

**September 3, 2021**  
**9:00 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/84309207788?pwd=aG9vZWtTeGs3Z1hIV0F1eENPTFVvUT09>

Dial by your location: <https://us02web.zoom.us/j/84309207788?pwd=aG9vZWtTeGs3Z1hIV0F1eENPTFVvUT09>

Meeting ID: 843 0920 7788

Password: 422540

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

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*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.*

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**II. CONSENT AGENDA**

- A. Approval of the Minutes from the August 5, 2021 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 Debbie Honeycutt at [Debbie.Honeycutt@traviscountytx.gov](mailto:Debbie.Honeycutt@traviscountytx.gov)
- Maximum three-minute limit per speaker

**IV. ACTION ITEMS**

A. Resolution No. HATC-2021-08	To <u>Amend</u> the Housing Choice Voucher (HCV) Administrative Plan by redefining the number of days a person may be absent from their unit for incarceration before terminating rental assistance.
B. Resolution No. HATC-2021-09	To <u>Approve</u> the Emergency Housing Voucher (EHV) Program Policy.
C. Resolution No. HATC-2021-10	To <u>Amend</u> Policy Statements on Affordable Housing Development as drafted.

**V. REGULAR AGENDA**

- A. Discussion / update on the status of the Strategic Planning Process

**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 - *Gabrielle Wright / Carlos Guzman*
- C. Real Estate Development - *Robert Onion / Keith Hoffpauir*
1. Eastern Oaks
  2. Manor Town, Phase II
  3. SEA RAD Oaks
  4. Travis County Facilities Corporation
- D. Finance - *Subra Narayanaier*
- E. HATC Foundation – *Eric Lindholm*

**VII. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee
- B. Governance Committee
- C. HR 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  
August 5, 2021  
10:00 a.m.**

**MINUTES**

The Regular Meeting was conducted via Zoom on the above date.

<https://us02web.zoom.us/j/84309207788?pwd=aG9vZWtTeGs3Z1hIV0F1eENPTFVvUT09>

Find your local number: <https://us02web.zoom.us/j/84309207788?pwd=aG9vZWtTeGs3Z1hIV0F1eENPTFVvUT09>

Meeting ID: 843 0920 7788

Passcode: 422540

**I. CALL TO ORDER**

Chair Robbye Meyer called the meeting to order at 11:16 a.m.

**ROLL CALL / CONFIRMATION OF QUORUM**

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez; Commissioner Eddie Karam; Commissioner Wilmer Roberts. Absent: Commissioner Ann Denton. CEO/Executive Director Patrick Howard certified the quorum.

Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Omar Nesbit; 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.

**II. CONSENT AGENDA**

- A. Approval of the Minutes from the June 21, 2021 Special Meeting

Commissioner Wilmer Roberts made a **motion** to approve Item II.A. Vice Chair John Hernandez seconded the motion, which **passed** unanimously.

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no citizen communication.

**IV. ACTION ITEM**

- A. Discussion and possible action regarding the encouragement of HATC employees and tenants to get the COVID vaccine.

Vice Chair John Hernandez made a **motion** to encourage HATC employees and tenants to get the COVID vaccine. Mr. Roberts seconded the motion, which **passed** unanimously.

## V. CEO / EXECUTIVE DIRECTOR's REPORT

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

*Christina Montes* provided an update to the Board about the various programs HCV, Homeless Initiatives, and Special Purpose Vouchers.

- As of June 30, 2021, the occupancy rate for the HCV Program was at 94.30%.
- 33 applicants currently looking
- VASH currently has 28 lease ups out of 30 vouchers
- Mainstream vouchers are leasing up

### B. Affordable Housing Programs - *Gabrielle Wright & Carlos Guzman*

*Gabrielle Jones and Carlos Guzman* provided the Board with a status update of the Affordable Housing Program.

- The vacancy rate for the properties is currently at 86.32%
- Vacancies are being filled at Eastern Oaks
- 3 vacancies at Summit Oaks, 13 vacancies at Eastern Oaks and 2 vacancies at Manor Town
- 26 zero income renters

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

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

- Rehab of Eastern Oaks - Draw #7 was submitted on July 13, 2021.
- Manor Town Phase II – Cost Estimate exceeded current funding for the project by approximately 2.5 Million higher than what was originally planned. Possibility of getting additional funds from TDHCA.
- Travis County Facilities Corporation - Currently has one project under construction which is Tech Ridge. 41% completion as of July 17, 2021.

### D. Finance – *Subra Narayanaier*

*Subra Narayanaier* provide the Board with the HATC June 30, 2021 Monthly Finance Report. This report reflects 12 months into the fiscal year 2021 which was extended to 18 months.

- A couple of new schedules have been added to this report. SEA RAD Oaks rehab cost and Travis County Facilities Corporation

## VI. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Real Estate has been covered.
- B. Governance Committee – The Governance Committee did not meet
- C. HR Committee – Work on the committee has been concluded. Committee met with the HR finalist.

## VII. NEW / UNFINISHED BUSINESS

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

There were none at that time.

## VIII. EXECUTIVE SESSION

There was no Executive Session

## XI. ADJOURNMENT

Commissioner Eddie Karam made a **motion** to adjourn the Board meeting. Mr. Roberts seconded the motion, which **passed** unanimously.

**The Board meeting adjourned at 11:51 a.m.**

Respectfully submitted and approved,

**Patrick Howard, CEO/Executive Director**

**HATC Action Item IV.A.**  
**September 3, 2021**

**Resolution No. HATC-2021-08:** To Amend the Housing Choice Voucher (HCV) Administrative Plan by redefining the number of days a person may be absent from their unit for incarceration before terminating rental assistance.

**Background Information:**

HUD regulation 24 CFR 982.312 does not specify the number of days a family may be absent from the unit due to incarceration. HUD allows PHA's to define the number of days within their administrative plan. Per HUD regulations, the total number of days any family may be absent from the unit for any reason is 180 days. All other reasons may be defined by the PHA.

**24 CFR 982.312**

*(a) The family may be absent from the unit for brief periods. For longer absences, the PHA administrative plan establishes the PHA policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, or for any reason. At its discretion, the PHA may allow absence for a lesser period in accordance with PHA policy.*

*(e) The PHA administrative plan must state the PHA policies on family absence from the dwelling unit. The PHA absence policy includes:*

*(1) How the PHA determines whether or when the family may be absent, and for how long. For example, the PHA may establish policies on absences because of vacation, hospitalization, or imprisonment; and*

*(2) Any provision for resumption of assistance after an absence, including readmission or resumption of assistance to the family.*

While receiving rental assistance through the HCV program, program participants may be absent from their unit for brief periods of time for incarceration and continue to receive rental assistance before being considered permanently absent. Redefining the number of days allows families served under the HCV Program greater opportunity to maintain housing stability following an incarcerated stay.

In addition, HATC serves many vulnerable populations to include the most recent MOU entered with ECHO on 7/1/2021 to serve 34 families through the Emergency Housing Choice Voucher (EHV) program. The EHV program prioritizes families who meet the definition of at least one of the eligible populations of homelessness with prioritization of literal homelessness; have a disabling condition; and having a high utilization of use of the criminal legal system defined by current or previous engagement in intensive case management services with Travis County Mental Health Public Defenders.

Current HATC Absence Due to Incarceration Policy states the following:

*If the sole member of the household is incarcerated for more than 45 consecutive days, she/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for 45 consecutive days.*



*HATC will determine if the reason for incarceration is for drug-related or violent criminal activity, which may result in the termination of assistance prior to the 45 consecutive days.*

**Proposed HATC Absence Due to Incarceration Policy:**

*If the sole member of the household is incarcerated for more than ~~45 consecutive days~~ **90 consecutive days**, she/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for ~~45~~ **90** consecutive days. **HATC will review the circumstances of the incarceration and review the corrective measures to determine reinstatement, continuation of the voucher, or termination.***

*~~HATC will determine if the reason for incarceration is for drug-related or violent criminal activity, which may result in the termination of assistance prior to the 45 consecutive days.~~*

**Requested Action:**

Consideration and appropriate action regarding Resolution No. HATC-2021-08: To Amend the Housing Choice Voucher (HCV) Administrative Plan by redefining the number of days a person may be absent from their unit for incarceration before terminating rental assistance.

**Alternate Option:**

The Board of Commissioners could elect Not to Amend the Housing Choice Voucher (HCV) Administrative Plan to redefine the number of days a person may be absent from their unit for incarceration before terminating rental assistance.

**Fiscal Impact:**

The proposed amendment aligns with adopted Continuum of Care Policies and provides opportunities to families entering and exiting the criminal legal system.

**Attachments:**

- A. Proposed Amended Housing Choice Voucher Administrative Plan Excerpt
- B. 24 CFR 982.312: Absence from unit

**Prepared by:**

Christina Montes, Director of Voucher Programs and Homeless Initiatives

**Approval:**



Patrick B. Howard, CEO/Executive Director

**Housing Choice Voucher Administrative Plan Excerpt**  
**Page 62**

**3-I.L. ABSENT FAMILY MEMBERS**

Individuals may be absent from the family, either temporarily or permanently, for a variety of reasons including educational activities, placement in foster care, employment, illness, incarceration, and court order. The family must notify the HATC of the absent family member(s) in writing within ten (10) days of the occurrence.

**Definitions of Temporarily and Permanently Absent**

**HATC POLICY**

Generally, an individual who is or is expected to be absent from the assisted unit for 90 consecutive days or less is considered temporarily absent and continues to be considered a family member.

Generally, an individual who is or is expected to be absent from the assisted unit for more than 90 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, or for any reason (24 CFR 982.312)

**Absent Students**

**HATC POLICY**

When someone who has been considered a family member attends school away from home, the person will continue to be considered a family member unless information becomes available to HATC indicating that the student has established a separate household, or the family declares that the student has established a separate household. This applies at time of initial application as well.

To be considered a family member, the individual attending school must be enrolled Full time in an accredited two or four-year college or training institution and the student will reside in the unit during holidays and summer breaks.

**Absences Due to Placement in Foster Care [24 CFR 5.403]**

Children temporarily absent from the home as a result of placement in foster care are considered members of the family.

**HATC POLICY**

If a child has been placed in foster care, HATC will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member for initial eligibility and continued participation. For subsidy standards, the temporarily absent child will be counted as family member.

**Absent Head, Spouse, or Co-head**

**HATC POLICY**

An employed head, spouse, or co-head absent from the unit more than 180 consecutive days due to



employment or employment situation that requires the employee to be away from the home will continue to be considered a family member.

**Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]**

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB, p. 5-22].

HATC POLICY

HATC will request verification from a responsible medical professional and will use this determination. If the responsible medical professional cannot provide a determination, the person generally will be considered temporarily absent. The family may present evidence that the family member is confined on a permanent basis and request that the person not be considered a family member. If the verification indicates that the family member will return in less than **180 consecutive days at the discretion of the Section 8 Supervisor**, the family will not be considered permanently absent.

**Absence due to Incarceration**

HATC POLICY

If the sole member of the household is incarcerated for more than ~~45 consecutive days~~ **90 consecutive days**, she/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for ~~45~~ **90** consecutive days.

**HATC will review the circumstances of the incarceration and review the corrective measures to determine reinstatement or continuation of the voucher.**

~~HATC will determine if the reason for incarceration is for drug-related or violent criminal activity, which may result in the termination of assistance prior to the 45 consecutive days.~~

[Regulations](#)      [Title 24](#)      [Chapter IX](#)      [Part 982](#)      [Subpart G](#)      [§ 982.312](#)

[View all text of Subpart G \[§ 982.301 - § 982.317\]](#)

### **§ 982.312 - Absence from unit.**

(a) The family may be absent from the unit for brief periods. For longer absences, the PHA administrative plan establishes the PHA policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, or for any reason. At its discretion, the PHA may allow absence for a lesser period in accordance with PHA policy.

(b) Housing assistance payments terminate if the family is absent for longer than the maximum period permitted. The term of the HAP contract and assisted lease also terminate.

(The owner must reimburse the PHA for any housing assistance payment for the period after the termination.)

(c) Absence means that no member of the family is residing in the unit.

(d)(1) The family must supply any information or certification requested by the PHA to verify that the family is residing in the unit, or relating to family absence from the unit. The family must cooperate with the PHA for this purpose. The family must promptly notify the PHA of absence from the unit, including any information requested on the purposes of family absences.

(2) The PHA may adopt appropriate techniques to verify family occupancy or absence, including letters to the family at the unit, phone calls, visits or questions to the landlord or neighbors.

(e) The PHA administrative plan must state the PHA policies on family absence from the dwelling unit. The PHA absence policy includes:

(1) How the PHA determines whether or when the family may be absent, and for how long. For example, the PHA may establish policies on absences because of vacation, hospitalization or imprisonment; and

(2) Any provision for resumption of assistance after an absence, including readmission or resumption of assistance to the family.

AUTHORITY: [42 U.S.C. 1437f](#) and 3535(d).

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

CITE AS: 24 CFR 982.312

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**HATC Resolution for Action Item IV.A.  
September 3, 2021**

**Resolution No. HATC-2021-08:** To Amend the Housing Choice Voucher (HCV) Administrative Plan by redefining the number of days a person may be absent from their unit for incarceration before terminating rental assistance.

**WHEREAS,** The Housing Choice Administrative Plan provides a framework for the management and administration of the HCV Program; and

**WHEREAS,** Periodic amendments to HATC Board-adopted HCV Administrative Plan are necessary in order to accommodate legislative changes, and in consideration of current trends and best practices; and

**WHEREAS,** redefining the number of days from 45 to 90 days would provide greater opportunity to HATC families to maintain housing stability.

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

1. Approves Resolution No. HATC-2021-08
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 3<sup>rd</sup> day of September 2021.**

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Robbye Meyer, Chair, Board of Commissioners

**Attested and approved as to form:**

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Patrick B. Howard, CEO/Executive Director

**HATC Action Item IV.B.**  
**September 3, 2021**

**Resolution No. HATC-2021-09:** To Approve the Emergency Housing Choice Voucher Program (EHV) Policy.

**Background Information:**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHV s) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHV s to eligible PHAs and set forth the operating requirements for PHAs who administer them based on criteria outlined in the notice. HUD notified eligible PHAs of the number of EHV s allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

**The Housing Authority of Travis County received and accepted 34 Emergency Housing Vouchers.** The attached proposed Emergency Housing Voucher policy will be included as a supplement to the Housing Choice Voucher Administrative Plan. The unique features for the Emergency Voucher Program (EHV) are outlined below:

**Four types of fees and funding allocated as part of the EHV program.**

***Preliminary fees*** support immediate start-up costs.

\$400 per EHV allocated to the HATC

***Placement fees/expedited issuance reporting fees*** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV s:

\$100 for each EHV initially leased

*Placement fees:*

\$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or

\$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.

Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.

***Ongoing administrative fees***, which are calculated in the same way as the standard HCV program:

PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.

Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.

***Services fees***, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction. The amount allocated is \$3,500 for each EHV allocated.

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

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



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

### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC or ECHO under the MOU is to make direct referrals of qualifying individuals and families to HATC. Additionally, the ECHO coordinates with other partner agencies to establish case management services for EHV participants.

### **Criminal Screening Criteria**

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- It is recommended that HATC not adopt any prohibitions beyond the mandatory denials for the EHV program.

### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission.

**Housing Search assistance** - PHA's are required to provide housing search assistance.

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

### **Payment Standards**

PHA's may establish payment standards between 90 and 120 percent of the published Fair Market Rent (FMR). The PHA may establish separate higher payment standards for EHV's. In order to provide greater opportunity for EHV applicants to locate housing, it is recommended that HATC implement a higher payment standard for the EHV program at 120% of the current Fair Market Rents for the Austin metropolitan area.

**PHAs may not project-base EHV's**; EHV's are exclusively tenant-based assistance.

### **Process:**

The Emergency Voucher Program starts on 7/1/2021. The EHV policy was established collaboratively with ECHO and other service providers, but given time constraints, we have not advertised for public comment.

In September/October 2021, the HCV Admin Plan and Annual plan will go out for public comment and the EHV policy will be included.

HATC, ECHO, and Travis County Mental Health Public Defenders (MHPD) have been meeting weekly to discuss program implementation and proposed policy.

The proposed Emergency Housing Voucher policy is included as attachment 1 and the Memorandum of Understanding with ECHO is included as attachment 2.

**Requested Action:**

Consideration and appropriate action regarding Resolution No. HATC-2021-09: To Approve the Emergency Housing Choice Voucher Program (EHV) Policy.

**Alternate Option:**

The Board of Commissioners could elect Not to Approve the Emergency Housing Choice Voucher Program (EHV) Policy.

**Fiscal Impact:**

The proposed approval will allow HATC to implement Emergency Housing Voucher policy accordingly.

**Attachments:**

- A. Emergency Housing Voucher Policy
- B. Memorandum of Understanding with ECHO

**Prepared by:**

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

**Approval:**

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

## **Housing Authority of Travis County Temporary Policy Supplement (TPS) Emergency Housing Voucher (EHVs) Policy**

### **INTRODUCTION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L.117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHV s) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHV s allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHV s; EHV s are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and HATC's policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

### **PART I: FUNDING**

#### **TPS-I.A. FUNDING OVERVIEW**

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHV s) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other HATC programs or vouchers. The HATC must maintain separate financial records from its regular HCV funding for all EHV funding.

#### **Housing Assistance Payments (HAP) Funding**

ARP funding obligated to the HATC as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV



administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHAs for the EHV s on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the HATC's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHV s are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

### **Administrative Fee and Funding**

The following **four types of fees** and funding are allocated as part of the EHV program:

**Preliminary fees** support immediate start-up costs that the HATC will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:

- \$400 per EHV allocated to the HATC, once the consolidated annual contributions contract (CACC) is amended.
- This fee may be used for any eligible administrative expenses related to EHV s.
- The fee may also be used to pay for any eligible activities under EHV service fees (TPS-1.B).

**Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV s:

- \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center-Next Generation (PIC-NG) system within 14 days of voucher issuance or the date the system becomes available for reporting or as further defined by HUD.

#### **Placement fees:**

- \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
- \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
- HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.

**Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:

- PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
- Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.

**Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I. B):

- The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
- The amount allocated is \$3,500 for each EHV allocated.

## **TPS-I.B. SERVICE FEES**

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into **four categories**:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

## **HATC Policy**

In coordination with the EHV participant, CoC case manager, and HATC's representative, a customized service fee allocation plan will be created to help each EHV participant successfully obtain and retain housing. If funds are identified from another resource in the community, that resource will be utilized with no duplication of assistance. Generally, the allocation for each participant will not exceed \$3,500. However, depending on the needs of individual participants and if funds are available, the service fee dollar amount could go above this amount on a limited basis. This would be approved on a case -by -case basis, not to exceed \$5,000 for any given EHV participant.

The eligible uses for service fees include the following and will be paid subject to funding availability.

**Housing search assistance**, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and HATC forms, and helping to expedite the EHV leasing process.

**Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.** HATC may assist the family with these expenses when other resources are unavailable.

**Security deposit assistance.** HATC may assist with the security deposit payment. *The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum-security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner.* Security deposit assistance will be for initial move-ins and paid directly to the owner on behalf of the family when other resources cannot. HATC will not provide security deposit assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do. The owner refunds the security deposit balance, after deducting any amounts for repairs, to HATC when the client vacates the unit in accordance with the terms of the lease.

**Utility deposit assistance.** HATC may provide utility deposit assistance for family's utility deposit expenses. Utility deposit assistance includes connection fees required for the utilities to be supplied by the tenant under the lease. HATC may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family when other resources cannot. If paid to the family, HATC will require documentation that the family paid the utility deposit. HATC will not require the utility supplier or family to return the utility deposit assistance to the HATC.



**Utility arrears.** Some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult to establish services for tenant-supplied utilities. HATC may provide the family with assistance to help address these utility arrears to facilitate leasing when other resources cannot.

**Owner recruitment and outreach for EHV's.** The HATC may use the service fee funding to conduct owner recruitment and outreach. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments. *Owner incentive payments will equal \$500 and will be paid upon execution of initial lease and Housing Assistance Payment (HAP) contract. Owner incentive payment will be issued only one time per EHV family.*

**Owner retention payments.** HATC may make retention payments to owners that agree to renew the initial lease of an EHV family. Payments will be made as a single payment at the lease renewal upon receipt of a new 12-month lease. Owner retention payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable. *Retention payments will equal \$500 per lease renewal. Retention payments are only paid at renewal of the first lease term and owners are not eligible for a second retention payment.*

**Risk mitigation funds.** HATC may provide risk mitigation funds to owners who initially lease their units to EHV families. HATC may pay risk mitigation in cases where the security deposit is insufficient to cover the cost of damages and other amounts owed under the lease. Payment consideration will occur after receipt of the final itemized ledger and receipts for repairs made within 30 days of the date the tenant vacated the assisted unit. Owners are no longer eligible for risk mitigation funds upon renewal of the initial lease. *HATC will not provide risk mitigation funds to owners.*

**Moving expenses (including move-in fees and deposits).** HATC may provide assistance for moving expenses when they initially lease a unit with the EHV program. HATC will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do. *HATC will reimburse families up to \$250 upon providing a receipt for the incurred cost when other resources cannot.*

**Tenant-readiness services.** HATC may use services fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears. *HATC may run full criminal background, rental, and credit history checks for adult family members at initial voucher issuance at a cost not to exceed \$50 per adult with the family member's permission.*

**Essential household items.** HATC may use service fee funding to assist the family with the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries. *Upon initial lease-up, HATC may provide \$300, payable to the EHV family, to purchase household items. This is only provided one-time to the family and not for subsequent moves.*

**Renter's insurance.** *HATC may assist the family with renter's insurance not to exceed \$200 for one policy. HATC will not assist with this expense beyond the initial lease term. Renter's insurance will only be paid if required by lease.*

Any services fee assistance returned to the HATC after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the HATC's EHV program ends must be remitted to HUD.

## **PART II: PARTNERING AGENCIES**

### **TPS-II.A. CONTINUUM OF CARE (CoC)**

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

#### **HATC Policy**

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

### **TPS-II.B. OTHER PARTNERING ORGANIZATIONS**

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the HATC and CoC.

#### **HATC Policy**

HATC may choose to enter into an MOU with other partnering agencies or add the agency to the MOU with ECHO if it deems necessary to effectively serve the homeless. Travis County Mental Health Public Defenders (MHPD) has been added to MOU between ECHO and HATC as the partnering agency who will be providing supportive services to EHV families as needed.

### **TPS-II.C. REFERRALS**

#### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV s. The CoC or other direct referral partner must provide supporting documentation to the PHA verifying that the family meets one of the four eligible categories for EHV assistance.

#### **HATC Policy**

The CoC or partnering agency must establish and implement a system to identify EHV eligible individuals and families within the agency's caseload and make referrals to the HATC. The CoC or other partnering agency must certify that the EHV applicants referred to HATC meet at least one of the four EHV eligibility criteria. The HATC will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork.

As part of the MOU, the HATC and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and other resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The HATC liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. The CoC will submit referrals in a timely manner and in a method and format defined in the MOU.

#### **Offers of Assistance with CoC Referral**

The HATC may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the HATC's Emergency Transfer Plan.

The HATC must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the HATC; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the HATC is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agency, HUD may permit the HATC on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

### **PART III: WAITING LIST MANAGEMENT**

#### **TPS-III.A. HCV WAITING LIST**

The regulation that requires the HATC to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to HATCs operating the EHV program. Direct referrals are not added to the HATC's HCV waiting list.

The HATC must inform families on the HCV waiting list of the availability of EHV's by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

#### **HATC Policy**

HATC will inform the public and families on the HCV waiting list of the availability of EHV's by posting the information on the HATC website. The notice will:

- Describe the eligible populations to which EHV's are limited
- Clearly state that the availability of these EHV's is managed through a direct referral process
- Advise the family to contact the CoC or any other applicable HATC referral partner

The HATC will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The HATC will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with policy.

#### **TPS-III.B. EHV WAITING LIST**

The HCV regulations requiring PHAs to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, the PHA must maintain a separate waiting list for EHV



referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

## **TPS-III.C. PREFERENCES**

### **HCV Waiting List Preferences**

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

### **HATC Policy**

The HATC's waiting list preference for victims of domestic violence, dating violence, sexual assault, or stalking and homeless preference are outlined in Section 4-III.C Local Preferences of the HATC Administrative Plan. The HATC will refer any applicant on the waiting list who indicates they qualify for the HATC's VAWA preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.

The HATC will refer any applicant on the waiting list that indicates they qualify for the homeless preference outlined in the HATC Administrative Plan to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.

### **EHV Waiting List Preferences**

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

### **HATC Policy**

No local preferences have been established for the EHV waiting list. The ECHO (CoC) or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the HATC.

## **PART IV: FAMILY ELIGIBILITY**

### **TPS-IV.A. OVERVIEW**

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

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

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the HATC verifying that the family meets one of the four eligible categories for EHV assistance. The HATC must retain this documentation as part of the family's file.

## **TPS-IV.C. HATC SCREENING**

### **Overview**

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirements for mandatory and permissive prohibitions of admissions. Except where applicable, HATC policies regarding denials in Chapter 3 of the HATC Administrative Plan do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the HATC must approve additional family members and may apply its regular HCV screening criteria in Chapter 3.

### **Mandatory Denials**

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

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

### **HATC Policy**

HATC will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms. The HATC will notify the family of the limited EHV grounds for denial of admission via email and mail.



## **Permissive Denial**

Notice PIH 2021-15 lists permissive prohibitions for which the HATC may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

## **HATC Policy**

The HATC will not adopt any permissive prohibitions for the EHV program.

## **TPS-IV.D. INCOME VERIFICATION AT ADMISSION**

### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, HATC policies related to the verification of income in Section 7-I.B. of the HATC Administrative Plan do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the HATC's request.

## **HATC Policy**

Any documents used for verification must not be damaged, altered, or in any way illegible. HATC will consider self-certification the highest form of income verification at admission. HATC will request written third-party verification if readily available in attempt to mitigate future material discrepancies.

HATC will accept third-party documents provided by applicants that represent the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the HATC's request. For example, a Supplemental Security Income (SSI) benefit letter that was issued in November 2020 to represent the applicant's benefit amount for 2021 and was provided to the HATC in September 2021 would be an acceptable form of income verification. Printouts from webpages are acceptable documentation.

Any family self-certifications must be made in a format acceptable to the HATC and must be signed by the family member whose information or status is being verified. HATC will define its standard Certification Forms for new admissions as a format acceptable to the HATC.

The HATC will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The HATC will address any material discrepancies (i.e., unreported income or a substantial difference in reported income). The HATC may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the HATC will terminate the family's assistance in accordance with the policies in Chapter 12.

## **Recently Conducted Income Determinations**

HATCs may accept income calculations and verifications from third-party providers or from a certification or recertification that the HATC conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial certification of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

## **HATC Policy**

The HATC will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above. The family certification must be made in a format acceptable to the HATC and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual certification the HATC must conduct the annual certification of income as outlined at 24 CFR 982.516 and HATC policies in Chapter 11.

## **EIV Income Validation**

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

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

Prior to admission, HATC must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with HATC policies in Chapter 3. If HATC later determines that an ineligible family received assistance, the HATC must take steps to terminate that family from the program in accordance with Chapter 12.

## **TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION**

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

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

## **HATC Policy**

The HATC will accept self-certification and admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide

the required documentation in accordance with policies in Chapter 7 within 180 days of admission. HATC will verify SSN in EIV if the family is unable to obtain verification by the deadline and address material discrepancies as they arise. HATC will provide an additional 90-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation of eligible immigration status.

If the HATC determines that an ineligible family received assistance, the HATC will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **TPS-IV.F. AGE AND DISABILITY VERIFICATION**

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV. If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

##### **HATC Policy**

The HATC will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the HATC and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the HATC will verify the information in EIV or through other third-party verification method. The HATC will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the HATC determines that an ineligible family received assistance, the HATC will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **TPS-IV.G. INCOME TARGETING**

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and HATC policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

##### **HATC Policy**

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

### **PART V: HOUSING SEARCH AND LEASING**

#### **TPS-V.A. INITIAL VOUCHER TERM**

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. HATC policies on extensions as outlined in Section 5-II.E. will apply.

##### **HATC Policy**

All EHV's will have an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless HATC grants an extension.



## **TPS-V.B. HOUSING SEARCH ASSISTANCE**

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family.

## **HATC Policy**

As identified in the MOU between the HATC and CoC, the following housing search assistance will be provided to each EHV family:

### **HATC Will:**

- Conduct owner outreach in accordance with policies in Chapter 13
- Provide directions to potential units as part of the EHV briefing packet
- Expedite the EHV leasing process for the family and in accordance with policies in this chapter
- At least every 30 days, conduct check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date

### **CoC and/or Supportive Service Partner Travis County MHPD:**

- Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low poverty neighborhoods
- Provide transportation assistance to potential units
- Assist the family with the completion of rental applications and HATC forms

## **TPS-V.C. HQS PRE-INSPECTIONS**

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

## **HATC Policy**

To expedite the leasing process, HATC may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select their unit.

When a pre-inspected unit is not selected, HATC will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required initial or re-inspections.

**TPS-V.D. INITIAL LEASE TERM**

Unlike the standards of the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

**TPS-V.E. PORTABILITY**

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV's. Exceptions are addressed below.

**Nonresident Applicants**

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of HATC's policy in Section 10-II.B.

**Billing and Absorption**

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV s under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV s under its own ACC:
  - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
  - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
  - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

**Family Briefing**

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family. The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

**HATC Policy**

In addition to HATC'S policy on briefings described in Chapter 5, HATC will inform the family in writing that HATC will assist with moves under portability. For limited English proficient (LEP) applicants, the HATC will provide interpretation services in accordance with the HATC's LEP plan (See Chapter 2).

**Coordination of Services**

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services to determine the appropriate assistance available to the family.



## **HATC Policy**

For EHV families who are exercising portability, when HATC contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the HATC will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

## **Services Fee**

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families. For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving HATC or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

## **Placement Fee/Issuance Reporting Fee**

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuing reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

## **TPS-V.F. PAYMENT STANDARDS**

### **Payment Standard Schedule**

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV s. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV s, HUD has provided other regulatory waivers:

- Defining the "basic range" for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area

above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The HATC may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.

- The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

#### **HATC Policy**

HATC will implement higher payment standards for EHV s. The EHV payment standard will be set at 120% of the current Fair Market Rent (FMR) for the metropolitan area.

#### **Rent Reasonableness**

All rent reasonableness requirements apply to EHV units, regardless of whether the HATC has established an alternative or exception EHV payment standard.

#### **Increases in Payment Standards**

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

#### **HATC Policy**

The HATC will not establish an alternative policy for increases in the payment standard. HATC policy in Section 11-III.B governing increases in payment standards will apply to EHV.

#### **TPS-V.G. TERMINATION OF VOUCHERS**

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV to cease leasing any unleased EHV if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

#### **PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the HATC may not be

used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHAs are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV s are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV s and cannot be used for regular HCV s. EHV funding may not be used for the repayment of debts or any amounts owed to HUD-by-HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV s in accordance with the HCV program requirements at 24 CFR 982.158.

**Memorandum of Understanding  
Emergency Housing Voucher Program**

This Memorandum of Understanding (MOU) demonstrates the requirements listed in the Notice PIH 2021-15 (HA) and has been entered into on July 20, 2021 and between the following parties:

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

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

**I. Introduction and Goals** (the following elements, listed in a. – c., are required elements of the MOU):

1. The parties to this MOU seek to reduce homelessness and increase housing stability among populations eligible for the Emergency Housing Voucher program (EHV) in the Austin/Travis County CoC. The parties agree to collaborate and meet their various responsibilities as outlined in this document and ensure that the MOU incorporates at minimum the requirements referenced in Notice PIH 2021-15: EHV Operating Requirements. The Housing Authority of Travis County (hereafter: "HATC") and the Ending Community Homelessness Coalition (hereafter "ECHO") are committed to administering the EHV Program in accordance with all program requirements.
  1. HATC and ECHO are mutually committed to the following goals and standards of success:
    - Leverage EHV subsidies to create a Permanent Supportive Housing (PSH) program adding 34 new PSH units that will increase the total number of units counted and reported in the Housing Inventory Count (HIC).
    - 34 eligible households successfully move into permanent housing through the EHV Program operation period as measured by data entered in the Homelessness Management Information System (HMIS).
    - When applicable, 90% of households requesting and approved for a VAWA Emergency Transfer resulted in successful, positive housing outcomes.
    - All eligible program participants are enrolled in the PSH program within 30 days of Coordinated Entry referral as documented by data entered in HMIS.
-



- 34 households are enrolled in the PSH program by October 31, 2021
- At least 6 households successfully move into housing per month from August 2021 to December 2021 to meet the goal of leasing up 34 vouchers before January 2022.
- 50% of EHV families with children lease units in low-poverty census tracts
- 95% of households complete annual recertification and remain in program
- 90% of households move into permanent housing within 60 days of voucher issuance.
- Program successfully maintains participant records documenting program eligibility for all households within 180 days of program enrollment.

2. Identification of staff positions at the PHA and CoC who will serve as the Lead EHV Liaisons.

Each party to this MOU commits to designate a staff person to serve as the lead EHV liaison for the purposes of this project, as follows:

Lead PHA EHV Liaison

Victoria Perez - Housing Manager

Responsibilities of the PHA EHV liaison: Orientation and Voucher issuance; interims; annual re-examinations; ongoing housing assistance case management

Lead CoC EHV Liaison

Ending Community Homelessness Coalition Lead Staff

Preston Petty, Coordinated Entry Program Director

**II. Define the populations eligible for EHV assistance to be referred by CoC.**

For the purposes of receiving support under this program and following requirements outlined in PIH Notice 2021-15, eligible households will be defined as follows:

1. Homeless;
2. At-risk of Homelessness;
3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
4. Recently homeless, as determined by the Secretary, and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

In order to create new PSH programming as a funding priority, 34 vouchers will be prioritized for persons experiencing literal homelessness who are eligible for the PSH programming that will provide the services required by the EHV Program. Therefore, households will be referred through Coordinated Entry with the following target criteria:

- Meet the definition of at least one of the eligible populations required for the EHV Program; with the prioritization of homeless population,

- Documentation of a disabling condition to meet eligibility for PSH program entry,
- Households with high utilization of and an increased risk of the criminal legal system, as defined by current or previous engagement in intensive case management services with the Travis County Mental Health Public Defender (MHPD).

### **III. Services to be provided to eligible EHV individuals and families**

List the services to be provided to assist individuals and families have success in the program and who will provide them.

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers and ensuring reasonable accommodation and modification requests are completed in a timely manner; including documentation submitted to property (e.g., letter documenting allowance for emotional support animals).
2. Partnering service providers will support HATC in ensuring appointment notifications to eligible individuals and families and will assist eligible households in attending meetings with HATC.
3. HATC will establish windows of time for EHV applicants to complete intake for EHV in accordance with Coordinated Entry System Written Standards.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide education on compliance with rental lease requirements as a part of maintaining housing stability.
6. Partnering service providers will identify housing barriers and need for additional financial assistance necessary to access permanent and stable housing. This includes submitting necessary documentation to request financial assistance on behalf of households for eligible housing search and location costs under the EHV Program from HATC as a part of the housing search and location activities (e.g., application fees, move-in costs, security deposits, utility fees, utility deposits, holding fees, renter's insurance, essential household items, moving costs, and tenant readiness services defined in the PHA Admin Plan)
7. Partnering service providers will assess and refer individuals and families to benefits and mainstream resources, where applicable.
8. Partnering Service Providers will follow HMIS Data Standards for PSH programs as outlined by HUD and the local Austin/Travis County CoC HMIS Policy and Procedures as outlined by the local HMIS Lead Agency (ECHO).

### **IV. PHA Roles and Responsibilities**

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
-

2. Accept direct referrals of eligible individuals and families through the local CoC Coordinated Entry System.
3. If a referred household is deemed ineligible, notify Coordinated Entry, the partnering service provider, and the household of their eligibility status and inform the household of their right to appeal this decision.
4. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
5. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
6. Designate a staff to serve as the lead EHV liaison.
7. HATC will inform households on the HCV waiting list of the availability of EHV by posting the information on their website and/or providing public notice. The notice will advise how households can access the local Coordinated Entry system if they believe they are eligible for EHV assistance.
8. Administer the EHV program in accordance with applicable regulations and alternate operating requirements.
9. Collaborate with CoC to train relevant stakeholders on the program operations, participant eligibility, and other relevant program requirements of the EHV Program.
10. Notify ECHO and partnering service providers when a participant is terminated from the program.
11. HATC will, at minimum, convene quarterly meetings with ECHO and partnering service providers to discuss and identify opportunities for improvements in overall program performance, including but not limited to referral process, voucher approval, lease-up, access to services, and housing stability.
12. Comply with the provisions of this MOU.

#### **V. CoC Collaborative Applicant Roles and Responsibilities**

1. Designate and maintain a lead EHV liaison to communicate with the PHA.
  2. ECHO will integrate the prioritization and referral process for the EHV Program into the local Coordinated Entry written standards and process, if and when applicable.
  3. ECHO will refer eligible individuals and families to the PHA using the community's coordinated entry system and maintain a by-name list of EHV eligible households. Partners will meet at least monthly to determine the Partnering Service Provider program the eligible households will be referred to.
  4. ECHO will utilize the standardized Referral Form (Attachment 1) when submitting referral information to the PHA and will include contact information of the Partnering Service Provider staff responsible for providing housing location and stability services.
  5. Provide technical assistance to Partnering Service Provider agencies and staff in navigating system procedures used to access resources and successfully collect documentation needed for the application process and needed to verify eligibility for the EHV Program (i.e. self-certifications, birth certificate, social security card, etc.).
-

6. Identify supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
7. Monitor and oversee the successful handoff of EHV program referrals and move-in status needed for successful program outcomes through voucher utilization.
8. Facilitate access to safety and housing for persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking in accordance to the Austin/Travis County CoC Violence Against Women Act (VAWA) Policy and Procedures, Emergency Transfer Policies, or in accordance to other local policies and procedures established by the PHA.
9. Comply with the provisions of this MOU.

#### **VI. Third Party Entity Roles Responsibilities**

1. There are no additional parties to this MOU.

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

HATC and ECHO agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractors delegated the responsibility of program evaluation protocols established by and evaluation efforts undertaken by HUD or HUD-approved contractors, including possible random assignment procedures. This also includes compliance with HUD evaluation protocols and data sharing requests.

#### **Signed by**

Patrick Howard

Patrick B. Howard  
President & CEO  
Housing Authority Travis County

July 20, 2021

Date

Matthew Mollica

Matthew Mollica (Jul 23, 2021 16:17 CDT)

Matthew Mollica, Executive Director  
Ending Community Homelessness Coalition  
CoC Collaborative Applicant

7/23/21

Date



**ATTACHMENT 1: REFERRAL FORM**

**Referral for Emergency Housing Voucher Program**

This letter confirms referral for admission to the Emergency Housing Voucher (EHV) program through the Coordinated Entry System for the following head of household and their family members:

Head of Household Name:

ServicePoint ID Number:

Support Services Program:

The family is part of the following eligible EHV population as defined in Notice PIH 2021-15:

1. Homeless
2. At-risk of Homelessness
3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Recently homeless

The above-named support services provider has accepted the referral through the Coordinated Entry System. The program has pledged to provide the services outlined in the EHV MOU executed by HATC and ECHO, and to assist the family in accordance with the Austin/Travis County CoC Written Standards for Program Delivery.

Sincerely,

Signature

Date

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# 4938\_001

Final Audit Report

2021-07-23

Created:	2021-07-23
By:	Austin ECHO (LINDAWOLFE@AUSTINECHO.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAA756grYjXYzfMN3R9X45NkBZRRCP_nNF

## "4938\_001" History

-  Document created by Austin ECHO (LINDAWOLFE@AUSTINECHO.ORG)  
2021-07-23 - 9:15:28 PM GMT- IP address: 75.81.61.203
-  Document emailed to Matthew Mollica (matthewmollica@austinecho.org) for signature  
2021-07-23 - 9:16:13 PM GMT
-  Email viewed by Matthew Mollica (matthewmollica@austinecho.org)  
2021-07-23 - 9:16:58 PM GMT- IP address: 70.114.192.21
-  Document e-signed by Matthew Mollica (matthewmollica@austinecho.org)  
Signature Date: 2021-07-23 - 9:17:21 PM GMT - Time Source: server- IP address: 70.114.192.21
-  Agreement completed.  
2021-07-23 - 9:17:21 PM GMT

**HATC Resolution for Action Item IV.B.  
September 3, 2021**

**Resolution No. HATC-2021-09:** To Approve the Emergency Housing Voucher (EHV) Program Policy.

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

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

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

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

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

1. Approves Resolution No. HATC-2021-09
2. Authorizes the CEO/Executive Director to execute all necessary documents and/or extensions.

**Passed and approved the 3rd day of September 2021.**

---

Robbye Meyer, Chair, Board of Commissioners

**Attested and approved as to form:**

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Patrick B. Howard, CEO/Executive Director

**HATC Action Item IV.C.**  
**September 3, 2021**

**Resolution No. HATC-2021-10: To Amend Policy Statements on Affordable Housing Development, as drafted**

**Background Information:**

On Thursday, March 25, 2021, the Board of Commissioners approved Resolution No. HATC-2021-03, To Adopt Policy Statements on Affordable Housing Development, as drafted. The three *Policy Statements* that were adopted resulted from a Joint meeting of HATC, SHFC and TCFC on Tuesday, March 9, 2021 with the assistance of a seasoned 3<sup>rd</sup> party facilitator.

At its August 5, 2021 meeting, due to the questions raised related to the underlying intent of just how the adopted policy statements, (*Policy Statement No. 2*, in particular), are to be applied to current and future projects, Commissioner Karam asked that the item be placed on a future Board meeting agenda, to get clarification on such. The attached DRAFT amended Policy Statement(s) are intended to offer the Board with options on providing additional clarity as to the policy framework and intent.

**Recommended Action:**

Consideration and appropriate action regarding **Resolution No. HATC-2021-10: To Amend Policy Statements on Affordable Housing Development, as drafted.**

**Alternate Option:**

The Board of Commissioners could elect to Not amend Policy Statements.

**Fiscal Impact:**

N/A

**Attachment:**

- A. Options for Amended Policy Statements on Affordable Housing Development (DRAFT)

**Prepared and Approved by:**



Patrick B. Howard, CEO / Executive Director



**HATC Action Item IV.C.  
September 3, 2021**

**Resolution No. HATC-2021-10:** To Amend Policy Statements on Affordable Housing Development, as drafted.

**WHEREAS,** The mission of the Housing Authority of Travis County to “*preserve and develop affordable housing and vibrant communities to enhance the quality of life for all*”; and

**WHEREAS,** Goal One of HATC’s Five-Year Strategic Plan states that the agency will make efforts to “strategically preserve and expand the affordable housing portfolio to ensure for a fair share of resources for the poorest and most vulnerable of Travis County citizens; and

**WHEREAS,** Recent actions of the Board further demonstrate its commitment to providing housing for extremely low-income persons.

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

1. Approves Resolution No. HATC-2021-10,
2. Authorizes the Executive Director to execute all necessary documents and extensions.

**Passed and approved the 3<sup>th</sup> day of September 2021**

---

Robby Meyer, Chair, Board of Commissioners

**Attested and approved as to form:**

---

Patrick B. Howard, CEO / Executive Director

**HATC Regular Agenda Item V.A.  
September 3, 2021**

**Subject:** Strategic Planning Process Update

Board members,

As a part of the FY21 Extended and Amended Budget Approval process, funds were allocated to hire a consultant to work in conjunction with staff in the development of a new multi-year (four) Strategic Plan. July 7, 2025 will mark 50 years in which the agency has served low-income residents of Travis County via the providing decent, quality housing and associated supportive services.

The work of the staff and hire consultant has been last month. Surveys have been distributed to key stakeholders, and interviews with Board leadership and key staff is underway.

The attached Summary provides a synopsis of work completed to-date, and a preliminary recommendations of Draft Mission and Vision Statements, along with 5 potential Key Strategic Performance Categories for Board consideration and additional guidance.

**Recommended Action:**

For discussion / information only. Further Board guidance requested.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- A. 2022-2025 HATC Strategic Planning Process Summary

**Prepared and Approved by:**

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

**HATC Discussion Item VI.A.1**  
**September 3, 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.

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

**38 Additional FUP Vouchers effective 11/1/2021**

**Baseline effective 11/1/2021: 670**

As of July 31, 2021, 433 of HATC's HCV allocation were utilized in a conventional fashion.

As of July 31, 2021, the total lease up for the HCV program was **632 of 632**. Occupancy rate was at **100.00%**.

For this reporting period, there were **34** applicants on the waiting list.

**Portable In:** 62 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 July 31, 2021, Cambridge had a total lease up of **18** vouchers under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*

**HATC Discussion Item VI.A. 2**  
**September 3, 2021**

**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 July 31, 2021, HATC, provided housing assistance to **85** 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 July 31, 2021, *HP* has **49** tenants under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*



**HATC Discussion Item VI.A.3**  
**September 3, 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 July 31, 2021, there were **67** 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 July 31, 2021, there were **22** 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 July 31, 2021, there were **29** 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 July 31, 2021, VASH, has **28** 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, *CEO/Executive Director*

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

## ATTACHMENT

Jul-21				
	Leased on 1st	After First Month	Number of Based Units	Occupied %
*Project Based Vouchers (PBV)	18		19	94.74%
*Housing Choice Vouchers (HCV)	433		410	105.61%
Port Outs (PO) HCV	15		15	100.00%
*Non Elderly and Disabled (NED)	67		75	89.33%
**VASH- HUD Awarded Vouchers	28		30	93.33%
**Homeless Preference (HP- includes Criminal Justice/ Front Steps/ Echo)	48	1	49	100.00%
**Family Unification Program (FUP)	22		34	64.71%
<b>Total</b>	<b>631</b>	<b>1</b>	<b>632</b>	<b>100.00%</b>
Total Leased including leased after the first of the month: 632				
<b>*Mainstream (MVP) Total:</b>		<b>29</b>	<b>39</b>	<b>74.36%</b>

COC/ Shelter Plus Care Families Served (Last day of month): 85

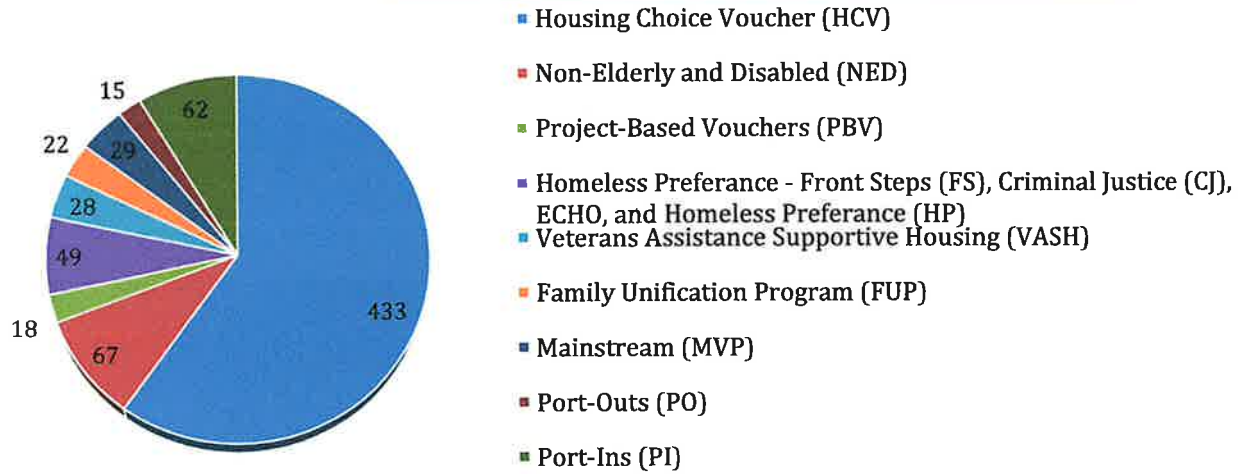
Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	10	7	17
Non-Elderly and Disabled (NED)	3		3
Project Based Vouchers (PBV)	1		1
VASH	1		1
Homeless Preference (HP)			0
Family Unification Program (FUP)	4	2	6
Mainstream (MVP)	3	1	4
<b>TOTAL</b>			<b>32</b>

*Waiting List (HCV, Choice PBRA, HP, MVP) :				34
Leased Port Ins (last day of month):				62
PIC Reporting Rate: (HUD minimum 95%)				108.50%

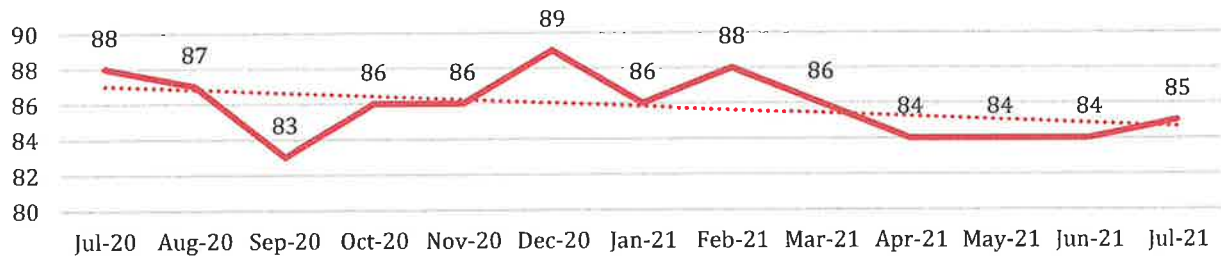
\*\* Referral only

## Attachment VI. A: Graphs

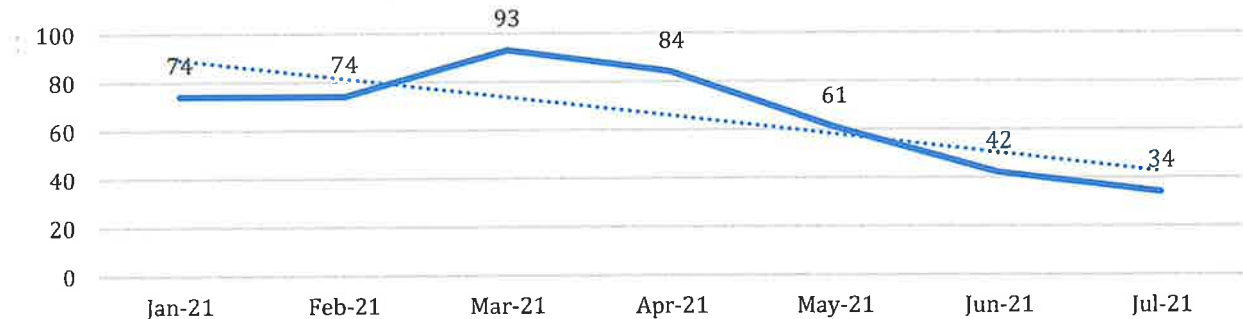
### July 2021: 723 Total HCV Households Served



### COC Households Served



### Applicants on Waiting List





**HATC Discussion Item VI.B.  
Affordable Housing Program  
September 3, 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 the 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 expires on June 31, 2021.

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 15<sup>th</sup> 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 August 25, 2021. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (5) will be filled from the Multifamily Housing Waiting list. **Carson Creek:** 100% occupied. **Manor Town:** Vacancies (2) will be filled from the Manor Town Waitlist. **SEA RAD:** Vacancies (10) will be filled from the Multifamily Housing-Eastern Oaks Waiting list.

### **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 (12) 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.

### **Eastern Oaks**

Eastern Oaks was awarded additional funding with the City of Austin Direct Loan Program which started the process of renovating Eastern Oaks. January 2020 residents were relocated to temporary apartments near Eastern Oaks. Shortly after, F&H begin the full interior renovations of Eastern Oaks. Since the discussion of renovating the apartments, there have been 10 vacancies, 2 are 1-bedroom units and 7 are 2-bedroom units. HATC is approaching the completion of the interior renovations which is projected to be completed September 2021. In preparation of filling the vacancies, staff will conduct virtual orientation on July 21<sup>st</sup>. Following orientation, staff is screening the applicant's information for eligibility. Eligibility includes criminal background checks, rental history verification, income/asset verification, and family composition verification. On average, it takes about 30 days to complete the screen. According to HUD Handbook 4350.3 REV-1, *"verifications are valid for 120 days from the date of receipt by the owner"*.

**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
- B. Property Statistics

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 Income

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	69/75	92.00%	\$ 13,278.00	\$ 22,488.00		\$ -	\$ 3,082.00	1
SEA RAD APARTMENTS	19/30	63.33%	\$ 3,208.00	\$ -		\$ -	\$ 2,522.00	1
MANOR TOWN APARTMENTS	31/33	93.94%	\$ 17,663.00	\$ -	\$ -	\$ -	\$ 2,050.00	0
CARSON CREEK HOMES	16/16	100.00%	\$ 12,857.00	\$ -	\$ -	\$ -	\$ -	0
<b>TOTALS</b>		<b>87.32%</b>	<b>\$47,006.00</b>	<b>\$22,488.00</b>			<b>\$ 7,654.00</b>	<b>2</b>

### 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 #7	1	1	\$36,120	\$0	\$18,798	\$406	\$406
	11607 Sierra Nevada #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$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
	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

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

	6101 Valiant Circle B	2	3	\$36,120	\$8,521	\$44,740	\$463	\$512
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,042	\$572	\$512
	6122 Valiant Circle B	1	2	\$36,120	\$4,050	\$24,761	\$490	\$406
SEA RAD APARTMENTS	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$39,745	\$828	\$512
	4922 Nuckols Crossing #40	2	3	\$23,330	\$26,313	\$31,488	\$624	\$512
	4922 Nuckols Crossing #53	2	3	\$38,700	\$29,616	\$46,788	\$1,019	\$512

## Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$38.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$68.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$177.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 46, Austin, TX 78744	(\$52.00)
	5600 Valiant Cove, B, Austin, TX 78749	(\$138.00)
	5602 Valiant Cove Austin, TX 78749	(\$92.00)
	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)
	6102 Valiant Circle, B, Austin, TX 78749	(\$82.00)
	6104 Valiant Circle, B, Austin, TX 78749	(\$71.00)
	6106 Valiant Circle, A, Austin, TX 78749	(\$10.00)
	6108 Valiant Circle, B, Austin, TX 78749	(\$40.00)
	6110 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)
	6123 Valiant Circle, B, Austin, TX 78749	(\$82.00)
	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 UNLEASED AND UNOCCUPIED	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE-READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	MOVE IN DATE	# REMAINING ON WAITING LIST
SEA RAD Oaks	75	5	4	3/2/2021	4/2/2021	N.D.	0	0	N/A	499
			12	8/12/2021	N.D.	0	0	0	N/A	499
			22	07/31/2020	08/18/2020	N.D.	0	0	N/A	499
			5606A	08/08/2021	N.D.	N. D.	0	0	N/A	499
			6000A	12/07/2020	2/15/2021	N.D.	0	0	N/A	499
			6109B	8/18/2021	N.D.	N.D.	0	0	N/A	499
Eastern Oaks	30	10	26	08/30/2019	REHAB	7/9/21	N/A	N/A	N/A	312
			27	05/04/2021	REHAB	7/9/21	N/A	N/A	N/A	312
			29	04/13/2020	REHAB	7/9/21	N/A	N/A	N/A	312
			30	4/13/2020	REHAB	7/9/21	N/A	N/A	N/A	312
			41	07/26/2019	REHAB	7/9/21	N/A	N/A	N/A	312
			42	02/27/2020	REHAB	7/9/21	N/A	N/A	N/A	312
			48	03/31/2019	REHAB	7/9/21	N/A	N/A	N/A	312
			49	05/19/2020	REHAB	7/9/21	N/A	N/A	N/A	312
			51	03/31/2019	REHAB	7/9/21	N/A	N/A	N/A	312
			54	03/01/2020	REHAB	7/9/21	N/A	N/A	N/A	312
Manor Town Apts.	33	2	204	08/11/2020	9/17/2020	N/A	N/A	N/A	N/A	72
			209	12/22/2020	2/5/2021	N/A	N/A	N/A	N/A	72
Carson Creek	16	0	0	N/A	N/A	N/A	N/A	N/A	N/A	42
TOTALS	154									





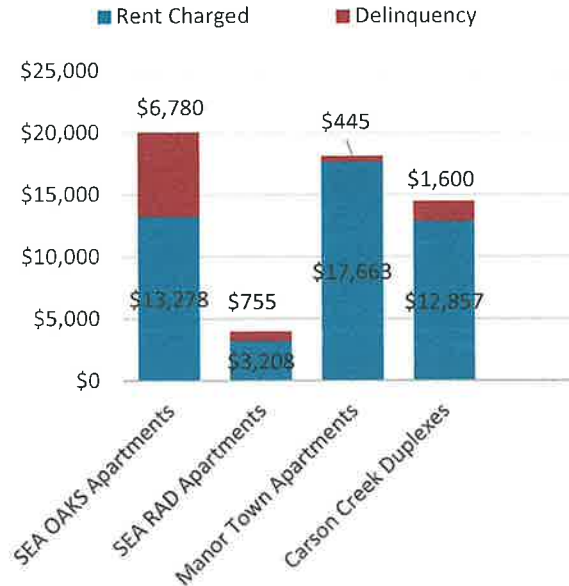
## Repayment Agreements

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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## Aged Delinquencies

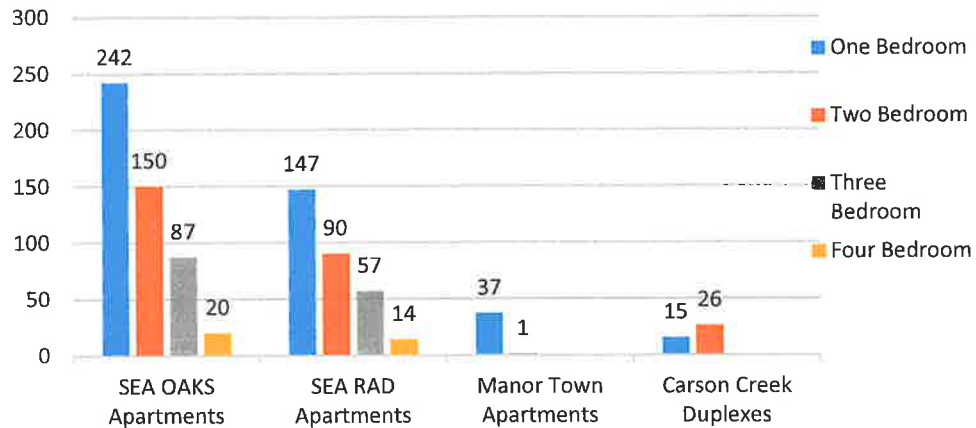


UNCOLLECTED RENT:

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500A	\$800	30	Dwelling Rent
	9510A	\$800/\$800/\$800/\$4,700	31/60/90/90+	Dwelling Rent
Manor Town	112	\$445/\$445/\$445/\$5,505	31/60/90/90+	Dwelling Rent
SEA RAD APTS	31	\$108/\$108/\$308	31/60/90	Dwelling Rent
	35	\$523/\$523/\$918	31/60	Dwelling Rent
	50	\$124/\$124/\$124/\$3,796	31/60/90/90+	Evicted; appealed
SEA RAD OAKS	3	\$309/\$225/\$225/\$618	31/60/90+	Dwelling Rent
	8	\$422/\$422/\$422/\$3,439	31/60/90/90+	Dwelling Rent
	13	\$147/\$147/\$372	31/60	Dwelling Rent
	18	\$124/\$124/\$124/\$1,820	31/60/90/90+	Paid to District Court
	5604B	\$694/\$1,168	31/60	Dwelling Rent
	5606B	\$840/\$840/\$840/\$9,046	31/60/90/90+	Dwelling Rent
	6000B	\$126/\$126/\$126/\$1,168	31/60/90/90+	Dwelling Rent
	6001B	\$229/\$229/\$229/\$811	31/60/90/90+	Dwelling Rent
	6008A	\$678/\$678/\$678/\$5,759	31/60/90	Dwelling Rent
	6100A	\$430/\$430/\$430/\$3,132	31/60/90/90+	Dwelling Rent
	6104B	\$517/\$517/\$517/\$5,018	31/60/90/90+	Dwelling Rent
	6106B	\$508	30	Dwelling Rent
	6112B	\$492	31	Dwelling Rent
	6122B	\$406/\$300/\$300/\$2,115	31/60/90/90+	Repayment Agreement
	6008A	\$678/\$678/\$678/\$5,918	31/60/90/90+	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	5	5		5	5			A	100.00%	1	1	1	A	0
Manor Town Apartments	8	8		4	4			A	100.00%	1	1	0	A	0
SEA OAKS APARTMENTS	23	18	2	15	13	2		A	100.00%	1	1	0	A	0
SEA RAD APARTMENTS	7	5			3									
Total All Projects Listed:	45	38	2	29	27	1	0	A	100.00%	3	3	1	A	0

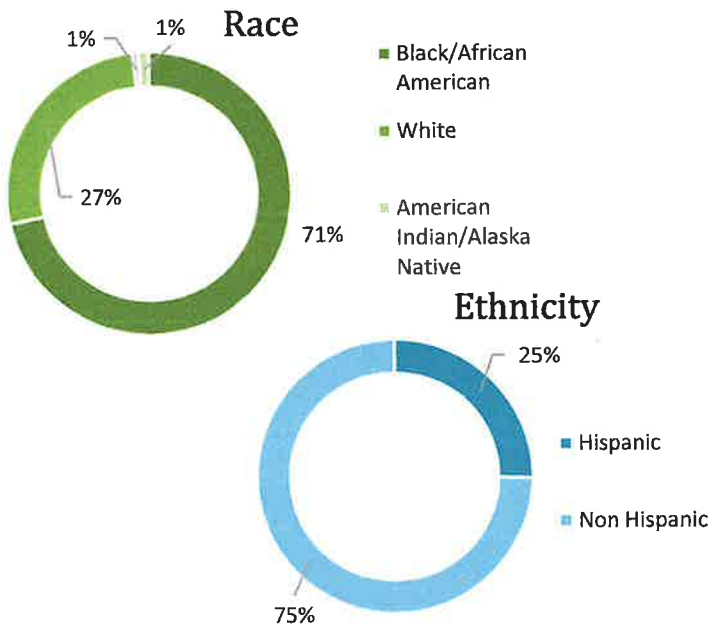
# Attachment B To Discussion Item VI.B.



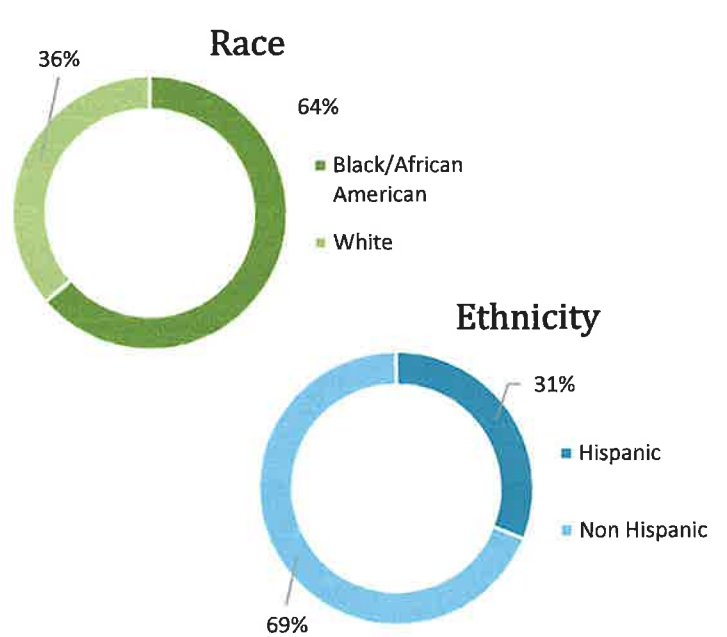
## PROPERTY STATISTICS – Page 1 of 1

(Information current as of August 25, 2021)

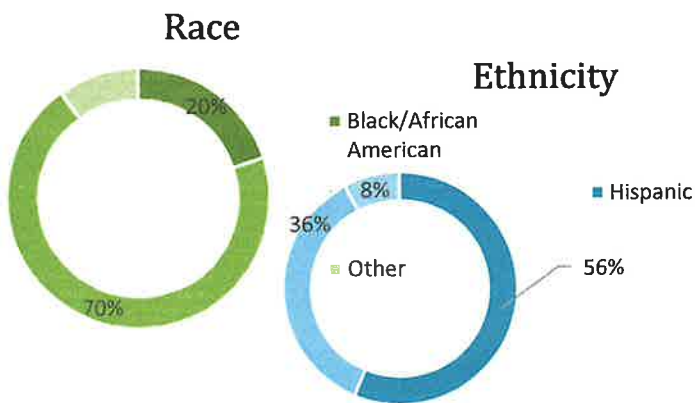
### SEA RAD OAKS



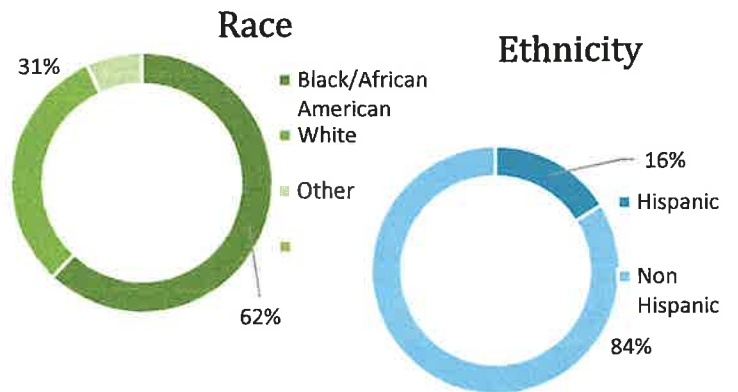
### SEA RAD



### Carson Creek



### Manor Town





**HATC Discussion Item VI.C.1.**  
**September 3, 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 \$1,000,000 in funding from the City of Austin, \$2,000,000 from the Texas Department of Housing and Community Affairs, and an \$800,000 equity contribution from the Housing Authority.

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

**Construction:** Construction Draw #8 was submitted on 8/12/21. All units are completed. The rehabilitation has reach 95% completion. Punch List items have been addressed. ADA construction modifications have been completed in all Accessible Units. ADA compliant refrigerators and microwaves are on order for ADA units. Additional handrails have been fabricated and are being delivered to site to replace existing ones. Perimeter fencing is ready for installation. A small amount of additional exterior grading and concrete has been designed for installation. Clubhouse restroom ADA issues have been corrected and construction should be completed within the next 2 weeks. Tree trimming is taking place and efforts are underway to have security equipment installation companies come on site to make lighting and camera recommendations and provide bids.

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


**Alternate Option:**  
N/A

**Fiscal Impact:**  
N/A

**Attachment:**  
N/A

**Prepared by:**  
Keith Hoffpaur, Asset Manager

**Approval:**

  
Patrick B. Howard, Executive Director

**HATC Discussion Item VI.C.2.**  
**September 3, 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 has completed the planning and design phases of developing an additional 20 units of Senior housing on the property.

**Architecture:** Completed.

**Funding:** The \$3,000,000 funding application to the Texas Department of Housing and Community Affairs (TDHCA) has been approved. TDHCA will now begin the process of preparing an Award Letter and the loan documents. The Federal Home Loan Bank (FHLB) funding application in the amount of \$295,000 has been completed and submitted for consideration.

**Construction** – Cost Estimate exceeded current funding for project by approximately 2.5 million dollars. Staff is seeking additional soft funding through the TDHCA Housing Trust Fund and opportunities for value engineering.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

N/A

**Prepared by:**

Keith Hoffpauir, Asset Manager

**Approval:**



Patrick B. Howard, *Executive Director*

## **HATC Discussion Item VI.C.4.**

**August 26, 2021**

### **Subject: Travis County Facilities Corporation**

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

### **Update Summary:**

#### **TECH RIDGE APARTMENT HOMES**

Developer:	Embrey Development
Location:	IH-35 & Tech Ridge Blvd., Austin, TX
Total Number of Units:	311
Affordability Breakdown:	155 units at 80% of median income adjusted for family size 156 units at market rate
Unit Mix Breakdown:	201 – 1br, 91 – 2br, 16 – 3br
Development Status:	Under Construction
Completion Percentage:	47% as of 8/5/21
Anticipated Completion:	May 2023

### **Potential Partnerships:**

#### **SOUTH FIRST APARTMENTS**

The Marcus Organization has now submitted an application to the TCFC, and we are awaiting a Sources and Uses breakdown for review. Below is the current information on the proposed development.

Developer:	The Marcus Organization
Location:	South First & Eberhart Lane, Austin, TX
Total Number of Units:	251
Affordability Breakdown:	To be determined
Unit Mix Breakdown:	To be determined
Development Status:	Discussion

## LAMAR AT KOENIG

Developer: Bercy Chen Studio LP / Cambrian Development  
Location: 5916 N. Lamar, Austin, TX  
Total Number of Units: 291  
Affordability Breakdown: To be determined  
Unit Mix Breakdown: To be determined  
Development Status: Discussion

### **Recommended Action:**

A Memorandum of Understanding (MOU) has been reached between the parties and is being presented to the TCFC Board at the September 3<sup>rd</sup> Board Meeting.

### **Alternate Option:**

N/A

### **Fiscal Impact:**

N/A

### **Attachment:**

N/A

### **Prepared by:**

Keith Hoffpaur – Asset Manager

### **Approval:**



Patrick B. Howard, Executive Vice President



[illegible]

**HATC Discussion Item VI.D.**

**Finance**

**September 3, 2021**

**Subject: HATC June 2021 Monthly Finance Report**

The Monthly Finance Report presented is for the period ending July 31, 2021. This report reflects 13 months into 18-month fiscal year ending 12/31/2021.

Please refer to comments throughout the financial report that highlights significant 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 - July 2021**

**Schedule**

**No**

**Report**

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1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements HCV Covid19 Administrative Fee Award - Detail
3	Mainstream Program
4	Continuum of Care
4A	MTW - Policy Research & Development Grant
4B	Eastern Oaks - Rehabilitation Costs Detail
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
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
10-A	St. David's Foundation Grant
10-B	Austin Community Foundation-Transit Empowerment Grant
11	SEA OAKS LP - Operating Statements
13	Investment Register for HATC

**Housing Authority of Travis County**

**Business Activities**

Schedule 1

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
<b>Revenues</b>				
Mgmt Fees from HATC owned Properties	36,411	26,297	23,137	1,551
Management Fees from SEA OAKS LP	31,973	23,092	29,106	1,875
In-House Make Ready Services	15,000	10,833	5,181	
Interest Income	1,500	1,083	5,661	178
Other Revenues	500	361	2,760	288
<b>Total Revenues</b>	<b>85,384</b>	<b>61,666</b>	<b>65,845</b>	<b>3,892</b>
<b>Expenses</b>				
Salaries & Benefits-Executive Staff	528,504	381,697	337,654	24,934 A
- Finance Staff	356,393	257,395	213,831	15,943 A
- Affordable Hsg Staff	233,967	168,976	140,425	9,017
- SHFC Staff	55,687	40,218	38,756	3,254
Administrative - Audit Fees	9,900	7,150	9,900	
- Office Rent	101,302	73,163	71,356	6,098
- Computer & Software	58,080	41,947	45,186	5,525
- Consultants	47,100	34,017	23,700	
- Training & Travel	53,250	38,458	10,542	1,371
Other Administrative Expenses	65,698	47,449	50,597	4,268
Insurance	8,605	6,215	8,303	792
Capital Expenditures	55,000	39,722	4,670	4,670
Contribution to HATC Properties	123,662	89,311	94,927	5,747
<b>Total Expenses</b>	<b>\$ 1,697,148</b>	<b>\$ 1,225,718</b>	<b>\$ 1,049,847</b>	<b>\$ 81,619</b>
Excess/Deficiency Rev over Exp	<b>\$ (1,611,764)</b>	<b>\$ (1,164,052)</b>	<b>\$ (984,002)</b>	<b>\$ (77,727)</b>
Contribution from SHFC	1,611,764	1,164,052	1,134,254	95,502
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,252</b>	<b>\$ 17,775</b>

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.



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

Schedule 2

Budget Line Item	FY21 18 month Approved Budget	FYTD Budget July 2021	FYTD Actual July 2021	MTD Actual July 2021
<b>Revenues</b>				
HUD HCV Rental Subsidy	9,863,119	7,123,364	6,914,564	545,796
Covid-19 HCV Administrative Fees	25,000	18,056	156,225	-
Estimated HCV Administrative Fees	792,243	572,176	547,266	42,726
Est Collection Loss - Port In HAP & AF	(15,000)		(28,673)	13,110 <b>D</b>
Other revenues - Port In Fees, Inspection	66,540	48,057	44,173	3,919
<b>Revenues eligible for Admin Expenses</b>	<b>868,783</b>	<b>638,288</b>	<b>718,991</b>	<b>59,755</b>
<b>Total Revenues</b>	<b>\$ 10,731,902</b>	<b>\$ 7,761,651</b>	<b>\$ 7,633,555</b>	<b>\$ 605,551</b>
<b>Expenses</b>				
Salaries & Benefits - Direct S8 Staff	640,368	462,488	461,791	38,126 <b>B</b>
Administrative -Audit	30,800	26,903	26,903	<b>B</b>
-Office Rent	72,358	52,259	50,969	4,356
- Computer & Software	50,860	36,732	34,736	2,456 <b>B</b>
- Training	9,200	6,644	4,680	
Other Administrative Expenses	63,055	45,540	56,366	3,341 <b>C</b>
Covid19-Directly Related Expenses	NA	NA	29,937	-
Insurance	6,903	4,986	4,701	356
<b>Administrative Expenses</b>	<b>873,544</b>	<b>635,551</b>	<b>670,083</b>	<b>48,635</b>
Rental Assistance	9,863,119	7,123,364	6,914,564	545,796
<b>Total Expenses</b>	<b>\$ 10,736,663</b>	<b>\$ 7,758,915</b>	<b>\$ 7,584,647</b>	<b>\$ 594,431</b>
Excess/Deficiency Rev over Exp	(4,761)	2,736	48,908	11,120
Admin Reserves - 06/30/2021 Balance	26,246	NA	4,466	
<b>Provision for Administrative Reserve</b>	<b>\$ 21,485</b>	<b>\$ 2,736</b>	<b>\$ 53,374</b>	<b>\$ 11,120</b>

**B** - Accrued leave through 6/30. Filevision consultation & implementation, **C** - Consulting Fee for MTW application unbudgeted

HUD reconciled CY2020 HCV Administrative Fee calculation and HAP funding. Proration for AF was at 81% - and HATC earned \$529,712 in AF for leasing 7,356 vouchers over 12 month (or averaging leasing 613 vouchers a month) with total HAP disbursement of \$6.43M. For CY2021, HATC has been appropriated \$6.84M for HAP (100% funded with 6.34% inflation factor).

**D** - Port-In Receivable - \$28,673 as of 7/31/2021 (these are receivable from other HA that needs to reimburse HATC for clients who moved to TC with a HCV voucher. HATC pays the landlord and bills the other HA for HAP and a portion of the AF). Collection is being pursued, however, to be conservative we booked an estimated uncollectible allowance/collection loss.

**HCV Covid19 Administrative Fees - Detail**

<b>Revenues</b>	<b>Amount</b>	
HCV Covid-19 Admin Fees Awarded	215,838	A
<b>Expenses</b>		
Salaries & Benefits-HCV Staff FY2020	24,656	
Direct Covid19 Expenses FY2020	2,613	
FY2020 Total Expenses	27,269	i
Salaries & Benefits-HCV Staff FY2021	126,288	
Direct Covid19 Expenses FY2021	29,937	
FY2021 Total Expenses Thru' 07/31/2021	156,225	ii
Total Expenses	183,494	B: i+ii
<b>Remaining Funds Available 07/31/2021</b>	<b>32,344</b>	A-B

**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 07/31/2021 - \$32,344 of Covid19 HCV Administrative Fee funds is available for use.

**Housing Authority of Travis County  
Mainstream Program  
Schedule 3**

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>	
<b>Revenues</b>					
Rental Assistance	586,566	635,447	279,328	25,384	
Estimated Administrative Fees	44,070	47,743	21,971	1,633	A
<b>Total Revenues</b>	<b>\$ 630,636</b>	<b>\$ 683,189</b>	<b>\$ 301,299</b>	<b>\$ 27,017</b>	
<b>Expenses</b>					
Administrative Salaries & Benefits	41,552	45,015	20,700	2,561	
Other Administrative Expenses	1,380	1,495	-		
Rental Assistance	586,566	635,447	279,328	25,384	
<b>Total Expenses</b>	<b>\$ 629,498</b>	<b>\$ 681,956</b>	<b>\$ 300,028</b>	<b>\$ 27,945</b>	
<b>Provision for Reserve</b>	<b>\$ 1,138</b>	<b>\$ 1,233</b>	<b>\$ 1,271</b>	<b>\$ (928)</b>	

**A** - The Mainstream program was awarded in February 2020 - with initial award of 30 vouchers. Subsequently 9 more vouchers were awarded totaling to 39 Mainstream Vouchers

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

<b>Budget Line Item</b>	<b>FY21 Approved Annual Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>
Grant Revenues	1,015,071	1,015,071	1,015,071
<b>Expenses</b>			
Housing Assistance	911,126	911,126	916,672
Direct Salaries & Benefits	53,578	53,578	48,031
Total Rental Assistance & Direct Salaries	964,704	964,704	964,703
Administrative Costs	50,367	50,367	50,367
<b>Total Expenses</b>	<b>\$ 1,015,071</b>	<b>\$ 1,015,071</b>	<b>\$ 1,015,071</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

<b>Budget Line Item</b>	<b>FY21 Approved Annual Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
Grant Revenues	1,126,479	93,873	78,795	78,795
<b>Expenses</b>				
Housing Assistance	1,025,859	85,488	72,677	72,677
Direct Salaries & Benefits	50,253	4,188	3,830	3,830
Total Rental Assistance & Direct Salaries	1,076,112	89,676	76,507	76,507
Administrative Costs	50,367	4,197	2,288	2,288
<b>Total Expenses</b>	<b>\$ 1,126,479</b>	<b>\$ 93,873</b>	<b>\$ 78,795</b>	<b>\$ 78,795</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Housing Authority of Travis County**  
**MTW - Policy Development & Research Grant**  
**Feb 16, 2021 -**  
**Schedule 4A**

<b>Budget Line Item</b>	<b>FY21 Approved Annual Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
Grant Revenues	25,000	6,250	-	
<b>Expenses</b>				
MTW conversion - Software & Hardware	25,000	6,250	-	
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ 6,250</b>	<b>\$ -</b>	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Housing Authority of Travis County**  
**SEA RAD - Eastern Oaks Rehabilitation Costs Detail**  
**Schedule 4B**

<b>Eastern Oaks - Rehab Costs Detail</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Actual through 07/31/2021</b>	<b>Remaining Balance</b>
Construction Hard Costs	2,933,089	3,002,465	2,322,243	680,222
Relocation Costs	451,637	451,637	523,603	(71,966)
Predev & Other Costs	304,541	304,541	237,575	66,966
Contigencies	110,733	41,357	-	41,357
	<b>3,800,000</b>	<b>3,800,000.00</b>	<b>3,083,421.00</b>	<b>716,579</b>



**Housing Authority of Travis County**

**SEA RAD - Eastern Oaks**

Schedule 6

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>	
Gross Potential Rent (Contract Rent)	288,504	208,364	201,372	16,674	
Vacancy Loss	(44,557)	(32,180)	(63,962)	(5,826)	
<b>Revenues</b>					
Dwelling Rent	73,184	52,855	39,030	3,348	A
HUD Subsidy	170,762	123,328	98,380	7,500	A
Collection Losses	(1,705)	(1,231)	(1,370)		
Other Revenues	-	-	206		
<b>Total Revenues</b>	<b>242,241</b>	<b>174,952</b>	<b>136,246</b>	<b>10,848</b>	
<b>Expenses</b>					
Administrative Salaries & Benefits	38,662	27,923	28,653	1,706	
Other Administrative Expenses	10,880	7,858	3,973	185	
Management Fees	12,112	8,748	4,882		
Maintenance Salaries & Benefits	62,490	45,132	43,764	2,735	
Maintenance Materials	9,243	6,676	408	50	B
Maintenance Contracts	43,190	31,193	8,607	620	B
Utilities	29,910	21,602	7,777		
Insurance	9,781	7,064	6,579	504	
Contribution to Repl Reserve	24,246	17,511	17,771	1,367	
<b>Total Expenses</b>	<b>240,514</b>	<b>173,705</b>	<b>122,414</b>	<b>7,167</b>	
Excess/Deficiency Rev over Exp	1,727	1,247	13,832	3,681	
Contribution from Business Activities	314	227	314	-	
<b>Provision for Reserve</b>	<b>\$ 2,041</b>	<b>\$ 1,474</b>	<b>\$ 14,146</b>	<b>\$ 3,681</b>	

A- In April 2021- EO has 19 relocated tenants. There is a shortfall in dwelling rent and HUD subsidy compared to budget. FY2021 budget and HUD subsidy was based on 24 unit/80% occupancy for July-Dec 2020 (during relocation & rehab), and 27 unit/90% occupancy from Jan-June 2021. Budget was based on EO-rehab being completed at the end of Dec 2020, and tenants being moved back to the property on or before Jan 2021. Construction was delayed related to Covid and other factors - rehab is currently underway with completion expected in July 2021. HUD Subsidy from Sept 2020 and onwards is estimated as the funds have not been released by HUD - it is pending HUD

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

Through 7/31/2021: Rehab: Relocation expenses - \$523,603 ; Predevelopment Costs - \$237,575; Construction Hard Costs: \$2,322,243

**Housing Authority of Travis County**

**Manor Town**

**Schedule 7**

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
<b>Revenues</b>				
Dwelling Rent	272,886	197,084	219,103	17,663 <b>B</b>
Collection Losses	(7,000)	(5,056)	(5,986)	<b>C</b>
Other Tenant Revenues	NA	NA	95	
Other Revenues (Laundry Commissions, etc)	4,800	3,467	5,240	414
<b>Total Revenues</b>	<b>270,686</b>	<b>195,495</b>	<b>218,452</b>	<b>18,077</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	39,882	28,804	30,731	1,851
Other Administrative Expenses	11,846	8,555	6,454	301
Management Fees	13,534	9,775	10,292	904
Maintenance Salaries & Benefits	68,366	49,375	49,050	4,158
Maintenance Materials	17,628	12,731	13,301	829 <b>E</b>
Maintenance Contracts	46,949	33,908	48,232	4,706 <b>F</b>
Security/Protective Services	NA	NA	8,460	<b>F</b>
Utilities	28,100	20,294	20,513	1,485
Insurance	14,341	10,357	9,656	740
Maintenance Reserve-\$500 unit/year	24,750	17,875	17,875	1,375
Debt Service - Principal & Interest	128,637	92,905	92,898	7,146
<b>Total Expenses</b>	<b>394,033</b>	<b>284,579</b>	<b>307,462</b>	<b>23,495</b>
Excess/Deficiency Rev over Exp	(123,347)	(89,084)	(89,010)	(5,418)
Contribution from Business Activities	123,347	89,084	94,610	5,747
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,600</b>	<b>\$ 329</b>

**B** - Budgeted occupancy-27 units, current average lease-up 31 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 7/31/2021 - \$181,116**

**E & F** - Non-Routine expenses incurred in March 2021 as a result of the Snow-storm - Plumbing materials & repair \$1,541 & \$6,460 in flooding repair and apt cleanup, \$2550 in Elevator repair in 12/2020. \$2629 repair in 04/2021 related to Sprinkler system snow storm damages. Security costs related to Snowstorm

Wells Fargo Loan Balance - 07/31/2021 - \$571,060 : TDHCA Loan Balance 7/31/2021 - \$203,590

Maintenance Reserve Balance 7/31/2021 - \$34,375

**Housing Authority of Travis County**  
**Carson Creek**  
**Schedule 8**

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
<b>Revenues</b>				
Dwelling Rent	220,455	238,826	165,239	12,857
Collection Losses/Collection on Write-Off	(5,155)	(5,585)	(4,679)	
Other Tenant Revenues	NA	NA	138	
Other Revenues	NA	NA	776	83
<b>Total Revenues</b>	<b>215,300</b>	<b>233,242</b>	<b>161,474</b>	<b>12,940</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	32,920	35,663	18,256	1,640
Other Administrative Expenses	8,040	8,710	4,898	98
Management Fees - 5% of Revenues	10,765	11,662	7,963	647
Maintenance Salaries & Benefits	33,017	35,768	23,263	1,439
Maintenance Materials	10,652	11,540	2,728	232
Maintenance Contracts	35,421	38,373	9,380	285
Utilities	990	1,073	170	
Insurance	3,766	4,080	3,066	234
Maintenance Reserve-\$500 unit/year	12,002	13,002	8,671	667
<b>Total Expenses</b>	<b>147,573</b>	<b>159,871</b>	<b>78,395</b>	<b>5,242</b>
Excess/Deficiency Rev over Exp	67,727	73,371	83,079	7,698
<b>Provision for Reserve</b>	<b>\$ 67,727</b>	<b>\$ 73,371</b>	<b>\$ 83,079</b>	<b>\$ 7,698</b>

A

Maintenance Reserve balance 07/31/2021 - \$16,675

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

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

Schedule 9

Budget Line Item	FY21 18 month Approved Budget	FYTD Budget July 2021	FYTD Actual July 2021	MTD Actual July 2021
<b>Revenues</b>				
Other Revenues - Embry Tech Ridge	1,892,374	1,366,715	2,186,197	339,289
<b>Total Revenues</b>	<b>1,892,374</b>	<b>1,366,715</b>	<b>2,186,197</b>	<b>339,289</b>
<b>Expenses</b>				
Contribution TCFC Set-Aside-50% Tech Ridge	\$ 633,123	457,256	1,093,100	169,645
Contribution to HATC Foundation	\$ 72,659	12,110	12,110	12,110
<b>Total Expenses</b>	<b>\$ 705,782</b>	<b>\$ 469,365</b>	<b>\$ 1,105,210</b>	<b>\$ 181,755</b>
Excess/Deficiency Rev over Exp			1,080,988	157,534
<b>Provision for Reserve</b>	<b>\$ 1,186,592</b>	<b>\$ 897,349</b>	<b>\$ 1,080,988</b>	<b>\$ 157,534</b>

**B** - 50% of proceeds from Tech Ridge is set aside for deeply affordable housing units  
\$655,680 is tentatively committed to Manor Town Phase II

**TCFC Embry Tech Ridge - Revenue Stream**

Date Rec'd	Description	% Hard Cost completion	Fees Received	Fee Balance
	Dev Fee			\$ 5,000,000
9/9/2020	Fees at Closing		400,000	4,600,000
	Construction			
2/23/2021	Draw #1-#4	7.06%	324,768	4,275,232
3/17/2021	Draw #5	1.70%	78,113	4,197,119
4/14/2021	Draw #6	2.19%	100,922	4,096,197
6/15/2021	Draw #7	7.44%	342,475	3,753,722
6/15/2021	Draw #8	5.09%	234,380	3,519,342
7/27/2021	Draw #9	4.84%	223,039	3,296,303
	Total Dev. Fees	28.32%	1,703,697	
2/23/2021	Const Fee #1		116,250	348,750
7/27/2021	Const Fee #2		116,250	232,500
9/9/2020	Structuring Fee		250,000	NA
		<b>Total</b>	<b>\$ 2,186,197</b>	
	HATC Set Aside Fund - 50%		1,093,098	
	Unrestricted TCFC Funds		1,093,098	
	<b>Total</b>		<b>2,186,197</b>	



**HATC - Foundation - Fund 56**

**Schedule 10**

<b>Budget Line Item</b>	<b>FY21 18 month Approved Budget</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
<b>Revenues</b>				
HATC Foundation Balance from 06/30/20	61,000	61,000	60,996	
Donations & Other Revenues	11,000	11,000	-	
<b>Total Revenues</b>	<b>72,000</b>	<b>72,000</b>	<b>60,996</b>	<b>-</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	73,979	48,367	40,391	4,577
Other Administrative Expenses	6,073	4,633	2,756	75
Job Training & Youth Development	20,000	3,333		
Tenant Services/Scholarships	44,000	27,333	10,310	
Insurance	607	443	218	
<b>Total Expenses</b>	<b>144,659</b>	<b>84,110</b>	<b>53,675</b>	<b>4,652</b>
<b>Contribution from TCFC Unrestricted Funds</b>	72,659	12,110	12,110	12,110
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,431</b>	<b>\$ 7,458</b>

**HATC Foundation - St. David Grant - Fund 57**

**Grant Period: July 1, 2020 - June 30, 2021**

**Schedule 10A**

<b>Budget Line Item</b>	<b>Grant Awarded</b>	<b>FYTD Budget July 2021</b>	<b>FYTD Actual July 2021</b>	<b>MTD Actual July 2021</b>
<b>Revenues</b>				
Grant Award (received July 2020)	40,000	40,000	40,000	1,200
<b>Total Revenues</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 1,200</b>
<b>Expenses</b>				
Financial Literacy Program Participants	40,000	40,000	40,000	1,200
<b>Total Expenses</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 1,200</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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.

**HATC Foundation**  
**Austin Community Foundation - Transit Empowerment Grant - Fund 59**  
**Grant Period: Ends 12/31/2021**

Schedule 10B

Budget Line Item - Fund 59	Grant Awarded	FYTD Budget July 2021	FYTD Actual July 2021	MTD Actual July 2021
<b>Revenues</b>				
Grant Award (received Nov 2020)	25,000	NA	15,963	2,750
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 15,963</b>	<b>\$ 2,750</b>
<b>Expenses</b>				
Transportation Incentive	25,000	NA	15,963	2,750
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 15,963</b>	<b>\$ 2,750</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

A - Funds was awarded totaling to \$25,000. Transportation initiatives and incentives are currently being developed on an individual client basis. Funds will be disbursed on an individual client based on their needs - gas card, bus pass etc.

**SEA RAD LP**  
**CY 2021 Monthly Operating Statement**  
**Schedule 11**

	<b>CY2021 Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>MTD July 2021</b>
<b>Revenues</b>				
Rental Income	185,568	123,712	104,155	16,154
Vacancies	(23,196)	(15,464)	(14,894)	(2,376)
HUD Subsidy	278,352	185,568	162,783	23,025
Retroactive Subsidy/Rent Adjustments	NA	NA	(2,785)	9,289
Other Tenant Revenue	2,500	1,667	1,223	507
Collection Loss Estimate	(5,000)	(3,333)	(1,107)	
Other Revenue	500	333	1,067	204
<b>Total Operating Revenues</b>	<b>438,724</b>	<b>292,483</b>	<b>250,442</b>	<b>46,803</b>
<b>Expenses</b>				
Legal & Eviction Fees	4,000	2,667	2,534	2,292
Other Administrative Costs	19,100	12,733	6,637	665
Management Fee	21,936	14,624	11,606	1,875
Audit & Tax Fees	10,000	6,667	5,397	771
Payroll and Benefits			-	
Manager	35,925	23,950	15,993	2,477
Maintenance	47,726	31,817	28,485	3,561
Taxes and Benefits	22,881	15,254	12,310	1,551
Repairs and Maintenance			-	
Extermination	3,000	2,000	2,145	415
Grounds	15,000	10,000	6,531	933
Make Ready	4,500	3,000	-	
Maintenance Materials	15,000	10,000	17,837	1,864
Other Routine Contract Costs	15,000	10,000	10,539	653
Utilities	29,900	19,933	19,952	2,273
Trash	35,000	23,333	23,315	3,310
Property Insurance	29,194	19,463	18,351	2,653
Other Insurance - Liability & Workers Com	1,170	780	1,575	225
<b>Total Operating Expenses</b>	<b>309,332</b>	<b>206,221</b>	<b>183,207</b>	<b>25,518</b>
<b>Net Operating Income/(Loss) - NOI</b>	<b>129,392</b>	<b>86,261</b>	<b>67,235</b>	<b>21,285</b>
<b>Other Income/Expenses</b>				
Contribution to Replacement Reserve	22,838	15,225	13,125	1,875
NOI less Reserves	106,554	71,036	54,110	19,410
Debt Service - Principal & Interest	65,703	43,802	38,395	5,485
Debt Service Coverage Ratio	1.62	1.62	1.41	3.54
<b>Operating Cash Flow</b>	<b>40,851</b>	<b>27,234</b>	<b>15,715</b>	<b>13,925</b>
<b>Other Expenses/Outflows</b>				
Asset Management Fee	6,900	4,600	4,241	575
Non Routine & Capital Expenditures	17,500	11,667	41,746	

Repl Reserve Balance - 07/31/2021 \$35,625

IBC Loan Balance - 7/31/2021 \$1,110,327

A-Feb 2021 - replace pumps (including labor to replace and clean pumps) totaling \$6,125 - item was capitalized.

Feb 2021 - \$8,900 in repairs related to vehicle running into the building - booked as non-routine expense. Reimbursement is being pursued.

March 2021: \$16,836 in drainage Improvement at Summit Oaks - item capitalized

March 2021: \$3,225 - tree removal and debris clean-up from snow-storm booked as non-routine expense

April 2021: Purchase of onsite storage Unit \$2201 (50% initial downpayment)-Capitalized

April 2021 : Non-Routine Plumbing expense \$4469 - sewer clean & repair pipe breakage

B-April 2021: Purchase of \$1000 replacement appliance and \$1750 key cards for residents

# HATC

## 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
Certificate of Deposit (CD)	Jan 29, 2023	0.20%	\$ 400,000	HATC CD at Lone Star National Bank

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



**The HATC Foundation Discussion Item VI. E.  
September 3, 2021**

**Subject:** HATC Foundation Scholarship Program

**Background Information:**

2021 marks the fourth consecutive year that the HATC Foundation has offered resident scholarships. The scholarship is offered to either cover the full cost of an Associate's Degree, or as a one-time award of \$2,500 to be used towards a Bachelor's Degree. Following an application process, two graduating high school seniors residing in HATC communities—Kelley Cook-Wells and Sharon Townsend—have been selected as this year's new recipients. Both plan to obtain their Bachelor's Degree and have accepted the one-time \$2,500 award. Cook-Wells starts classes this Fall at Xavier University of Louisiana. Townsend, who is proud to be the first member of her family to attend college, is set to attend Texas State University.

In addition, Ebony Blakely, who was first selected as a recipient of the award toward an Associate's Degree in 2019 and finished that degree this summer, has once again been selected as a recipient—this time of the four-year award to further her education. Blakely, who plans to attend Huston-Tillotson University and obtain a Bachelor's Degree in Social Work, is the first ever repeat recipient of the Foundation Scholarship.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

**The HATC Foundation Discussion Item VI. E.  
September 3, 2021**

**Subject:** Back-to-School Kickoff

**Background Information:**

On August 12, the HATC Foundation held its second-ever Back-to-School Kickoff supply drive. Staff were able to provide backpacks stocked with grade-specific school supplies for over 40 children ranging from kindergarten through 12<sup>th</sup> grade. These supplies were provided to families from Alexander Oaks, Summit Oaks, Eastern Oaks, and Carson Creek Duplexes.

**Attachment:**

A. Back-to-School Kickoff Photos

**Prepared by:**

Eric Lindholm, Project Coordinator

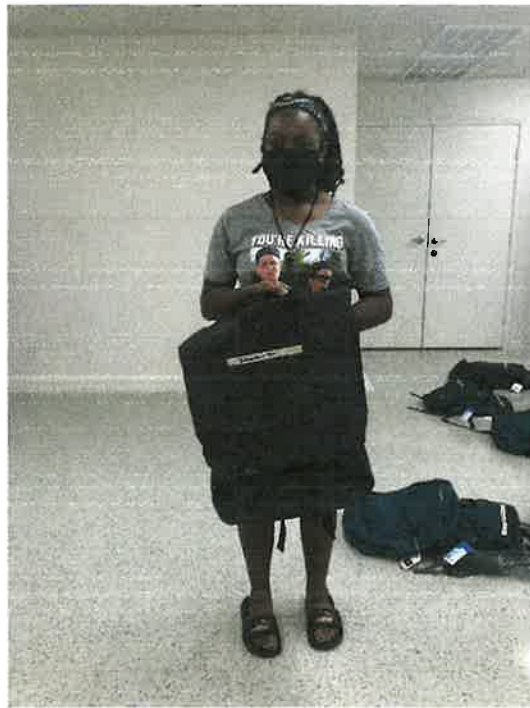
**Approval:**

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

**Attachment:**

A. Back-to-School Kickoff Photos





**The HATC Foundation Discussion Item VI. E.  
September 3, 2021**

**Subject:** Renewal of Cooperative Agreement with Texas Family Literacy AmeriCorps

**Background Information:**

The HATC Foundation has renewed its partnership with the Texas Family Literacy AmeriCorps program of the Literacy Coalition of Central Texas (LCCT), which occurs on a year-long basis. The Texas Family Literacy AmeriCorps program is funded by a grant from the OneStar Foundation. Through LCCT, HATC will be able to have an AmeriCorps volunteer on site to act as a Job Coach. This Job Coach will be provided with a living allowance from LCCT for 11 months of service. The HATC Foundation is responsible for providing the AmeriCorps volunteer with any training and orientation needed to fulfill his/her duties and provide the resources necessary to fulfill these duties. The Foundation will also be responsible for monitoring the performance of this volunteer and providing adequate supervisory support to assist the volunteer in fulfilling his/her service activities, hours, and member development plans.

**Attachment:**

A. LCCT Performance Measures

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

**Attachment:**

**A. LCCT Performance Measures**

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### LCCT Performance Measures

The HATC Foundation has committed to achieving at least the following performance measures through its partnership with LCCT during the period from August 1, 2021 through July 31, 2022

Number of adults receiving services	Number of adults demonstrating educational gains	Number of adults completing program	Number of adults who secure employment	Number of adults demonstrating other employment gains
37	5	10	15	5

**The HATC Foundation Discussion Item VI. E.  
September 3, 2021**

**Subject:** UT School of Nursing Partnership

**Background Information:**

The HATC Foundation has partnered with the UT School of Nursing to conduct door-to-door inquiries related to health, wellness, childcare, and quality of life at four of HATC's affordable housing communities (Alexander Oaks, Summit Oaks, Eastern Oaks, and Manor Town Apartments). The School of Nursing will provide 50-60 nursing students at each site, who will work in conjunction with HATC staff to carry out these checks.

The School of Nursing will also be running COVID-19 vaccination clinics at each site through VAMOS, their mobile vaccination program. Residents will be surveyed regarding healthcare needs and access, childcare needs, healthcare cost burdens and financial assistance options, access to medications, and parenting skills. The answers to these surveys will be utilized by the HATC Foundation to assess needs, provide residents with useful resources, and formulate future programming related to health and wellness. These efforts will be carried out on the following dates:

- Thursday, Oct. 7: Alexander Oaks
- Thursday, Oct. 14: Summit Oaks, Eastern Oaks
- Thursday, Nov. 4: Manor Town Apartments

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director