-Site Visit

PURPOSE OF REVIEW: The purpose of this monitoring visit was to determine whether activities and related services are delivered in accordance with applicable regulatory standards, the 2014 Notice of Funding Availability (NOFA), the Grantee's Continuum of Care application and related grant agreements.

HUD MONITORS CONDUCTING REVIEW:

David Rios	Senior CPD Representative
Japhet Cruz	CPD Representative

GRANTEE STAFF IN ATTENDANCE:

Patrick Howard	Chief Executive Officer
Betty Black	Financial Manager
Cristina Diaz	Housing Manager
Lupe Riojas	Housing Specialist
James Torres	Housing Inspector

SCOPE OF MONITORING

All recipients of Continuum of Care funding must comply with the program regulations and the requirements of the Notice of Funding Availability that HUD issues each year. The HATC administers this Continuum of Care Program (CoC) grant and utilizes CoC funds to provide Permanent Supportive Housing through its Tenant Based Rental Assistance Program (TRA). The monitoring review evaluated your performance and compliance with program requirements in the following areas: client eligibility, rental assistance, Lead-based paint, recordkeeping, permanent supportive housing requirements, HMIS, financial management and overall management systems. Based on our review the following is provided.

PERMANENT SUPPORTIVE HOUSING

- **Homeless Status and Eligibility Determination:** In accordance with **24 CFR 578.103**, the recipient must establish and maintain sufficient records to enable HUD to determine whether the recipient is meeting the requirements of this part. Participant files must document that the individual or families were homeless prior to entry and the recipient must maintain and follow written intake procedures to ensure compliance with the homeless definition. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status. During the period reviewed this project assisted 101 program participants of which 5 participant files were reviewed for homeless eligibility. The participant files reviewed were found to be in good order properly documenting homeless eligibility.

- **Housing for Persons with Disabilities:** Permanent Housing (PH) includes Permanent Supportive Housing (PSH) for persons with disabilities. Under PSH, assistance can only be provided to individuals with disabilities and families in which one adult or child has a disability. Our review of the five participant files determined that all clients had disabling conditions as documented through third party verifications. Additionally, a review of the client files determined that program participants received supportive services from Austin Travis County Integral Care (ATCIC) for the duration of their stay.

- **Rent reasonableness.** HUD will only provide rental assistance for a unit if the rent is reasonable. The recipient or subrecipient must determine whether the rent charged for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units. A review of the supporting documentation showed the rent paid was reasonable in relation to rents being charged in the area for comparable space. As such, Travis County was found to be in compliance with requirements.

- **Rent Calculations:** In accordance with 24 CFR part 578.77(c) each program participant on whose behalf rental assistance are made must pay a contribution toward rent. A review of the five client files determined that each program participant was making a contribution towards rent and the rent calculations were calculated appropriately and in compliance with regulatory requirements. Additionally, the files indicated that the Housing Authority's housing specialist was re-examining the participant's income at least annually thereafter, to determine the amount of the contribution toward rent payable by the program participant.

LEAD BASED PAINT

Concern: The current procedures being used in conducting Housing Quality Standards (HQS) Inspections could result in noncompliance with the Lead Based Paint requirements

Condition: The date the housing structure was built as listed on the Housing Quality Standards (HQS) form did not always match the date built as listed on the Property Data Information sheet. Our review of 5 files determined that on one occasion the Housing Specialist incorrectly transposed the built date from the data information sheet to the HQS form. In this particular instance, the data information sheet showed the home built in 1968 however the Housing specialist incorrectly wrote 1987 as date house was built on the HQS form.

Cause: There was a lack of attention to detail when transposing dates from one source to another.

Effect: The Housing inspector relies on the Housing specialist to correctly identify the date a structure is built on the HQS form prior to inspector conducting an HQS inspection of the property. The date structure was built is very important as it can trigger certain Lead Based paint requirements if the property was built prior to 1978. In this particular instance, the Housing Inspector did not take any Lead Based paint actions on a 1968 built home due to the incorrect 1987 built date reflected on the data information sheet. Fortunately for the HATC this particular unit did not have any children under the age of 6 living in the unit so it was exempt from triggering Lead Based Paint requirements.

Recommendation: To avoid this happening again, the Housing Specialist should attach the information data sheet to the HQS form every time the Housing Inspector goes out to conduct an inspection. This would allow the Housing Inspector to verify the date annotated on the HQS form by having the actual property data information sheet attached.

FINANCIAL MANAGEMENT

The purpose of this in-depth financial monitoring review was to determine whether the HATC's accounting and financial transactions and cash management controls were performed and complied with applicable regulatory requirements and other related federal financial regulations.

The Housing Authority's written policies and procedures were reviewed to include audit and financial policies and procedures. The following vouchers for payment as found in the Line of Credit Control System (LOCCS) were randomly selected for review:

Voucher #	Voucher Amount	Date Voucher Created
501218551	\$64,680.12	March 31, 2016
501188021	\$3,106.26	November 30, 2015
501179098	\$4,648.50	October 23, 2015

Supporting documentation for each voucher was reviewed. Our review determined that amounts budgeted were recorded in the General Ledger and these amounts were reconciled with LOCCS. Adequate documentation to support the charges and the allowability of costs were found in the records reviewed. The Housing Authority provided our monitoring team with copies of their organizational charts which sets forth the lines of responsibility for the implementation of program activities. The chart defined duties and responsibilities for key staff.

The Housing Authority employees are covered for General Liability, Real and Personal Property and Crime (Public Employee Dishonesty) Liability. We determined that the Housing Authority's internal control procedures support its ability to prepare financial statements that conform to generally accepted accounting principles and regulatory requirements.

A review of the financial information (drawdowns, unexpended balances) that is recorded in HUD's financial management systems (LOCCS) match the Housing Authority's accounting records for the vouchers that were reviewed.

A review of documents and interview with the Finance manager determined that the Housing Authority does not receive Program Income for this grant.

Based on our review of the Housing Authority's records for this particular grant, we have determined that the Housing Authority has successfully demonstrated the ability to carry out the financial and administrative responsibilities associated with the Continuum of Care Program. We want to especially thank Ms. Betty Black, Finance Manager, for her assistance in furnishing the necessary documentation in order to complete the financial review.

OVERALL GRANT MANAGEMENT

Based on our review of documentation provided and interviews with Housing Authority staff our monitoring review concluded that there are processes in place to help in the overall management of this program. However, we did find that the HATC written standard operating procedures policies are outdated and will need to be updated. Based on a review of the overall management systems in place the following is provided:

Finding No. 1: The HATC has not maintained its written Standard Operating Procedures (SOP) to ensure that CoC program funds are used in accordance with the provisions of the McKinney-Vento Act.

Condition: A review of the documents on file determined that the SOPs are outdated and insufficient to ensure that CoC program funds are used appropriately. Our review of the written policies determined that written procedures mostly refer to the former Shelter Plus Care program and often cited HUD's Public Housing Choice Voucher Program as a reference in administering the CoC program.

Criteria: 24 Part 578.103, Recordkeeping requirements states: The recipient must establish and maintain standard operating procedures for ensuring that Continuum of Care program funds are used in accordance with the requirements of this part and must establish and maintain sufficient records to enable HUD to determine whether the recipient and its subrecipients are meeting the requirements of this part.

Cause: Due to the heavy workloads that Housing Staff are faced with in ensuring compliance with client eligibility, the HATC has failed to dedicate time to review and update its written CoC Standard Operating Procedures.

Effect: The lack of written policies and procedures places the HATC in noncompliance with the McKinney-Vento Act. With multiple grant programs that HATC Housing staff are required to oversee, the lack of written procedures makes it difficult for staff to understand those portions of the CoC regulation that are related to this project. Additionally, in the event of staff turnover, the lack of current written procedures will make it very difficult for new housing staff employees to understand the internal processes to ensure compliance with the CoC program requirements.

Corrective Action: The HATC must review and update their SOPs. Our monitoring team has provided the Housing Manager a template of procedures that is being used by another Housing Authority. We consider this template to be adequate and can be modified by the HATC to create their own SOP. Please provide a copy of your updated written procedures within 60 Days from the date of this monitoring report.

Board of Directors: As set forth in the Continuum of Care Rule, at least one homeless or formerly homeless person must participate in the policy decision-making process. A review of documents provided determined that Travis County Housing Authority did not meet this requirement.

Finding No. 2: The Housing Authority of Travis County (HATC) did not have at least one homeless or formerly homeless person participating in the policy decision making process.

Condition: A formerly homeless HATC resident serving on the Board of Commissioners of the Agency resigned from the Board on February 19, 2016 leaving both a vacancy on the Board and the lack of representation by a homeless or formerly homeless individual. A review of records provided by HATC during our monitoring determined that the board met three times afterwards (March, April, and May) without a homeless qualified or formerly homeless person participating. A waiver request was received by the

monitoring team prior to the start of this monitoring. The waiver requested HUD to approve another option to meet this representation requirement. The waiver request as written would include at least one homeless or former homeless individual in any Ad Hoc Committee formed for the purposes of discussing any policy or decision related to this project.

Criteria: The requirements under 24 CFR 578.75(g) states: Each recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

Cause: The HATC staff did not take the necessary steps to find another qualified individual to fill the vacancy.

Effect: The board did not receive any input from a homeless or formerly homeless person to any policies or decisions regarding this HUD funded project.

Corrective Action: The HATC waiver request states that at least one homeless or formerly homeless individual will be included in any Ad Hoc committee formed for the purposes of discussing any policy or decision related to this project. This waiver request is approved pending receipt of written policy and procedures that will fully demonstrate what processes will be implemented to ensure that current or formerly homeless persons will be consulted when considering and making policies and decisions. Once this documentation is received, HUD will provide the Housing Authority an approval letter for their records. Please provide these written procedures within 30 days from the date of this letter.

Match Documentation: In accordance with 24 CFR 578.73 the recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. A review of the match support documentation provided by ATCIC demonstrated that the in-kind match provided was at least equal to 25 percent of the total expended grant amount. As such, the Housing Authority was found to be in compliance with above referenced standard.

Finding No 3: The Grantee failed to follow the Continuum of Care Program Termination Policy Requirements

Condition: A review of documents on file determined that landlords who are housing program participants are allowed to initiate eviction proceedings prior to allowing the participant due process. On one occasion our review determined that a program participant was never given a termination notice of appeal until after the landlord had already gone to court and obtained an eviction notice.

Criteria: As stated in 24 CFR Part 578.91 the recipient or subrecipient may terminate assistance to a program participant who violates program requirements or conditions of occupancy. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same individual or family. However, in terminating assistance to a program participant, the recipient or subrecipient must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of: (1) Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance; (2) Written notice to the program participant containing a clear statement of the reasons for termination; (3) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who

made or approved the termination decision; and prompt written notice of the final decision to the program participant.

Cause: The HATC does not have updated written Termination Procedures that capture the requirements of the Continuum of Care Interim rule. Additionally, the form given by HATC to the landlords regarding termination procedures contains termination language that applies to the Public Housing Section 8 Program Requirements.

Effect: Allowing the Landlord to complete the eviction process through the Court systems without first notifying the HATC eliminates any opportunity for a client to be given due process before being terminated in violation of the CoC Interim Rule.

Corrective Action: The Housing Authority must include the new CoC termination requirements in their new Standard Operating Procedures manual. Additionally, the HATC must modify the form given to landlords to reflect current CoC program rule requirements. Please provide this office a copy of the new termination procedures as identified in the new Standard Operating Procedures manual and also provide a copy of the form that will be given to landlords that reflect new CoC Termination procedure requirements. Lastly, we remind the Housing Authority that in accordance with 24 CFR part 578.91(c) recipients such as yourself that are providing permanent supportive housing for hard-to-house populations of homeless persons must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.

Timeliness of Draws: As set forth in 24 CFR 578.85, recipients must adhere to certain standards of timeliness. Each recipient must promptly initiate approved CoC Program activities and projects. Once eligible activities begin, recipients must draw down funds at least once per quarter during the program year. A review of the Line of Credit Control System (LOCCS) revealed that the Housing Authority drew down funds at least once per quarter in the program year after eligible activities commenced and was found to be in compliance with the above referenced standard.

We would like to thank HACA staff for their assistance and cooperation during this monitoring review. Additionally, we would like to also thank Mr. Mario Cortez, Director of Supportive Housing, Foundation Communities for taking time from his busy schedule to show us some of the different units that are being used by program participants. The units that we were able to see were very nice and provides the program participants an opportunity to live in safe, clean and decent housing conditions.

Finding No. 4: As a CoC Housing First Model Program, HATC inappropriately placed supportive service participation requirements for clients as a condition for participation in the program.

Condition: A review of the 2014 Grant application determined that HATC applied for and was approved as a Housing First Model Project. Our review of 5 records determined that 3 of the clients had conditions placed on them to participate in required supportive services or they would be terminated. Although none of the three clients were terminated from the program, the fact that these clients had to sign precondition letters is in violation of the 2014 Program NOFA Rules which were in effect for this 2014 Grant Award.

Criteria: 2014 Continuum of Care Program Notice of Funding Availability (NOFA), Paragraph II.A.2.c states: Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches.

Cause: The HATC staff were not aware of this requirement.

Effect: To require a program participant to sign a precondition letter requiring their participation in supportive services or face the possibility of termination from the program is in violation of the Housing First Model Program. These types of preconditions are not allowed and will deter eligible clients from seeking program assistance and ultimately remain in a homeless status.

Corrective Action: The HATC must stop the practice of requiring program participants to sign precondition letters requiring their participation in supportive services or face termination from the program. The Housing Manager was provided informational material on HUD's Housing First Model program and should use this information to further understand the program and to help find ways to encourage client participation in the supportive services that are offered. We recommend that the HATC housing staff also reach out to Austin CoC Grantees that are Housing First Model Programs to get ideas on how they have successfully structured their program to meet HUD requirements.

TECHNICAL ASSISTANCE

During the monitoring review technical assistance was provided to HATC staff in many of the areas monitored to include the new CoC interim rule, Housing First Model Program, termination policy requirements, lead based paint requirements, administration recordkeeping requirements and fully documenting homelessness and client disabilities.



JUL 14 2016

Mr. Patrick Howard
Executive Director
Housing Authority of Travis County
502 East Highland Mall Blvd., Ste. 106-B
Austin, Texas 78752

U.S. Department of Housing and Urban Development
San Antonio Field Office, Region VI
Office of Community Planning and Development
H.F. Garcia Federal Building/U.S. Courthouse
615 E. Houston Street, Suite 347
San Antonio, Texas 78205-3601
Phone (210) 475-6820 Fax: (210) 472-6825
www.hud.gov www.espanol.hud.gov

Dear Mr. Howard:

Subject: Monitoring Report - Housing Authority Travis County (HATC)
Continuum of Care Program (CoC) - Grant No. TX0037L6J031407

A monitoring review of your Continuum of Care Grant, (Project #1), Grant #TX0037L6J031407 was conducted from May 10 -13, 2016 by CPD Representatives David Rios and Japhet Cruz. An exit conference with the executive director and staff to discuss the results of our monitoring review was held on May 20, 2016.

Monitoring reviews are designed to evaluate a grantee's HUD-assisted program and to ensure compliance with program requirements. Monitoring activities also serve as the primary means by which the Department carries out statutorily mandated responsibility. The enclosed report summarizes our conclusion of the monitoring review. We wish to thank you and your staff for the professional courtesy and cooperation in providing the various submissions required before and during the monitoring review.

As a note, all action items that require a response to this office must be submitted to us within 30 days from the date of this letter unless otherwise specified in the letter. If you have any questions, please contact David Rios, Senior CPD Representative, at (210) 475-6800, Ext. 2314; or e-mail david.rios@hud.gov.

Sincerely,

Elva F. Garcia, Director
Office of Community Planning
and Development

cc: Cristina Díaz, Housing Manager

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

June 22, 2017

The Housing Authority of Travis County (HATC) has selected a formerly homeless program participant from the *Non Elderly Disabled Housing Choice Voucher Program* to serve as a *Special Advisor* to the HATC Board of Commissioner's Governance, Finance and Administration Standing Committee. This committee meets as needed to address issues related to budget and finance, audits, complaints, allegations of fraud, policy, and any other HATC related matters.

In 2016, the Travis County Commissioner's Court appointed new board members to the HATC board. The HATC's formerly homeless program participant who had been serving as a commissioner for many years on HATC's board resigned in February 2016. Following her resignation, HATC requested a waiver from HUD's Continuum of Care Department to not include a formerly homeless individual on the board.

Due to the waiver request and in consideration of the requirement to include a formerly homeless individual in policy making decisions, the Housing Authority of Travis County proposed and planned to include at least one homeless individual or formerly homeless individual, and/ or homeless service provider(s) in any Ad Hoc Committee formed for the purposes of discussing any policy or decisions related to the Continuum of Care program. During the transition period, we continued to engage the previous program participant board member with any policy making decisions related to Continuum of Care.

HUD's Continuum of Care Department denied the waiver request in October 2016. Following the denial, the HATC identified our current *Special Advisor* in December 2016. In January 2017, HUD provided their final response approving HATC's selection.

Since the approval, HATC has engaged the current *Special Advisor* once in order to review and provide input on the revision to HATC's homeless preference. HATC will continue to engage our *Special Advisor* as needed.

This new approach in seeking advisement in decision making policies for the Continuum of Care Program has been effective and has set the stage to enlist other advisors to assist in areas that focus on and further develop policies that ensure every program participant is assisted fairly. The Housing Authority of Travis County is fully committed to continue to be a part of the mission to end homelessness in Travis County.

For additional information, please contact Christina Montes, Director of Voucher Programs and Homeless Initiatives directly at 512-854-1883.

Sincerely,



Patrick B. Howard
Executive Director/ CEO

HATC Discussion Item V.A.
February 4, 2021

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.

TOTAL Housing Choice Voucher baseline effective 2/01/2020: 632 (Does not include Mainstream)

As of December 31, 2020, 411 of HATC's HCV allocation were utilized in a conventional fashion.

As of December 31, 2020, the total lease up for the HCV program was **610 of 632**. Occupancy rate was at **96.52%**.

For this reporting period, there were **76** applicants on the waiting list.

Portable In: 103 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 December 31, 2020, Cambridge had a total lease up of **19** vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

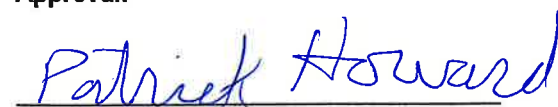
Attachments:

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

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

**HATC Discussion Item V.A.
February 4, 2021**

Subject: Homeless Initiatives

Continuum of Care (CoC)

HATC was awarded **\$1,015,071** in new federal funds from the 2019 CoC competition to provide housing for chronically homeless clients with a disability for 2020-2021. This grant began July 1, 2020.

As of December 31, 2020 HATC, provided housing assistance to **89** Continuum of Care participants.

Homeless Preference (HP HCV)

The adopted homeless preference allocates 1 in every 4 new housing choice vouchers offered to a homeless applicant referred by homeless providing agencies with a current MOU with HATC. These agencies currently include: Foundation Communities, and Front Steps. Also included in this group are current Continuum of Care program participants who are no longer in need of intensive case management services from Integral Care. Effective March 1, 2020, MOU's for Criminal Justice (CJ) and Front Steps (FS) were revised. CJ and FS will provide referrals strictly through the homeless preference.

As of December 31, 2020, HP has **56** tenants under contract to include current CJ and FS program participants.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:


Patrick B. Howard, *CEO/Executive Director*

**HATC Discussion Item V.A.
February 4, 2021**

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 December 31, 2020, there were 69 tenants under contract.

Family Unification Program (FUP)

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

1. Families for whom the lack of adequate housing is a primary factor in:
 - a. The imminent placement of the family's child or children in out-of-home care, or
 - b. The delay in the discharge of the child or children to the family from out-of-home care.There is no time limitation on FUP family vouchers.
2. For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older. Limitation for youth must not exceed 36 months.

HATC was awarded 34 FUP vouchers effective 1/01/2019. As of December 31, 2020, there were 26 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 December 31, 2020, there were 26 tenants under contract.

VASH

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30.

As of December 31, 2020 VASH, has 16 tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachment:

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

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

	Leased on 1st	After First Month	Number of Based Units	Occupied %
*Project Based Vouchers (PBV)	19		19	100.00%
*Housing Choice Vouchers (HCV)	406	5	403	101.99%
Port Outs (PO) HCV	13		14	92.86%
*Non Elderly and Disabled (NED)	67	2	75	92.00%
**VASH- HUD Awarded Vouchers	14	2	30	53.33%
**Homeless Preference (HP- includes Criminal Justice/ Front Steps/ Echo)	56		57	98.25%
**Family Unification Program (FUP)	23	3	34	76.47%
Total	598	12	632	96.52%
Total Leased including leased after the first of the month: 610				

*Mainstream (MVP) Total:	26	39	66.67%
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COC/ Shelter Plus Care Families Served (Last day of month): 89

Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)		3	3
Non Elderly and Disabled (NED)			
Project Based Vouchers (PBV)			
VASH	3		3
Homeless Preference (HP)		1	1
Family Unification Program (FUP)	2	1	3
Mainstream (MVP)			
TOTAL			10

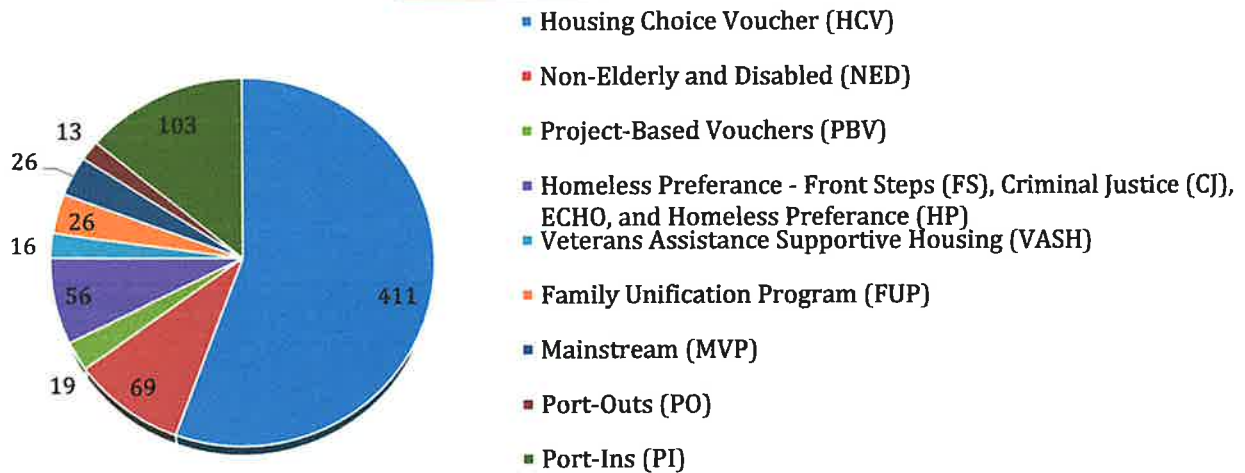
*Waiting List (For HCV, PBV, NED):				76
Leased Port Ins (last day of month):				103
PIC Reporting Rate: (HUD minimum 95%)				101.14%

**** Referral only**

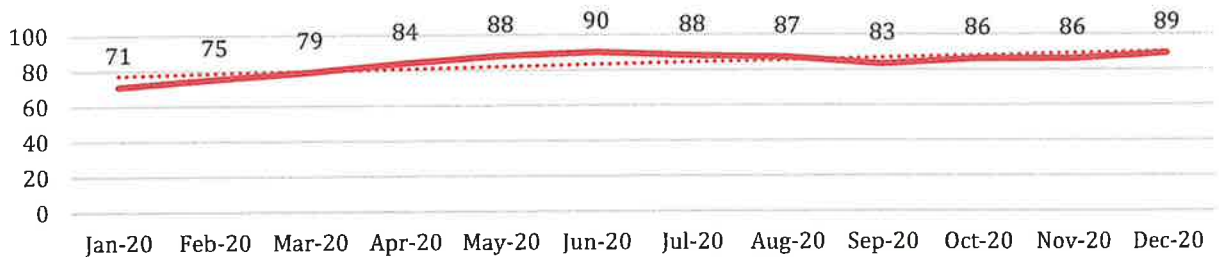
Prepared by Christina Montes/ Director of Voucher Programs & Homeless Initiatives

Attachment 5 A: Graphs

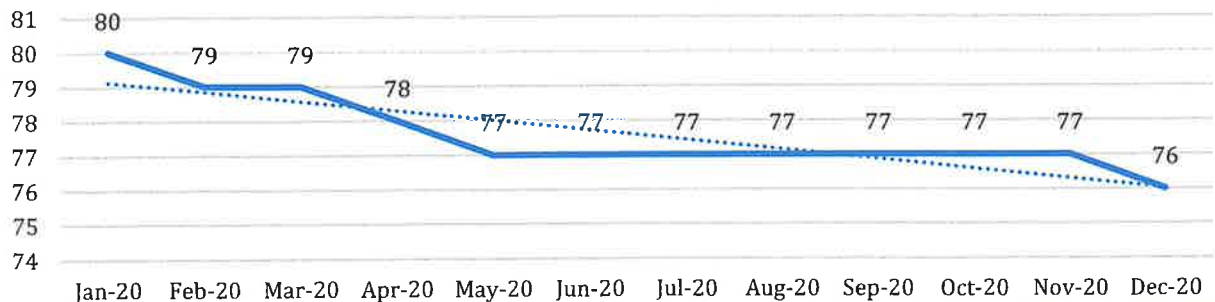
December 2020: 739 Total HCV Households Served



COC Households Served



Applicants on Waiting List



HATC Discussion Item V.B.
February 4, 2021

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

Zero-Income Renters, Interim Changes and EIV (HUD Handbook 4350.3, Rev 1)

HUD handbook 4350.3, Rev-1 describes the occupancy requirements and procedures governing the HUD-subsidized multifamily housing programs. The handbook also addresses the procedures by which households apply for housing and the rights and responsibilities of in-place tenants and property owners.

According to Handbook 4350.3, Rev.1, The total tenant payment is the amount a tenant is expected to contribute for rent and utilities. When the TTP is less than the utility allowance, the tenant receives a utility reimbursement to assist in meeting utility costs. The tenant will pay no tenant rent. Tenants may request an interim recertification due to any changes occurring since the last recertification that may affect the TTP or tenant rent and assistance payment for the tenant. A tenant may report the following: decreases in income, increases in allowances, or other changes affecting the calculation of family's annual or adjusted income. The effective date of the change is depended upon whether it's either a rent increase or decrease. An interim adjustment that increases the tenant rent is effective the first of the month after the 30-day notice to the tenant; consequently, an adjustment which results in a rent decrease must be implemented effective the first rent period following the completion of the recertification.

In an effort to prevent fraud or under reporting of income, the owner is required to screen the household's request for the interim change with HUD's Enterprise Income Verification System (EIV). EIV system is a web-based application which provides owners with employment, wage, unemployment compensation and Social Security benefit information for tenants participating in HUD's assisted housing programs.

Upon receiving a tenant request for an interim recertification, owners must process a recertification of family income and composition within a reasonable time, which is only the amount of time needed to verify the information provided by the tenant. Generally, this should not exceed 4 weeks.

Under the eviction moratorium enacted by the CARES ACT, tenants were encouraged to request an interim change if they suffered a job loss, furlough or reduction in pay because of the pandemic. Multifamily property owners were encouraged to make the request effectively immediately. The CARES ACT eviction moratorium expired on July 25, 2020 but evictions were halted in one form or another by local, state or Center of Disease Control (CDC) moratoriums.

A table of HATC Zero Income rents is included in this report. It is noteworthy that the number of zero income renters has only increased by one tenant since the eviction moratorium was enacted in March of 2020. This highlights our tenants' efforts to either continue to pay their rents or being successful at finding assistance to pay monthly rents.

The table serves to inform Board members of the number of zero income renters and amount of utility allowance (UA) reimbursement. Also, HUD provides for HATC's zero income renters through the housing assistance payment (HAP) contract. The assistance payment for each zero-income renter is increased by the UA amount and included in the monthly subsidy voucher. The UA reimbursement amount is mailed to the tenant on the 15th of each month.

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 January 25, 2021. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (3) will be filled from the Multifamily Housing Waitlist. **Carson Creek:** 100% occupied. **Manor Town:** Staff is processing three (3) applicants for Manor Town. **SEA RAD:** Due to rehabilitation, vacancies are left unoccupied.

Admissions and Waitlist

Staff opened the Multifamily Housing Waitlist 2020 from March 23-27 from 8 a.m. - 5 p.m. for SEA OAKS and SEA RAD. The application process was completely online, however, staff was available to help tenants fill out the online application via telephone. We received 499 applicants, who were ranked by a lottery, and subsequently notified of their ranking through the U.S. Mail.

Rent Charged and Subsidy

Rent charged is the tenant paid portion of the monthly rent while the housing assistance payment (HAP) is the amount received from HUD for each household. The total amount of rent charged and subsidy equals the current contract rent amount for each bedroom size; however, a number (14) of "market renters" pay more than contract rents. Market rents are households that have experienced an income increase after their initial certification but continue to qualify for the program. In addition, tenants who fail to provide required documents for recertifications and interim certification may pay contract rent for noncompliance.

Market Rate and Zero Income Renters

At any given time, our programs will have 10 to 17 households whose annual income does meet or exceeds the maximum allowable limit set annually by HUD. In this case, the 140% rule protects these tenants. The 140% Rule protects tenants whose income exceeds the current applicable income limit at recertification but still falls within 140% of the limit and the Available Unit Rule provides guidance when tenant's annual household income goes over 140% of the limit. If properly followed, these rules allow the over-income tenants to remain in their units and the units to stay in compliance.

When a resident's Total Tenant Payment (TTP) is less than the utility allowance (i.e. rent is zero), the PHA must make a monthly utility reimbursement equal to the difference of the TTP and UA. HUD provides for the UA reimbursement in the Housing Assistance Payment (HAP) monthly subsidy.

Lease-up and Release

A monthly snapshot of each property's vacancies and the staff's efforts to lease-up the units. The report primarily looks at the date the unit became vacant, make ready start date, and date of the unit offer.

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, CEO/ Executive Director

Attachment A To Discussion Item V.B.

PROPERTY DATA – Page 1 of 2

Occupancy/Vacancy/Subsidy/Market Rate/Zero Income

Dwelling Rent								
Property	Occupancy Total Leased / Total Units	Vacancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Evictions
SEA OAKS APARTMENTS	71/75	94.67%	\$ 12,598.00	\$ 23,427.00		\$ -	\$ 2,270.00	2
SEA RAD APARTMENTS	20/30	66.67%	\$ 2,910.00	\$ -		\$ -	\$ 2,072.00	1
MANOR TOWN APARTMENTS	30/33	90.91%	\$ 16,063.00	\$ -	\$ -	\$ -	\$ 2,050.00	0
CARSON CREEK HOMES	16/16	100.00%	\$ 12,057.00	\$ -	\$ -	\$ -	\$ -	0
TOTALS		88.06%	\$ 43,628.00	\$ 23,427.00			\$ 6,392.00	3

Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA RAD OAKS	11607 Sierra Nevada #2	2	4	\$41,280	\$15,036	\$30,236	\$654	\$512
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$443	\$406
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$409	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$507	\$406
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$467	\$406
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$594	\$406
	5606 Valiant Cove B	4	8	\$	\$17,017	\$15,360	\$840	\$840
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$38,227	\$723	\$512
	6005 Valiant Circle A	2	4	\$51,600	\$29,412	\$29,546	\$512	\$512
	6009 Valiant Circle A	3	5	\$46,450	\$10,400	\$10,400	\$678	\$512
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,042	\$572	\$512

Market Rate Renters (cont.)

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA RAD APARTMENTS	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$42,090	\$856	\$512
	4922 Nuckols Crossing #40	2	3	\$23,330	\$26,313	\$29,640	\$578	\$512
	4922 Nuckols Crossing #53	2	3	\$38,700	\$29,616	\$41,661	\$890	\$512

Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$67.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$38.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$68.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 44, Austin, TX 78744	(\$67.00)
	4922 Nuckols Crossing, 46, Austin, TX 78744	(\$52.00)
	6000 Valiant Circle, B, Austin, TX 78749	(\$32.00)
	6003 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6005 Valiant Circle, B, Austin, TX 78749	(\$73.00)
	6009 Valiant Circle, B, Austin, TX 78749	(\$108.00)
	6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6100 Valiant Circle, A, Austin, TX 78749	(\$184.00)
	6104 Valiant Circle, B, Austin, TX 78749	(\$71.00)
	6106 Valiant Circle, A, Austin, TX 78749	(\$10.00)
	6110 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)
	11607 Sierra Nevada, 8, Austin, TX 78759	(\$66.00)
	11607 Sierra Nevada, 13, Austin, TX 78759	(\$83.00)
	11607 Sierra Nevada, 15, Austin, TX 78759	(\$46.00)
	11607 Sierra Nevada, 17, Austin, TX 78759	(\$66.00)
	11607 Sierra Nevada, 21, Austin, TX 78759	(\$116.00)

PROPERTY DATA – Page 2 of 2

Unit Lease-Up and Release

PROPERTY NAME	# UNITS	# UNITS UNLEASHED AND UNOCCUPIED	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE-READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	MOVE IN DATE	# REMAINING ON WAITING LIST
SEA RAD Oaks	75	3	5606A	08/17/2020	10/27/2020	N.D.	0	0	N/A	499
			6106B	07/31/2020	08/18/2020	N.D.	0	0	N/A	
			12	05/22/2020	06/18/2020	N.D.	0	0	N/A	
			6000A	12/07/2020		N.D.	0	0	N/A	
Eastern Oaks	30	910	25	06/10/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			26	08/30/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			29	04/13/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			30	4/13/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			41	07/26/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			42	02/27/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			48	03/31/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			49	05/19/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			51	03/31/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			54	03/01/2020	REHAB	N/A	N/A	N/A	N/A	N/A
Manor Town Apts.	33	3	109	11/30/2019	02/18/2020					72
			204	08/11/2020	9/17/2020					
			209	12/22/2020	IN PROGRESS					
Carson Creek	16	0	0	N/A	N/A	N/A	N/A	N/A	N/A	42
TOTALS	154									



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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Delinquencies

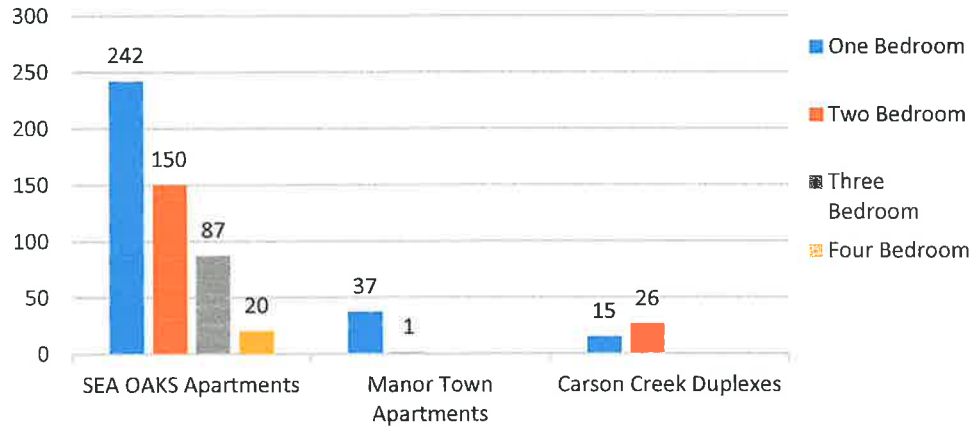


Aged Delinquencies

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$850/\$850/\$1275	90+	Dwelling Rent
	9510A	\$800/\$800/\$2400	31/60/90	Dwelling Rent
Manor Town	112	\$445/\$445/\$445/\$2,790	31/60/90/90+	Dwelling Rent
	205	\$390	0-30	Dwelling Rent
SEA RAD APTS	50	\$124/\$124/\$124/\$3,052	30/60/90/90+	Evicted; appealed
	28	\$415	0-30	Dwelling Rent
SEA RAD OAKS	18	\$124/\$124/\$124/\$1,076	31/60/90/90+	Paid to District Court
	2	\$642	0-30	Dwelling Rent
	5606B	\$840/\$840/\$840/\$3,166	31/60/90/90+	Dwelling Rent
	6009B	\$678/\$678/\$678/\$2372	31/60/90/90+	Pending Eviction
	6122A	\$285/\$570	31/60	Dwelling Rent
	6122B	\$406/\$300/\$300/\$1709	30/60/90/90+	Repayment Agreement
	3	\$309/\$309/\$927	31/60/90	Dwelling Rent
	9	\$257	0-30	Dwelling Rent
	6008A	\$678/\$678/\$1,850	31/60/90	Dwelling Rent

Waiting List

Applicants on Waiting List



Work Orders

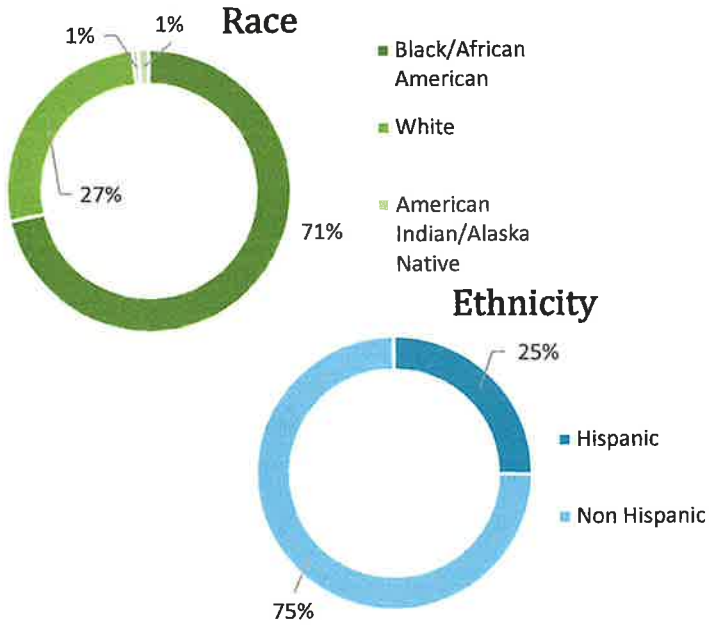
Project	***W. O.***			***Emergencies***						***Non-Emergency***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Days to Close
Carson Creek	9	9		6	6			A	100.00%	3	3		A	2.67
Manor Town Apartments	8	7	1	5	5			A	100.00%	3	2	1	A	2.5
SEA OAKS APARTMENTS	25	25		14	14			A	100.00%	11	10	1	A	4.3
Total All Projects Listed:	45	43	1	28	28	0	0	A	100.00%	17	15	2	A	3.73

Attachment B To Discussion Item V.B.

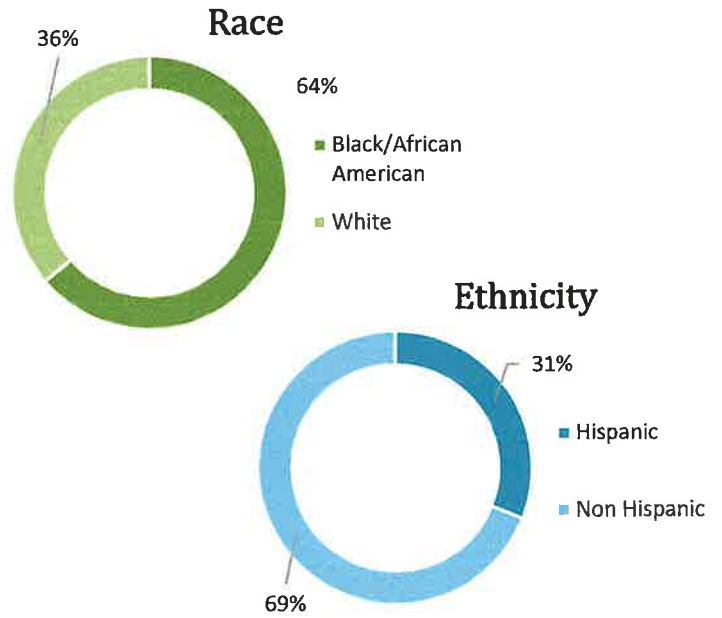
PROPERTY STATISTICS – Page 1 of 1

(Information current as of January 21, 2021)

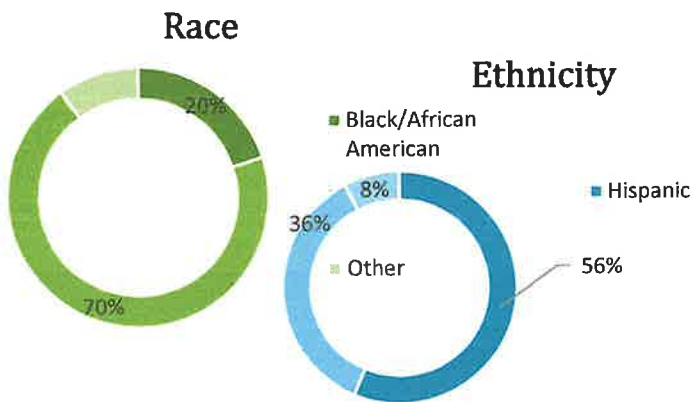
SEA RAD OAKS



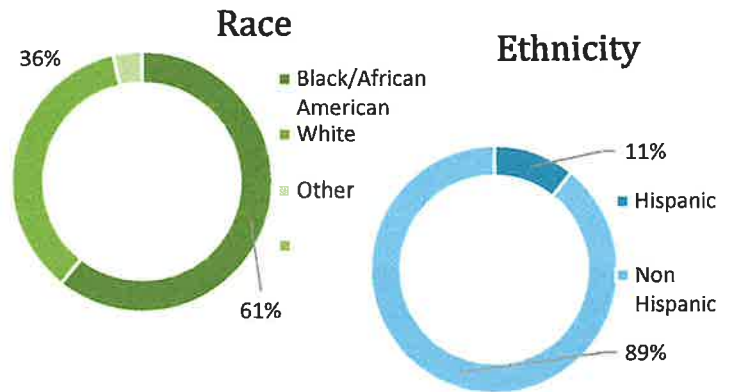
SEA RAD



Carson Creek



Manor Town



HATC Discussion Item V.C.
February 4, 2021

Subject: December 2020 Monthly Finance Report

The Monthly Finance Report presented here is for the period ending December 31, 2020

This report reflects 6 months into the fiscal year 2021.

Notations are added throughout the financial report to highlight comments and variances.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

A. HATC Finance Report

Prepared by:

Subra Narayanaier, CPA, Director of Finance

Approval:


Patrick B. Howard, CEO/Executive Director

Housing Authority of Travis County
Finance Report - December 2020

Schedule No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
4	Continuum of Care
5	Combined Statement - Eastern Oaks, Manor Town & Carson Creek
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement
9	TCFC
10	HATC Foundation - Operating Statements
10-A	St. David's Foundation Grant
11	Strategic Housing Finance Corp - Operating Statements
12	SEA OAKS LP - Operating Statements
13	Investment Register

Housing Authority of Travis County

Business Activities

Schedule 1

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Revenues					
Mgmt Fees from HATC owned Properties	\$ 23,834	11,917	\$ 11,846	\$ 1,910	
Management Fees from SEA OAKS LP	21,973	10,987	17,500	8,748	
In-House Make Ready Services	15,000	7,500	5,181		
Interest Income	-		3,637	637	
Other Revenues	-		886	142	
Total Revenues	\$ 60,807	\$ 30,404	\$ 39,050	\$ 11,437	
Expenses					
Salaries & Benefits-Executive Staff	348,633	174,317	149,693	\$ 21,420	A
-Finance Staff	232,058	116,029	100,918	\$ 18,224	A
-Affordable Hsg Staff	153,627	76,814	71,033	\$ 7,599	
-SHFC Staff	35,730	17,865	17,234	\$ 3,035	
Administrative - Audit Fees	9,900	4,950	9,900		
- Office Rent	63,828	31,914	31,530	\$ 5,383	
- Computer & Software	26,500	13,250	12,095	\$ 2,545	
- Consultants	35,000	17,500	-		B
- Training & Travel	37,800	18,900	5,513	\$ 1,500	B
Other Administrative Expenses	46,400	23,200	18,712	\$ 4,405	B
Insurance	5,901	2,951	2,304	527	
Capital Expenditures	15,000	7,500	-		
Contribution to HATC Properties	89,182	44,591	44,592	7,432	
Total Expenses	\$ 1,099,559	\$ 549,780	\$ 463,524	\$ 72,070	
Excess/Deficiency Rev over Exp	\$ (1,038,752)	\$ (519,376)	\$ (424,474)	\$ (60,633)	
Contribution from SHFC	1,038,752	519,376	519,376	86,563	
Provision for Reserve	\$ -	\$ -	\$ 94,902	\$ 25,930	

A - Salaries and benefits expenses are under-budget because 3 positions (Accountant, OnBoarding Specialist and Executive Assistant) were vacant for a couple of weeks at the start of the fiscal year, but were recently filled. The accounting position was reclassified which resulted in some cost savings.

B- Other Administrative Expenses is under-budget. Travel, consultant fees, general office expense categories are under-budget.

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

Schedule 2

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Revenues				
HUD HCV Rental Subsidy	\$ 6,611,766	\$ 3,305,883	3,230,043	\$ 529,778
Covid-19 HCV Administrative Fees	NA	NA	136,744	95 A
Estimated HCV Administrative Fees	522,742	261,371	240,395	41,684
Other revenues - Port In Fees, Inspection	56,000	28,000	20,128	2,500
Interest Income	-	-	-	
Revenues eligible for Admin Expenses	578,742	289,371	397,267	44,279
Total Revenues	\$ 7,190,508	\$ 3,595,254	\$ 3,627,310	\$ 574,057
Expenses				
Salaries & Benefits - Direct S8 Staff	420,082	210,041	215,383	29,451
Administrative -Audit	30,800	15,400	21,620	
-Office Rent	45,591	22,796	22,521	3,845
- Computer & Software	29,000	14,500	16,814	2,584 B
- Training	5,600	2,800	3,122	998
Other Administrative Expenses	43,050	21,525	28,237	11,845 C
Covid19-Expenses	NA	NA	10,265	
Insurance	4,719	2,360	2,210	356
Administrative Expenses	578,842	289,421	320,172	49,079
Rental Assistance	6,611,766	3,305,883	3,230,043	529,778
Total Expenses	\$ 7,190,608	\$ 3,595,304	\$ 3,550,215	\$ 578,857
Excess/Deficiency Rev over Exp	(100)	(50)	77,095	(4,800)
Admin Reserves - 06/30/2020 Balance	6,572	NA	4,466	
Provision for Administrative Reserve	\$ 6,472	\$ (50)	\$ 81,561	\$ (4,800)

A - HATC received \$215,838 in HCV Administrative Fees for Covid19 from the Cares Act. These funds can be used for regular S8/HCV operating expenses and/or Covid19 related expenses. The deadline to use the funds is now 12/31/2021 and unused funds will be recaptured by HUD. \$27,270 was used in FY2020. \$188,568 is available for use in FY2021. Through 10/31/2020, S8 staff were paid from the Covid19 funds, leaving the regular HCV fees accumulate in the HCV Administrative reserves. As of 12/31/2020 - \$51,820 is the Covid19 HCV Administrative Fee funds available for future use.

B - Filevision consultation & implementation C - Consulting Fee for MTW application unbudgeted

Housing Authority of Travis County
Mainstream Program
Schedule 3

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Revenues				
Rental Assistance	387,122	193,561	90,454	23,438
Estimated Administrative Fees	28,096	14,048	9,681	2,871
Total Revenues	\$ 415,218	\$ 207,609	\$ 100,135	\$ 26,309
Expenses				
Administrative Salaries & Benefits	26,031	13,016	1,181	479
Other Administrative Expenses	1,380	690	-	
Rental Assistance	387,122	193,561	90,454	23,438
Total Expenses	\$ 414,533	\$ 207,267	\$ 91,635	\$ 23,917
Provision for Reserve	\$ 685	\$ 343	\$ 8,500	\$ 2,392

A

A - The Mainstream program was awarded in February 2020 - with initial award of 30 vouchers. Subsequently 9 more vouchers were awarded. The vouchers are beginning to get leased up, so the administrative fees should start coming in. However it is expected to be lower than budgeted.

Housing Authority of Travis County
Continuum of Care Grant TX0037L6J031811
July 1, 2020 - June 30, 2021
Schedule 4

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Grant Revenues	1,015,071	507,536	482,894	83,212
Expenses				
Housing Assistance	911,126	455,563	443,339	76,096
Direct Salaries & Benefits	53,578	26,789	17,056	3,164
Total Rental Assistance & Direct Salaries	964,704	482,352	460,395	79,260
Administrative Costs	50,367	25,184	22,499	3,952
Total Expenses	\$ 1,015,071	\$ 507,536	\$ 482,894	\$ 83,212
	\$ -	\$ -	\$ -	\$ -

**Housing Authority of Travis County
Combined HATC Properties**

Schedule 5

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Revenues				
Dwelling Rent	\$ 366,598	\$ 183,299	190,515	\$ 30,655
HUD Subsidy	114,440	57,220	45,880	7,500
Collection Losses	(7,399)	(3,700)	(4,327)	(754)
Other Revenues	3,000	1,500	1,796	60
Total Revenues	\$ 476,639	\$ 238,320	\$ 233,864	\$ 37,461
Expenses				
Administrative Salaries & Benefits	\$ 74,893	\$ 37,447	34,305	\$ 4,829
Other Administrative Expenses	18,170	9,085	6,679	1,635
Management Fees	23,833	11,917	11,846	1,910
Maintenance Salaries & Benefits	102,657	51,329	52,092	5,846
Maintenance Materials	28,870	14,435	5,715	1,162
Maintenance Contracts	84,660	42,330	23,337	4,620
Utilities	41,640	20,820	14,888	2,153
Insurance	19,076	9,538	8,955	1,478
Contribution to Repl Reserve	16,400	8,200	8,202	1,367
Maintenance Reserve - \$500/unit	24,500	12,250	12,252	2,042
Debt Service - Principal & Interest	85,758	42,879	42,876	7,146
Total Expenses	\$ 520,457	\$ 260,229	\$ 221,147	\$ 34,188
Excess/Deficiency Rev over Exp	\$ (43,818)	\$ (21,909)	\$ 12,717	\$ 3,273
Contribution from Business Activities	89,180	44,590	44,592	7,432
Provision for Reserve	\$ 45,362	\$ 22,681	\$ 57,309	\$ 10,705

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

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Gross Potential Rent (Contract Rent)	192,336	96,168	93,065	15,212	
Vacancy Loss	(28,850)	(14,425)	(28,812)	(4,802)	
Revenues					
Dwelling Rent	\$ 49,046	24,523	18,373	\$ 2,910	A
HUD Subsidy	114,440	57,220	45,880	7,500	A
Collection Losses	(981)	(491)	(811)	(309)	
Other Revenues	-	-	-		
Total Revenues	\$ 162,505	\$ 81,253	\$ 63,442	\$ 10,101	
Expenses					
Administrative Salaries & Benefits	\$ 26,930	13,465	12,454	\$ 1,833	
Other Administrative Expenses	5,210	2,605	2,103	562	
Management Fees	8,125	4,063	3,224	520	
Maintenance Salaries & Benefits	39,228	19,614	19,951	2,293	
Maintenance Materials	7,743	3,872	358		B
Maintenance Contracts	30,720	15,360	4,216	1,217	B
Utilities	21,940	10,970	5,734	476	
Insurance	6,523	3,262	3,051	504	
Contribution to Repl Reserve	16,400	8,200	8,202	1,367	
Total Expenses	\$ 162,819	\$ 81,410	\$ 59,293	\$ 8,772	
Excess/Deficiency Rev over Exp	\$ (314)	\$ (157)	\$ 4,149	\$ 1,329	
Contribution from Business Activities	314	157	156	26	
Provision for Reserve	\$ -	\$ -	\$ 4,305	\$ 1,355	

A- Shortfall on dwelling rent and HUD subsidy compared to budget - because FY2021 budget and HUD subsidy was based on 24 unit occupancy. Due to resident relocation and other factors, currently 20 tenants are assigned under Eastern Oaks. HUD Subsidy from Sept 2020 and onwards is estimated as it is outstanding and funds have not been released by HUD. It is pending HUD review of related matter.

B- The property is currently vacant and is under rehab/capital improvement. Expenditures on maintenance materials and contracts are greatly reduced.

Through 12/31/2020: Rehab: Relocation expenses - \$332,531.50 ; Predevelopment Costs - \$207,702, Construction Hard Costs: \$498,632.14

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Revenues				
Dwelling Rent	\$ 171,708	85,854	96,825	\$ 16,538 B
Collection Losses	(3,500)	(1,750)	(2,666)	(445) C
Other Tenant Revenues	NA	NA	95	
Other Revenues (Laundry Commissions, etc)	3,000	1,500	1,494	
Total Revenues	\$ 171,208	\$ 85,604	\$ 95,748	\$ 16,093
Expenses				
Administrative Salaries & Benefits	27,369	13,685	12,859	2,022
Other Administrative Expenses	7,235	3,618	3,104	720
Management Fees	8,560	4,280	4,898	826
Maintenance Salaries & Benefits	42,655	21,328	21,571	2,335
Maintenance Materials	12,641	6,321	3,820	534
Maintenance Contracts	30,719	15,360	14,761	2,029
Utilities	19,100	9,550	9,060	1,583
Insurance	9,537	4,769	4,476	740
Maintenance Reserve-\$500 unit/year	16,500	8,250	8,250	1,375
Debt Service - Principal & Interest	85,758	42,879	42,876	7,146
Total Expenses	\$ 260,074	\$ 130,037	\$ 125,675	\$ 19,310
Excess/Deficiency Rev over Exp	\$ (88,866)	\$ (44,433)	\$ (29,927)	\$ (3,217)
Contribution from Business Activities	88,866	44,433	44,436	7,406
Provision for Reserve	\$ -	\$ -	\$ 14,509	\$ 4,189

B - Budgeted occupancy-27 units, current average lease-up 30 units - accounts for the higher dwelling rent revenues

C- Collection loss is estimated for tenant receivable balances over 90 days

Total Manor Town Phase II Pre-Development costs through 12/31/2020 - \$67,628

Maintenance Reserve Balance 12/31/2020 - \$24,750

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020
Revenues				
Dwelling Rent	\$ 145,844	72,922	75,317	\$ 11,207
Collection Losses/Collection on Write-Off	(2,918)	(1,459)	(850)	
Other Tenant Revenues	NA	NA	130	
Other Revenues	NA	NA	302	60
Total Revenues	\$ 142,926	\$ 71,463	\$ 74,899	\$ 11,267
Expenses				
Administrative Salaries & Benefits	\$ 20,594	10,297	8,992	\$ 974
Other Administrative Expenses	5,725	2,863	1,472	353
Management Fees - 5% of Revenues	7,148	3,574	3,724	564
Maintenance Salaries & Benefits	20,774	10,387	10,570	1,218
Maintenance Materials	8,486	4,243	1,537	628
Maintenance Contracts	23,221	11,611	4,360	1,374
Utilities	600	300	94	94
Insurance	3,016	1,508	1,428	234
Maintenance Reserve-\$500 unit/year	8,000	4,000	4,002	667
Total Expenses	\$ 97,564	\$ 48,782	\$ 36,179	\$ 6,106
Excess/Deficiency Rev over Exp	45,362	22,681	38,720	5,161
Provision for Reserve	\$ 45,362	\$ 22,681	\$ 38,720	\$ 5,161

Maintenance Reserve balance 12/31/2020 - \$12,006

Collection losses are estimated on Tenant Accounts Receivable balances over 90 days.

Travis County Facilities Corporation (TCFC)

Schedule 9

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Revenues					
Other Revenues - Embry Tech Ridge	626,128	313,064	650,000		A
Total Revenues	\$ 626,128	\$ 313,064	\$ 650,000	\$ -	
Provision for Reserve	\$ 626,128	\$ 313,064	\$ 650,000	\$ -	

A - Received funds in Sept 2020 for Embry Tech Ridge consisting of PFC Development & Structuring fees - these funds are tentatively committed for Manor Town Phase II redevelopment

Housing Authority of Travis County

HATC - Foundation

Schedule 10

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Revenues					
HATC Foundation Balance from 06/30/20	\$ 61,000	30,500	\$ 30,498	\$ 5,083	
Donations & Other Revenues	11,000	5,500	-		
Total Revenues	\$ 72,000	\$ 36,000	\$ 30,498	\$ 5,083	
Expenses					
Administrative Salaries & Benefits	\$ 43,245	21,623	\$ 21,340	\$ 2,932	
Other Administrative Expenses	4,345	2,173	2,265	460	
Tenant Services/Scholarships	24,000	12,000	7,011		
Insurance	410	205	171	15	
Total Expenses	\$ 72,000	\$ 36,000	\$ 30,787	\$ 3,407	
Provision for Reserve	\$ -	\$ -	\$ (289)	\$ 1,676	

**Housing Authority of Travis County
HATC Foundation - St. David Grant
Grant Period: July 1, 2020 - June 30, 2021**

Schedule 10A

Budget Line Item	Grant Awarded	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Revenues					
Grant Award (received July 2020)	40,000	20,000	26,800	400	A
Total Revenues	\$ 40,000	\$ 20,000	\$ 26,800	\$ 400	
Expenses					
Financial Literacy Program Participants	40,000	20,000	26,800	400	A
Total Expenses	\$ 40,000	\$ 20,000	\$ 26,800	\$ 400	
Provision for Reserve	\$ -	\$ -	\$ -	\$ -	

A - Funds was awarded totaling to \$40,000. Financial Literacy classes are currently on-going, and funds is being distributed as tenants/participants complete the program.

Strategic Housing Finance Corp

Schedule 11

Budget Line Item	FY21 Approved Annual Budget	Budget YTD DEC 2020	YTD Actual DEC 2020	MTD Actual DEC 2020	
Revenues					
SHFC Revenues	5,095,148	2,547,574	1,620,719	579,818	B
Other Revenues	NA	NA	2,652	442	
Interest Income	5,000	2,500	13,991	2,449	
Total Revenues	\$ 5,100,148	\$ 2,550,074	\$ 1,637,362	\$ 582,709	
Expenses					
Admin Salaries & Benefits - SHFC	321,570	160,785	155,110	27,318	
Admin Salaries & Benefits - Exec & Fin	179,154	89,577	72,917	11,226	
Compensated Absences/Leave Accrual	16,045	8,023	3,500		
Administrative Expenses - Direct SHFC	19,167	9,584	16,800	3,837	A
Admin Expenses-Allocated(Office Rent, Audit, IT, et)	82,335	41,168	21,555	3,538	
Insurance	2,722	1,361	1,239	197	
Contribution to Business Activities	1,038,752	519,376	519,378	86,563	
Total Expenses	\$ 1,659,745	\$ 829,873	\$ 790,499	\$ 132,679	
Provision for Reserve	\$ 3,440,403	\$ 1,720,202	\$ 846,863	\$ 450,030	

A- Expenses related to legal costs, and consulting for SHFC and its affiliated entities.

B - \$232,500 has been set aside - which is 50% of Bond Issuer Fees earned and received from Parkside Crossing & Limestone Canyon (total received \$465,000). Set aside for development of extremely low income, deeply affordable housing units as approved at the 11/6/2020 SHFC Board Meeting.

SEA RAD LP
CY 2020 Monthly Operating Statement
Schedule 12
75 units

Budget Line Item	CY2020 Budget	Budget To Date	Dec 2020	YTD-12/2020
Revenues				
Gross Potential Rent	459,295	421,020	36,773	458,839
Vacancy Loss	(22,965)	(21,051)	(1,246)	(12,200)
Tenant Rental Revenue	170,241	156,054	11,722	166,685
HUD Operating Subsidies	266,089	243,915	23,805	279,954
Retroactive Adjustment	NB	NB	(836)	1,389
Other Tenant Revenue	3,132	2,871	79	5,035
Collection Losses Estimate	NB	-	(593)	(6,511)
Other Revenue	NB	-	570	1,817
Total Operating Revenues	439,462	402,840	34,747	448,369
Operating Expenses				
General and Administrative				
Auditing	11,000	10,083		9,250
Consulting	14,000	12,833	270	9,474
Legal Fees	7,613	6,979	673	7,768
Compliance Fees	4,000	3,667	1,500	1,500
Leased Equipment/Telephone	NB	-	302	3,947
Postage and Office Supplies	275	252		717
Dues and Subscriptions	280	257		-
Bank Fees, Training, Other	12,000	11,000	-	7,440
Management Fee	21,973	20,142	1,737	22,417
Management Fee YE True UP			7,011	7,011
Payroll and Benefits				
Manager	35,624	32,655	1,859	32,304
Maintenance, part-time	40,444	37,074	2,544	44,449
Taxes and Benefits	19,446	17,826	1,731	23,076
Leave Accrual YE Adjustment			(3,402)	(3,402)
Repairs and Maintenance				
Extermination	3,135	2,874	115	4,250
Grounds	35,541	32,579	935	22,018
Make Ready	2,500	2,292		3,647
Repairs	17,979	16,481	4,009	19,582
Other	12,000	11,000	2,906	22,178
Utilities				
Electricity	8,281	7,591	491	8,165
Gas	2,628	2,409		1,258
Water & Sewer	15,448	14,161	2,598	19,732
Trash	27,146	24,884	3,263	35,128
Annual Property Insurance	37,534	34,406	2,482	31,218
Contribution to Repl Reserve	22,500	20,625	1,875	13,125
Total Operating Expenses	351,347	322,068	32,899	346,252
Net Operating Income/(Loss)	88,115	80,772	1,848	102,117
Interest Income	205	188		-
Debt Service - Principal	(76,633)	(70,247)	(803)	(3,660)
Interest -Loan		-	(3,296)	(188,348)
Asset Management Fee	(6,816)	(6,248)	(575)	(6,900)
Interest Expense - HATC Loan			(2,917)	(35,004)
Amortization Expense	NA	-	(398)	(4,776)
Depreciation Expense	NA	-	(31,346)	(376,152)
Net non-operating Expense	(83,244)	(76,307)	(39,335)	(614,840)
Net Loss	4,871	4,465	(37,487)	(512,723)

Housing Authority of Travis County

Schedule 13

Investment Register

Investment Type	Maturity Date	Rate	Amount	Funding Source
Certificate of Deposit (CD)	Aug 7, 2021	0.50%	\$ 1,033,360	Investment under TCFC using funds from SHFC-\$300K, HATC Business Activities - \$700K, guarantee to IBC for completion of RAD rehab
Prime TexPool	NA	0.30%	\$ 10,000	SHFC TexPool Prime Account
Certificate of Deposit (CD)	July 29, 2021	1%	\$ 400,000	SHFC CD at Lone Star National Bank

HATC Discussion Item V.D.
February 4, 2021

Subject: Manor Town Apartments Phase II

Background Information: Manor Town Apartments is a 33-unit Seniors community located in Manor, Texas. It is the first multifamily property to be developed within the city limits of Manor. The HATC is currently completing the planning and design phases of developing an additional 20 units of Senior housing on the property on its adjoining vacant parcel for qualified applicants whose incomes do not exceed 30% of the Area Median Income.

Re-platting of Lots: Replatting and rezoning processes were completed on 1/15/20 and the necessary documents are in process of being recorded. A request for an update on completing the recording was submitted to the City of Manor on 1/25/21.

Architecture: On 1/25/21 the HATC Asset Manager met with both the architect and engineer to discuss and any final design changes that may be needed. All parties agreed that actions regarding the finalization of plans and specs could begin.

Funding: On 12/15/20 the HATC was awarded \$250,000 from the Texas State Affordable Housing Corporation (TSAHC) for the project. On 10/8/20 the HATC made application to the Texas Department of Housing and Community Affairs (TDHCA) Direct Loan Program in the amount of \$3,000,000. That application is currently in process. TDHCA does not provide an anticipated award date for the funding applied for under their Direct Loan Program.

Construction – On 1/26/21 the architect was directed to begin preparing a full set of plans and specifications for the project. Upon completion of the plans, specs, and confirmation of funding from the TDHCA, an RFP will be issued for construction bids. TDHCA does not provide an anticipated award date for funding applied for under their Direct Loan Program.

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, CEO/Executive Director

HATC Discussion Item V.D.
February 4, 2021

Subject: SEA RAD Oaks

Background Information: SEA RAD Oaks is comprised of two communities (Alexander Oaks and Summit Oaks) totaling 75 units of affordable housing. These properties underwent major rehabilitation utilizing the Texas Department of Housing and Community Affairs Low Income Tax Credit Program. This rehabilitation project was completed on 11/1/19.

Conversion to Permanent Financing - Permanent Financing is now in place.

8609s - TDHCA responded with another Request for Information Letter on 1/13/21. Staff is now in the process of gathering that information for resubmittal. Staff is coordinating with the original consultant to satisfy all outstanding items.

Certification of Tenant Files - At this time, staff is in the process of re-certifying to 42 Equity that the resident information provided to and reviewed by Capstone Property Management is true and correct. As of 1/28/21, corrections to six files were requested from Capstone and were sent to HATC on 1/7/21 for a response. Twenty files are ready to be submitted by Capstone to the 42 Equity file auditor for review. Forty-nine files have been approved by the 42 Equity file auditor.

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, *CEO/Executive Director*

HATC Discussion Item V.D.
February 4, 2021

Subject: Eastern Oaks

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

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

Construction: Construction Draw #2 was certified by the architect on 1/19/21. At the time of Draw #2 the project was 40% complete. There have been no major problems to date and no criminal activity identified. Keith Hoffpauir conducted a site inspection on 1/22/21. The site was clean. Construction was of good quality and the contractor was awaiting an inspection from the City of Austin. Communication and coordination among the project team is very good.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

A. Relocation Expenses

Prepared by:

Keith Hoffpauir, Asset Manager

Approval:



Patrick B. Howard, *Executive Director*

Eastern Oaks - Relocation Expenses

Description	Actual DEC 2019/JAN 2020	Actual FEB 2020	Actual/MARCH 2020	Actual APRIL 2020	Actual MAY 2020	Actual JUNE 2020	Actual JULY 2020	Actual AUG 2020	Actual SEPT 2020	Actual OCT 2020	Actual NOV 2020	Actual DEC 2020	Total
Moving Expenses	2,578.00		15,664.00	764.00	2,932.50	2,473.50	1,534.00		830.79	1,063.00		2,292.00	30,131.79
Application Fees	434.10	783.00	10.00										1,227.10
Renters Insurance		428.00	685.34	173.66									1,287.00
Rent Deposits and Prorations Paid	1,780.00	2,865.31	866.56			414.20							5,926.07
Pet Deposits		1,010.00		20.00									1,030.00
Utility Deposits and Transfers		324.75											324.75
Cable Deposits		25.97											25.97
Security Deposits	900.00	2,900.00	350.00										4,150.00
Monthly Rents	5,643.00	9,275.00	23,668.15	23,468.00	25,644.36	23,981.47	24,620.50	25,357.34	24,640.50	24,619.00	24,589.00	25,347.00	260,853.32
Monthly Utilities		73.60	1,986.06	2,562.73	2,413.56	2,920.60	3,819.61	3,307.79	3,810.87	3,027.52	1,417.66	2,235.50	27,575.50
Total	11,335.10	17,685.63	43,230.11	26,988.39	30,990.42	29,789.77	29,974.11	28,665.13	29,282.16	28,709.52	26,006.66	29,874.50	332,531.50