

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS**

**STRATEGIC HOUSING FINANCE CORPORATION
BOARD OF DIRECTORS**

JOINT SPECIAL MEETING / BUDGET WORK SESSION

502 E. Highland Mall Blvd. Suite 106-B

Austin, Texas 78752

May 22, 2020

9:00 a.m.

AGENDA

The Board of Commissioners of the Housing Authority of Travis County, Texas (HATC) and the Board of Directors of the Strategic Housing Finance Corporation, Texas (SHFC) will meet via Zoom. Join the Meeting by using the Link, Meeting ID and Password provided below:

<https://zoom.us/j/2496318264?pwd=bUNVK05rUFdaakVtWDlhUmhgWW8wdz09>

Meeting ID: 249 631 8264

Password: 547394

I. CALL TO ORDER, ROLL CALL

II. CERTIFICATION OF QUORUM

III. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC & SHFC 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@traviscountytexas.gov*
- *Maximum three-minute limit per speaker.*

IV. REGULAR AGENDA

- A. Presentation and discussion regarding the 2021 Fiscal Budget for HATC
- B. Presentation and discussion regarding the 2021 Fiscal Budget for SHFC

V. NEW / UNFINISHED BUSINESS

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

VI. EXECUTIVE SESSION

- *The Board of Commissioners and the Board of Directors may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners and the Board of Directors 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*

VII. ADJOURNMENT

Herein is the Budget for fiscal year July 1, 2020 – June 30, 2021. It consists of the federal programs administered by the Housing Authority of Travis County (HATC). It also consists of properties owned and managed by HATC. Currently, the federal programs managed by HATC consists of the S8 Housing Choice Voucher (HCV) program, Mainstream Voucher program and the Continuum of Care (COC) grant. All of these federal programs were awarded by the U.S. Department of Housing and Urban Development (HUD).

The properties that are owned and managed by HATC consists of Eastern Oaks, Manor Town and Carson Creek. In addition, this budget also includes its blended component units – the HATC Foundation and Travis County Facilities Corporation.

The Strategic Housing Compliance Corporation (SHFC) a discrete component unit is also included in this budget document.

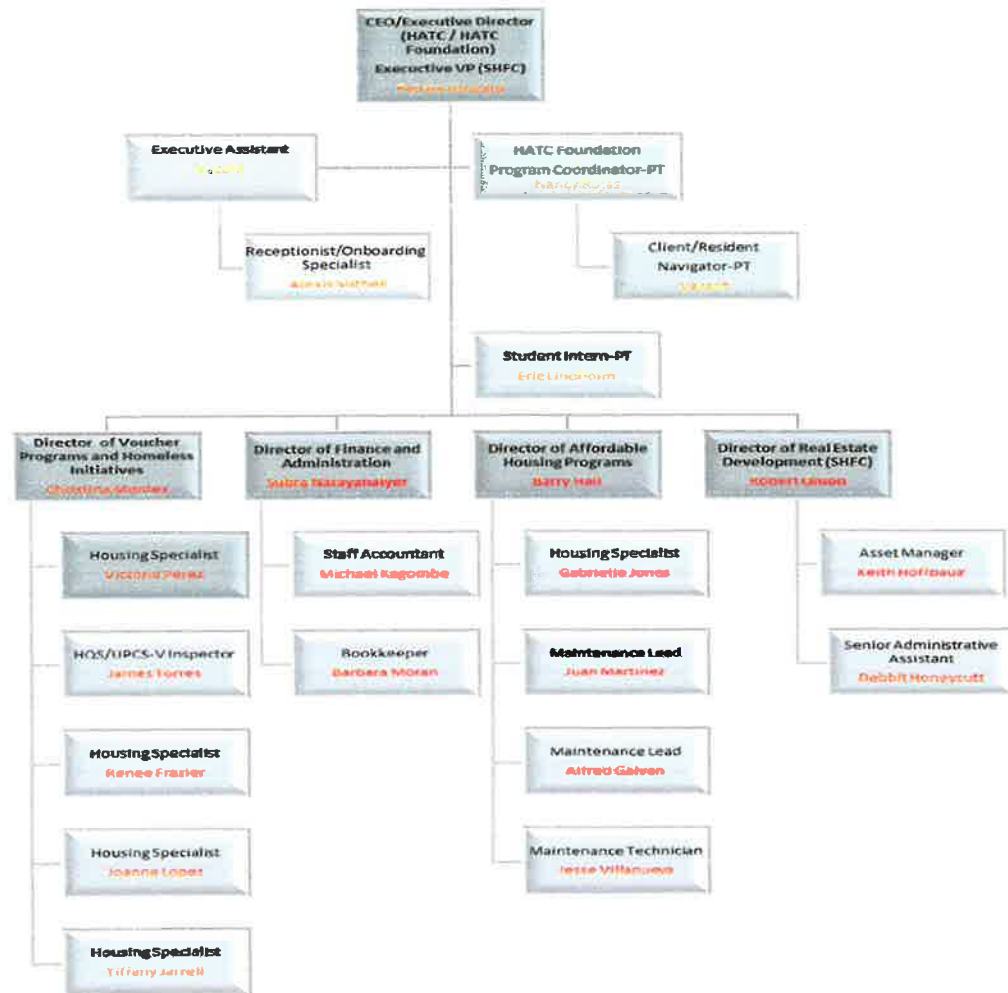
The chart below shows the current staffing at HATC by department. It also includes the staffing at its component units.

STAFFING SUMMARY

A comparison of HATC staffing levels

HATC/SHFC Staffing Summary				
Department	2020		2021	
	REG	PT	REG	PT
Executive	3	1	3	1
Finance	3	-	3	-
Affordable Housing	5	-	5	-
Housing Voucher	5	-	6	-
Foundation	1	-		2
SHFC	3	-	3	-
Total	20	1	20	3
REG: Regular Full-Time				
PT: Part-Time				
Equivalents (FTE's)	20	0.5	20	1.5

Organization Chart
Housing Authority of Travis County (HATC)
The HATC Foundation
Strategic Housing Finance Corporation (SHFC)



Shown above is the current Organization Chart for HATC and its component units (with staffing).

The following pages contains the budget and financial information for the programs, properties, component units under HATC.

BASIS OF BUDGETING AND ACCOUNTING

All of the accounts of HATC are reported as Enterprise Funds. For HATC's purposes, funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting and budgeting. Revenues are recognized when earned and expenses are recorded at the time liabilities are incurred. Expenses are recorded at the time goods and services are received. Annual budget appropriations for all funds lapse at fiscal year-end.

The annual audited financial reports utilizes "generally accepted accounting principles" (GAAP). This matches the reporting basis used for the budget with the following exceptions:

- On long-term debt, the full amount of interest and principal is budgeted as expenditure. For GAAP purposes, only the interest is expensed. The principal amount paid reduces the liability balance of long-term debt.
- Contribution to Replacement Reserves are recorded as assets on a GAAP basis and expended on a budget basis.
- Capital outlays are recorded as assets on a GAAP basis and expended on a Budget basis.
- Depreciation expense is not budgeted, but is recorded only for GAAP purposes.

FY2021 Proposed Budget - Summary Schedules
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FY2021 Proposed Budget Highlights

- A HATC** is requesting \$1,038,752 from SHFC to support Business Activities to cover overhead & common costs. This includes supportive services of management staff - in Executive and Finance Departments.
The request is a 6% reduction (or \$64,490 less) from FY2020. Additionally, \$89,182 from these funds will be transferred from Business Activities to the HATC properties for projected deficits.
- B** 4% COLA, merit increase, sick and annual leave accrual at 40%, overtime accrual, 4% increase in health insurance premium is included in the FY2021 proposed budget
- C** The **HCV program** is projected to break-even in FY21. Only direct expenses are currently charged to the program. HCV includes regular vouchers, and special purpose vouchers VASH, FUP, NED. Mainstream is a separate special purpose voucher that do not come under the HCV program - and is shown on a separate schedule.
- D HATC Properties** - Finance staff worked with the housing staff to review all property expenditures in developing the FY21 budget. Additionally, monthly expenditures were reviewed and projected for FY21.
- E Eastern Oaks** will be under rehabilitation from July - December 2020, and be reoccupied beginning Jan 2021. The revenue projection is at 80% occupancy for the 6 months in rehabilitation and 90% upon reoccupancy.
The Per Unit Month (PUM-expense divided by number of units & months) costs for salaries and benefits have been reduced to comparable level to other HA in the region (specifically to HACA).
- F** The revenue projection for **Manor Town** is based on the February 2020 rent roll - at 82% of occupancy. Similar to Eastern Oaks, the PUM costs for salaries and benefits were reduced - specifically, the Affordable Housing staff allocation to Manor Town was reduced. Manor Town is projected to have a deficit of \$88,289 in FY2021. A contribution from Business Activities for the same amount is budgeted.
- G Carson Creek** revenue projection is based on the February 2020 rent roll at 95% occupancy. Carson Creek is projected to have excess funds in the range of \$45,000 based on the current FY21 budgeted revenues and expenses.
- H Travis County Facilities Corp (TCFC)** is projected to receive \$626,128 in developer fees from the closing of Embry Tech Ridge in FY21. No allocation of these revenues have been made on the FY21 Proposed Budget.
- I HATC Foundation** is projected to have a reserve of \$61,000 at the end of FY20. These funds will be rolled forward to FY21, and all the funds are projected to be exhausted in FY21. The program coordinator will be a PT position, and additionally \$24,000 in scholarships and summer camp programs are budgeted.
- J SHFC** revenue projection for FY21 is at \$5.1MM. The contribution to Business Activities is also included in the SHCC FY21 Proposed Budget.

Housing Authority of Travis County
All Programs (excludes SHFC, Mainstream & COC)

Schedule 1

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %
Revenues					
HUD HCV Rental Subsidy (Pass-through)	5,781,753	4,484,318	5,979,091	6,611,766	830,013 14%
Management Fees from HATC Properties	\$ 34,711	\$ 18,552	\$ 24,737	\$ 23,834	\$ (10,877) (31%)
Management Fees from SEA OAKS LP	22,228	17,198	22,931	21,973	(255) (1%)
In-House Make Ready Services	-	-	-	15,000	15,000 NA
Estimated HCV Administrative Fees	429,998	342,156	456,208	522,742	92,744 22%
Dwelling Rent	402,928	277,569	371,222	366,638	(36,290) (9%)
HUD Subsidy-PBRA	137,274	90,469	120,625	114,440	(22,834) (17%)
Collection Losses	(10,349)	(3,135)	(4,253)	(7,399)	2,950 (29%)
Other Tenant Revenues	10,077	3,549	4,731	-	(10,077) (100%)
Interest Income	-	556	741	-	- NA
Other Revenues	89,573	45,057	60,076	59,000	(30,573) (34%)
TCFC -Other Revenues (Embry & Austin CC)				626,128	626,128 NA
Contrib to Bus Activities from SHFC	1,103,042	827,284	1,103,045	1,038,752	(64,290) (6%)
Contrib to HATC Properties from Bus Actv	124,861	93,646	124,861	89,182	(35,679) (29%)
				-	-
Revenues Eligible for Admin Expenses	2,344,343	1,712,902	2,284,925	2,870,289	525,946 22%
Total Revenues	\$ 8,126,096	\$ 6,197,220	\$ 8,264,016	\$ 9,482,055	\$ 1,355,959 17%
Expenses					
Salaries & Benefits	\$ 1,054,285	\$ 730,704	\$ 1,037,276	\$ 1,269,242	\$ 214,957 20%
Other Administrative Expenses	582,663	351,353	449,206	391,639	(191,024) (33%)
Management Fees	34,711	18,552	24,737	23,834	(10,877) (31%)
Maintenance Salaries & Benefits	149,275	117,624	156,832	102,657	(46,618) (31%)
Maintenance Materials	46,559	16,141	21,522	28,870	(17,689) (38%)
Maintenance Contracts	103,468	102,663	127,263	84,660	(18,808) (18%)
Protective Services	-	12,793	15,000	-	- NA
Tenant Services	1,268	-	-	-	(1,268) (100%)
Utilities	55,474	34,998	46,664	41,640	(13,834) (25%)
Insurance	42,749	18,558	25,115	29,697	(13,052) (31%)
Maintenance - Business Activities	8,000	-	-	-	(8,000) (100%)
Contribution to Repl Reserves	15,000	11,718	15,692	16,400	1,400 9%
Maintenance Reserve	24,500	18,378	24,504	24,500	- 0%
Capital Expenditures	42,140	54,848	64,025	15,000	(27,140) (64%)
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382) (24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550 81%
Contribution from BA to HATC Prop/HCV	124,861	93,645	124,860	89,182	(35,679) (29%)
Total Expenses	2,340,543	1,646,291	2,218,449	2,203,079	(137,464) (6%)
HCV Rental Assistance (Pass-through)	5,781,753	4,484,318	5,979,091	6,611,766	830,013 14%
Total Expenses + Pass-through	\$ 8,122,296	\$ 6,130,609	\$ 8,197,540	\$ 8,814,845	\$ 692,549 9%
Excess/Deficiency Rev over Exp	3,800	66,611	66,476	667,210	663,410 17458%
Provision for Reserve	\$ 3,800	\$ 66,611	\$ 66,476	\$ 667,210	\$ 663,410 17458%

Schedules on the following pages will provide comments and explanations on proposed budget by respective entities, programs and properties for FY2021

The financial schedule above is the summarized schedule for all programs and properties of HATC. It does not include the HATC Foundation, TCFC or SHFC. Those entities budget and financial information are reported on separate schedule. The schedules on the following pages titled HATC supports the schedule on this page.

Housing Authority of Travis County

Business Activities

Schedule 2

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	FY21 Reqstd Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	\$ 34,711	\$ 18,552	\$ 24,737	\$ 23,834	\$ (10,877)	(31%)
Management Fees from SEA OAKS LP	22,228	17,198	22,931	21,973	(255)	(1%)
In-House Make Ready Services	-			15,000	15,000	NA
Interest Income	-	235	313	-	-	NA
Other Revenues	-	2,078	2,771	-	-	NA
Total Revenues	\$ 56,939	\$ 38,064	\$ 50,752	\$ 60,807	\$ 3,868	7%
Expenses						
Salaries & Benefits	\$ 568,254	\$ 356,202	\$ 535,840	\$ 770,048	\$ 201,794	36% B
Other Administrative Expenses	416,726	223,703	276,351	219,428	(197,298)	(47%) C
Insurance		1,472	1,963	5,901	5,901	NA
Maintenance	8,000				(8,000)	(100%)
Capital Expenditures	42,140	50,823	60,000	15,000	(27,140)	(64%)
Contribution to HATC Properties	124,861	93,645	124,860	89,182	(35,679)	(29%) A
Addl Contribution - HATC Prop-Pending			94,880			
Total Expenses	\$ 1,159,981	\$ 725,844	\$ 1,093,892	\$ 1,099,559	\$ (60,422)	(5%)
Excess/Deficiency Rev over Exp	\$ (1,103,042)	\$ (687,781)	\$ (1,043,141)	\$ (1,038,752)	\$ 64,290	(6%)
Contribution from SHFC	1,103,042	827,284	1,103,045	1,038,752	(64,290)	(6%) A
Provision for Reserve	\$ -	\$ 139,503	\$ 59,904	\$ -	\$ 0	NA D

A - In FY2021 HATC Business Activities is seeking contribution of **\$1,038,752** from SHFC - to support HATC and its properties/programs. This entails support of :

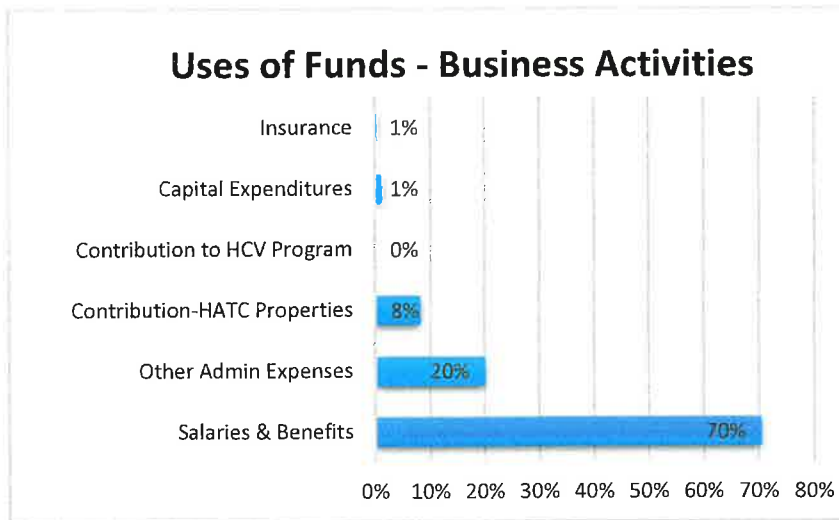
- i) **\$1,010,377** to support management and overhead costs in Business Activities. It is a decrease of **\$24743** from the FY20 budget.
 - ii) additionally, Business Activities will cover projected deficits totaling **\$89,182** --- \$315 for Eastern Oaks, and \$88,867 for Manor Town.
- The SHFC contribution request for FY21 is 6% or \$64,290 less than FY2020.**

B - The **36%** or **\$201,794** increase in salaries & benefits for FY21 is due to,

- i) greater percentage of management staff allocation to Business Activities. In FY20, a portion of the salaries and benefits were allocated to HATC Foundation for the ED and Finance staff. In FY21, this has been absorbed by Business Activities.
- ii) In order to make the CY20 SEA OAKS budget viable with the LP, the direct salaries & benefits allocation were reduced for SEA OAKS and distributed among other HATC properties. This resulted in the other HATC properties bearing more expenses than it could support. In FY21 HATC budget, the excess SEA OAKS staffing distribution is to be absorbed by Business Activities. Additionally, the staffing allocation for Eastern and Manor were reduced to bring salaries & benefits PUM costs to be in line with HA in the region - this is again absorbed by Business Activities.
- iii) 4% COLA, vacation & sick time accrual, a 4% increase in health insurance premium is also accounted in the FY21 budget

C - Budgeting 47% less for Other Administrative Expenses compared to FY20. The projected savings are from phasing out fee accounting services, change in allocations of common costs (audit, postage, IT, etc.) based on revenues - so a greater percentage going to the HCV program.

D- Consider retaining any reserves at fiscal year-end so that the funds can be carried forward to the next year to fund items that are that may arise in the future - specifically IT costs. We will also need to fund the replacement reserves for Eastern for 2017-2019 by June 30, 2020 -- as these were not funded in previous budgets - totaling \$39,126



The Business Activities is the Central Administrative Unit of HATC. This newly created business unit was adopted in the Fiscal Year 2020 budget – and it uses the concept of being the Central Office Cost Center (that is used by the majority of the larger housing authorities) – whereby the overhead and indirect costs are absorbed by this unit and in turn is supported by the management fees levied on the other business units and programs/projects. The management fees levied on HATC owned properties, and contributions from SHFC support the business activities unit at HATC.

Business Activities absorb almost all of the overhead and indirect costs. This would include expenses incurred by supportive functions of HATC – which includes the Executive and Finance Departments.

The Business Activities unit is also used as a conduit to contribute funds to other programs as necessary.

Section 8 Housing Choice Voucher

The Housing Choice Voucher (HCV) Program, generally referred to as Section 8, assists low-income families in obtaining safe, decent, and affordable housing in the private market by providing rental subsidy. The Section 8 program administered by HATC assists over XXXX families served through a network of over XXXX participating landlords.

HATC administers the program paying HUD subsidies to participating landlords on behalf of eligible participating tenants. Program participants generally pay rent directly to the landlord equal to 30 % of family income. HATC pays the landlord the difference towards the approved contract rent on the apartment unit, referred to as the Housing Assistance Payment, or HAP. HATC earns an administrative fee from HUD for administering the Section 8 program.

HUD establishes the total number of authorized vouchers for a Public Housing authority. Annual HAP subsidies are determined by the number of vouchers under lease and housing assistance payments made the prior year, adjusted for inflation and congressional appropriations. Rental subsidy payments are primarily influenced by changes in local housing market costs and family income. Additionally, while HUD requires programs to maintain positive reserves balances, it may recapture reserves balances deemed excessive.

Therefore, the number of vouchers that HATC can prospectively administer depends on current year appropriation and funding availability, changes in landlord rents, changes in family incomes, and the balance of HAP reserves to draw upon to fund payments more than current year subsidy. Program administration costs are primarily determined by labor costs and mandated program compliance activities including annual eligibility recertification of participants and inspection of landlord apartments.

The HCV program includes regular vouchers, including port-out vouchers, special purpose vouchers VASH, FUP, NED. Mainstream is a special purpose voucher that is not part of the HCV, and is shown separately on Schedule 4.

FY21 HCV & Mainstream AF Projection Calculation

HCV	UMA	Projected UML	Col A	Col A Rate	Column A	Col B	Col B Rate	Column B	Subtotal Col A+Col B	Estimated Proration	Total	HCV HAP Estimate
July 2020	632	634	600	85.12	51,072.00	34	79.45	2,701.30	53,773.30	0.811	43,610.15	551,264
Aug 2020	632	641	600	85.12	51,072.00	41	79.45	3,257.45	54,329.45	0.811	44,061.18	557,853
Sept 2020	632	641	600	85.12	51,072.00	41	79.45	3,257.45	54,329.45	0.811	44,061.18	557,643
Oct 2020	632	640	600	85.12	51,072.00	40	79.45	3,178.00	54,250.00	0.811	43,996.75	556,968
Nov 2020	632	639	600	85.12	51,072.00	39	79.45	3,098.55	54,170.55	0.811	43,932.32	555,979
Dec 2020	632	637	600	85.12	51,072.00	37	79.45	2,939.65	54,011.65	0.811	43,803.45	554,318
Jan 2021	632	634	600	85.12	51,072.00	34	79.45	2,701.30	53,773.30	0.811	43,610.15	552,008
Feb 2021	632	632	600	85.12	51,072.00	32	79.45	2,542.40	53,614.40	0.811	43,481.28	549,708
Mar 2021	632	629	600	85.12	51,072.00	29	79.45	2,304.05	53,376.05	0.811	43,287.98	547,418
Apr 2021	632	627	600	85.12	51,072.00	27	79.45	2,145.15	53,217.15	0.811	43,159.11	545,137
May 2021	632	624	600	85.12	51,072.00	24	79.45	1,906.80	52,978.80	0.811	42,965.81	542,866
June 2021	632	621	600	85.12	51,072.00	21	79.45	1,668.45	52,740.45	0.811	42,772.50	540,604
	7584	7599			\$ 612,864.00			\$ 31,700.55	\$ 644,564.55		\$ 522,741.85	\$ 6,611,766

Housing Authority of Travis County

Housing Choice Voucher

Schedule 3

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
HUD HCV Rental Subsidy	\$ 5,781,753	\$ 4,484,318	\$ 5,979,091	\$ 6,611,766	\$ 830,013	14% A
Estimated HCV Administrative Fees	429,998	342,156	456,208	522,742	92,744	22% B
Other revenues - Port In Fees, Inspection	60,000	40,357	53,809	56,000	(4,000)	(7%)
Interest Income	-	321	428	-	-	NA
Revenues eligible for Admin Expenses	489,998	382,834	510,445	578,742	88,744	18%
Total Revenues	\$ 6,271,751	\$ 4,867,152	\$ 6,489,536	\$ 7,190,508	\$ 918,757	15%
Expenses						
Salaries & Benefits	346,251	272,418	363,223	424,301	78,050	23% C
Other Administrative Expenses	129,891	96,219	133,560	154,041	24,150	19% D
Insurance	13,856	5,317	7,090	4,719	(9,137)	(66%)
Administrative Expenses	489,998	373,953	503,873	583,061	93,063	19%
Rental Assistance	5,781,753	4,484,318	5,979,091	6,611,766	830,013	14%
Total Expenses	\$ 6,271,751	\$ 4,858,271	\$ 6,482,964	\$ 7,194,827	\$ 923,076	15%
Excess/Deficiency Rev over Exp	-	8,880	6,572	(4,319)	(4,319)	NA E
Admin Reserves - 06/30/2020 Balance				6,572	6,572	NA
Contribution from Business Activities	-	-	-	-	-	NA E
Provision for Administrative Reserve	\$ -	\$ 8,880	\$ 6,572	\$ 2,252	\$ 2,252	NA

A - HCV Rental Subsidy (or HAP Subsidy) is based on current projection levels which has been discussed with by HUD staff. These are pass-through funds. We receive the rental/HAP subsidy from HUD, which is then passed on to the landlords as monthly rental assistance. These are restricted funds that belong to HUD.

B - The administrative fees earned for managing the HCV program. The FY21 budget estimation for administrative fee is based on the expected units that will be leased for the 12 months in FY21 - again this has been reviewed and discussed with HUD staff. Many variables are at play, and proration is assumed to stay at current levels. Impact of COVID19 is not accounted in this budget - but is being tracked and jointly reviewed and discussed with HUD staff.

C - Salaries & benefits is projected to increase by 23% (by \$78050). This is a result of a FTE was added in mid-FY20. 4% COLA, vacation & sick time accrual, and 4% increase in health insurance premium also accounts for the increase.

D - Other Administrative Expenses increased by 19% (by \$24,150). This is a result of the revision of the allocations of common costs (postage, IT services, audit fees etc) with a greater percentage going to the HCV program. The new allocation is based on FY2019 revenues, and since HCV is the largest program, greater percentage of the common costs will be charged to the HCV program.

HATC HCV Past Data

HAP Subsidy Revenue	Subsidy	HAP Expense	UMA	UML	Voucher Leased	Per Unit Cost
FYE 2019	5,735,437	5,586,706	7,404	6,946	579	\$ 804
FYE 2018	5,102,346	5,179,656	6,996	6,755	563	767
FYE 2017	4,749,955	4,829,452	6,996	6,874	573	703
FYE 2016	4,623,889	4,617,435	6,816	6,124	510	754
FYE 2015	4,074,095	4,549,547	6,816	6,124	510	743

	Administrative Fees	Administrative Expenses	Proration Level
FYE 2019	\$ 449,780	\$ 773,727	79.00%
FYE 2018	430,527	500,260	80.62%
FYE 2017	423,686	429,921	77.99%
FYE 2016	436,467	546,158	83.76%
FYE 2015	415,067	531,249	81.00%

	FY2015	FY2016	FY2017	FY2018	FY2019
HAP Subsidy	\$ 4,074,095	\$ 4,623,889	\$ 4,749,955	\$ 5,102,346	\$ 5,735,437
HAP Expense	\$ 4,549,547	\$ 4,617,435	\$ 4,829,452	\$ 5,179,656	\$ 5,586,706
Administrative Fees	\$ 415,067	\$ 436,467	\$ 423,686	\$ 430,527	\$ 449,780
Admin Fee Proration	81.00%	83.76%	77.99%	80.62%	79.00%
Unit Months Available	6,816	6,816	6,996	6,996	7,404
Unit Months Leased	6,124	6,124	6,874	6,755	6,946
Voucher Leased	510	510	573	563	579
Per Unit Cost	\$ 743	\$ 754	\$ 703	\$ 767	\$ 804

Mainstream Program

Schedule 4

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Rental Assistance				294,030	294,030	NA
Administrative Fees				23,195	23,195	NA
Total Revenues				\$ 317,225	\$ 317,225	NA
Expenses						
Adminstrative Salaries & Benefits				21,811	21,811	NA
Other Administrative Expenses				1,380	1,380	NA
Rental Assistance				294,030	294,030	NA
Total Expenses				\$ 317,221	\$ 317,221	NA
Provision for Reserve				\$ 4	\$ 4	NA

Mainstream are special purpose vouchers that was awarded in Feb 2020. Total 30 vouchers were awarded that comes with a rental assistance cap of \$294,030 (for 1 year, ending Jan 2021). This is usually a continuing program and any unused funds are carried forward to the next program year. Administrative fees are earned similar to the HCV program and is estimated at leasing 28 vouchers per month.

MS	UMA	Projected UML	Col A	Col A Rate	Column A	Estimated Proration	Total
July 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Aug 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Sept 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Oct 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Nov 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Dec 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Jan 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Feb 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Mar 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Apr 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
May 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
June 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
	360	336					23,194.86

Continuum of Care Grant TX0037L6J031811

July 1, 2020 - June 30, 2021

Schedule 4

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Grant Revenues				1,015,071	1,015,071	NA
Expenses						
Rental Assistance				911,126	911,126	NA
Direct Salaries & Benefits				53,578	53,578	NA
Administrative Costs				50,367	50,367	NA
Total Expenses				\$ 1,015,071	\$ 1,015,071	NA
Provision for Reserve				\$ -	\$ -	NA

The new COC grant was awarded with a start date of July 1, 2020 for a grant amount of \$1,015,071. The grant is to support rental assistance, and provides for direct salaries and administrative costs - but have been allocated.

Housing Authority of Travis County
Combined HATC Properties
Schedule 5

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
Dwelling Rent	\$ 402,928	\$ 277,569	\$ 371,222	\$ 366,638	\$ (36,290)	(9%)
HUD Subsidy	137,274	90,469	120,625	114,440	(22,834)	(17%)
Collection Losses	(10,349)	(3,135)	(4,253)	(7,399)	2,950	(29%)
Other Tenant Revenues	10,077	3,549	4,731	-	(10,077)	(100%)
Other Revenues	29,573	2,622	3,497	3,000	(26,573)	(90%)
Total Revenues	\$ 569,503	\$ 371,074	\$ 495,822	\$ 476,679	\$ (92,824)	(16%)
Expenses						
Administrative Salaries & Benefits	\$ 139,780	\$ 102,084	\$ 138,213	\$ 74,893	\$ (64,887)	(46%)
Other Administrative Expenses	36,046	31,431	39,296	18,170	(17,876)	(50%)
Management Fees	34,711	18,552	24,737	23,834	(10,877)	(31%)
Maintenance Salaries & Benefits	149,275	117,624	156,832	102,657	(46,618)	(31%)
Maintenance Materials	46,559	16,141	21,522	28,870	(17,689)	(38%)
Maintenance Contracts	103,468	102,663	127,263	84,660	(18,808)	(18%)
Protective Services	-	12,793	15,000	-	-	NA
Tenant Services	1,268	-	-	-	(1,268)	(100%)
Utilities	55,474	34,998	46,664	41,640	(13,834)	(25%)
Insurance	28,893	11,769	16,063	19,077	(9,816)	(34%)
Contribution to Repl Reserve	15,000	11,718	15,692	16,400	1,400	9%
Maintenance Reserve - \$500/unit	24,500	18,378	24,504	24,500	-	0%
Capital Expenditures	-	4,025	4,025	-	-	NA
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382)	(24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550	81%
Total Expenses	\$ 690,564	\$ 546,493	\$ 715,563	\$ 520,459	\$ (170,105)	(25%)
Excess/Deficiency Rev over Exp	\$ (121,061)	\$ (175,418)	\$ (219,741)	\$ (43,780)	\$ 77,281	(64%)
Contribution from Business Activities	124,861	93,646	124,861	89,182	(35,679)	(29%)
Additional Contribution - Pending			94,880			
Provision for Reserve	\$ 3,800	\$ (81,772)	\$ 0	\$ 45,402	\$ 41,602	1095%

Above is the combined budget for Eastern Oaks, Manor Town and Carson Creek.

Please see Schedule 5, 6 & 7 for the budget by property.

X - Additional contribution of \$94,880 will be needed to make the properties break-even at FYE 6/30/2020. However it is projected that Business Activities will have a surplus at YE, and some of the additional funds needed can be transferred from Business Activities.

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

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Budget - %	Prior
Gross Potential Rent				192,336	192,336	NA
Vacancy Loss				(28,850)	(28,850)	NA
Revenues						
Dwelling Rent	\$ 69,709	\$ 37,063	\$ 50,547	\$ 49,046	\$ (20,663)	(30%) A
HUD Subsidy	137,274	90,469	120,625	114,440	(22,834)	(17%)
Collection Losses	-	(695)	(1,000)	(981)	981	NA B
Other Tenant Revenues	-	534	711	-	-	NA
Other Revenues	22,832	-	-	-	(22,832)	(100%)
Total Revenues	\$ 229,815	\$ 127,371	\$ 170,884	\$ 162,505	\$ (65,348)	(28%)
Expenses						
Administrative Salaries & Benefits	\$ 52,184	\$ 38,626	\$ 53,602	\$ 26,930	\$ (25,254)	(48%) C
Other Administrative Expenses	13,620	14,028	17,475	5,210	(8,410)	(62%)
Management Fees	17,210	6,368	8,491	8,125	(9,085)	(53%)
Maintenance Salaries & Benefits	55,979	44,109	58,812	39,228	(16,751)	(30%) C
Maintenance Materials	11,372	5,021	6,695	7,743	(3,629)	(32%) D
Maintenance Contracts	49,032	24,530	32,706	30,720	(18,312)	(37%) D
Protective Services	-	12,793	15,000	-	-	NA
Tenant Services	1,158	-	-	-	(1,158)	(100%)
Utilities	32,870	19,898	26,530	21,940	(10,930)	(33%) D
Insurance	17,822	4,238	6,021	6,523	(11,299)	(63%)
Contribution to Repl Reserve	15,000	11,718	15,692	16,400	1,400	9% F
Total Expenses	\$ 266,247	\$ 181,329	\$ 241,024	\$ 162,819	\$ (103,428)	(39%)
Excess/Deficiency Rev over Exp	\$ (36,432)	\$ (53,959)	\$ (70,140)	\$ (315)	36,117	(99%) E
Contribution from Business Activities	36,432	27,324	36,432	315	(36,117)	(99%) E
Additional Contribution-Pending			33,708			
Provision for Reserve	\$ -	\$ (26,635)	\$ -	\$ (0)	\$ (0)	NA

A & B - Eastern Oaks is currently vacant - with rehabilitation planned to begin on July 1, 2020. EO residents have been relocated. We are currently collecting rent and HUD subsidy for 24 EO units (80% occupancy). Construction is estimated to end within six months of start date, and residents are planned to be relocated back to their units at EO as of January 1, 2021. Occupancy in Jan 1, 21 - is projected at 90% occupancy (27 units occupied, and 3 units vacant). Dwelling Rent & Subsidy budget is based on 6 months at 80% occupancy (24 occupied units, 6 vacant units) while in construction, and 6 months at 90% occupancy (27 occupied units, and 3 vacant units). Because there is a standard HUD contract rent by bedroom size, the revenue projection was more standardized. Collection losses is based on 2% of dwelling rent deemed uncollectible

C - Salaries & Benefits for the five affordable housing staff were allocated based on units to the HATC properties and a portion to Business Activities. The allocation to Eastern Oaks and Manor Town was further reduced to bring down the PUM costs to correspond to HACA (for a similar property).

D - Since EO is under rehabilitation, much of the budget for the maintenance materials, contracts and utilities have been reduced.

E - It is projected that EO will break-even or need a contribution of \$315 from Business Activities to have a balanced property budget for FY21. This is \$36,117 less than the prior year FY20 original budget request (though it is anticipated that EO will need an additional contribution of \$33,708 to break-even at fiscal year end FY20).

F - No contributions have been made to the replacement reserves for the period 2017-2019. This is required by HUD. A lump-sum amount of \$39,128 needs to be made to get the RR caught up to where it needs to be - and it will need to be made before June 30, 2019 - and it could possibly be funded from Business Activities.

Eastern Oaks Revenue Projection

Eastern	Units	Contract Rent	Monthly	Annually	80% Occupancy	HUD Subsidy - 70%	Tenant Rent - 30%	90% Occupancy	HUD Subsidy - 70%	Tenant Rent - 30%
1 BDRM	4	406	1,624	19,488	15,590	10,913	4,677	17,539	12,277	5,262
2 BDRM	20	512	10,240	122,880	98,304	68,813	29,491	110,592	77,414	33,178
3 BDRM	6	694	4,164	49,968	39,974	27,982	11,992	44,971	31,480	13,491
	30			192,336	153,869	107,708	46,161	173,102	121,172	51,931
	Est at 80% and 90% @ 6 mths each			163,486	76,934.40	53,854.08	23,080.32	86,551	60,585.84	25,965.36

Vacancy Loss 28,850

Eastern Oaks Unit Information				
Units	30			
Unit Months Available	360			
Occupancy	80%	85%	90%	100%
Vacancy	20%	15%	10%	-
Unit Occupied/month	24	26	27	30
Units Vacant Per Month	6	5	3	-
Units Vacant Per Year	72	54	36	-

March 2020 - 24 units occupied

February 2020 - 25 units occupied

January 2020 - 26 units occupied

December 2020 - 24 units occupied

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Dwelling Rent	\$ 200,533	\$ 132,781	\$ 177,041	\$ 171,708	\$ (28,825)	(14%) A
Collection Losses	(3,272)	(2,315)	(3,087)	(3,500)	(228)	7% A
Other Tenant Revenues	6,679	1,655	2,207	-	(6,679)	(100%)
Other Revenues	2,437	2,547.98	3,397.31	3,000.00	563	23% A
Total Revenues	\$ 206,377	\$ 134,669	\$ 179,558	\$ 171,208	\$ (35,169)	(17%)
Expenses						
Adminstrative Salaries & Benefits	57,776	41,386	55,181	27,369	(30,407)	(53%)
Other Administrative Expenses	17,233	10,260	12,297	7,235	(9,998)	(58%)
Management Fees	10,482	6,733	8,977	8,560	(1,922)	(18%)
Maintenance Salaries & Benefits	62,197	49,010	65,347	42,655	(19,542)	(31%)
Maintenance Materials	21,311	7,747	10,329	12,641	(8,670)	(41%)
Maintenance Contracts	24,718	30,292	40,389	30,719	6,001	24%
Tenant Services	110	-	-	-	-	0%
Utilities	21,408	14,687	19,582	19,100	(2,308)	(11%)
Insurance	7,481	5,810	7,747	9,537	2,056	27% B
Maintenance Reserve-\$500 unit/year	16,500	12,375	16,500	16,500	-	0%
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382)	(24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550	81% C
Total Expenses	\$ 294,806	\$ 242,615	\$ 322,104	\$ 260,075	\$ (34,621)	(12%)
Excess/Deficiency Rev over Exp	\$ (88,429)	\$ (107,946)	\$ (142,545)	\$ (88,867)	(438)	0% D
Contribution from Business Activities	88,429	66,322	88,429	88,867	438	0% D
Additional Contribution-Pending			54,116			
Provision for Reserve	\$ -	\$ (41,624)	\$ -	\$ -	\$ 0	NA

A - Dwelling Rent projection is based on February 2020 rent roll at 82% occupancy (27 units occupied, and 6 vacant units). Collection losses are based on 2% of dwelling rent deemed uncollectible. Other revenues are collections from laundry machine commissions. Budgeted expenses has been reduced for salaries & benefits, administrative expenses, and maintenance materials. Maintenance contracts were reviewed in detail and budgeted by separate contract categories. Salaries and Benefits allocation was reduced and the PUM costs is in line with regional HA.

B - Insurance budgeted on actual policy currently in effect

C - Budgeted debt service payments based on amortization table for 12 months beginning July 1, 2020

D - Projected that Manor will need a contribution of \$88,867 from Business Activities in FY21 to have a balanced FY21 property budget. This is about the same as the FY20 original budgeted contribution of \$88,429, but it is anticipated that Manor will need an additional contribution of \$54,116 at year-end closing to cover the FY20 deficit.

Manor Town Revenue Projection

Manor Town Unit Information					
Units	33				
Unit Months Available	396				
Occupancy		85%	90%	95%	100%
Vacancy		15%	10%	5%	-
Unit Occupied/month		28	30	31.35	33
Units Vacant Per Month		5	3	2	-
Units Vacant Per Year		59	40	20	-
	Units Leased	Occupancy	Per Month	Annualized	Avg Rent
Feb 2020 Rent Roll	27	82%	\$ 14,309	\$ 171,708	\$ 530

Housing Authority of Travis County

Carson Creek

Schedule 8

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %		
Revenues							
Dwelling Rent	\$ 132,686	\$ 107,726	\$ 143,634	\$ 145,884	\$ 13,198	10%	A
Collection Losses	(7,077)	(125)	(167)	(2,918)	4,159	(59%)	A
Other Tenant Revenues	3,398	1,360	1,813	-	(3,398)	(100%)	
Other Revenues	4,304	74.50	99	-	(4,304)	(100%)	
Total Revenues	\$ 133,311	\$ 109,035	\$ 145,380	\$ 142,966	\$ 9,655	7%	
Expenses							
Administrative Salaries & Benefits	\$ 29,820	\$ 22,072	\$ 29,430	\$ 20,594	\$ (9,226)	(31%)	B
Other Administrative Expenses	5,193	7,142	9,523	5,725	532	10%	
Management Fees - 5% of Revenues	7,019	5,451	7,268	7,148	129	2%	
Maintenance Salaries & Benefits	31,099	24,505	32,673	20,774	(10,325)	(33%)	B
Maintenance Materials	13,876	3,374	4,498	8,486	(5,390)	(39%)	
Maintenance Contracts	29,718	47,842	54,168	23,221	(6,497)	(22%)	
Utilities	1,196	413	551	600	(596)	(50%)	
Insurance	3,590	1,721	2,295	3,016	(574)	(16%)	
Maintenance Reserve-\$500 unit/year	8,000	6,003	8,004	8,000	-	0%	
Capital Expenditure	-	4,025	4,025	-	-	NA	
Total Expenses	\$ 129,511	\$ 122,549	\$ 152,435	\$ 97,565	\$ (31,946)	(25%)	
Excess/Deficiency Rev over Exp	3,800	(13,514)	(7,055)	45,402	41,602	1095%	C
Contribution from BA - Pending	-	-	7,055	-	-	NA	
Provision for Reserve	\$ 3,800	\$ (13,514)	\$ -	\$ 45,402	\$ 41,602	1095%	

A - Carson Creek dwelling rent projected using February 2020 rent roll, with 95% occupancy (1 vacancy). Collection losses is based on 2% of dwelling rent.

B - Salaries and benefit is based on unit allocation but the PUM is slightly higher than Eastern Oaks and Manor Town.

C - Carson Creek is projected to make a profit of \$45,402 based on current projections

Carson Creek - Revenue Projection

Carson Creek Unit Information				
Units	16			
Unit Months Available	192			
Occupancy		90%	95%	100%
Vacancy		10%	5%	-
Unit Occupied/month		14	15.20	16
Units Vacant Per Month		2	1	-
Units Vacant Per Year		19	10	-
	Units Leased		Annualized	Avg Rent
Feb 2020 Rent Roll	15	\$ 12,157	\$ 145,884	\$ 810

Travis County Facilities Corporation (TCFC)

Schedule 9

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Other Revenues - Embry Tech Ridge				626,128	626,128	NA
**Austin Colorado Creek						**
Total Revenues	\$ -	\$ -	\$ -	\$ 626,128	\$ 626,128	NA
Provision for Reserve	\$ -	\$ -	\$ -	\$ 626,128	\$ 626,128	NA

** Construction Management Fee of \$400,000 from Austin Colorado Creek to TCFC is not included in revenue projected, as currently the funds are not expected until FY2022

Housing Authority of Travis County

HATC - Foundation

Schedule 10

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
HATC Foundation Balance from 06/30/19	\$ 242,651	\$ 242,651	\$ 242,651	\$ 61,000	\$ (181,651)	(75%) A
Donations & Other Revenues	18,707	11,319	11,319	11,000	(7,707)	(41%)
Total Revenues	\$ 261,358	\$ 253,970	\$ 253,970	\$ 72,000	\$ (189,358)	(72%)
Expenses						
Administrative Salaries & Benefits	\$ 143,767	\$ 113,766	\$ 149,938	\$ 43,245	\$ (100,522)	(70%) B
Other Administrative Expenses	37,960	10,933	14,577	4,345	(33,615)	(89%)
Tenant Services/Scholarships	335	20,847	27,797	24,000	23,665	7064% C
Insurance	-	251	410	410	410	NA
Total Expenses	\$ 182,062	\$ 145,797	\$ 192,721	\$ 72,000	\$ (110,062)	(60%)
Provision for Reserve	\$ 79,296	\$ 108,173	\$ 61,249	\$ 0	\$ (79,296)	(100%) D

A- Anticipated on July 1, 2020, carry-over reserve of approximately \$61,000, which will be used for FY21. All foundation funds are projected to be exhausted at the end of FY2021.

B - Project Coordinator will be part-time position and new resident outreach position will be partly funded by the Foundation

C- Scholarships and Summer camp is budgeted for \$24,000

D- Fully exhausting HATC Foundation funds in FY21

Strategic Housing Finance Corp

Schedule 11

Budget Line Item	Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Rental Revenues	6,129			-	(6,129)	(100%)
Other Revenues	3,570,165	3,470,851	3,572,294	5,095,148	1,524,983	43% A
Interest Income	-	4,290	4,290	5,000	5,000	NA
Total Revenues	\$ 3,576,294	\$ 3,475,141	\$ 3,576,584	\$ 5,100,148	\$ 1,523,854	43%
Expenses						
Adminstrative Salaries & Benefits	476,579	332,761	452,723	516,769	40,190	8% B
Other Administrative Expenses	79,418	72,507	92,465	101,502	22,084	28%
Insurance	8,588	3,668	4,891	2,722	(5,866)	(68%)
Capital Expenditure	-	3,885	3,885	-	-	NA
Contribution to Manor Town CIP		84,887	95,000			
Contribution to Business Activities	1,103,042	827,291	1,103,055	1,038,752	(64,290)	(6%)
Total Expenses	\$ 1,667,627	\$ 1,324,999	\$ 1,752,019	\$ 1,659,744	\$ (7,883)	(0%)
Provision for Reserve	\$ 1,908,667	\$ 2,150,142	\$ 1,824,564	\$ 3,440,404	\$ 1,531,737	80%

A - Other Revenues includes Partnership Distributions, Developer Fee projected to be earned in FY2021.

B - Salaries & Benefits includes COLA of 4%, sick & vacation leave accrual at 40% of actual

C - Contribution to Business Activities totaling \$1,038,752 includes i) \$1,010,377 to Business Activities to support management and common costs, overhead costs, ii) to cover projected deficits of \$89,182 for the HATC properties. The SHFC contribution request for FY21 is 6% (\$64,290) less than FY2020.

SHFC

Revenue projection FY2021

PROJECTED PARTNERSHIP CLOSINGS	Amount
Whitehorse - Development Fee	400,000.00
Heights of Parmer Ph II-Developer Fee	600,000.00
Whitehorse - Construction Admin Fee	300,000.00
White Horse - Bond Issuer Fee	250,000.00
	1,550,000.00

Property	FY2021
Cambridge Village	\$280,000
Southpark Ranch Apts	\$120,000
Paddock of Norwood	\$120,000
Forest Park Apts	\$160,000
Silver Springs Apts	\$150,000
William Cannon Place Apts.	\$130,000
Heights of Parmer Apts	\$130,000
Austin Colorado Creek Apts	\$725,000
Marquis Shoreline Apts. Due June	\$25,000
Ground lease & other income	\$100
TX Creekview Apts.	\$1,034,727
Heights of Parmer Phase II Apts.	\$600,000
Partnership Distribution	\$3,474,827

**Housing Authority of Travis County
FY2021 Proposed Budget - Summary Schedules
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Description	Schedule No
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Background Information

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

Both the Summary Schedules and Detailed Schedules are provided. The Detailed Schedules is provided for reference only, and is not planned for discussion.

Each schedule represents a program or property.

At the bottom of each schedule, there are detailed comments and explanations for the variances. At the meeting on Friday, May 22nd staff are planning to discuss the individual schedules and also the comments pertaining to the variances and increases/decreases from the prior year budget.

FY2021 Proposed Budget Highlights

- A HATC** is requesting \$1,038,752 from SHFC to support Business Activities to cover overhead & common costs. This includes supportive services of management staff - in Executive and Finance Departments.
The request is a 6% reduction (or \$64,490 less) from FY2020. Additionally, \$89,182 from these funds will be transferred from Business Activities to the HATC properties for projected deficits.
- B** 4% COLA, merit increase, sick and annual leave accrual at 40%, overtime accrual, 4% increase in health insurance premium is included in the FY2021 proposed budget
- C** The **HCV program** is projected to break-even in FY21. Only direct expenses are currently charged to the program. HCV includes regular vouchers, and special purpose vouchers VASH, FUP, NED. Mainstream is a separate special purpose voucher that do not come under the HCV program - and is shown on a separate schedule.
- D HATC Properties** - Finance staff worked with the housing staff to review all property expenditures in developing the FY21 budget. Additionally, monthly expenditures were reviewed and projected for FY21.
- E Eastern Oaks** will be under rehabilitation from July - December 2020, and be reoccupied beginning Jan 2021. The revenue projection is at 80% occupancy for the 6 months in rehabilitation and 90% upon reoccupancy.
The Per Unit Month (PUM-expense divided by number of units & months) costs for salaries and benefits have been reduced to comparable level to other HA in the region (specifically to HACA).
- F** The revenue projection for **Manor Town** is based on the February 2020 rent roll - at 82% of occupancy. Similar to Eastern Oaks, the PUM costs for salaries and benefits were reduced - specifically, the Affordable Housing staff allocation to Manor Town was reduced. Manor Town is projected to have a deficit of \$88,289 in FY2021. A contribution from Business Activities for the same amount is budgeted.
- G Carson Creek** revenue projection is based on the February 2020 rent roll at 95% occupancy. Carson Creek is projected to have excess funds in the range of \$45,000 based on the current FY21 budgeted revenues and expenses.
- H Travis County Facilities Corp (TCFC)** is projected to receive \$626,128 in developer fees from the closing of Embry Tech Ridge in FY21. No allocation of these revenues have been made on the FY21 Proposed Budget.
- I HATC Foundation** is projected to have a reserve of \$61,000 at the end of FY20. These funds will be rolled forward to FY21, and all the funds are projected to be exhausted in FY21. The program coordinator will be a PT position, and additionally \$24,000 in scholarships and summer camp programs are budgeted.
- J SHFC** revenue projection for FY21 is at \$5.1MM. The contribution to Business Activities is also included in the SHCC FY21 Proposed Budget.

Housing Authority of Travis County
All Programs (excludes SHFC, Mainstream & COC)
Schedule 1

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
HUD HCV Rental Subsidy (Pass-through)	5,781,753	4,484,318	5,979,091	6,611,766	830,013	14%
Management Fees from HATC Properties	\$ 34,711	\$ 18,552	\$ 24,737	\$ 23,834	\$ (10,877)	(31%)
Management Fees from SEA OAKS LP	22,228	17,198	22,931	21,973	(255)	(1%)
In-House Make Ready Services	-	-	-	15,000	15,000	NA
Estimated HCV Administrative Fees	429,998	342,156	456,208	522,742	92,744	22%
Dwelling Rent	402,928	277,569	371,222	366,638	(36,290)	(9%)
HUD Subsidy-PBRA	137,274	90,469	120,625	114,440	(22,834)	(17%)
Collection Losses	(10,349)	(3,135)	(4,253)	(7,399)	2,950	(29%)
Other Tenant Revenues	10,077	3,549	4,731	-	(10,077)	(100%)
Interest Income	-	556	741	-	-	NA
Other Revenues	89,573	45,057	60,076	59,000	(30,573)	(34%)
TCFC -Other Revenues (Embry & Austin CC)				626,128	626,128	NA
Contrib to Bus Activities from SHFC	1,103,042	827,284	1,103,045	1,038,752	(64,290)	(6%)
Contrib to HATC Properties from Bus Actv	124,861	93,646	124,861	89,182	(35,679)	(29%)
Revenues Eligible for Admin Expenses	2,344,343	1,712,902	2,284,925	2,870,289	525,946	22%
Total Revenues	\$ 8,126,096	\$ 6,197,220	\$ 8,264,016	\$ 9,482,055	\$ 1,355,959	17%
Expenses						
Salaries & Benefits	\$ 1,054,285	\$ 730,704	\$ 1,037,276	\$ 1,269,242	\$ 214,957	20%
Other Administrative Expenses	582,663	351,353	449,206	391,639	(191,024)	(33%)
Management Fees	34,711	18,552	24,737	23,834	(10,877)	(31%)
Maintenance Salaries & Benefits	149,275	117,624	156,832	102,657	(46,618)	(31%)
Maintenance Materials	46,559	16,141	21,522	28,870	(17,689)	(38%)
Maintenance Contracts	103,468	102,663	127,263	84,660	(18,808)	(18%)
Protective Services	-	12,793	15,000	-	-	NA
Tenant Services	1,268	-	-	-	(1,268)	(100%)
Utilities	55,474	34,998	46,664	41,640	(13,834)	(25%)
Insurance	42,749	18,558	25,115	29,697	(13,052)	(31%)
Maintenance - Business Activities	8,000	-	-	-	(8,000)	(100%)
Contribution to Repl Reserves	15,000	11,718	15,692	16,400	1,400	9%
Maintenance Reserve	24,500	18,378	24,504	24,500	-	0%
Capital Expenditures	42,140	54,848	64,025	15,000	(27,140)	(64%)
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382)	(24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550	81%
Contribution from BA to HATC Prop/HCV	124,861	93,645	124,860	89,182	(35,679)	(29%)
Total Expenses	2,340,543	1,646,291	2,218,449	2,203,079	(137,464)	(6%)
HCV Rental Assistance (Pass-through)	5,781,753	4,484,318	5,979,091	6,611,766	830,013	14%
Total Expenses + Pass-through	\$ 8,122,296	\$ 6,130,609	\$ 8,197,540	\$ 8,814,845	\$ 692,549	9%
Excess/Deficiency Rev over Exp	3,800	66,611	66,476	667,210	663,410	17458%
Provision for Reserve	\$ 3,800	\$ 66,611	\$ 66,476	\$ 667,210	\$ 663,410	17458%

Schedules on the following pages will provide comments and explanations on proposed budget by respective entities, programs and properties for FY2021

Housing Authority of Travis County

Business Activities

Schedule 2

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	FY21 Reqstd Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	\$ 34,711	\$ 18,552	\$ 24,737	\$ 23,834	\$ (10,877)	(31%)
Management Fees from SEA OAKS LP	22,228	17,198	22,931	21,973	(255)	(1%)
In-House Make Ready Services	-			15,000	15,000	NA
Interest Income	-	235	313	-	-	NA
Other Revenues	-	2,078	2,771	-	-	NA
Total Revenues	\$ 56,939	\$ 38,064	\$ 50,752	\$ 60,807	\$ 3,868	7%
Expenses						
Salaries & Benefits	\$ 568,254	\$ 356,202	\$ 535,840	\$ 770,048	\$ 201,794	36% B
Other Administrative Expenses	416,726	223,703	276,351	219,428	(197,298)	(47%) C
Insurance		1,472	1,963	5,901	5,901	NA
Maintenance	8,000				(8,000)	(100%)
Capital Expenditures	42,140	50,823	60,000	15,000	(27,140)	(64%)
Contribution to HATC Properties	124,861	93,645	124,860	89,182	(35,679)	(29%) A
Addl Contribution - HATC Prop-Pending			94,880			
Total Expenses	\$ 1,159,981	\$ 725,844	\$ 1,093,892	\$ 1,099,559	\$ (60,422)	(5%)
Excess/Deficiency Rev over Exp	\$ (1,103,042)	\$ (687,781)	\$ (1,043,141)	\$ (1,038,752)	\$ 64,290	(6%)
Contribution from SHFC	1,103,042	827,284	1,103,045	1,038,752	(64,290)	(6%) A
Provision for Reserve	\$ -	\$ 139,503	\$ 59,904	\$ -	\$ 0	NA D

A - In FY2021 HATC Business Activities is seeking contribution of **\$1,038,752** from SHFC - to support HATC and its properties/programs. This entails support of :

- i) **\$1,010,377** to support management and overhead costs in Business Activities. It is a decrease of **\$24743** from the FY20 budget.
- ii) additionally, Business Activities will cover projected deficits totaling **\$89,182** — \$315 for Eastern Oaks, and \$88,867 for Manor Town. **The SHFC contribution request for FY21 is 6% or \$64,290 less than FY2020 .**

B - The **36%** or **\$201,794** increase in salaries & benefits for FY21 is due to,

i) greater percentage of management staff allocation to Business Activities. In FY20, a portion of the salaries and benefits were allocated to HATC Foundation for the ED and Finance staff. In FY21, this has been absorbed by Business Activities.

ii) In order to make the CY20 SEA OAKS budget viable with the LP, the direct salaries & benefits allocation were reduced for SEA OAKS and distributed among other HATC properties. This resulted in the other HATC properties bearing more expenses than it could support. In FY21 HATC budget, the excess SEA OAKS staffing distribution is to be absorbed by Business Activities. Additionally, the staffing allocation for Eastern and Manor were reduced to bring salaries & benefits PUM costs to be in line with HA in the region - this is again absorbed by Business Activities.

iii) 4% COLA, vacation & sick time accrual, a 4% increase in health insurance premium is also accounted in the FY21 budget

C - Budgeting 47% less for Other Administrative Expenses compared to FY20. The projected savings are from phasing out fee accounting services, change in allocations of common costs (audit, postage, IT, etc.) based on revenues - so a greater percentage going to the HCV program.

D - Consider retaining any reserves at fiscal year-end so that the funds can be carried forward to the next year to fund items that are that may arise in the future - specifically IT costs. We will also need to fund the replacement reserves for Eastern for 2017-2019 by June 30, 2020 — as these were not funded in previous budgets - totaling \$39,126

Housing Authority of Travis County

Housing Choice Voucher

Schedule 3

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
HUD HCV Rental Subsidy	\$ 5,781,753	\$ 4,484,318	\$ 5,979,091	\$ 6,611,766	\$ 830,013	14% A
Estimated HCV Administrative Fees	429,998	342,156	456,208	522,742	92,744	22% B
Other revenues - Port In Fees, Inspection	60,000	40,357	53,809	56,000	(4,000)	(7%) B
Interest Income	-	321	428	-	-	NA
Revenues eligible for Admin Expenses	489,998	382,834	510,445	578,742	88,744	18%
Total Revenues	\$ 6,271,751	\$ 4,867,152	\$ 6,489,536	\$ 7,190,508	\$ 918,757	15%
Expenses						
Salaries & Benefits	346,251	272,418	363,223	424,301	78,050	23% C
Other Administrative Expenses	129,891	96,219	133,560	154,041	24,150	19% D
Insurance	13,856	5,317	7,090	4,719	(9,137)	(66%) D
Administrative Expenses	489,998	373,953	503,873	583,061	93,063	19%
Rental Assistance	5,781,753	4,484,318	5,979,091	6,611,766	830,013	14%
Total Expenses	\$ 6,271,751	\$ 4,858,271	\$ 6,482,964	\$ 7,194,827	\$ 923,076	15%
Excess/Deficiency Rev over Exp	-	8,880	6,572	(4,319)	(4,319)	NA E
Admin Reserves - 06/30/2020 Balance				6,572	6,572	NA E
Contribution from Business Activities	-	-	-	-	-	NA E
Provision for Administrative Reserve	\$ -	\$ 8,880	\$ 6,572	\$ 2,252	\$ 2,252	NA

A - HCV Rental Subsidy (or HAP Subsidy) is based on current projection levels which has been discussed with by HUD staff. These are pass-through funds. We receive the rental/HAP subsidy from HUD, which is then passed on to the landlords as monthly rental assistance. These are restricted funds that belong to HUD.

B - The administrative fees earned for managing the HCV program. The FY21 budget estimation for administrative fee is based on the expected units that will be leased for the 12 months in FY21 - again this has been reviewed and discussed with HUD staff. Many variables are at play, and proration is assumed to stay at current levels. Impact of COVID19 is not accounted in this budget - but is being tracked and jointly reviewed and discussed with HUD staff.

C - Salaries & benefits is projected to increase by 23% (by \$78,050). This is a result of a FTE was added in mid-FY20. 4% COLA, vacation & sick time accrual, and 4% increase in health insurance premium also accounts for the increase.

D - Other Administrative Expenses increased by 19% (by \$24,150). This is a result of the revision of the allocations of common costs (postage, IT services, audit fees etc) with a greater percentage going to the HCV program. The new allocation is based on FY2019 revenues, and since HCV is the largest program, greater percentage of the common costs will be charged to the HCV program.

Mainstream Program

Schedule 4

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Budget - %	Prior Budget - %
Revenues						
Rental Assistance				294,030	294,030	NA
Administrative Fees				23,195	23,195	NA
Total Revenues				\$ 317,225	\$ 317,225	NA
Expenses						
Administrative Salaries & Benefits				21,811	21,811	NA
Other Administrative Expenses				1,380	1,380	NA
Rental Assistance				294,030	294,030	NA
Total Expenses				\$ 317,221	\$ 317,221	NA
Provision for Reserve				\$ 4	\$ 4	NA

Mainstream are special purpose vouchers that was awarded in Feb 2020. Total 30 vouchers were awarded that comes with a rental assistance cap of \$294,030 (for 1 year, ending Jan 2021). This is usually a continuing program and any unused funds are carried forward to the next program year. Administrative fees are earned similar to the HCV program and is estimated at leasing 28 vouchers per month.

Continuum of Care Grant TX0037L6J031811

July 1, 2020 - June 30, 2021

Schedule 4

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Budget - %	Prior Budget - %
Grant Revenues				1,015,071	1,015,071	NA
Expenses						
Rental Assistance				911,126	911,126	NA
Direct Salaries & Benefits				53,578	53,578	NA
Administrative Costs				50,367	50,367	NA
Total Expenses				\$ 1,015,071	\$ 1,015,071	NA
Provision for Reserve				\$ -	\$ -	NA

The new COC grant was awarded with a start date of July 1, 2020 for a grant amount of \$1,015,071. The grant is to support rental assistance, and provides for direct salaries and administrative costs - but have been allocated.

Housing Authority of Travis County
Combined HATC Properties
Schedule 5

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget-\$ & %	
Revenues						
Dwelling Rent	\$ 402,928	\$ 277,569	\$ 371,222	\$ 366,638	\$ (36,290)	(9%)
HUD Subsidy	137,274	90,469	120,625	114,440	(22,834)	(17%)
Collection Losses	(10,349)	(3,135)	(4,253)	(7,399)	2,950	(29%)
Other Tenant Revenues	10,077	3,549	4,731	-	(10,077)	(100%)
Other Revenues	29,573	2,622	3,497	3,000	(26,573)	(90%)
Total Revenues	\$ 569,503	\$ 371,074	\$ 495,822	\$ 476,679	\$ (92,824)	(16%)
Expenses						
Administrative Salaries & Benefits	\$ 139,780	\$ 102,084	\$ 138,213	\$ 74,893	\$ (64,887)	(46%)
Other Administrative Expenses	36,046	31,431	39,296	18,170	(17,876)	(50%)
Management Fees	34,711	18,552	24,737	23,834	(10,877)	(31%)
Maintenance Salaries & Benefits	149,275	117,624	156,832	102,657	(46,618)	(31%)
Maintenance Materials	46,559	16,141	21,522	28,870	(17,689)	(38%)
Maintenance Contracts	103,468	102,663	127,263	84,660	(18,808)	(18%)
Protective Services	-	12,793	15,000	-	-	NA
Tenant Services	1,268	-	-	-	(1,268)	(100%)
Utilities	55,474	34,998	46,664	41,640	(13,834)	(25%)
Insurance	28,893	11,769	16,063	19,077	(9,816)	(34%)
Contribution to Repl Reserve	15,000	11,718	15,692	16,400	1,400	9%
Maintenance Reserve - \$500/unit	24,500	18,378	24,504	24,500	-	0%
Capital Expenditures	-	4,025	4,025	-	-	NA
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382)	(24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550	81%
Total Expenses	\$ 690,564	\$ 546,493	\$ 715,563	\$ 520,459	\$ (170,105)	(25%)
Excess/Deficiency Rev over Exp	\$ (121,061)	\$ (175,418)	\$ (219,741)	\$ (43,780)	\$ 77,281	(64%)
Contribution from Business Activities	124,861	93,646	124,861	89,182	(35,679)	(29%)
Additional Contribution - Pending			94,880			
Provision for Reserve	\$ 3,800	\$ (81,772)	\$ 0	\$ 45,402	\$ 41,602	1095%

Above is the combined budget for Eastern Oaks, Manor Town and Carson Creek.

Please see Schedule 5, 6 & 7 for the budget by property.

X - Additional contribution of \$94,880 will be needed to make the properties break-even at FYE 6/30/2020. However it is projected that Business Activities will have a surplus at YE, and some of the additional funds needed can be transferred from Business Activities.

X

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

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Gross Potential Rent				192,336	192,336	NA
Vacancy Loss				(28,850)	(28,850)	NA
Revenues						
Dwelling Rent	\$ 69,709	\$ 37,063	\$ 50,547	\$ 49,046	\$ (20,663)	(30%) A
HUD Subsidy	137,274	90,469	120,625	114,440	(22,834)	(17%)
Collection Losses	-	(695)	(1,000)	(981)	981	NA B
Other Tenant Revenues	-	534	711	-	-	NA
Other Revenues	22,832	-	-	-	(22,832)	(100%)
Total Revenues	\$ 229,815	\$ 127,371	\$ 170,884	\$ 162,505	\$ (65,348)	(28%)
Expenses						
Administrative Salaries & Benefits	\$ 52,184	\$ 38,626	\$ 53,602	\$ 26,930	\$ (25,254)	(48%) C
Other Administrative Expenses	13,620	14,028	17,475	5,210	(8,410)	(62%)
Management Fees	17,210	6,368	8,491	8,125	(9,085)	(53%)
Maintenance Salaries & Benefits	55,979	44,109	58,812	39,228	(16,751)	(30%) C
Maintenance Materials	11,372	5,021	6,695	7,743	(3,629)	(32%) D
Maintenance Contracts	49,032	24,530	32,706	30,720	(18,312)	(37%) D
Protective Services	-	12,793	15,000	-	-	NA
Tenant Services	1,158	-	-	-	(1,158)	(100%)
Utilities	32,870	19,898	26,530	21,940	(10,930)	(33%) D
Insurance	17,822	4,238	6,021	6,523	(11,299)	(63%)
Contribution to Repl Reserve	15,000	11,718	15,692	16,400	1,400	9% F
Total Expenses	\$ 266,247	\$ 181,329	\$ 241,024	\$ 162,819	\$ (103,428)	(39%)
Excess/Deficiency Rev over Exp	\$ (36,432)	\$ (53,959)	\$ (70,140)	\$ (315)	36,117	(99%) E
Contribution from Business Activities	36,432	27,324	36,432	315	(36,117)	(99%) E
Additional Contribution-Pending			33,708			
Provision for Reserve	\$ -	\$ (26,635)	\$ -	\$ (0)	\$ (0)	NA

A & B - Eastern Oaks is currently vacant - with rehabilitation planned to begin on July 1, 2020. EO residents have been relocated. We are currently collecting rent and HUD subsidy for 24 EO units (80% occupancy). Construction is estimated to end within six months of start date, and residents are planned to be relocated back to their units at EO as of January 1, 2021. Occupancy in Jan 1, 21 - is projected at 90% occupancy (27 units occupied, and 3 units vacant). Dwelling Rent & Subsidy budget is based on 6 months at 80% occupancy (24 occupied units, 6 vacant units) while in construction, and 6 months at 90% occupancy (27 occupied units, and 3 vacant units). Because there is a standard HUD contract rent by bedroom size, the revenue projection was more standardized. Collection losses is based on 2% of dwelling rent deemed uncollectible

C - Salaries & Benefits for the five affordable housing staff were allocated based on units to the HATC properties and a portion to Business Activities. The allocation to Eastern Oaks and Manor Town was further reduced to bring down the PUM costs to correspond to HACA (for a similar property).

D - Since EO is under rehabilitation, much of the budget for the maintenance materials, contracts and utilities have been reduced.

E - It is projected that EO will break-even or need a contribution of \$315 from Business Activities to have a balanced property budget for FY21. This is \$36,117 less than the prior year FY20 original budget request (though it is anticipated that EO will need an additional contribution of \$33,708 to break-even at fiscal year end FY20).

F - No contributions have been made to the replacement reserves for the period 2017-2019. This is required by HUD. A lump-sum amount of \$39,128 needs to be made to get the RR caught up to where it needs to be - and it will need to be made before June 30, 2019 - and it could possibly be funded from Business Activities.

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Dwelling Rent	\$ 200,533	\$ 132,781	\$ 177,041	\$ 171,708	\$ (28,825)	(14%) A
Collection Losses	(3,272)	(2,315)	(3,087)	(3,500)	(228)	7% A
Other Tenant Revenues	6,679	1,655	2,207	-	(6,679)	(100%) A
Other Revenues	2,437	2,547.98	3,397.31	3,000.00	563	23% A
Total Revenues	\$ 206,377	\$ 134,669	\$ 179,558	\$ 171,208	\$ (35,169)	(17%)
Expenses						
Administrative Salaries & Benefits	57,776	41,386	55,181	27,369	(30,407)	(53%)
Other Administrative Expenses	17,233	10,260	12,297	7,235	(9,998)	(58%)
Management Fees	10,482	6,733	8,977	8,560	(1,922)	(18%)
Maintenance Salaries & Benefits	62,197	49,010	65,347	42,655	(19,542)	(31%)
Maintenance Materials	21,311	7,747	10,329	12,641	(8,670)	(41%)
Maintenance Contracts	24,718	30,292	40,389	30,719	6,001	24%
Tenant Services	110	-	-	-	-	0%
Utilities	21,408	14,687	19,582	19,100	(2,308)	(11%)
Insurance	7,481	5,810	7,747	9,537	2,056	27% B
Maintenance Reserve-\$500 unit/year	16,500	12,375	16,500	16,500	-	0%
Debt Service - Interest	14,232	8,795	11,726	10,850	(3,382)	(24%)
Debt Service - Principal	41,358	55,521	74,028	74,908	33,550	81% C
Total Expenses	\$ 294,806	\$ 242,615	\$ 322,104	\$ 260,075	\$ (34,621)	(12%)
Excess/Deficiency Rev over Exp	\$ (88,429)	\$ (107,946)	\$ (142,545)	\$ (88,867)	(438)	0% D
Contribution from Business Activities	88,429	66,322	88,429	88,867	438	0% D
Additional Contribution-Pending			54,116			
Provision for Reserve	\$ -	\$ (41,624)	\$ -	\$ -	\$ 0	NA

A - Dwelling Rent projection is based on February 2020 rent roll at 82% occupancy (27 units occupied, and 6 vacant units). Collection losses are based on 2% of dwelling rent deemed uncollectible. Other revenues are collections from laundry machine commissions

Budgeted expenses has been reduced for salaries & benefits, administrative expenses, and maintenance materials. Maintenance contracts were reviewed in detail and budgeted by separate contract categories. Salaries and Benefits allocation was reduced and the PUM costs is in line with regional HA.

B - Insurance budgeted on actual policy currently in effect

C - Budgeted debt service payments based on amortization table for 12 months beginning July 1, 2020

D - Projected that Manor will need a contribution of \$88,867 from Business Activities in FY21 to have a balanced FY21 property budget. This is about the same as the FY20 original budgeted contribution of \$88,429, but it is anticipated that Manor will need an additional contribution of \$54,116 at year-end closing to cover the FY20 deficit.

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Dwelling Rent	\$ 132,686	\$ 107,726	\$ 143,634	\$ 145,884	\$ 13,198	10% A
Collection Losses	(7,077)	(125)	(167)	(2,918)	4,159	(59%) A
Other Tenant Revenues	3,398	1,360	1,813	-	(3,398)	(100%)
Other Revenues	4,304	74.50	99	-	(4,304)	(100%)
Total Revenues	\$ 133,311	\$ 109,035	\$ 145,380	\$ 142,966	\$ 9,655	7%
Expenses						
Administrative Salaries & Benefits	\$ 29,820	\$ 22,072	\$ 29,430	\$ 20,594	\$ (9,226)	(31%) B
Other Administrative Expenses	5,193	7,142	9,523	5,725	532	10%
Management Fees - 5% of Revenues	7,019	5,451	7,268	7,148	129	2%
Maintenance Salaries & Benefits	31,099	24,505	32,673	20,774	(10,325)	(33%) B
Maintenance Materials	13,876	3,374	4,498	8,486	(5,390)	(39%)
Maintenance Contracts	29,718	47,842	54,168	23,221	(6,497)	(22%)
Utilities	1,196	413	551	600	(596)	(50%)
Insurance	3,590	1,721	2,295	3,016	(574)	(16%)
Maintenance Reserve-\$500 unit/year	8,000	6,003	8,004	8,000	-	0%
Capital Expenditure	-	4,025	4,025	-	-	NA
Total Expenses	\$ 129,511	\$ 122,549	\$ 152,435	\$ 97,565	\$ (31,946)	(25%)
Excess/Deficiency Rev over Exp	3,800	(13,514)	(7,055)	45,402	41,602	1095% C
Contribution from BA - Pending	-	-	7,055	-	-	NA
Provision for Reserve	\$ 3,800	\$ (13,514)	\$ -	\$ 45,402	\$ 41,602	1095%

A - Carson Creek dwelling rent projected using February 2020 rent roll, with 95% occupancy (1 vacancy). Collection losses is based on 2% of dwelling rent.

B - Salaries and benefit is based on unit allocation but the PUM is slightly higher than Eastern Oaks and Manor Town.

C - Carson Creek is projected to make a profit of \$45,402 based on current projections

Travis County Facilities Corporation (TCFC)
Schedule 9

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Other Revenues - Embry Tech Ridge				626,128	626,128	NA
**Austin Colorado Creek						**
Total Revenues	\$ -	\$ -	\$ -	\$ 626,128	\$ 626,128	NA
Provision for Reserve	\$ -	\$ -	\$ -	\$ 626,128	\$ 626,128	NA

** Construction Management Fee of \$400,000 from Austin Colorado Creek to TCFC is not included in revenue projected, as currently the funds are not expected until FY2022

Housing Authority of Travis County
HATC - Foundation
Schedule 10

Budget Line Item	FY20 Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
HATC Foundation Balance from 06/30/19	\$ 242,651	\$ 242,651	\$ 242,651	\$ 61,000	\$ (181,651)	(75%) A
Donations & Other Revenues	18,707	11,319	11,319	11,000	(7,707)	(41%)
Total Revenues	\$ 261,358	\$ 253,970	\$ 253,970	\$ 72,000	\$ (189,358)	(72%)
Expenses						
Administrative Salaries & Benefits	\$ 143,767	\$ 113,766	\$ 149,938	\$ 43,245	\$ (100,522)	(70%) B
Other Administrative Expenses	37,960	10,933	14,577	4,345	(33,615)	(89%)
Tenant Services/Scholarships	335	20,847	27,797	24,000	23,665	7064% C
Insurance	-	251	410	410	410	NA
Total Expenses	\$ 182,062	\$ 145,797	\$ 192,721	\$ 72,000	\$ (110,062)	(60%)
Provision for Reserve	\$ 79,296	\$ 108,173	\$ 61,249	\$ 0	\$ (79,296)	(100%) D

A- Anticipated on July 1, 2020, carry-over reserve of approximately \$61,000, which will be used for FY21. All foundation funds are projected to be exhausted at the end of FY2021.

B - Project Coordinator will be part-time position and new resident outreach position will be partly funded by the Foundation

C- Scholarships and Summer camp is budgeted for \$24,000

D- Fully exhausting HATC Foundation funds in FY21

Strategic Housing Finance Corp
Schedule 11

Budget Line Item	Approved Budget	YTD 03/31/2020	Annualized/ Adjstd Budget	Requested Budget	Incr/(Decr) Chg Prior Budget - %	
Revenues						
Rental Revenues	6,129			-	(6,129)	(100%)
Other Revenues	3,570,165	3,470,851	3,572,294	5,095,148	1,524,983	43%
Interest Income	-	4,290	4,290	5,000	5,000	NA
Total Revenues	\$ 3,576,294	\$ 3,475,141	\$ 3,576,584	\$ 5,100,148	\$ 1,523,854	43%
Expenses						
Administrative Salaries & Benefits	476,579	332,761	452,723	516,769	40,190	8%
Other Administrative Expenses	79,418	72,507	92,465	101,502	22,084	28%
Insurance	8,588	3,668	4,891	2,722	(5,866)	(68%)
Capital Expenditure	-	3,885	3,885	-	-	NA
Contribution to Manor Town CIP		84,887	95,000			
Contribution to Business Activities	1,103,042	827,291	1,103,055	1,038,752	(64,290)	(6%)
Total Expenses	\$ 1,667,627	\$ 1,324,999	\$ 1,752,019	\$ 1,659,744	\$ (7,883)	(0%)
Provision for Reserve	\$ 1,908,667	\$ 2,150,142	\$ 1,824,564	\$ 3,440,404	\$ 1,531,737	80%

A - Other Revenues includes Partnership Distributions, Developer Fee projected to be earned in FY2021.

B - Salaries & Benefits includes COLA of 4%, sick & vacation leave accrual at 40% of actual

C - Contribution to Business Activities totaling \$1,038,752 includes i) \$1,010,377 to Business Activities to support management and common costs, overhead costs, ii) to cover projected deficits of \$89,182 for the HATC properties. The SHFC contribution request for FY21 is 6% (\$64,290) less than FY2020.

**Housing Authority of Travis County
FY2021 Proposed Budget - Table of Contents
Detail Schedules - supporting worksheets**

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Background Information

The Detailed Schedules are for reference purposes only. No discussion is currently planned to go over the Detailed Schedules.

These schedules are detailed monthly income and expense reports derived from the program/properties Trial Balance. These detailed income and expense reports are being sent to each program director on a monthly basis (starting December 2019). The same source (Trial Balance) is used to prepare the monthly finance report that is sent to the Commissioners.

In preparation of the FY21 budget, these detailed monthly reports were modified to include the annualized amounts, and also a column for the requested budget. Each program director was provided with these detailed schedules, and were requested to prepare the budget for their property/program by detailed budget line item. Finance staff worked with the program director to assist them in providing additional detail and projections. This exercise was done for two months - with YTD data from February 2020 and March 2020.

The summary schedule packet is a condensed version of these Detailed Schedules. The summary schedules ties back and agrees to the detailed schedules.

FY2021 Budget Worksheet - Business Activities
based on IS for period ending 03/31/2020

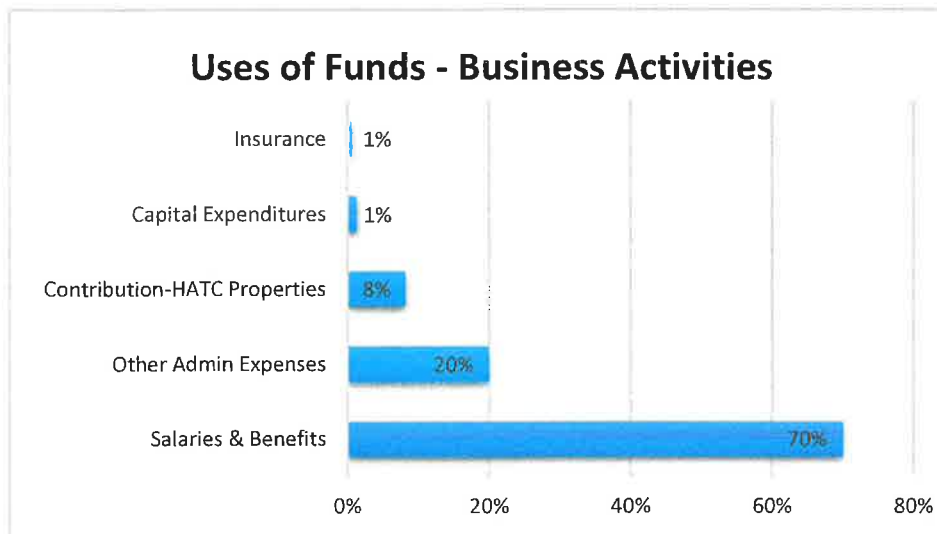
Detail I

G/L Code	Description	YTD 03/31/2020	Annualized Adjusted	Requested Budget
55.000.000.3690.85	Property Mgmt Fee - HATC Owned	\$ 18,552	\$ 24,737	\$ 23,834
55.000.000.3690.90	Property Mgmt Fee - LP	17,198	22,931	21,973
	In-House Make Ready Services			15,000
55.000.000.3600.00	Interest Income - HATC Platinum Money Market	235	313	-
55.000.000.3690.00	Other Income	2,078	2,771	-
	Total Revenues	\$ 38,064	\$ 50,752	\$ 60,807
55.000.010.4110.00	Salaries - Executive	\$ 149,141	\$ 243,771.21	\$ 268,295
	Benefits-Executive	26,691	43,209.63	58,100
55.000.020.4110.00	Salaries-Finance	119,319	165,621.93	183,858
	Benefits-Finance	25,866	36,166.65	48,200
55.000.080.4110.00	Salaries - SHFC	20,497	28,373.33	29,543
	Benefits-SHFC	4,181	5,806.99	6,187
55.000.050.4110.00	Salaries - Affordable Housing	4,388	5,850	63,917
	Benefits-Affordable Housing	1,130	1,506	16,539
55.000.010.4110.15	Salaries - Temp Agency Executive	3,356	3,356	
55.000.052.4415.00	Maintenance Labor - Affordable Housing	1,270	1,693	56,143
	Benefits-Affordable Housing Maintenance	363	484	17,027
	Leave Accrual/Compensated Absences			22,238
	Salaries & Benefits	\$ 356,202	\$ 535,840	\$ 770,048
55.000.000.4130.00	Legal Expense	\$ 80	\$ 106	\$ 400
55.000.010.4140.00	Staff Training - Executive	6,448	8,597	5,000
55.000.020.4140.00	Staff Training - Finance	1,468	1,957	1,500
55.000.050.4140.00	Staff Training - Affordable Housing			1,000
55.000.010.4150.10	Conference Registration-Executive	8,561	11,414	7,000
55.000.015.4150.10	Conference Registration-Commissioners	930	1,240	2,000
55.000.050.4150.10	Conference Registration - AH			800
55.000.050.4150.20	Travel-Out of Town-AH			1,500
55.000.010.4150.20	Travel-Out of Town-Executive	14,570	19,426	14,000
55.000.015.4150.20	Travel-Out of Town-Commissioners	2,652	3,535	4,000
55.000.020.4150.20	Travel-Out of Town-Finance	383	511	800
55.000.010.4150.30	Local Travel/Mileage-Executive	203	271	100
55.000.020.4150.30	Local Travel/Mileage-Finance	405	540	100
55.000.020.4171.00	Auditing Fees	9,681	10,000	9,900
55.000.010.4180.00	Office Rent	45,372	60,496	63,828
55.000.010.4190.00	Office Supplies-Executive	5,858	7,811	11,000
55.000.020.4190.00	Office Supplies-Finance	1,596	2,128	3,500
55.000.010.4190.10	Publications	756	1,008	1,000
55.000.010.4190.20	Membership	4,401	5,868	4,000
55.000.020.4190.20	Membership	211	281	150
55.000.000.4190.30	Bank Charges-Operating	102	137	
55.000.020.4190.30	Bank Charges	584	779	500
55.000.010.4190.32	Postage	4,785	6,381	1,260
55.000.010.4190.50	Communications	373	498	500
55.000.010.4190.60	Vehicle Expense	4,687	6,249	5,600
55.000.010.4190.65	Advertising	138	184	150
55.000.010.4190.70	Consultant/Professional Services	26,070	34,760	30,000
55.000.020.4190.70	Consultant/Professional Services	34,043	45,391	5,000
55.000.010.4190.73	Promotion/Marketing	1,163	1,551	2,000
55.000.010.4190.74	Furniture & Equipment	2,427	3,236	2,500
55.000.010.4190.75	Meeting Expenses	5,399	7,199	8,000
55.000.010.4190.76	Equipment Rental	2,461	3,282	2,340
55.000.010.4190.78	Computer & Software Expense	12,740	16,987	24,000
55.000.020.4190.78	Computer & Software Expense	1,333	1,778	2,500
55.000.010.4190.79	Miscellaneous Expenses	7,281	9,709	1,000
55.000.020.4190.79	Miscellaneous Expenses	2,280	3,039	2,500
	Other Administrative Expenses	\$ 209,444	\$ 276,351	\$ 219,428
55.000.010.4502.00	Liability Insurance	890	1,187	2,637
55.000.010.4503.00	Workers Compensation	582	775	3,264
55.000.010.4590.00	Other General Expenses	14,259	-	-
55.000.000.5000.00	Contribution to HATC Properties	93,645	124,860	89,182
	Additional Contribution HATC Properties		94,880	-
55.000.000.1400.50	Capital Outlay/Leasehold Improvements	50,823	60,000	15,000
	Total Expenditures	\$ 725,844	\$ 1,093,892	\$ 1,099,559
	Excess/Deficiency Revenues over Expenses	(687,781)	(1,043,141)	(1,038,752)
55.000.000.3800.00	Contribution From SHFC	827,284	1,103,045	1,038,752
	Provision for Reserves	\$ 139,503	\$ 59,904	\$ -

HATC/SHFC Staffing Summary Schedule

Detail 1A

HATC/SHFC Staffing Summary				
Department	2020		2021	
	REG	PT	REG	PT
Executive	3	1	3	1
Finance	3	-	3	-
Affordable Housing	5	-	5	-
Housing Voucher	5	-	6	-
Foundation	1	-		2
SHFC	3	-	3	-
Total	20	1	20	3
REG: Regular Full-Time				
PT: Part-Time				
Equivalents (FTE's)	20	0.5	20	1.5



G/L Code	Description	YTD 03/31/2020	Annualized/ Adjusted	HCV	Mainstream	COC	Requested Budget
	Rental Assistance Subsidy	4,484,318	5,979,091	6,611,766			6,611,766
33.000.000.3116.00	Estimated Administrative Fees	342,156	456,208	522,742	23,195	103,945	649,882
33.000.000.3301.00	Administrative Fees Earned-Port In	36,062	48,083	50,000			50,000
33.000.000.3440.00	Fraud Recovery Revenue-Voucher	2,009	2,678	3,000			3,000
33.000.000.3600.00	Interest Income-Voucher	321	428	-			-
33.000.000.3690.00	Other Revenues	2,286	3,048	3,000			3,000
	Total Revenues	4,867,152	6,489,536	7,190,508	23,194.86	103,945	7,317,647.71
33.000.040.4110.00	Salaries - Vouchers	217,606	290,141	318,540	16,451	68,787	403,777
	Benefits	54,811	73,082	91,441	4,648	18,441	114,530
	Leave Accrual/Compensated Absences			14,320	713		15,033
	Salaries & Benefits	272,418	363,223	424,301	21,811.22	87,228	533,340.46
33.000.040.4140.00	Staff Training	(191)	(254)				-
33.000.040.4150.10	Conference Registration	2,106	2,808	3,000			3,000
33.000.040.4150.20	Travel-Out of Town	2,042	2,722	2,600			2,600
33.000.040.4150.30	Local Travel/Mileage	112	150	-			-
33.000.010.4180.00	Office Rent	32,409	43,212	45,591		16,717	62,308
33.000.020.4171.00	Auditing Fees	13,830	23,709	30,800			30,800
33.000.040.4190.00	Office Supplies	2,401	3,201	3,500	-		3,500
33.000.040.4190.20	Membership/Subscription	1,963	2,618	500			500
33.000.020.4190.30	Bank Charges - HCV HAP	-	-				-
33.000.010.4190.32	Postage	2,421	3,228	3,920			3,920
33.000.040.4190.60	Vehicle Expense	5,136	6,848	7,000			7,000
33.000.020.4190.70	Professional Services	2,957	3,943				-
33.000.040.4190.70	Consultant/Professional Services	3,124	4,165	5,000			5,000
33.000.040.4190.74	Furniture & Equipment	179	238				-
33.000.040.4190.75	Meeting Expenses	850	1,133	850			850
33.000.010.4190.76	Equipment Rental	1,758	2,344	7,280			7,280
33.000.010.4190.78	Computer & Software Expense	13,100	17,466	28,000			28,000
33.000.040.4190.78	Computer/Software Expenses	2,437	3,250	1,000	1,380		2,380
33.000.020.4190.79	Miscellaneous Expenses	300	400				-
	Other Administrative Expenses	86,933	121,179	139,041	1,380.00	16,717	157,138.11
33.000.040.4502.00	Liability	3,405	4,540	3,679			3,679
33.000.040.4503.00	Workers Comp	1,912	2,550	1,039			1,039
33.000.000.4590.10	Port Out Admin Fees	9,286	12,381	15,000			15,000
	Rental Assistance Expenses	4,484,318	5,979,091	6,611,766			6,611,766
	Total Expenditures	4,858,271	6,462,964	7,194,827	23,191.22	103,945	7,321,963.13
	Excess/Def over Rev over Exp	8,880	6,572	(4,319)	4	0	(4,315.42)
	Admin reserve 6/30/2020			6,572			
	Contribution from Bus Activities	-	-		-	NA	-
	Provision for Reserve	8,880	6,572	2,252	4		2,256

HATC

Detail 2A

FY21 HCV & Mainstream AF Projection Calculation

HCV	UMA	Projected UML	Col A	Col A Rate	Column A	Col B	Col B Rate	Column B	Subtotal Col A+Col B	Estimated Proration	Total	HCV HAP Estimate
July 2020	632	634	600	85.12	51,072.00	34	79.45	2,701.30	53,773.30	0.811	43,610.15	551,264
Aug 2020	632	641	600	85.12	51,072.00	41	79.45	3,257.45	54,329.45	0.811	44,061.18	557,853
Sept 2020	632	641	600	85.12	51,072.00	41	79.45	3,257.45	54,329.45	0.811	44,061.18	557,643
Oct 2020	632	640	600	85.12	51,072.00	40	79.45	3,178.00	54,250.00	0.811	43,996.75	556,968
Nov 2020	632	639	600	85.12	51,072.00	39	79.45	3,098.55	54,170.55	0.811	43,932.32	555,979
Dec 2020	632	637	600	85.12	51,072.00	37	79.45	2,939.65	54,011.65	0.811	43,803.45	554,318
Jan 2021	632	634	600	85.12	51,072.00	34	79.45	2,701.30	53,773.30	0.811	43,610.15	552,008
Feb 2021	632	632	600	85.12	51,072.00	32	79.45	2,542.40	53,614.40	0.811	43,481.28	549,708
Mar 2021	632	629	600	85.12	51,072.00	29	79.45	2,304.05	53,376.05	0.811	43,287.98	547,418
Apr 2021	632	627	600	85.12	51,072.00	27	79.45	2,145.15	53,217.15	0.811	43,159.11	545,137
May 2021	632	624	600	85.12	51,072.00	24	79.45	1,906.80	52,978.80	0.811	42,965.81	542,866
June 2021	632	621	600	85.12	51,072.00	21	79.45	1,668.45	52,740.45	0.811	42,772.50	540,604
	7584	7599			\$ 612,864.00			\$ 31,700.55	\$ 644,564.55		\$ 522,741.85	\$ 6,611,766

MS	UMA	Projected UML	Col A	Col A Rate	Column A	Estimated Proration	Total
July 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Aug 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Sept 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Oct 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Nov 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Dec 2020	30	28	28	85.12	2,383.36	0.811	1,932.90
Jan 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Feb 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Mar 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
Apr 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
May 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
June 2021	30	28	28	85.12	2,383.36	0.811	1,932.90
	360	336					23,194.86

HATC HCV Past Data

HAP Subsidy Revenue	Subsidy	HAP Expense	UMA	UML	Voucher Leased	Per Unit Cost
FYE 2019	5,735,437	5,586,706	7,404	6,946	579	\$ 804
FYE 2018	5,102,346	5,179,656	6,996	6,755	563	767
FYE 2017	4,749,955	4,829,452	6,996	6,874	573	703
FYE 2016	4,623,889	4,617,435	6,816	6,124	510	754
FYE 2015	4,074,095	4,549,547	6,816	6,124	510	743

	Administrative Fees	Administrative Expenses	Proration Level
FYE 2019	\$ 449,780	\$ 773,727	79.00%
FYE 2018	430,527	500,260	80.62%
FYE 2017	423,686	429,921	77.99%
FYE 2016	436,467	546,158	83.76%
FYE 2015	415,067	531,249	81.00%

	FY2015	FY2016	FY2017	FY2018	FY2019
HAP Subsidy	\$ 4,074,095	\$ 4,623,889	\$ 4,749,955	\$ 5,102,346	\$ 5,735,437
HAP Expense	\$ 4,549,547	\$ 4,617,435	\$ 4,829,452	\$ 5,179,656	\$ 5,586,706
Administrative Fees	\$ 415,067	\$ 436,467	\$ 423,686	\$ 430,527	\$ 449,780
Admin Fee Proration	81.00%	83.76%	77.99%	80.62%	79.00%
Unit Months Available	6,816	6,816	6,996	6,996	7,404
Unit Months Leased	6,124	6,124	6,874	6,755	6,946
Voucher Leased	510	510	573	563	579
Per Unit Cost	\$ 743	\$ 754	\$ 703	\$ 767	\$ 804

Account	Description	Eastern Oaks		
		YTD 03/31/2020	Annualized	Request 20/21
	Gross Potential Rent			192,336
	Vacancy Loss			(28,850)
3120.20	Dwelling Rental	37,063.00	50,547.33	49,046
3115.00	HUD Subsidy	90,468.84	120,625.12	114,440
3690.30	Late Fees	284.00	378.67	-
3690.80	Damage Charges	249.55	332.73	-
4570.00	Collection Losses	(694.76)	(1,000.00)	(981)
				2% of tenant portion
	TOTAL REVENUES	127,370.63	170,883.85	162,505
4110.00	Salaries	30,715.48	40,953.97	19,299
	Benefits-Administration	7,910.86	10,547.81	5,393
4120.00	Leave Accrual/Compensated Absences		2,100.00	2,238
4130.00	Legal Expenses	126.00	168.00	250.00
4140.00	Staff Training	1,127.00	1,502.67	
4150.20	Travel-Out of Town	78.76	105.01	-
4150.30	Local Travel/Mileage	109.06	145.41	-
4171.00	Auditing Fees	3,688.00	3,688.00	
4190.00	Office Supplies	155.84	207.79	300
4190.20	Membership	19.48	25.97	-
4190.30	Bank Charges	407.12	542.83	-
4190.50	Communications-Phone/Internet	2,365.33	3,153.77	1,200
4190.60	Vehicle Expense	2,455.04	3,273.39	3,360
4190.70	Consultant /Professional Services	3,400.00	4,533.33	-
4190.76	Equipment Rental	57.86	77.15	
4190.78	Computer & Software Expenses	38.96	51.95	100
4195.00	Management Fees	6,368.40	8,491.20	8,125
4310	Water	12,482.07	16,642.76	12,000
4320	Electricity	6,608.72	8,811.63	8,500
4330	Gas	807.06	1,076.08	1,440
4415.00	Maintenance Labor	34,285.53	45,714.04	30,433
	Benefits-Maintenance	9,823.25	13,097.67	8,796
4420.30	Materials Other	95.47	127.29	151
4420.50	Materials Appliance Supplies	186.11	248.15	294
4421.00	Materials Cleaning/Janitorial	25.96	34.61	41
4421.50	Materials Door/Windows Supplies	73.89	98.52	78
4422.00	Materials-Electrical Supplies	334.90	446.53	529
4423.50	Materials Glass & Screen	65.89	87.85	104
4424.00	Materials-Hardware Supplies	359.26	479.01	567
4424.50	Materials HVAC Supplies	705.92	941.23	1,114
4425.00	Materials-Keys & Lock	41.41	55.21	65
4426.00	Materials Plumbing Supplies	2,201.87	2,935.83	3,475
4427.50	Carpet/Tile Repair	57.46	76.61	91
4428.00	Materials Paint Supplies	843.03	1,124.04	1,234
4429.50	Materials-Landscape Supplies	29.80	39.73	
4430.10	Contract Costs Trash	8,479.02	11,305.36	13,680
4430.30	Contract Costs - Pest Control	600.00	800.00	900
4430.40	Contract Costs - Plumbing	-	-	-
4430.50	Contract Costs - Fire Protection	190.00	253.33	884
4430.60	Contract Costs Landscape	13,455.00	17,940.00	6,555
4430.62	Contract Costs - Tree Trimming	-	-	3,501
4430.65	Contract Costs Make Ready	1,636.12	2,181.49	4,000
4430.75	Equipment Rental	169.54	226.05	1,200
4480.00	Protective Svcs - Security Contract	12,793.17	15,000.00	-
4501.00	Property Insurance	2,295.09	3,984.00	4,193
4502.00	Liability Insurance	440.07	612.00	460
4503.00	Workers Comp	1,502.42	1,425.00	1,871
1111.80	Maintenance Reserve	11,718.00	15,692.00	16,400
	TOTAL EXPENDITURES	181,329.22	241,024.29	162,619
	Excess (Deficiency) Rev over Exp	(53,958.59)	(70,140.44)	(315)
3800.00	Contribution from Business Actv	27,324.00	36,432.00	315
	Additional Contribution Bus Actv		33,708.44	
	PROVISION FOR RESERVE	(26,634.59)	-	-

Est at 80% 6 mths & 90% 6 mths
Est at 80% 6 mths & 90% 6 mths

Eviction costs

\$25 standby X 12 & \$150 TW per month X 6
\$80 lease X12 & \$200 gas & maintenance per month X 12

moved to maintenance contracts

Master-metered @ \$1500 per month X 6 + \$500 for 6 mths
\$500/month Watchman & 2 other meters-HATC paid, \$50 PUM vacant
Gas for clubhouse - \$120/month

\$1100 WM + \$40 bulk per month

Detail 3A

Eastern Oaks Revenue Projection

Eastern	Units	Contract Rent	Monthly	Annually	80% Occupancy	HUD Subsidy - 70%	Tenant Rent - 30%	90% Occupancy	HUD Subsidy - 70%	Tenant Rent - 30%
1 BDRM	4	406	1,624	19,488	15,590	10,913	4,677	17,539	12,277	5,262
2 BDRM	20	512	10,240	122,880	98,304	68,813	29,491	110,592	77,414	33,178
3 BDRM	6	694	4,164	49,968	39,974	27,982	11,992	44,971	31,480	13,491
	30			192,336	153,869	107,708	46,161	173,102	121,172	51,931
	Est at 80% and 90% @ 6 mths each			163,486	76,934.40	53,854.08	23,080.32	86,551	60,585.84	25,965.36
Vacancy Loss				28,850						

Eastern Oaks Unit Information				
Units	30			
Unit Months Available	360			
Occupancy	80%	85%	90%	100%
Vacancy	20%	15%	10%	-
Unit Occupied/month	24	26	27	30
Units Vacant Per Month	6	5	3	-
Units Vacant Per Year	72	54	36	-

March 2020 - 24 units occupied
 February 2020 - 25 units occupied
 January 2020 - 26 units occupied
 December 2020 - 24 units occupied

Detailed Income & Expense Report
for period ending 3/31/2020

Detail 4

Account	Description	Manor Town		
		YTD 03/31/2020	Annualized	Request 20/21
3120.20	Dwelling Rental	132,781	177,041	171,708
3115.00	HUD Subsidy	-	-	NA
3600.00	Interest Income	11	14	
3690.00	Other Income	2,537	3,383	3,000
3690.40	NSF Checks	35	47	
3690.30	Late Fees	175	233	
3690.80	Damage Charges	1,445	1,927	-
4570.00	Collection Losses	(2,315)	(3,087)	(3,500)
	TOTAL REVENUES	134,669	179,558	171,208
4110.00	Salaries	32,910	43,680	19,421
	Benefits - Administration	8,476	11,301	5,496
	Leave Accrual/Comp Absences			2,453
4130.00	Legal Expenses	-	-	300
4140.00	Staff Training	77	103	-
4150.20	Travel-Out of Town	87	116	-
4150.30	Local Travel/Mileage	120	160	
4171.00	Auditing Fees	4,149	4,149	-
4190.00	Office Supplies	252	336	400
4190.20	Membership	21	29	35
4190.30	Bank Charges	23	31	
4190.50	Communications-Phone/Internet	1,941	2,588	1,400
4190.60	Vehicle Expense	3,547	4,730	5,000
4190.76	Equipment Rental	-	-	
4190.78	Computer & Software Expenses	43	57	100
4195.00	Management Fees	6,733	8,977	8,560
4310	Water	11,133	14,844	15,000
4320	Electricity	3,554	4,738	4,100
4330	Gas	-	-	
4415.00	Maintenance Labor	38,095	50,793	33,111
	Benefits - Maintenance	10,915	14,554	9,544
4420.30	Materials Other	(185)	(246)	
4420.50	Materials Appliance Supplies	481	641	665
4421.00	Materials Cleaning/Janitorial	149	198	418
4421.50	Materials Door/Windows Supplies	156	208	181
4422.00	Materials-Electrical Supplies	713	950	1,167
4422.50	Materials-Equipment Supplies	18	24	
4423.00	Fire/Alarm Supplies	650	867	397
4424.50	Materials HVAC Supplies	821	1,095	3,858
4425.00	Materials-Keys & Lock	65	86	55
4426.00	Materials Plumbing Supplies	781	1,041	1,389
4426.50	Materials Blind Replacement	93	124	64
4427.00	Materials Carpet & Floor Cleaning	2,656	3,541	2,321
4428.00	Materials Paint Supplies	1,140	1,520	1,769
4429.50	Materials-Landscape Supplies	209	278	357
4430.10	Contract Costs Trash	3,625	4,833	5,040
4430.30	Contract Costs - Pest Control	8,183	10,910	6,075
4430.40	Contract Costs - Plumbing	8,643	11,524	4,182
4430.50	Contract Costs - Fire Protection	1,301	1,735	551
4430.60	Contract Costs Landscape	5,460	7,280	3,796
4430.65	Contract Costs Make RReady	1,254	1,672	8,000
4430.75	Equipment Rental	73	98	500
4430.90	Elevator Contract	1,753	2,337	2,575
4501.00	Property Insurance	3,689	4,918	7,041
4502.00	Liability Insurance	489	652	508
4503.00	Workers Compensation	1,633	2,177	1,988
1111.80	Maintenance Reserve \$500/unit	12,375	16,500	16,500
4580.00	Interest on Note	8,795	11,726	10,850
2126.10	N/P Wells Fargo	49,020	65,360	66,240
2126.50	Notes PayableTDHCA	6,501	8,668	8,668
1802.00	CIP funded by SHFC	84,887	90,000	
	TOTAL EXPENDITURES	327,502	412,104	260,075
	Excess (Deficiency) Rev over Exp	(192,833)	(232,545)	(88,867)
	Transfer from SHFC for CIP	84,886	90,000	
3800.00	Contribution from Bus Activities	66,322	88,429	88,867
	Addl Contribution Bus Activities		54,116	
	PROVISION FOR RESERVE	(41,625)	-	-

Feb 2020 rent roll - annualized - Feb 2020 had 6 vacant units

Laundry Commission - est \$250/month

approx. 2% of dwelling rent estimated uncollectible

Eviction services

Background check services

Logix & Tmobile - \$90 + \$25 per month

Lease & Gas & Services - \$90 lease & \$250 gas/services per month
moved to Maintenance Contracts

Master-metered HATC paid-\$1250 per month

Watchman tower - \$175/month + vacancy \$50 PUM

\$350 Waste Mgmt + \$70 bulk per month

Contract \$85/month + as needed services

\$40/month - Longhorn Trailer rental

\$125/month + services as needed

Manor Town Revenue Projection

Manor Town Unit Information					
Units	33				
Unit Months Available	396				
Occupancy		85%	90%	95%	100%
Vacancy		15%	10%	5%	-
Unit Occupied/month		28	30	31.35	33
Units Vacant Per Month		5	3	2	-
Units Vacant Per Year		59	40	20	-
	Units Leased	Occupancy	Per Month	Annualized	Avg Rent
Feb 2020 Rent Roll	27	82%	\$ 14,309	\$ 171,708	\$ 530

Detailed Income & Expense Report
for period ending 3/31/2020

Detail 5

Account	Description	Carson Creek			
		YTD 03/31/2020	Annualized	Request 20/21	
3120.20	Dwelling Rental	107,726	143,634	145,884	Feb 2020 rent roll annualized w/ 1 vacant unit
3690.00	Other Income	-	-	-	
3600.00	Interest Income	75	99	-	
3690.40		-	-	-	
3690.30	Late Fees	1,345	1,793	-	
3690.80	Damage Charges	15	20	-	
3800.00	Contribution Income	-	-	-	
4570.00	Collection Losses	(125)	(167)	(2,918)	2% of dwelling rent estimated uncollectible
	TOTAL REVENUES	109,035	145,380	142,966	
4110.00	Salaries - Administration	17,552	23,403	15,319	
	Benefits-Admin	4,520	6,027	4,094	
	Leave Accrual/Compensated Absences			1,181	
4130.00	Legal Expenses	-	-	300	eviction costs
4140.00	Staff Training	77	103	-	
4140.30		-	-	-	
4150.20	Travel-Out of Town	42	56	-	
4150.30	Local Travel/Mileage	58	78	-	
4171.00	Auditing Fees	1,844	2,459	-	
4190.00	Office Supplies	128	171	250	
4190.20	Membership/Subsription	10	14	25	Background check services
4190.30	Bank Charges	525	700	-	
4190.35	Compliance Fees	2,000	2,667	2,500	Monitoring Data Services
4190.50	Communications-Phone/Internet	105	141	150	
4190.60	Vehicle Expense	2,241	2,988	2,400	\$45 lease + \$150 gas per month
4190.70	Consultant /Professional Services	-	-	-	
4190.76	Equipment Rental	90	120	-	moved to Maint Contracts
4190.78	Computer & Software Expenses	21	28	100	
4195.00	Management Fees	5,451	7,268	7,148	
4310	Water	194	258	250	Estimated vacant unit-\$50/month
4320	Electricity	123	164	200	
4330	Gas	97	129	150	
4415.00	Maintenance Labor	19,048	25,397	16,113	
	Benefits-Maintenance	5,457	7,276	4,662	
4420.30	Materials Other	57	75	114	
4420.50	Materials Appliance Supplies	461	614	293	
4421.00	Materials Cleaning/Janitorial	15	19	28	
4421.50	Materials Door/Windows Supplies	416	554	795	
4422.00	Materials-Electrical Supplies	643	857	1,230	
4422.50	Materials-Equipment Supplies	25	33	47	
4423.50	Materials Glass & Screen	66	88	126	
4424.00	Materials-Hardware Supplies	80	107	153	
4424.50	Materials HVAC Supplies	258	343	3,291	
4425.00	Materials-Keys & Lock	58	78	111	
4426.00	Materials Plumbing Supplies	625	833	1,196	
4426.50	Materials Blind Replacement	87	117	167	
4428.00	Materials Paint Supplies	584	779	995	
4429.50	Materials-Landscape Supplies	-	-	-	
4430.10	Contract Costs Trash	224	299	240	est \$20 per month - bulk disposal \$340/month
4430.30	Contract Costs - Pest Control	2,560	3,413	4,080	
4430.40	Contract Costs - Plumbing	1,850	2,467	3,540	
4430.50	Contract Costs - Fire Protection	-	-	-	
4430.60	Contract Costs Landscape	12,480	16,640	8,321	
4430.62	Contract Costs - Tree Trimming	28,865	28,865	3,500	
4430.65	Contract Costs Make Ready	1,790	2,386	3,000	
4430.75	Equipment Rental	73	98	540	Est Trailer Rental \$45 per month
4430.90	Elevator Contract	-	-	-	
4480.00	Protective Srvs - Security Contract	-	-	-	
4501.00	Property Insurance	870	1,160	1,828	
4502.00	Liability Insurance	174	231	242	
4503.00	Workers Comp	677	903	947	
1111.80	Maintenance Reserve-\$500/unit	6,003	8,004	8,000	
1802.00	CIP	4,025	4,025	-	
	TOTAL EXPENDITURES	122,549	152,435	97,565	
	Excess/Deficiency Rev over Exp	(13,514)	(7,055)	45,402	
	Contribution from Bus Activities	-	7,055	-	
	PROVISION FOR RESERVE	(13,514)	-	45,402	

Carson Creek - Revenue Projection

Carson Creek Unit Information				
Units	16			
Unit Months Available	192			
Occupancy		90%	95%	100%
Vacancy		10%	5%	-
Unit Occupied/month		14	15.20	16
Units Vacant Per Month		2	1	-
Units Vacant Per Year		19	10	-
	Units Leased		Annualized	Avg Rent
Feb 2020 Rent Roll	15	\$ 12,157	\$ 145,884	\$ 810

HATC Foundation
Budget Worksheet - per period ending 3/31/2020

G/L Code	Description	YTD 03/31/2020	Annualized Adjusted	Requested Budget
56.000.000.3800.00	Donations and Other Revenues	11,319	11,318.90	11,000
	Projected Foundation Reserves	242,651	242,651.00	61,000
	Total Revenues	253,970	253,969.90	72,000
56.000.010.4110.00	Salaries - Executive	32,677	43,569	-
	Benefits - Executive	5,405	7,206	-
56.000.020.4110.00	Salaries - Finance	7,955	10,606	-
	Benefits - Finance	1,717	2,289	-
56.000.110.4110.00	Salaries - HATC Foundation	40,711	54,282	38,343
	Benefits - Foundation	11,990	15,986	4,902
	Leave Accrual	13,312	16,000	-
	Salaries & Benefits	113,766	149,938	43,245
56.000.110.4140.00	Staff Training - Executive	1,595	2,127	-
56.000.110.4150.10	Conference Registration	994	1,325	-
56.000.110.4150.20	Travel-Out of Town	273	364	-
56.000.110.4150.30	Local Travel/Mileage	308	411	-
56.000.110.4190.00	Office Supplies	53	71	-
56.000.110.4190.20	Membership	210	280	-
56.000.110.4190.60	Vehicle Expense	44	59	-
56.000.110.4190.73	Promotions	5,050	6,734	4,345
56.000.110.4190.74	Furniture & Equipment	711	948	-
56.000.110.4190.75	Meeting Expenses	1,179	1,572	-
56.000.110.4190.78	Computer & Software Expenses	515	687	-
	Administrative Expenses	10,933	14,577	4,345
56.000.110.4200.00	Tenant Services	10,020	13,360	12,000
56.000.110.4200.90	Scholarships	10,827	14,437	12,000
56.000.110.4502.00	Liability Insurance	112	183	183
56.000.110.4503.00	Workers Comp	139	227	227
	Total Expenditures	145,797	192,721	72,000
	Excess/Deficiency Rev over Expenses	108,173	61,249	0
	Contribution from Business Activities			-
	Provision For Reserve			0

Strategic Housing Finance Corp.

Detail 7

Budget Worksheet - period ending 3/31/2020

G/L Code	Description	YTD 03/31/2020	Annualized Adjusted	Requested Budget
15.000.000.3405.00	Development Fees-SHFC	2,097,779	2,097,779	1,000,000
15.000.000.3410.00	Construction Admin Fees-SHFC	441,473	441,473	300,000
15.000.000.3420.00	Annual User Fee-SHFC	79,000	79,000	70,000
15.000.000.3600.00	Interest Income	4,290	4,290	5,000
15.000.000.3640.00	Land Lease Income-Strategic Finan	100	100	100
15.000.000.3690.00	Other Income - SHFC	177,519	278,962	221
15.000.000.3690.10	Other Income Bond Issuer/Admin Fee-SHFC	381,468	381,468	250,000
15.000.000.3690.30	Other Income Partnerships Distributions -SHFC	293,512	293,512	3,474,827
	Total Revenues	3,475,141	3,576,584	5,100,148
15.000.010.4110.00	Salaries - Executive	61,565	82,086	96,255
	Benefits - Executive	10,412	13,492	19,213
15.000.020.4110.00	Salaries - Finance	31,818	42,424	50,538
	Benefits - Finance	6,867	8,968	13,147
15.000.080.4110.00	Salaries - SHFC	184,469	245,959	265,886
	Benefits - SHFC	37,629	49,793	55,684
	Leave Accrual/Compensated Absences			16,045
	Salaries & Benefits	332,761	442,723	516,769
15.000.080.4130.00	Legal Fees	2,446	3,262	5,000
15.000.080.4140.00	Professional Development/Training	92	123	500
15.000.010.4150.10	Conference Registration - Executive	0		3,000
15.000.010.4150.20	Out of Town Travel - Executive	0		6,000
15.000.080.4150.20	Out of Town Travel	2,946	3,929	6,000
15.000.080.4150.30	Local Travel	225	299	500
15.000.020.4171.00	Auditing Fees	12,908	13,000	14,300
15.000.010.4180.00	Office Rent	18,721	24,962	25,835
15.000.080.4190.00	Office Supplies	905	1,206	1,467
15.000.010.4190.32	Postage	2,063	2,750	1,820
15.000.080.4190.32	Postage	213	284	200
15.000.010.4190.76	Equipment Rental	1,641	2,188	3,380
15.000.010.4190.78	Computer & Software Expense	8,907	11,876	13,000
15.000.000.4190.20	Memberships-Strategic Housing	691	922	2,500
15.000.000.4190.30	Bank Charges-SHFC	-25	-33	
15.000.020.4190.70	Consultant / Professional Services	18,684	24,912	15,000
15.000.080.4190.70	Consultant / Professional Services	2,089	2,785	3,000
	Other Administrative Expenses	72,507	92,465	101,502
15.000.080.4502.00	Liability	2,317	3,089	1,661
15.000.080.4503.00	Workers Comp	1,351	1,802	1,061
15.000.000.5000.00	Contribution to Manor Town CIP	84,887	95,000	-
15.000.000.5000.00	Contribution to Business Activities	827,291	1,103,055	1,038,752
15.000.000.1402.00	Capital Outlay - Equipment etc.	3,885	3,885	
	Total Expenditures	1,324,999	1,742,019	1,659,744
	Provision for Reserve	2,150,142	1,834,564	3,440,404

SHFC

Detail 7A

Revenue projection FY2021

PROJECTED PARTNERSHIP CLOSINGS	Amount
Whitehorse - Development Fee	400,000.00
Heights of Parmer Ph II-Developer Fee	600,000.00
Whitehorse - Construction Admin Fee	300,000.00
White Horse - Bond Issuer Fee	250,000.00
	1,550,000.00

Property	FY2021
Cambridge Village	\$280,000
Southpark Ranch Apts	\$120,000
Paddock of Norwood	\$120,000
Forest Park Apts	\$160,000
Silver Springs Apts	\$150,000
William Cannon Place Apts.	\$130,000
Heights of Parmer Apts	\$130,000
Austin Colorado Creek Apts	\$725,000
Marquis Shoreline Apts. Due June	\$25,000
Ground lease & other income	\$100
TX Creekview Apts.	\$1,034,727
Heights of Parmer Phase II Apts.	\$600,000
Partnership Distribution	\$3,474,827