

NOVEMBER 6, 2020
10:00 A.M.

The Board of Commissioners will meet via Zoom.

Join the Meeting by using the Link, Meeting ID and Password provided below:

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWVZEVkR3JkR1pPMHdhNmVDWTNvQT09>

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

I. Call to Order / Roll Call / Confirmation of Quorum

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

II. HOLD PUBLIC HEARING REGARDING RESOLUTION NO. HATC-2020-24

III. CONSENT AGENDA

- A. Approval of the Minutes, Special Meeting from September 10, 2020
- B. Approval of the Minutes, Regular Meeting from October 8, 2020

IV. PUBLIC FORUM / CITIZEN COMMUNICATION

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

V. ACTION ITEMS

A. Resolution No. HATC-2020-21	To <u>Adopt</u> the 2021 HCV Payment Standard change effective January 1, 2021 for all applicable programs.
B. Resolution No. HATC-2020-22	To <u>Approve</u> the HR Committee's HR Consultant Recommendation, and to <u>Authorize</u> the HR Committee to finalize the terms of an Agreement and execute a contract.

C. Resolution No. HATC-2020-23	To <u>Approve</u> the Execution of all documentation necessary to carry out development of Manor Town Apartments Phase 2 to be located at approximately 200 West Carrie Manor Street, Manor, TX 78653; and To <u>Approve</u> the submission of an MFDL Application (Manor Town Apartments Phase 2 – TDHCA #20506) for National Housing Trust Fund in the current 2020-1 notice of annual funding availability to The Texas Department of Housing and Community Affairs, and other matters in connection herewith.
D. Resolution No. HATC-2020-24	To <u>Authorize</u> the submission of an MTW Application to HUD, and to make associated certifications.

VI. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. Voucher Programs / Homeless Initiatives – *Christina Montes*
- B. Affordable Housing Programs – *Patrick Howard*
- C. Finance & Administration – *Subra Narayanaier*
- D. Real Estate Development – *Robert Onion / Keith Hoffpauir*
- E. HATC Foundation – *Nancy Rojas*

VII. BOARD COMMITTEE REPORTS

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

VIII. NEW / UNFINISHED BUSINESS

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

IX. EXECUTIVE SESSION

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

X. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
October 8, 2020
10:00 a.m.**

MINUTES

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

<https://zoom.us/j/2496318264?pwd=bUNVK05rUFdaakVtWDlhUmhqWW8wdz09>

Meeting ID: 249 631 8264

Password: 547394

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

A quorum was established, and Chairman Eddie Karam called the meeting to order at 10:05 a.m.

Roll Call of Commissioners: Chairman Eddie Karam, Vice Chair Robbye Meyer, Commissioner Ann Denton, Commissioner John Hernandez, Commissioner Wilmer Roberts. Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC. Staff in Attendance: CEO/Executive Director Patrick Howard, Executive Assistant Shannon Farese, Director of Real Estate Development Robert Onion, Asset Manager Keith Hoffpaur, Sr. Administrative Assistant Debbie Honeycutt, Director of Finance Subra Narayanaier. CEO/Executive Director Patrick Howard certified the quorum.

II. CONSENT AGENDA

- A. Approval of the Revised Minutes, Regular Meeting from July 2, 2020
- B. Approval of the Minutes, Regular Meeting from August 6, 2020

Commissioner Wilmer Roberts made a **motion** to Items II.A & II.B. Vice Chair Robbye Meyer seconded the motion which **passed** unanimously.

III. PUBLIC FORUM / CITIZEN COMMUNICATION

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

There were none at that time.

IV. DISCUSSION ITEM

- A. Potential partnership with the Housing Authority of the City of Austin

There were no discussions at time.

- B. Discussion regarding CEO/Executive Director's Quarterly Performance Assessment

To be discussed in Executive Session.

V. ACTION ITEM

A. Resolution No. HATC-2020-20	To <u>Approve</u> Scope of Work and associated language contained within Solicitation No. HATC-2020-02, Request for Proposal for HR Consultant Services.
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Commissioner Ann Denton made a motion to approve Item V.A. Chairman Eddie Karam seconded the motion, which passed unanimously.

VI. CEO / EXECUTIVE DIRECTOR'S REPORT

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

Executive Director Patrick Howard presented Item VI.A.

B. Affordable Housing Programs – *Barry Hall*

Executive Director Patrick Howard presented Item VI.B.

C. Finance & Administration – *Subra Narayananaiyer*

Director of Finance Subra Narayananaiyer presented Item VI.C.

D. Real Estate Development – *Robert Onion / Keith Hoffpauir*

Asset Manager Keith Hoffpauir presented Item VI.D.

Chairman Eddie Karam stated regarding Manor Town Phase II the maximum amount that can be applied for is \$3,000,000.00; and asked what the projected total cost was. Mr. Hoffpauir stated \$3,800,000.00.

VII. BOARD COMMITTEE REPORT

A. Real Estate Development Committee

There were none at that time.

B. Governance Committee

Discussion regarding the HR Committee approving the scope of work for a consultant.

VIII. NEW / UNFINISHED BUSINESS

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

Executive Meetings to be held the third Monday of every month to discuss the Agendas for the upcoming Board meetings.

IX. EXECUTIVE SESSION

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

Ms. Denton made a **motion** to adjourn to Executive Session to discuss Item IV.B. Mr. Roberts seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 10:51 a.m.

The Board meeting reconvened at 11:19 a.m.

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

IV. DISCUSSION ITEMS

B. Discussion regarding CEO/Executive Director's Quarterly Performance Assessment

X. ADJOURNMENT

Mr. Roberts made a **motion** to adjourn the Board meeting. Ms. Denton seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 11:23 a.m.

Respectfully submitted,

Patrick Howard, CEO/Executive Director

MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities
to enhance the quality of life for all.*

- A copy of these minutes can be found on the web site (www.hatctx.com)
- An audio recording is available upon request, 512-854-8245.

HATC Action Item V.A.
November 6, 2020

Resolution No. HATC-2020-21: To Adopt the 2021 HCV Payment Standard change effective January 1, 2021 for all applicable programs.

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

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

Requested Action: Consideration and appropriate action regarding Resolution No. HATC-2020-21: To Adopt the 2021 HCV Payment Standard change effective January 1, 2021 for all applicable programs.

Alternate Option:

The Board of Commissioners could elect to modify or not adopt the proposed 2021 HCV Payment Standard change effective January 1, 2021 for all applicable programs.

Fiscal Impact:

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

Attachments:

- A. 24 CFR 982.503
- B. Payment Standards proposed changes comparison document
- C. 2021 Payment Standards

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

§982.502

24 CFR Ch. IX (4-1-02 Edition)

(2) A tenancy under the certificate program (commenced before merger of the certificate and voucher programs on the merger date).

(c) Unless specifically stated, requirements of this part are the same for all tenancies. Sections 982.503, 982.504, and 982.505 only apply to a voucher tenancy. Sections 982.518, 982.519, and 982.520 only apply to a tenancy under the certificate program.

[64 FR 26647, May 14, 1999, as amended at 65 FR 42509, July 10, 2000]

§982.502 Conversion to voucher program.

(a) *New HAP contracts.* On and after the merger date, the PHA may only enter into a HAP contract for a tenancy under the voucher program, and may not enter into a new HAP contract for a tenancy under the certificate program.

(b) *Over-FMR tenancy.* If the PHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date, on and after the merger date such tenancy shall be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with §982.505. However, §982.505(b)(2) shall not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date.

(c) *Voucher tenancy.* If the PHA had entered into any HAP contract for a voucher tenancy prior to the merger date, on and after the merger date such tenancy shall continue to be considered and treated as a tenancy under the voucher program, and shall be subject to the voucher program requirements under this part, including calculation of the voucher housing assistance payment in accordance with §982.505. However, before the effective date of the second regular reexamination of family income and composition on or after the merger date, the payment standard for the family shall be the higher of:

(1) The initial payment standard for the family at the beginning of the HAP contract term; or

(2) The payment standard for the family as calculated in accordance with §982.505, except that §982.505(b)(2) shall not be applicable until the effective date of the second regular reexamination of family income and composition on or after the merger date.

(d) *Regular certificate tenancy.* The PHA must terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program (entered prior to the merger date) at the effective date of the second regular reexamination of family income and composition on or after the merger date. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The PHA must give at least 120 days written notice of such termination to the family and the owner, and the PHA must offer the family the opportunity for continued tenant-based assistance under the voucher program. The PHA may deny the family the opportunity for continued assistance in accordance with §§982.552 and 982.553.

[64 FR 26648, May 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000]

§982.503 Voucher tenancy: Payment standard amount and schedule.

(a) *Payment standard schedule.* (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom, and so on).

(2) The payment standard amounts on the PHA schedule are used to calculate the monthly housing assistance payment for a family (§982.505).

(3) The PHA voucher payment standard schedule shall establish a single payment standard amount for each unit size. For each unit size, the PHA

may establish a single payment standard amount for the whole FMR area, or may establish a separate payment standard amount for each designated part of the FMR area.

(b) *Establishing payment standard amounts.* (1)(i) The PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. HUD approval is not required to establish a payment standard amount in that range ("basic range").

(ii) The PHA may establish a separate payment standard amount within the basic range for a designated part of an FMR area.

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

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

(2) *Above 110 percent of FMR to 120 percent of published FMR.* (i) The HUD Field Office may approve an exception payment standard amount from above 110 percent of the published FMR to 120 percent of the published FMR (upper range) if the HUD Field Office determines that approval is justified by either the median rent method or the 40th or 50th percentile rent method as described in paragraph (c)(2)(i)(B) of this section (and that such approval is also supported by an appropriate pro-

gram justification in accordance with paragraph (c)(4) of this section). The PHA may establish an exception payment standard amount from above 110 percent of the published FMR to 120 percent of the published FMR, in accordance with paragraph (c)(2)(iii) of this section, without requesting approval from HUD.

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

(B) *40th or 50th percentile rent method.* In this method, HUD determines that the area exception payment standard amount equals either the 40th or 50th percentile of rents for standard quality rental housing in the exception area. HUD determines whether the 40th or 50th percentile rent applies in accordance with the methodology described in § 888.113 of this title for determining FMRs. A PHA must present statistically representative rental housing survey data to justify HUD approval.

(ii) The HUD Field Office may approve an exception payment standard amount within the upper range if required as a reasonable accommodation for a family that includes a person with disabilities.

(iii) Until September 30, the PHA may establish an exception payment standard amount for all or part of an FMR area in accordance with maximum payment standard amounts published in the FEDERAL REGISTER between September 25, 2000 and September 30, 2001 without requesting HUD approval, under the following conditions:

(A) The payment standard amounts referenced in paragraph (c)(2)(iii) are the maximum payment standard amounts until October 1, 2001 unless

HUD has approved the PHA's establishment of a higher payment standard amount;

(B) The PHA's establishment of the maximum payment standard amounts in paragraph (c)(2)(iii)(A) of this section does not result in a payment standard amount that is greater than 120% of the published FMR;

(C) The PHA has adopted a new utility allowance schedule after October 1, 2000 which reflects that the total cost of all utilities for a typical two-bedroom unit has increased by more than ten percent based on the difference between the new utility allowance schedule and the previous schedule; and

(D) The current payment standard amounts are not adequate to meet increased utility costs at 100% of the FMR.

(3) *Above 120 percent of FMR.* (i) At the request of a PHA, the Assistant Secretary for Public and Indian Housing may approve an exception payment standard amount for the total area of a county, PHA jurisdiction, or place if the Assistant Secretary determines that:

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

(B) Such approval is supported by statistically representative rental housing survey data to justify HUD approval in accordance with the methodology described in § 888.113 of this title; and

(C) Such approval is also supported by an appropriate program justification in accordance with paragraph (c)(4) of this section.

(ii) For purposes of paragraph (c)(3) of this section, the term "place" is an incorporated place or a U.S. Census designated place. An incorporated place is established by State law and includes cities, boroughs, towns, and villages. A U.S. Census designated place is the statistical counterpart of an incorporated place.

(4) *Program justification.* (i) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(2) or paragraph (c)(3) of this section) if HUD determines that approval of such higher amount is needed either:

(A) To help families find housing outside areas of high poverty, or

(B) Because voucher holders have trouble finding housing for lease under the program within the term of the voucher.

(ii) HUD will only approve an exception payment standard amount (pursuant to paragraph (c)(3) of this section) after six months from the date of HUD approval of an exception payment standard pursuant to paragraph (c)(2) of this section for the area.

(5) *Population.* The total population of HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

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

(7) *Transition: Area exception rents approved prior to merger date.* Subject to paragraph (c)(6) of this section, the PHA may establish an exception payment standard amount up to the amount of a HUD-approved area exception rent in effect at the merger date.

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

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

with the methodology described in § 888.113 of this title.

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

(i) Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the most recent 6 month period for which there is success rate data available have become participants in the voucher program;

(ii) The PHA has established payment standard amounts for all unit sizes in the entire PHA jurisdiction within the FMR area at 110 percent of the published FMR for at least the 6 month period referenced in paragraph (e)(1)(i) of this section and up to the time the request is made to HUD; and

(iii) The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.

(2) In determining whether to approve the PHA request to establish success rate payment standard amounts, HUD will consider whether the PHA has a SEMAP overall performance rating of "troubled". If a PHA does not yet have a SEMAP rating, HUD will consider the PHA's SEMAP certification.

(3) HUD approval of success rate payment standard amounts shall be for all unit sizes in the FMR area. A PHA may opt to establish a success rate payment standard amount for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.

(f) *Payment standard protection for PHAs that meet deconcentration objectives.* Paragraph (f) of this section applies only to a PHA with jurisdiction in an FMR area where the FMR had previously been set at the 50th percentile rent to provide a broad range of housing opportunities throughout a metropolitan area, pursuant to § 888.113(c), but is now set at the 40th percentile rent.

(1) Such a PHA may obtain HUD Field Office approval of a payment standard amount based on the 50th percentile rent if the PHA scored the maximum number of points on the

deconcentration bonus indicator in § 985.3(h) in the prior year, or in two of the last three years.

(2) HUD approval of payment standard amounts based on the 50th percentile rent shall be for all unit sizes in the FMR area that had previously been set at the 50th percentile rent pursuant to § 888.113(c). A PHA may opt to establish a payment standard amount based on the 50th percentile rent for one or more unit sizes in all or a designated part of the PHA jurisdiction within the FMR area.

(g) *HUD review of PHA payment standard schedules.* (1) HUD will monitor rent burdens of families assisted in a PHA's voucher program. HUD will review the PHA's payment standard for a particular unit size if HUD finds that 40 percent or more of such families occupying units of that unit size currently pay more than 30 percent of adjusted monthly income as the family share. Such determination may be based on the most recent examinations of family income.

(2) After such review, HUD may, at its discretion, require the PHA to modify payment standard amounts for any unit size on the PHA payment standard schedule. HUD may require the PHA to establish an increased payment standard amount within the basic range.

[64 FR 26648, May 14, 1999; 64 FR 49658, Sept. 14, 1999, as amended at 64 FR 56914, Oct. 21, 1999; 65 FR 16822, Mar. 30, 2000; 65 FR 58874, Oct. 2, 2000; 66 FR 30568, June 6, 2001]

§ 982.504 Voucher tenancy: Payment standard for family in restructured subsidized multifamily project.

(a) This section applies to tenant-based assistance under the voucher program if all the following conditions are applicable:

(1) Such tenant-based voucher assistance is provided to a family pursuant to § 401.421 of this title when HUD has approved a restructuring plan, and the participating administrative entity has approved the use of tenant-based assistance to provide continued assistance for such families. Such tenant-based voucher assistance is provided for a family previously receiving project-based assistance in an eligible project (as defined in § 401.2 of this



Housing Authority of Travis County

502 E. Highland Mall Blvd. Ste. 106 B

Austin, Texas 78752

Proposed Changes - Payment Standards (PS) 2021– Effective January 1, 2021

Bedroom size	HATC Adopted 2020 Current PS	2021 FMR's 100%	Proposed % of 2021 FMR	Proposed Payment Standard 2021
Efficiency	988	1059	100%	1059
1	1134	1212	100%	1212
2	1356	1434	100%	1434
3	1763	1848	100%	1848
4	2128	2207	100%	2207
5	2447	2538	100%	2538
6	2766	2869	100%	2869

HATC is proposing to adopt 100% of the proposed 2021 FMR's for all bedroom sizes.

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

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

Payment Standards
Effective 1/01/2021

Payment standard is defined as: *The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).* 24 CFR 982.4

Number of Bedrooms on Voucher	Payment Standards (All Bills Paid)
Efficiency	1059
1	1212
2	1434
3	1848
4	2207
5	2538
6	2869

THE PAYMENT STANDARDS ABOVE REFLECT RENTS IF THE LANDLORD PAID ALL UTILITIES. The payment standards are used to calculate the monthly housing assistance payment for a family. Families may not pay more than 40% of their adjusted monthly income toward rent and utilities. The amount a family qualifies for is dependent on their income.

The payment standard used to calculate rent for the family is the lower of: The payment standard amount for the family unit (voucher) size or the payment standard amount for the size of the dwelling unit rented by the family.

REASONABLE RENTS: the rent requested must be reasonable compared to other similar unassisted units. Rent reasonableness will be conducted by inspector and all requested rents must be approved for an initial lease or any rent increases.

**HATC Action Item V.A.
November 6, 2020**

Resolution No. HATC-2020-21: To Adopt the 2021 HCV Payment Standard change effective January 1, 2021 for all applicable programs.

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

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

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

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

1. Approves Resolution No. HATC-2020-21
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 6th day of November 2020.

Eddie Karam, Chair Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, CEO/Executive Director

HATC Action Item V.B.
November 6, 2020

Resolution No. HATC-2020-22: To Approve the HR Committee's HR Consultant Recommendation, and to Authorize the HR Committee to finalize the terms of an Agreement and execute a contract.

Background Information:

At its 8 October regular meeting, the Board of Commissioners approved a solicitation / scope of work to procure the services of a Human Resources consultant to better assess attitudes and behaviors that exist within the organization, and to provide staff members at all levels with a better understanding of how they're currently expected to approach their work and interact with one another—and how the existing norms either support or interfere with problem solving and task performance.

A Request For Proposal (RFP) was issued, and materials submitted by respondents were reviewed by the HR Committee as indicated in the approved solicitation / scope of work.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2020-22: To Approve the HR Committee's HR Consultant Recommendation, and to Authorize the HR Committee to finalize the terms of an Agreement and execute a contract.

Alternate Option:

The Board of Commissioners could elect to Not Approve the HR Committee recommendation.

Fiscal Impact:

TBD

Attachment:

- A. *WHY Group Overview*

Prepared and Approved by:

Patrick B. Howard, *CEO/Executive Director*



Vision without action is only a dream. But action that is haphazard is best case marginal and worst case harmful. Organizational success depends on efficient and effective processes—the ways and means of getting things done. Even when not formalized, organizations have processes for capturing and transmitting data, moving materials, and interacting with customers. They also have processes for communicating and relating with co-workers.

WHY Group's teams of associates are skilled in the design, implementation and training in the processes that help organizations achieve their mission.

- | |
|---|
| + Strategic Planning |
| + Communication and Relational Skills Development |
| + Leadership Development |
| + Organizational Design |
| + Six Sigma & Lean Transformation |
| + Project Management |
| + Process Re-engineering |
| + Performance Monitoring |
| + Personal Productivity |



Anything and everything in an organization revolves around People. Any level of success flows through the People. They are the source of all past, present and future action. Like an orchestra playing a great symphony, the right people, with the right skills, in the right seats is how peak performance is achieved.

Let WHY Group help:

Choose your people. Cultural fit is as important as job fit. We can help with both.

Place your people. People excel when placed in positions that utilize their strengths.

Teach your people. Ongoing Training and Development is critical to People's success.

Build your people. Individual talent is great, but magic happens when a team clicks.

Coach your people. Sometimes People can get "stuck". We get them back on track.

Mentor your people. Call upon WHY Group's experience and wisdom to stay "unstuck".

WHY GROUP HAS TOOLS, TECHNIQUES AND GIFTED EXPERTS WITH PROVEN TRACK RECORDS IN EACH OF THESE CRITICAL AREAS. WE STAND READY TO ASSIST YOU IN DEVELOPING AN EFFECTIVE WORKFORCE READY TO ACHIEVE AT THE HIGHEST LEVELS.

[PURPOSE](#)[PROCESS](#)[PEOPLE](#)[PERFORMANCE](#)[WHEATSTONE BLOG](#)[TEAM](#)[CONTACT](#)

So, how well are we doing? Of course the money is always measured – if an organization isn't economically sustainable, it can't exist. But Performance assessment includes more than an analysis of the numbers on the pages of financial statements. Keeping an eye on “How are we doing?” includes lots of areas.

Ask WHY for help in evaluating and monitoring Performance including:

- ✓ Financial returns and economic sustainability
- ✓ Execution of strategies that support a vision and the plans to get there
- ✓ Completion of Actions, Projects & Goals – the steps to achievement
- ✓ Effectiveness of Processes – and how to measure that
- ✓ Evaluation of People – our most valuable resource
- ✓ Monitoring all of these systematically
- ✓ Communicating about them both internally and externally



Laura A. Lozano

In 1987, Laura began her career with Motorola in Texas as an Automotive Manufacturing Engineer with the Automotive & Industrial Electronics Group. Her contribution on key projects for household word companies such as Ford, Chrysler and Honda earned her rapid advancement and increased responsibilities. In 1999, Laura was moved to the Government Sector of Motorola on its Public Safety team involved with state of the art Police, Fire, Military and related communication systems. Her role as Resource Manager included Program Management for a large territory within the Western Division, North America Group. In that role, she demonstrated leadership and operational skills in both sales, system design and service teams, exceeding business goals. The following year, Laura was promoted to Director, Program Management for the Division. Her leadership, strategic planning and process orientation led to critical achievements, including implementation of significant changes improving quality, operations, and procedures for post-sale implementation allowing her team to be the first to achieve \$100 Million in a single year. She lead and oversaw key infrastructure projects with major cities such as Los Angeles and Houston and also served in a pivotal role with the U.S. Olympics in Park City aiding in communications systems and communications data analysis. She has been involved in that role for every Olympics since including the Sochi Olympics in Russia.

This success led to Laura's promotion to Director of Quality and Customer Advocacy for the entire America's Government and Commercial Markets Business to drive improvements for Motorola customers and to establish consistent governance within North America. In parallel with this Executive role, Laura served as the Master Black Belt role over the entire America's Business unit completing 18 Internal Digital Six Sigma projects and 6 Customer driven Digital/Lean Six Sigma Projects. These included a broad range of industries and segments including work in both Central and South America.

After this, Laura was promoted and charged with creating a U.S. Borders business unit and to lead the State of Texas Statewide Business Development Team. Her success on the U.S./Mexico border included implementing a secure LTE System enabling all U.S. Government entities to communicate and work together including DOI, DOD, and integration with State and local public safety officials. As a result, Laura's leadership culminated in a Texas Legislative Bill being passed to implement and maintain Statewide emergency communications.

Laura holds a Bachelors Degree in Mechanical Engineering from the University of Texas San Antonio, as well as an MBA in International Business. Before her retirement from Motorola after 26 years of service, she received four Motorola Executive Awards for Quality, Black Belt, Design, Product Development, and Performance Excellence. Laura maintains professional memberships in several organizations, including the Society of Manufacturing Engineers, Women in Technology International and Executive Women International. She has served on multiple boards including San Antonio Chamber of Commerce, Border Trade Alliance, UTSA College of Engineering and Westwood Organization. She is a strong mentor to young female engineering students as well as a coach to executives in many disciplines and organizations.

Laura's strong leadership capability, management skills, program and product management, enthusiasm, and her conviction to being the best in her roles has given her a competitive advantage. Her family's deep business roots in her hometown of San Antonio serves as her base of operations as a highly regarded consultant on operations, analysis and general strategy.

HATC Action Item V.B.
November 6, 2020

Resolution No. HATC-2020-22: To Approve the HR Committee's HR Consultant Recommendation, and to Authorize the HR Committee to finalize the terms of an Agreement and execute a contract.

WHEREAS, The key to a successful organization is to have a culture based on a strongly held and widely shared set of beliefs that are supported by strategy and structure; and

WHEREAS, When an organization has a strong culture, employees know how top management wants them to respond to any situation; employees believe that the expected response is the proper one; and employees know that they will be rewarded for demonstrating the organization's values; and

WHEREAS, The Board of Commissioners is seeking to procure the services of an experienced Human Resources Consultant, in an effort assess and improve HATC's overall daily work culture/work environment.

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

1. Approves Resolution No. HATC-2020-22,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 6th day of November 2020.

Eddie Karam, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, *CEO/Executive Director*

HATC Action Item V.C.
November 6, 2020

Resolution No. HATC-2020-23: To Approve the Execution of all documentation necessary to carry out development of Manor Town Apartments Phase 2 to be located at approximately 200 West Carrie Manor Street, Manor, TX 78653; and To Approve the submission of an MFDL Application (Manor Town Apartments Phase 2 – TDHCA #20506) for National Housing Trust Fund in the current 2020-1 notice of annual funding availability to The Texas Department of Housing and Community Affairs, and other matters in connection herewith.

Background Information: Approximately one year ago, staff implemented a development plan to develop units on the excess land near our existing 33-unit Manor Town Phase I. Staff has engaged architect, engineers and consultants to work toward develop and funding of a two-story elevator served apartment building containing 20 units. The lot needs to be re-platted and zoned for the intended use. A right of way is required to be purchased so as to increase the density of the units to meet new zoning requirements. This resolution is a requirement of TDHCA Direct Loan Program.

Requested Action: Consideration and appropriate action regarding Resolution No. HATC-2020-23: To Approve the Execution of all documentation necessary to carry out development of Manor Town Apartments Phase 2 to be located at approximately 200 West Carrie Manor Street, Manor, TX 78653; and To Approve the submission of an MFDL Application (Manor Town Apartments Phase 2 – TDHCA #20506) for National Housing Trust Fund in the current 2020-1 notice of annual funding availability to The Texas Department of Housing and Community Affairs, and other matters in connection herewith. FURTHER RESOLVED, that HATC will contribute \$655,680 in equity towards the Development. FURTHER RESOLVED, that HATC approves an irrevocable commitment to fund any operating deficits/negative cash flow that may arise during the affordability period of the Development and the Direct Loan term as those terms may be defined in the rules of TDHCA and/or the documents related to the financing of the Development.

Alternate Option:

The Board of Commissioners could elect to Not Approve Resolution No. HATC-2020-23

Fiscal Impact: This action will require an advancement of \$655,680 toward the development of this transaction.

Attachments:

- A. Plat
- B. Site Plan
- C. Renderings
- D. Floor Plans
- E. Resolution No. HATC-2020-23

Prepared by:

Robert Onion, Director of Real Estate Development

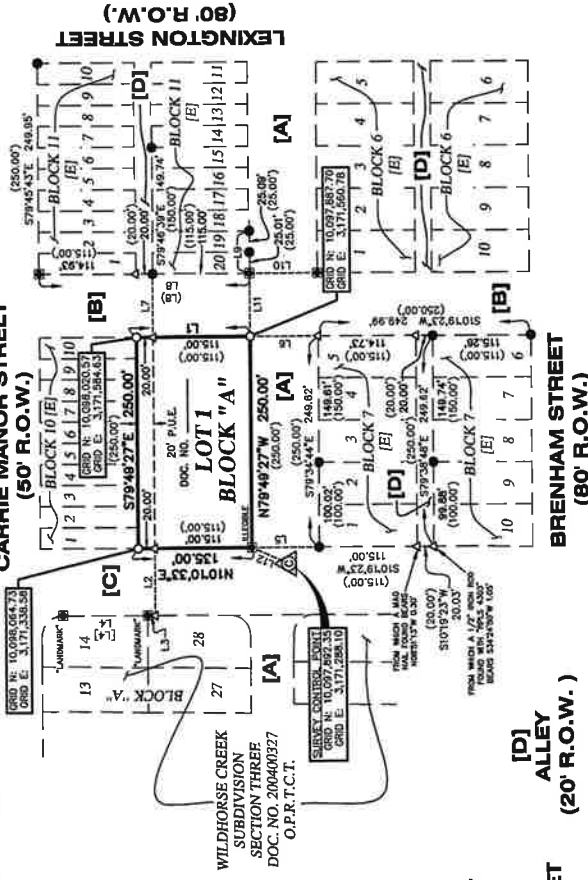
Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

LINE #	DIRECTION	LENGTH
L1	S107°10'37"W	135.00'
L2	N79°40'54"W	76.20'
L3	N107°18'00"E	8.24'
L4	N107°18'00"E	98.15'
L5	S107°03'11"W	76.77'
L6	S107°18'23"W	50.84'
L7	S79°48'27"E	78.08'
L8	N107°16'35"E	249.83'
L9	S79°48'27"E	50.10'
L10	S107°20'15"W	98.07'
L11	S79°48'27"E	74.88'
L12	N33°56'36"E	47.86'

LINE #	DIRECTION	LENGTH
[A]	BURTON STREET (80' R.O.W.)	250.00'
[B]	CALDWELL STREET (80' R.O.W.)	98.04'
[C]	BASTROP STREET (80' R.O.W.)	250.00'



LOT	ACRES	SQUARE FEET
LOT 1	0.1746	33,750

BEARING BASIS: BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, GRID 14N1070337, ZONE 14N1070337, HORIZONAL DISTANCES WERE ADJUSTED TO SURFACE USING A COMBINED SCALE FACTOR OF 1.00007843575.

SURVEY CONTROL: SURVEY IS BASED ON A 1/4" IRON ROD WITH "WARD CONTROL" CONVEYED TO THE COORDINATES STATE PLANE TEXAS CENTRAL - 4203) ELEVATIONS SHOWN HEREON DERIVED FROM NOS O.P.U.S. SOLUTION REPORT COMPLETED ON JANUARY 14, 2019.

STATE OF TEXAS
COUNTY OF TRAVIS
KNOW ALL MEN BY THESE PRESENTS:
THAT THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, BEING THE OWNER OF ALL OF LOTS 11-20, BLOCK 10, TOWN OF MANOR, TRAVIS COUNTY, TEXAS, HAS CAUSED THE FOLLOWING DEEDS TO BE RECORDED IN THE PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, TO WIT: DEEDS RECORDED IN DOCUMENT NUMBER 2003086479 AND DOCUMENT NUMBER 2007167174, BOTH OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327.
SAD SUBDIVISION HAVING BEEN APPROVED FOR AMENDMENT PURSUANT TO THE PUBLIC RECORDS ACT, CHAPTER 202, OF THE TEXAS CONSTITUTION, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327.
AND DO HEREBY DEDICATE TO THE PUBLIC, THE USE OF ALL STREETS AND EASEMENTS SHOWN HEREON, SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.
WITNESS MY HAND AND SEAL OF OFFICE, THIS THE _____ DAY OF _____, 20____ A.D.

WILEY HOPKINS, EXECUTIVE DIRECTOR
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
PLAT NO. 11-20, BLOCK 10, TOWN OF MANOR
AUSTIN, TEXAS 78707

STATE OF TEXAS
COUNTY OF TRAVIS
THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____, 20____ A.D.
BY WILEY HOPKINS, EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, AND I HAVE RECORDED THIS INSTRUMENT IN THE PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327, AND BEING THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, IN DOCUMENT NO. 200400327.
WITNESS MY HAND AND SEAL OF OFFICE, THIS THE _____ DAY OF _____, 20____ A.D.

NOTARY PUBLIC
IN AND FOR THE STATE OF TEXAS
MY COMMISSION EXPIRES _____

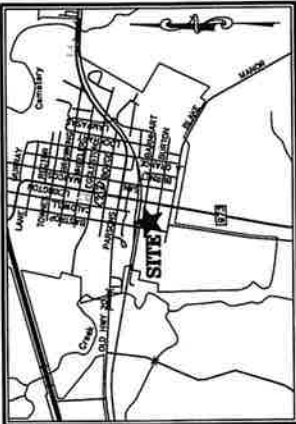
ENGINEER'S CERTIFICATION:
I, THOMAS C. CARNEX, P.E., AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEER. I HAVE REVIEWED THE SURVEY AND THE ENGINEERING RELATED PORTIONS OF TITLE 25 OF THE AUSTIN CODE OF ORDINANCES, AND I AM Satisfied THAT THE SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
THIS PROPERTY IS LOCATED WITHIN ZONE 14 (UNSHADOWED) AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON F.I.G.M. MAP NO. 44453C 0482A, TRAVIS COUNTY, TEXAS DATED AUGUST 15, 2014.

THOMAS C. CARNEX, P.E.
TEXAS REGISTRATION NO. 55714
5700 GRANITE PARKWAY, SUITE 200
PLANO, TEXAS 75024

SURVEYOR'S CERTIFICATION:
I, JASON S. WARD, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYOR. I HAVE REVIEWED THE SURVEY AND THE ENGINEERING RELATED PORTIONS OF TITLE 25 OF THE AUSTIN CODE OF ORDINANCES, AND I AM Satisfied THAT THE SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS PREPARED FROM AN ACTUAL ON THE GROUND SURVEY OF THE PROPERTY MADE UNDER MY DIRECTION AND SUPERVISION.

JASON S. WARD, R.L.S.
TEXAS REGISTRATION NO. 5811
5700 GRANITE PARKWAY, SUITE 200
AUSTIN, TEXAS 78709

- PLAT NOTES:**
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER AND WASTEWATER SYSTEMS.
 - THE WATER AND WASTEWATER UTILITY SYSTEM SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS AND SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER AND WASTEWATER DEPARTMENT FOR REVIEW.
 - ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
 - PRIOR TO CONSTRUCTION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
 - PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF MANOR FOR REVIEW.
 - THE PROPERTY OWNER OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY.
 - PROPERTY OWNERS SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
 - ALL BUILDING SETBACKS SHALL BE IN ACCORDANCE WITH THE CITY OF MANOR CURRENT ZONING ORDINANCE.



VICINITY MAP
SCALE: 1" = 200'

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS
AS OF THIS DATE _____ DAY OF _____, 20____.
ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS,
ON THIS THE _____ DAY OF _____, 20____.
APPROVED: _____
PHILIP TRYON, CHAIRPERSON
LULWA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS,
ON THIS THE _____ DAY OF _____, 20____.
APPROVED: _____
DR. LARRY WALLACE, JR., MAYOR
LULWA T. ALMARAZ, CITY SECRETARY

STATE OF TEXAS
COUNTY OF TRAVIS

I, DANA DEBAUMOUR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____ AT _____ O'CLOCK _____ M., DULY RECORDED ON THE _____ DAY OF _____, 20____ AT _____ O'CLOCK _____ M. IN THE PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____.

OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS.
WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK.

THIS _____ DAY OF _____, 20____ A.D.

DANA DEBAUMOUR, COUNTY CLERK,
TRAVIS COUNTY, TEXAS

BY: _____
DEPUTY

AMENDED PLAT OF LOTS 11-20, BLOCK 10, TOWN OF MANOR City of Manor, Travis County, Texas

AWARD
Land Surveying
P.O. Box 8878, Austin Texas 78718
WWW.AWARDLS.COM (512) 512-2384
Survey Date JAN. 2020
Sheet: 1 OF 1

CHANDLER JOSEPH
HOUSING AUTHORITY OF TRAVIS
COUNTY, TEXAS
P.O. BOX 1527 78707
AUSTIN, TEXAS

PARKING CALCULATIONS:

20 UNITS @ 1 PER UNIT	20
TOTAL PARKING REQUIRED	20
TOTAL PARKING PROVIDED	22
OPEN SPACES	22
HC PARKING REQUIRED	2
HC PARKING PROVIDED	2
VAN ACCESSIBLE PROVIDED	1

BUILDING MATRIX:

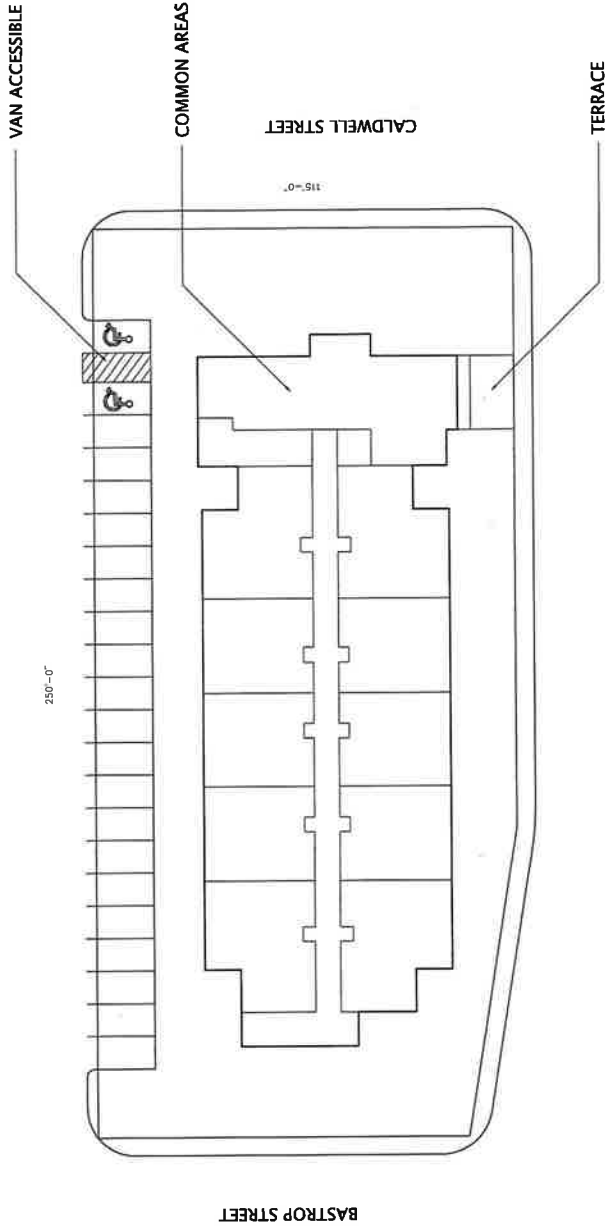
TYPE	#	STORIES	#/TYPE UNITS
1	1	2	12 A, 8 B

UNIT MATRIX:

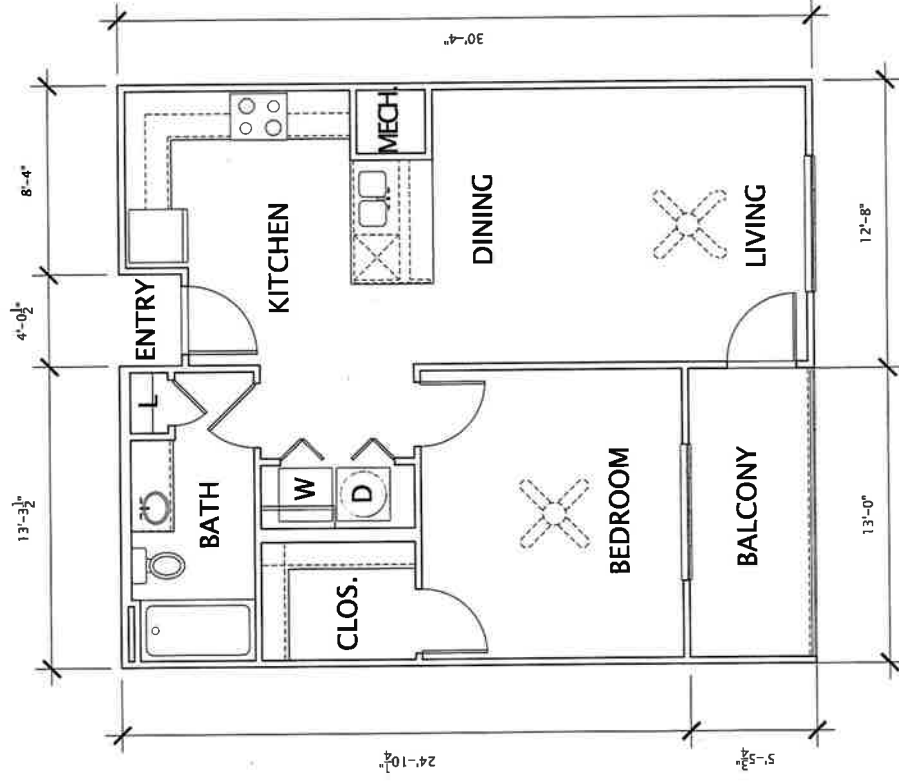
TYPE	BR/BA	#	NRA
A	1/1	11	687 SQ. FT.
A-HC	1/1	1	687 SQ. FT.
B	2/2	7	892 SQ. FT.
B-HC	2/2	1	892 SQ. FT.

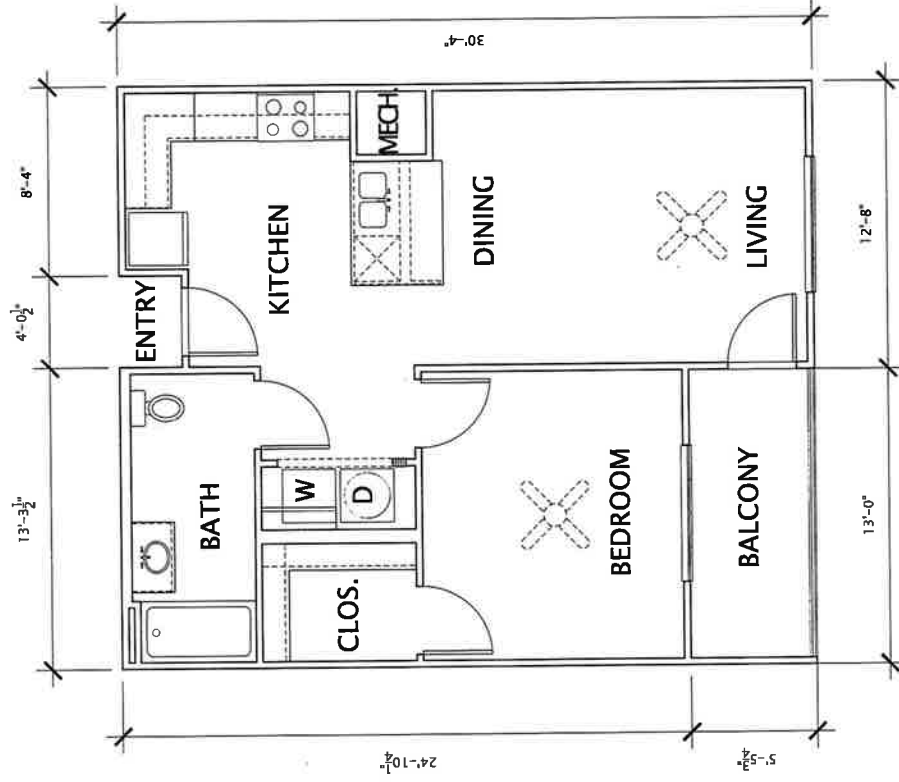
BUILDING COMMON AREAS:

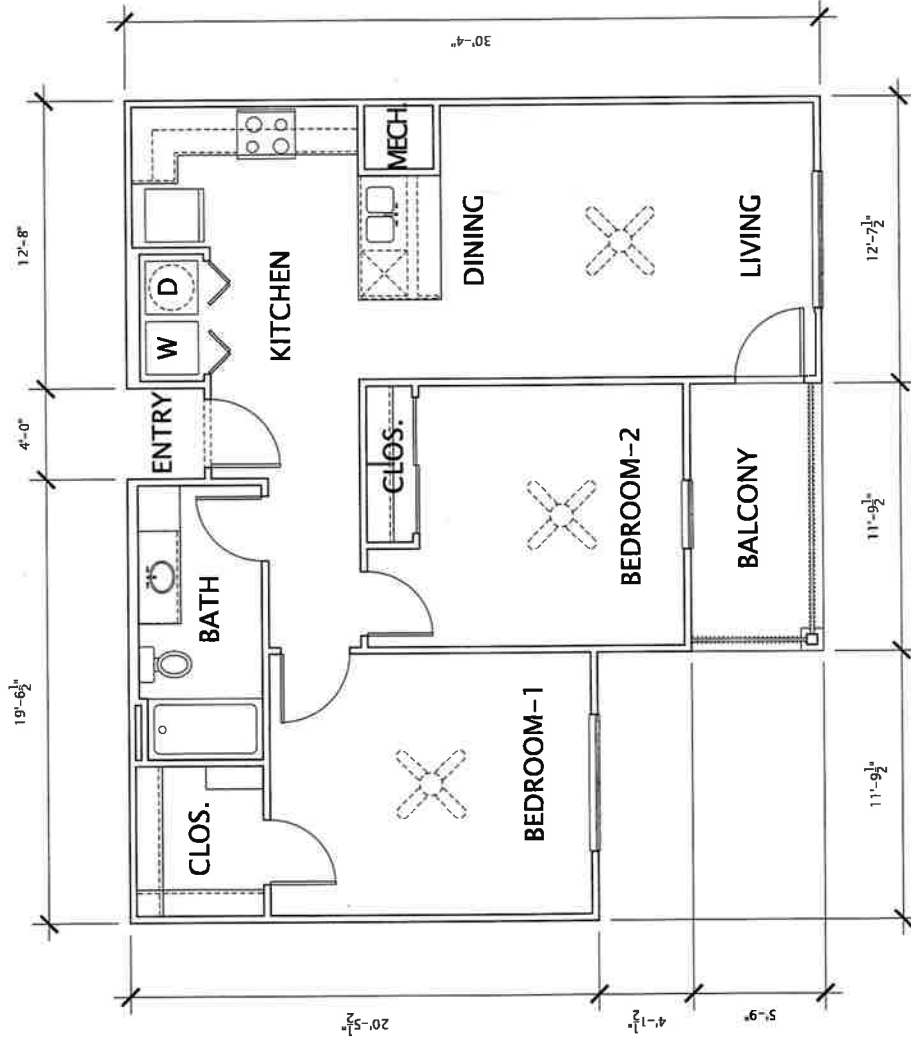
MULTI USE ROOM	972 SQ. FT.
CORRIDORS	3,018 SQ. FT.
STAIRS	354 SQ. FT.
LAUNDRY	184 SQ. FT.
MAIL	49 SQ. FT.
FITNESS	594 SQ. FT.
ARTS/CRAFTS/GAMES	294 SQ. FT.

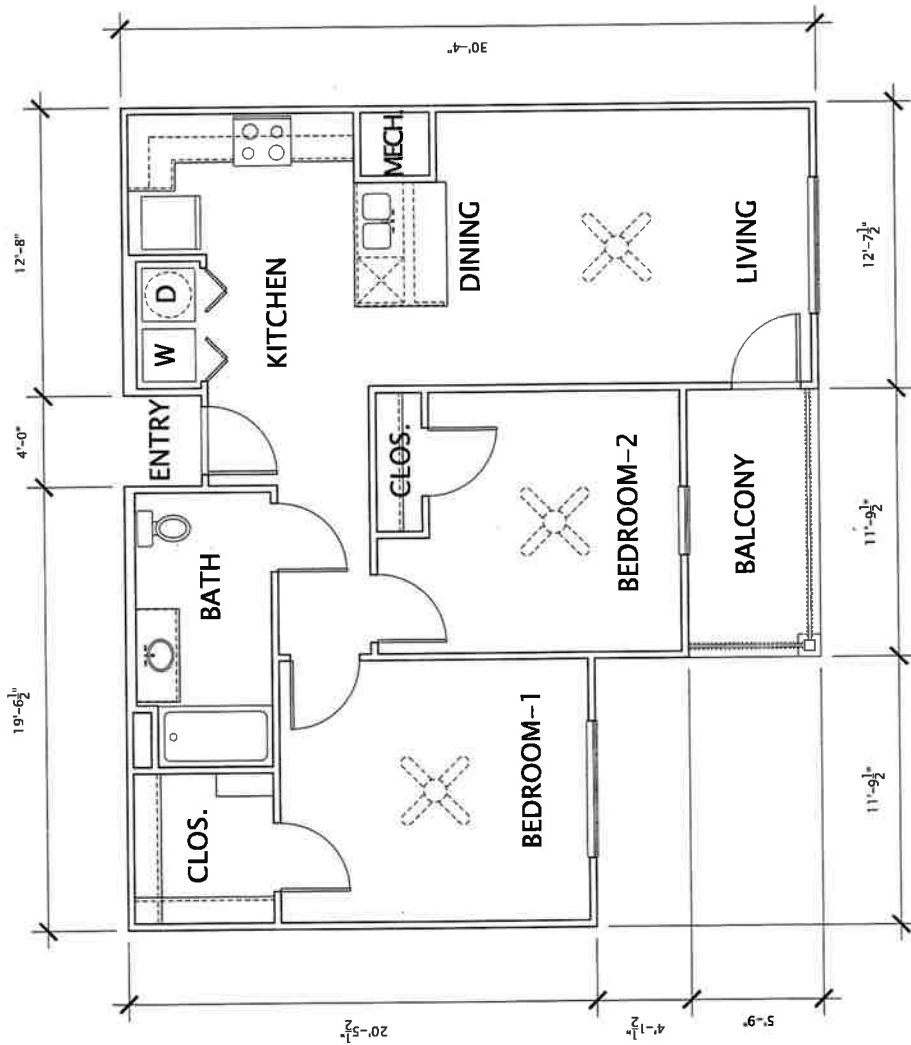


NOTE: SEE BUILDING PLANS FOR HC UNIT LOCATIONS









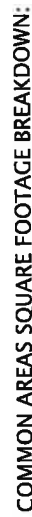
09/20

MANOR TOWN APARTMENTS II

NDA

PLAN B -HC - TWO BEDROOM / ONE BATH 892 SQ. FT. SCALE: 1/8"=1'-0"

E5

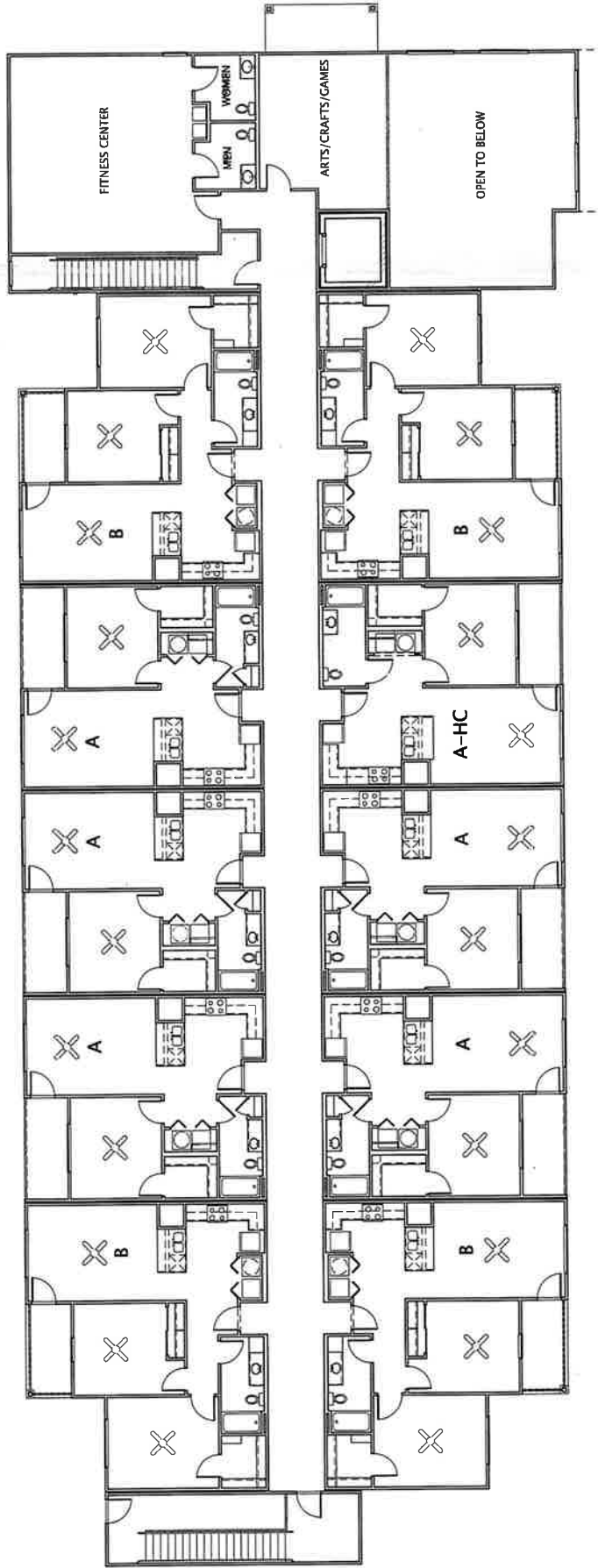


GROSS BUILDING AREA:	12,134 SQ. FT.
COMMON AREAS:	1,325 SQ. FT.
CORRIDORS:	1,730 SQ. FT.
STAIRS:	177 SQ. FT.
JANITOR ROOM:	35 SQ. FT.
MAIL AND PARCEL BOXES:	49 SQ. FT.
FIRE RISER ROOM:	36 SQ. FT.
PATIO/S/BALCONIES:	688 SQ. FT.
UNIT MECHANICAL SPACES:	80 SQ. FT.
AIR GAPS/CHASES/STONE LEDGE:	66 SQ. FT.

COMMON AREAS SQUARE FOOTAGE BREAKDOWN:

AVAILABLE TO RESIDENTS

LAUNDRY 184 SQ. FT.
RESTROOMS 120 SQ. FT.
MULTIUSE ROOM 972 SQ. FT.
MAIL AND PARCEL BOXES 49 SQ. FT.



SQUARE FOOTAGE CALCULATIONS:

GROSS BUILDING AREA: 12,134 SQ. FT.
 COMMON AREAS: 1,008 SQ. FT.
 CORRIDORS: 1,288 SQ. FT.
 STAIRS: 177 SQ. FT.
 PATIOS/BALCONIES: 688 SQ. FT.
 UNIT MECHANICAL SPACES: 80 SQ. FT.
 AIR GAPS/CHASES/STONE LEDGE: 66 SQ. FT.

COMMON AREAS SQUARE FOOTAGE BREAKDOWN:

AVAILABLE TO RESIDENTS
 FITNESS CENTER 594 SQ. FT.
 RESTROOMS 120 SQ. FT.
 ARTS/CRAFTS/GAMES 294 SQ. FT.

NDA

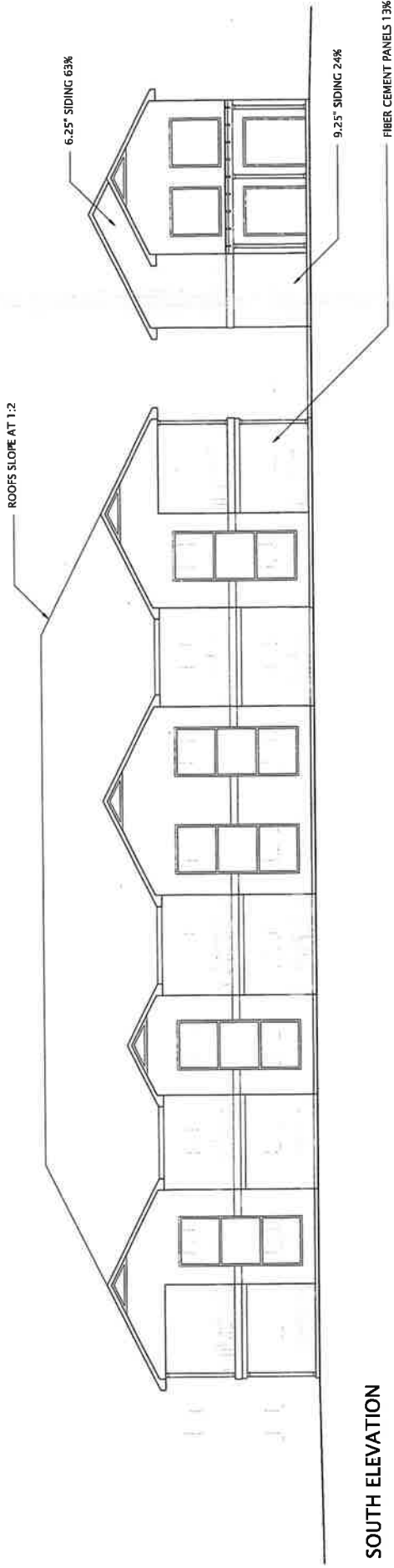
MANOR TOWN APARTMENTS II

09/20

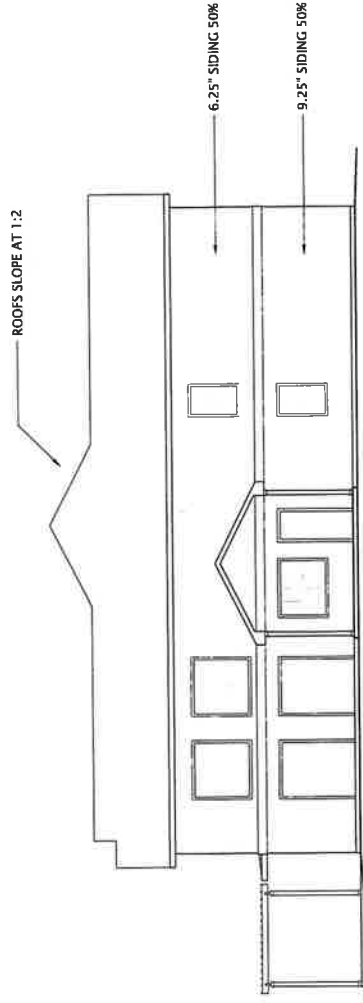
E7

BUILDING SECOND FLOOR PLAN - 7,958 NRA

SCALE: 1" = 20'-0"



SOUTH ELEVATION



EAST ELEVATION

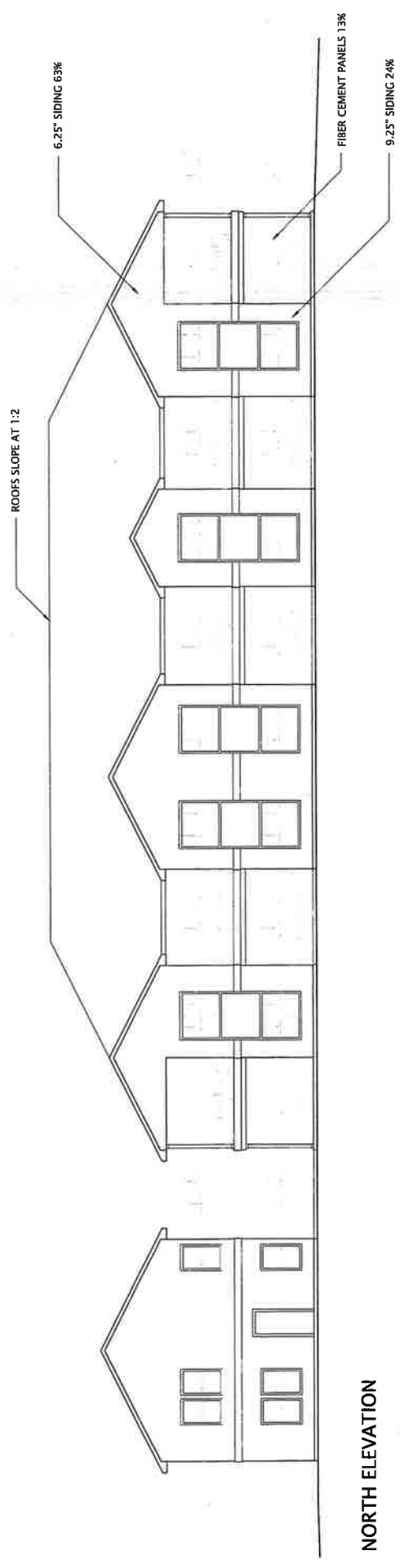
NDA
E8

MANOR TOWN APARTMENTS II

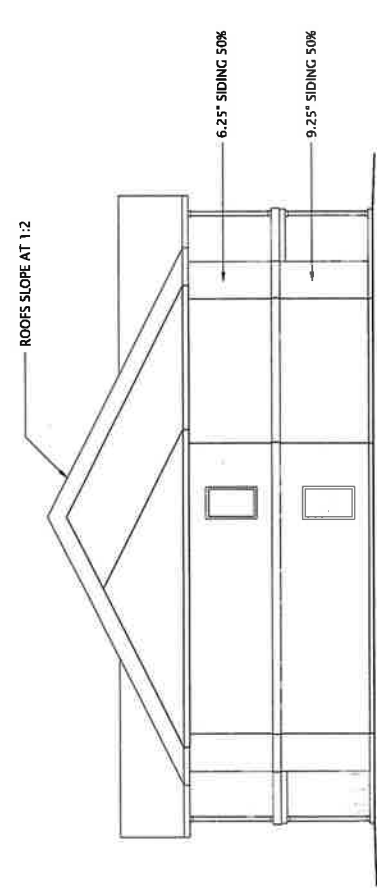
09/20

BUILDING ELEVATIONS

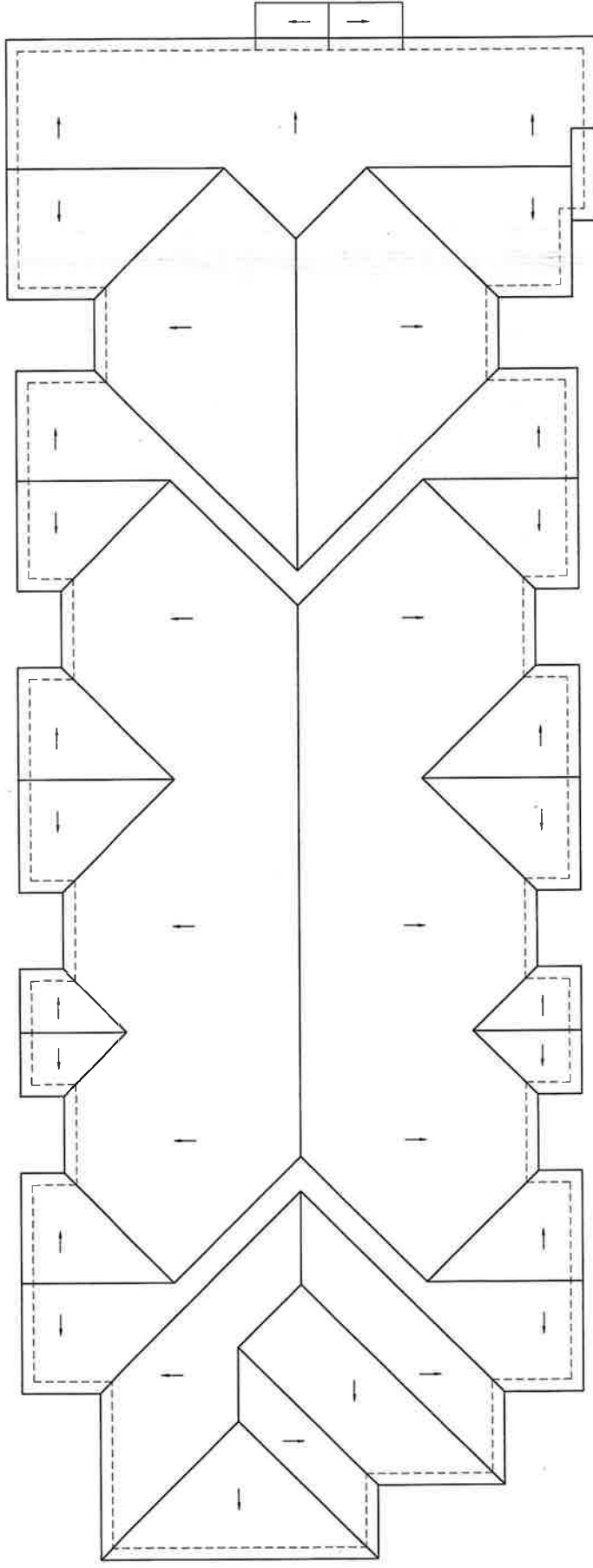
SCALE: 1"=20'-0"



NORTH ELEVATION



WEST ELEVATION



NDA

MANOR TOWN APARTMENTS II

09/20

E10

ROOF PLAN

SCALE: 1"=20'-0"

HATC Action Item V.C.
November 6, 2020

Resolution No. HATC-2020-23: To Approve the Execution of all documentation necessary to carry out development of Manor Town Apartments Phase 2 to be located at approximately 200 West Carrie Manor Street, Manor, TX 78653; and To Approve the submission of an MFDL Application (Manor Town Apartments Phase 2 – TDHCA #20506) for National Housing Trust Fund in the current 2020-1 notice of annual funding availability to The Texas Department of Housing and Community Affairs, and other matters in connection herewith.

WHEREAS, the Housing Authority of Travis County ("HATC") is planning a development for affordable, elderly multifamily rental housing known as Manor Town Apartments Phase 2 located at approximately 200 West Carrie Manor Street in Manor, Texas (TDHCA #20506) (the "Development"); and

WHEREAS, HATC, serving as Applicant, will submit an application to the Texas Department of Housing and Community Affairs ("TDHCA") for NHTF funding in the Soft-Repayment Set-Aside for the Development;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of HATC hereby approves this resolution and authorizes the Executive Director, Patrick Howard and the Director of Real Estate Development, Robert Onion (collectively, the "Authorized Signatories") to enter into all purchase agreements, developer agreements, financing agreements and related documents and to sign for and perform any and all responsibilities in relation to the Development.

FURTHER RESOLVED, that HATC will contribute \$655,680 in equity towards the Development.

FURTHER RESOLVED, that HATC approves an irrevocable commitment to fund any operating deficits/negative cash flow that may arise during the affordability period of the Development and the Direct Loan term as those terms may be defined in the rules of TDHCA and/or the documents related to the financing of the Development.

FURTHER RESOLVED, that any and all action taken by an Authorized Signatory (or any other officer or agent of HATC), each acting on behalf of HATC, prior to the date of this resolution is actually executed, in effecting the purposes of the foregoing resolutions is hereby approved, ratified and adopted in all respects.

FURTHER RESOLVED, that the officers of HATC are each individually authorized to certify and attest to the adoption and approval of the foregoing resolutions.

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

1. Approves Resolution HATC-2020-23.
2. Authorizes the officers, including, specifically, the Executive Director and Director of Real Estate Development, to execute all relevant documents, instruments, agreements, policies, and procedures and to take all actions on behalf of HATC contemplated by the foregoing resolutions.

CERTIFICATION

The above resolution, adopted by the Board of Commissioners of the Housing Authority of Travis County at a meeting held on the 6th day of November, 2020, is hereby certified to be a true and correct copy of an official copy thereof on file among the official records of such Authority.

WITNESS my hand and seal of office this 6th day November 2020.

By: _____

HATC Action Item V.D.

November 6, 2020

Resolution No. HATC-2020-24: To Authorize the submission of the MTW Application to HUD and make certain certifications and agreements in connection with the submission and implementation of MTW

Background Information:

In Section 239 of the 2016 Appropriations Act, Congress authorized HUD to expand the MTW Demonstration Program by 100 additional agencies over seven years. On October 11, 2018 HUD issued Notice PIH-2018-17 which offered eligible public housing agencies the opportunity to apply for admission to the Moving to Work (MTW) Demonstration Program. MTW allows PHAs to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting PHAs to use assistance more flexibly and by allowing certain exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by HUD. The Board authorized a commitment to participate in the MTW expansion as its October 8, 2020 Board meeting. HATC submitted a letter of interest and was determined to meet the eligibility criteria (high performer with less than 1,000 units of public housing and vouchers) established by HUD. In August 2020, HUD conducted a lottery of all eligible submissions. HATC, as a result of the lottery, was invited to submit a full MTW Plan and application to participate in the first cohort of the MTW expansion.

Since that time, HATC has developed a MTW Plan and full application, which is attached as Attachment B. We have had at least two resident/client meetings and one public hearing. The participants offered various suggestions for policy changes related to such things allowing additional deductions, modification of income calculations, and the like.

HUD requires that the following 25 certifications and agreements the Department of Housing and Urban Development (HUD) in connection with the submission of the application and implementation are to be made and signed by either the Chairman or Secretary of the Board:

- (1) The PHA will adhere to HUD guidance in the MTW Operations Notice or successor notice in continuing to ensure at least 75% of families assisted are very low-income as defined in Section 3(b)(2) of the 1937 Act throughout the PHA's participation in the MTW Demonstration Program.
- (2) The PHA will adhere to HUD guidance in the MTW Operations Notice or successor notice in establishing a reasonable rent policy that is designed to encourage employment and self-sufficiency.
- (3) The PHA will adhere to HUD guidance in the MTW Operations Notice or successor notice in continuing to assist substantially the same total number of eligible low-income families as would have been served absent MTW throughout the PHA's participation in the MTW Demonstration Program.
- (4) The PHA will adhere to HUD guidance in the MTW Operations Notice or successor notice in continuing to maintain a comparable mix of families (by family size) as would have been provided had the funds not been used under the MTW Demonstration Program throughout the PHA's participation in the MTW Demonstration Program.
- (5) The PHA will adhere to HUD guidance in the MTW Operations Notice or successor notice in continuing to ensure housing assisted under the MTW Demonstration Program meets housing quality standards established or approved by the Secretary throughout the PHA's participation in the MTW Demonstration Program.
- (6) The PHA published a notice that a hearing would be held, that the application and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the application by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the application and invited public comment.

(7) The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the application by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the application.

(8) The PHA certifies that the Board of Commissioners has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).

(9) The PHA must certify that it will carry out its application in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-4), the Fair Housing Act (42 USC 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and title II of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), regulations implementing these authorities, and other applicable Federal, State, and local civil rights law and that it will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified by the Assessment of Fair Housing conducted in accordance with the requirements of 24 CFR 5.150-5.180 and 903.15, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3) and 903.15(d). Until such time as the PHA is required to submit an AFH, and that AFH has been accepted by HUD, the PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR part 91 the PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions. The PHA will carry out its plan in conformity with HUD's Equal Access Rule at 24 CFR 5.105(a)(2).

(10) The application is consistent with the applicable Comprehensive Plan (or any plan incorporating such provisions of the Comprehensive Plan) for the jurisdiction in which the PHA is located.

(11) The application contains a certification by the appropriate State or local officials that the application is consistent with the applicable Consolidated Plan, which incorporates a fair housing strategy that reflects the jurisdiction's Assessment of Fair Housing or Analysis of Impediments to Fair Housing Choice, as applicable, and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.

(12) The PHA affirmatively furthers fair housing. A PHA shall be considered in compliance with the certification requirements of 24 CFR 903.7(o)(1)-(3) and 903.15(d) if it: (i) Examines its programs or proposed programs; (ii) Identifies fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; (iii) Specifies actions and strategies designed to address contributing factors, related fair housing issues and goals in the applicable Assessment of Fair Housing (AFH) consistent with 24 CFR 5.154, in a reasonable manner in view of the resources available; (iv) Works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) Operates programs in a manner consistent consolidated plan under 24 CFR Part 91, and with any order or agreement, to comply with the authorities, specified in paragraph (o)(1) of this section; (vi) Complies with any contribution or consultation requirement with respect to any applicable Analysis of Fair Housing, in accordance with 24 CFR 5.150-5.180; (vii) Maintains records reflecting these analyses, actions, and the results of these actions; and (viii) Takes steps acceptable to HUD to remedy known fair housing and civil rights violations. PHAs that are not yet required to submit an AFH shall adhere to the requirements under 24 CFR 903.7(o) in effect prior to August 17, 2015.

(13) The PHA complies with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

(14) The PHA complies with the Architectural Barriers Act of 1968 and its implementing regulations at 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

- (15) The PHA complies with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (16) The PHA complies with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (17) The PHA complies with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (18) The PHA complies with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (19) The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (20) The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (21) With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (22) The PHA will keep records in accordance with 2 CFR 200.333-200.337 and facilitate an effective audit to determine compliance with program requirements.
- (23) The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (24) The PHA will comply with the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Rewards at 2 CFR Part 200.
- (25) The application and all attachments are available at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2020-24, To Authorize the submission of the MTW Application to HUD and make certain certifications and agreements in connection with the submission and implementation of MTW.

The passage of the resolution allows HATC to participate in the MTW program which will allow HATC to further our mission of preserving and developing affordable housing and vibrant communities which enhance the quality of life for all. We have a vision where HATC is able to create our own local version of the federal housing choice voucher program. Creating locally designed programs to address the challenges we see here in Travis County.

Alternate Option:

The Board of Commissioners could elect to Not authorize the submission of the MTW Application to HUD and make certain certifications and agreements in connection with the submission and implementation of MTW.

Fiscal Impact:

The MTW program is designed to be revenue neutral. The grant does not come with any extra funding and HATC still needs to serve substantially the same number of people. However, one of the goals of MTW is cost-effectiveness and by using the flexibility offered by MTW, HATC hopes that it will show cost savings in the operations of its voucher program.

Attachment:

Prepared and Approved by:

Patrick B. Howard

Patrick B. Howard, CEO / Executive Director

HATC Action Item V.D.
November 6, 2020

Resolution No. HATC-2020-24: To Authorize the submission of the MTW Application to HUD and make certain certifications and agreements in connection with the submission and implementation of MTW

WHEREAS, HATC desires to participate in the MTW program, believing that MTW will improve and enhance our ability to further our mission, and

WHEREAS, HATC submitted a letter of interest to HUD, and was subsequently invited by HUD to submit a full MTW plan and application, and

WHEREAS, HATC has conducted resident meetings and a public hearing and received support from the Board of Commissioners and other stakeholders to pursue becoming an MTW agency, and

WHEREAS, HATC can make the 25 certifications and agreement with HUD.

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

1. Approves Resolution No. HATC-2020-24,
2. Authorizes the CEO / Executive Director to execute all necessary documents and extensions.

Passed and approved the 6th day of November 2020.

Eddie Karam, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, CEO / Executive Director

HATC Discussion Item VI. A.
November 6, 2020

Subject: Housing Choice Voucher (HCV) Program (*Conventional*)

Background Information The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities.

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

As of September 30, 2020, 415 of HATC's HCV allocation were utilized in a conventional fashion.

As of September 30, 2020, the total lease up for the HCV program was 617 of 632. Occupancy rate was at 97.63%.

For this reporting period, there were 77 applicants on the waiting list.

Portable In: 107 portable families were served in Travis County.

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

As of September 30, 2020, Cambridge had a total lease up of 19 vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item VI. A.
November 6, 2020

Subject: Homeless Initiatives

Continuum of Care (CoC)

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

As of September 30, 2020 HATC, provided housing assistance to **83** Continuum of Care participants.

Homeless Preference (HP HCV)

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

As of September 30, 2020, HP has **58** tenants under contract to include current CJ and FS program participants.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

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

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item VI.A.
November 6, 2020

Subject: Special Purpose Vouchers (SPV's assigned by HUD)

Non-Elderly Disabled Vouchers (NED)

HATC has been awarded 75 Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities. As of September 30, 2020, there were 71 tenants under contract.

Family Unification Program (FUP)

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

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

HATC was awarded 34 FUP vouchers effective 1/01/2019. As of September 30, 2020, there were 27 tenants under contract.

Mainstream Voucher Program (MVP)

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

As of September 30, 2020, there were 16 tenants under contract.

VASH

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

As of September 30, 2020 VASH, has 14 tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachment:

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

Prepared by:

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

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

	Leased on 1st	After First Month	Number of Based Units	Occupied %
*Project Based Vouchers (PBV)	19		19	100.00%
*Housing Choice Vouchers (HCV)	408	7	403	102.98%
Port Outs (PO) HCV	13		13	100.00%
*Non Elderly and Disabled (NED)	71		75	94.67%
**VASH- HUD Awarded Vouchers	13	1	30	46.67%
**Homeless Preference (HP- includes Criminal Justice/ Front Steps/ Echo)	55	3	58	100.00%
**Family Unification Program (FUP)	26	1	34	79.41%
Total	605	12	632	97.63%
Total Leased including leased after the first of the month: 617				
*Mainstream (MVP) Total:		16	39	41.03%

COC/ Shelter Plus Care Families Served (Last day of month): 83

Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)		1	1
Non Elderly and Disabled (NED)			0
Project Based Vouchers (PBV)			0
VASH	5	1	6
Homeless Preference (HP)			0
Family Unification Program (FUP)		1	1
Mainstream (MVP)	16		16
TOTAL			24

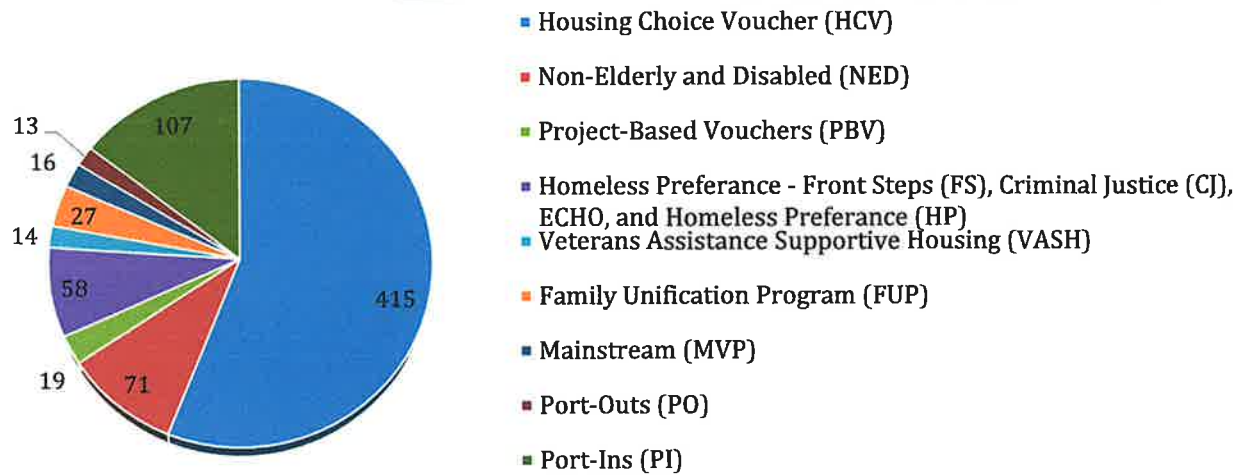
*Waiting List (For HCV, PBV, NED, MVP) :				77
Leased Port Ins (last day of month):				107
PIC Reporting Rate: (HUD minimum 95%)				101.13%

** Referral only

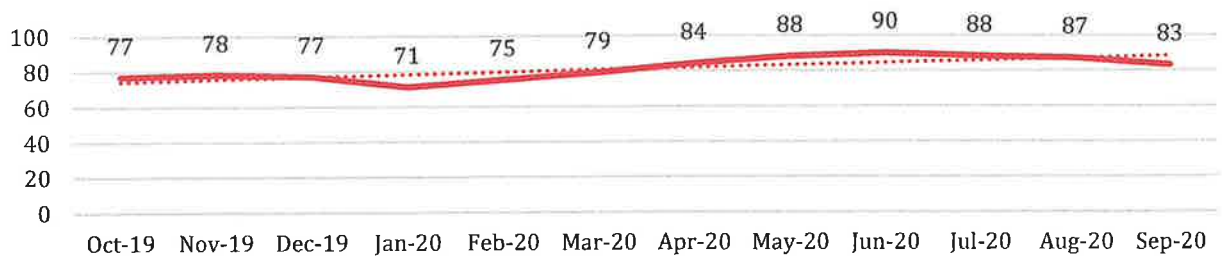
Prepared by: Christina Montes/ Director of Voucher Programs & Homeless Initiatives

Attachment VI. A: Graphs

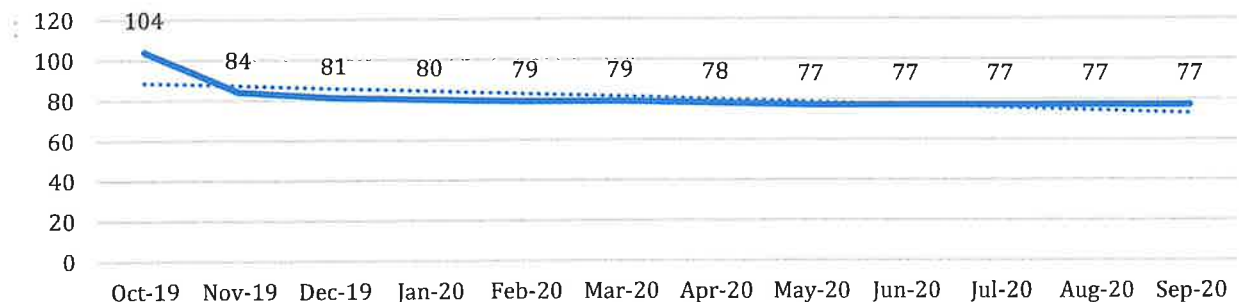
September 2020: 740 Total HCV Households Served



COC Households Served



Applicants on Waiting List



**HATC Discussion Item: VI.B.
Affordable Housing Program
November 6, 2020**

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

Background Information:

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

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

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

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

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

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

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

A table of HATC Zero Income rents is included in this report. It is noteworthy that the number of zero income renters has only increased by one tenant since the eviction moratorium was enacted in March of 2020. This highlights our tenants' efforts to either continue to pay their rents or being successful at finding assistance to pay monthly rents. The table serves to inform Board members of the number of zero income renters and amount of utility allowance (UA) reimbursement. Also, HUD provides for HATC's zero income renters through the housing assistance payment (HAP) contract. The assistance payment for each zero-income renter is increased by the UA amount and included in the monthly subsidy voucher. The UA reimbursement amount is mailed to the tenant on the 15th of each month.

Occupancy and Vacancy

Occupancy rate and vacancy loss are indicators of a property's potential and/or unrealized income, respectively. Both the occupancy and vacancy rate are current as of October 23, 2020. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (3) will be filled from the Multifamily Housing Waitlist. **Carson Creek:** 100% occupied. **Manor Town:** Staff is processing three (3) applicants for Manor Town. **SEA RAD:** Due to rehabilitation, vacancies are left unoccupied.

Admissions and Waitlist

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

Rent Charged and Subsidy

Rent charged is the tenant paid portion of the monthly rent while the housing assistance payment (HAP) is the amount received from HUD for each household. The total amount of rent charged and subsidy equals the current contract rent amount for each bedroom size; however, a number (10) of "market renters" pay more than contract rents. Market rents are households that have experienced an income increase after their initial certification but continue to qualify for the program.

Market Rate and Zero Income Renters

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

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

Lease-up and Release

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

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Property Occupancy, Vacancy, Subsidy, Income Limits
- B. Property Statistical Data

Prepared by:

Barry E. Hall, Director of Affordable Housing Programs

Approval:

Patrick B. Howard

Patrick B. Howard, *President/ CEO*

Attachment A To Discussion Item VI.B.

PROPERTY DATA – Page 1 of 2

Occupancy/Vacancy/Subsidy/Market Rate/Zero Income

Dwelling Rent								
Property	Occupancy Total Leased / Total Units	Vacancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Evictions
SEA OAKS APARTMENTS	72/75	96.00%	\$11,706.00	\$23,576.00		\$ -	\$ 1,478.00	2
SEA RAD APARTMENTS	20/30	66.67%	\$ 2,910.00	\$ -		\$ -	\$ 2,072.00	1
MANOR TOWN APARTMENTS	30/33	90.91%	\$16,538.00	\$ -	\$ -	\$ -	\$ 2,300.00	0
CARSON CREEK HOMES	16/16	100.00%	\$12,907.00	\$ -	\$ -	\$ -	\$ -	0
TOTALS		88.39%	\$44,061.00	\$23,576.00			\$ 5,850.00	3

Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA RAD OAKS	11607 Sierra Nevada #4	2	2	\$41,280	\$6,280	\$27,720	\$535	\$512.00
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$443	\$406
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$409	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$507	\$406
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$467	\$406
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$594	\$406
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$38,227	\$648	\$512
	6005 Valiant Circle A	2	4	\$51,600	\$29,412	\$29,546	\$512	\$512
	6009 Valiant Circle A	3	5	\$46,450	\$10,400	\$10,400	\$678	\$512
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,042	\$572	\$512

Market Rate Renters (cont.)

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

Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$67.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$38.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$68.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$73.00)
	4922 Nuckols Crossing, 44, Austin, TX 78744	(\$67.00)
	4922 Nuckols Crossing, 46, Austin, TX 78744	(\$52.00)
SEA RAD OAKS	5600 Valiant Cove, B, Austin, TX 78749	(\$138.00)
	5602 Valiant Cove, , Austin, TX 78749	(\$92.00)
	5604 Valiant Cove, B, Austin, TX 78749	(\$150.00)
	6000 Valiant Circle, A, Austin, TX 78749	(\$6.00)
	6000 Valiant Circle, B, Austin, TX 78749	(\$32.00)
	6003 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6005 Valiant Circle, B, Austin, TX 78749	(\$73.00)
	6009 Valiant Circle, B, Austin, TX 78749	(\$108.00)
	6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6100 Valiant Circle, A, Austin, TX 78749	(\$184.00)
	6101 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6104 Valiant Circle, B, Austin, TX 78749	(\$71.00)
	6110 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6112 Valiant Circle, A, Austin, TX 78749	(\$14.00)
	6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)
	11607 Sierra Nevada, 13, Austin, TX 78759	(\$83.00)
	11607 Sierra Nevada, 17, Austin, TX 78759	(\$66.00)
	11607 Sierra Nevada, 21, Austin, TX 78759	(\$116.00)
	11607 Sierra Nevada, 8, Austin, TX 78759	(\$83.00)

PROPERTY DATA – Page 2 of 2

Unit Lease-Up and Release

PROPERTY NAME	# UNITS	# UNITS UNLEASED AND UNOCCUPIED	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE-READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	MOVE IN DATE	# REMAINING ON WAITING LIST
SEA RAD Oaks	75	3	5606A	08/17/2020	IN PROGRESS	TRANSFER	0	0	N/A	499
			6106B	07/31/2020	08/18/2020	N.D.	0	0	N/A	
			12	05/22/2020	06/18/2020	N.D.	0	0	N/A	
Eastern Oaks	30	9	25	06/10/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			26	08/30/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			29	04/13/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			41	07/26/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			42	02/27/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			48	03/31/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			49	05/19/2020	REHAB	N/A	N/A	N/A	N/A	N/A
			51	03/31/2019	REHAB	N/A	N/A	N/A	N/A	N/A
			54	03/01/2020	REHAB	N/A	N/A	N/A	N/A	N/A
Manor Town Apts.	33	3	109	11/30/2019	02/18/2020					72
			113	12/20/2019	04/16/2020					
			204	08/11/2020	IN PROGRESS					
Carson Creek	16	0	0	N/A	N/A	N/A	N/A	N/A	N/A	42
TOTALS	154									



Repayment Agreements

PROPERTY NAME	UNIT #	# DAYS PAST DUE	MONTHLY RENT AMOUNT PAST DUE	MONTHLY TENANT PAID RENT AMOUNT	ADDITIONAL MONTHLY PAYMENT AGREED TO	TOTAL AMOUNT OWING	RENT TO BE CURRENT BY WHAT DATE?	WHAT ARE THE TERMS?	RENT TO BE CURRENT BY WHAT DATE?
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[illegible]

Delinquencies

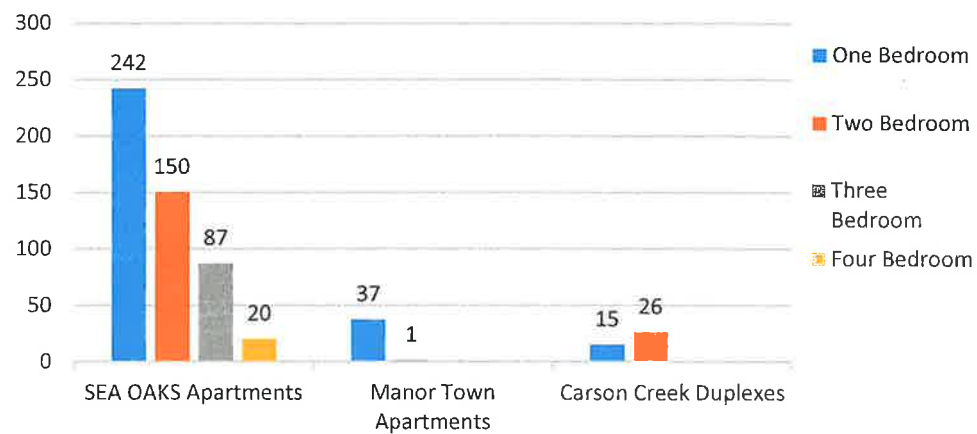


Aged Delinquencies

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$850/\$850/1275	31/60/90	Dwelling Rent
	9510A	\$800	31	Dwelling Rent
	9502A	\$850	0-30	Dwelling Rent
SEA RAD APTS	50	\$126/\$126/\$126/\$2228	31/60/90/90+	Evicted; appealed
	47	\$79/\$79/\$78	30/60/90	Dwelling Rent
SEA RAD OAKS	18	\$116	30	Paid to District Court
	5604B	\$794	90+	Pending Eviction
	6009B	\$678/\$678/\$678/\$2372	31/60/90/90+	Pending Eviction
	6122A	\$285	0-30	Dwelling Rent
	6122B	\$406/\$300/\$300/\$1709	30/60/90/90+	Pending Eviction
	6109B	\$119/\$124	31/60	Dwelling Rent
	3	\$309	0-30	Dwelling Rent
	19	\$133	0-30	Dwelling Rent
	1	\$292	0-30	Dwelling Rent
	112	\$445/\$445/\$120	31/60/90	Dwelling Rent
	115	\$394	30	Dwelling Rent
	207	\$369	30	Dwelling Rent
	4	\$117	31-60	Dwelling Rent

Waiting List

Applicants on Waiting List



Work Orders

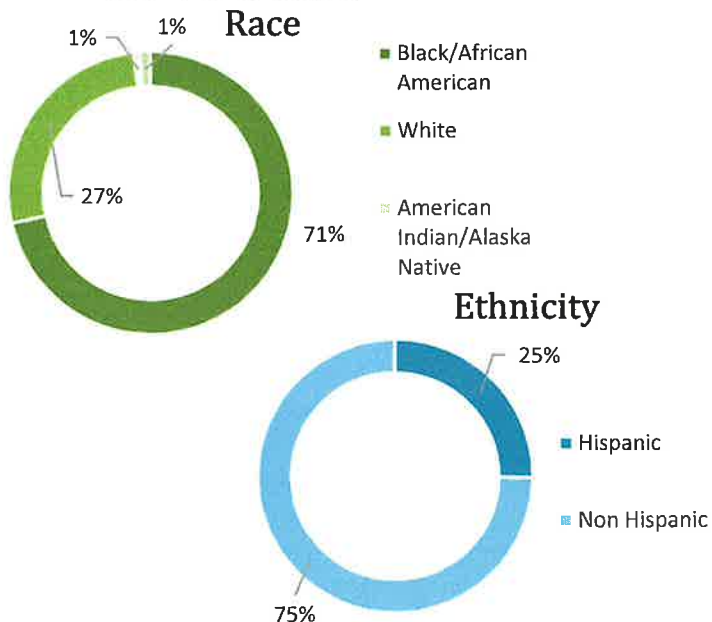
Project	*** W. O. ***			*** Emergencies ***						*** Non-Emergency ***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Days to Close
Carson Creek	3	3		2	2			A	100.00%	1	1		A	1.00
Manor Town Apartments	3	3		1	1			A	100.00%	2	2		A	1
SEA OAKS APARTMENTS	13	11	2	3	3				100.00%	10	8		A	1.38
Total All Projects Listed:	19	17	2	6	6	0			100.00%	13	11	2	A	1.36

Attachment B To Discussion Item VI.B.

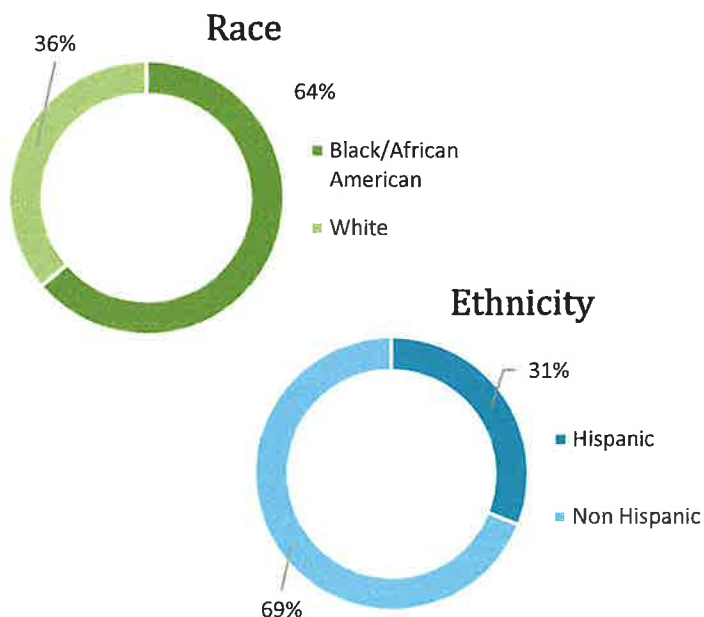
PROPERTY STATISTICS – Page 1 of 1

(Information current as of October 23, 2020)

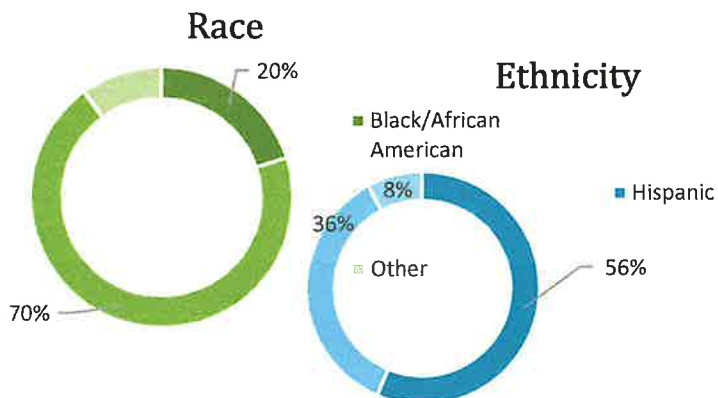
SEA RAD OAKS



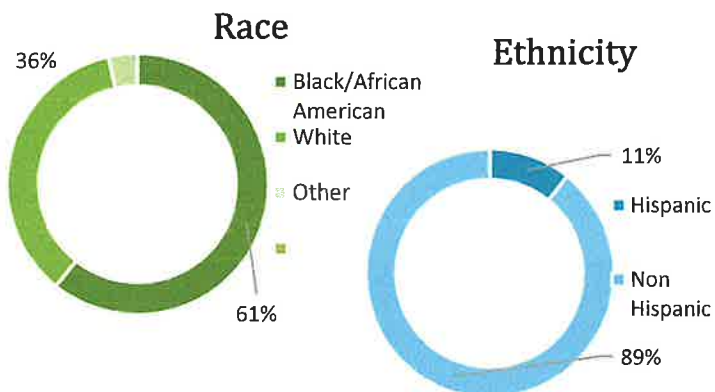
SEA RAD



Carson Creek



Manor Town



HATC Discussion Item VI.C.
November 6, 2020

Subject: September 2020 Monthly Finance Report

The Monthly Finance Report presented here is the Finance Report for month ending September 30, 2020.

This report was also emailed to the Commissioners on October 20th, 2020.

This report reflects financial activities for three months. We added comments below each schedule in the report to highlight variances and special circumstances.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

A. HATC Monthly Finance Report

Prepared by:

Subra Narayanaier, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director

Housing Authority of Travis County
Finance Report - September 2020

Schedule

No

Report

- | | |
|------|--|
| 1 | Business Activities - Operating Statements |
| 2 | Housing Choice Voucher Program - Operating Statements |
| 3 | Mainstream Program |
| 4 | Continuum of Care |
| 5 | Combined Statement - Eastern Oaks, Manor Town & Carson Creek |
| 6 | SEA RAD PBRA - Eastern Oaks - Operating Statements |
| 7 | Manor Town - Operating Statements |
| 8 | Carson Creek - Operating Statement |
| 9 | TCFC |
| 10 | HATC Foundation - Operating Statements |
| 10-A | St. David's Foundation Grant |
| 11 | Strategic Housing Finance Corp - Operating Statements |
| 12 | SEA OAKS LP - Operating Statements |
| 13 | Investment Register |

Housing Authority of Travis County

Business Activities

Schedule 1

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
Mgmt Fees from HATC owned Properties	\$ 23,834	5,959	\$ 1,936	5,951
Management Fees from SEA OAKS LP	21,973	5,493	1,891	5,602
In-House Make Ready Services	15,000	3,750		5,181
Interest Income	-		620	1,527
Other Revenues	-		152	453
Total Revenues	\$ 60,807	\$ 15,202	\$ 4,599	\$ 18,714
Expenses				
Salaries & Benefits	\$ 770,048	\$ 192,512	\$ 53,026	163,390
Other Administrative Expenses	219,428	54,857	10,041	29,471
Insurance	5,901	1,475	241	723
Capital Expenditures	15,000	3,750		-
Contribution to HATC Properties	89,182	22,296	7,432	22,296
Total Expenses	\$ 1,099,559	\$ 274,890	\$ 70,740	\$ 215,880
Excess/Deficiency Rev over Exp	\$ (1,038,752)	\$ (259,688)	\$ (66,141)	\$ (197,166)
Contribution from SHFC	1,038,752	259,688	86,562	259,688
Provision for Reserve	\$ -	\$ -	\$ 20,421	\$ 62,522

A
B

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

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

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

Schedule 2

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
HUD HCV Rental Subsidy	\$ 6,611,766	\$ 1,652,942	541,141	1,629,108
Covid-19 HCV Administrative Fees	NA	NA	34,370	114,204
Estimated HCV Administrative Fees	522,742	130,686	39,257	117,770
Other revenues - Port In Fees, Inspection	56,000	14,000	4,437	13,128
Interest Income	-	-		-
Revenues eligible for Admin Expenses	578,742	144,686	78,064	245,102
Total Revenues	\$ 7,190,508	\$ 1,797,627	\$ 619,205	\$ 1,874,210
Expenses				
Salaries & Benefits	420,082	105,021	34,275	104,560
Other Administrative Expenses	154,041	38,510	10,302	28,195
Covid19-Expenses	NA	NA	96	9,645
Insurance	4,719	1,180	381	1,142
Administrative Expenses	578,842	144,711	45,054	143,542
Rental Assistance	6,611,766	1,652,942	541,141	1,629,108
Total Expenses	\$ 7,190,608	\$ 1,797,652	\$ 586,195	\$ 1,772,650
Excess/Deficiency Rev over Exp	(100)	(25)	33,010	101,560
Admin Reserves - 06/30/2020 Balance	6,572	NA	NA	NA
Provision for Administrative Reserve	\$ 6,472	\$ (25)	\$ 33,010	\$ 101,560

A

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

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

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
Rental Assistance	387,122	96,781	15,612	30,269
Administrative Fees	28,096	7,024	68	68
Total Revenues	\$ 415,218	\$ 103,805	\$ 15,680	\$ 30,337
Expenses				
Administrative Salaries & Benefits	26,031	6,508		-
Other Administrative Expenses	1,380	345		-
Rental Assistance	387,122	96,781	15,612	30,269
Total Expenses	\$ 414,533	\$ 103,633	\$ 15,612	\$ 30,269
Provision for Reserve	\$ 685	\$ 171	\$ 68	\$ 68

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

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

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Sept 2020 2020	YTD Actual Sept 2020
Grant Revenues	1,015,071	253,768	75,945	230,483
Expenses				
Housing Assistance	911,126	227,782	69,069	213,077
Direct Salaries & Benefits	53,578	13,395	2,351	5,961
Rental Assistance	964,704	241,176	71,420	219,038
Administrative Costs	50,367	12,592	4,525	11,445
Total Expenses	\$ 1,015,071	\$ 253,768	\$ 75,945	\$ 230,483
	\$ -	\$ -	\$ -	\$ -

A- Housing Assistance expenditures is a bit less from where it should be. 2 to 3 more vouchers are going to be issued - which will increase the HAP expenditures in future months.

Housing Authority of Travis County

Combined HATC Properties

Schedule 5

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
Dwelling Rent	\$ 366,598	\$ 91,650	\$ 32,067	95,487
HUD Subsidy	114,440	28,610	7,598	23,380
Collection Losses	(7,399)	(1,850)	(3,004)	(3,854)
Other Revenues	3,000	750	284	1,296
Total Revenues	\$ 476,639	\$ 119,160	\$ 36,945	\$ 116,309
Expenses				
Adminstrative Salaries & Benefits	\$ 74,893	\$ 18,723	\$ 5,602	16,968
Other Administrative Expenses	18,170	4,543	957	2,167
Management Fees	23,833	5,958	1,936	5,951
Maintenance Salaries & Benefits	102,657	25,664	8,074	24,948
Maintenance Materials	28,870	7,218	826	3,557
Maintenance Contracts	84,660	21,165	7,349	15,120
Utilities	41,640	10,410	2,735	8,316
Insurance	19,076	4,769	1,507	4,521
Contribution to Repl Reserve	16,400	4,100	1,367	4,101
Maintenance Reserve - \$500/unit	24,500	6,125	2,042	6,126
Debt Service - Principal & Interest	85,758	21,440	7,146	21,438
Total Expenses	\$ 520,457	\$ 130,114	\$ 39,541	\$ 113,213
Excess/Deficiency Rev over Exp	\$ (43,818)	\$ (10,955)	\$ (2,596)	\$ 3,096
Contribution from Business Activities	89,180	22,295	7,432	22,296
Provision for Reserve	\$ 45,362	\$ 11,341	\$ 4,836	\$ 25,392

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

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020	
Gross Potential Rent (Contract Rent)	192,336	48,084	15,574	47,341	
Vacancy Loss	(28,850)	(7,213)	(4,802)	(14,406)	
Revenues					
Dwelling Rent	\$ 49,046	12,262	\$ 3,174	9,555	A
HUD Subsidy	114,440	28,610	7,598	23,380	A
Collection Losses	(981)	(245)	(378)	(378)	
Other Revenues	-	-		-	
Total Revenues	\$ 162,505	\$ 40,626	\$ 10,394	\$ 32,557	
Expenses					
Administrative Salaries & Benefits	\$ 26,930	6,733	\$ 2,005	6,082	
Other Administrative Expenses	5,210	1,303	413	697	
Management Fees	8,125	2,031	520	1,664	
Maintenance Salaries & Benefits	39,228	9,807	3,086	9,529	
Maintenance Materials	7,743	1,936	-	92	B
Maintenance Contracts	30,720	7,680	1,597	2,264	B
Utilities	21,940	5,485	1,226	4,032	
Insurance	6,523	1,631	513	1,539	
Contribution to Repl Reserve	16,400	4,100	1,367	4,101	
Total Expenses	\$ 162,819	\$ 40,705	\$ 10,727	\$ 30,000	
Excess/Deficiency Rev over Exp	\$ (314)	\$ (79)	\$ (333)	\$ 2,557	
Contribution from Business Activities	314	79	26	78	
Provision for Reserve	\$ -	\$ -	\$ (307)	\$ 2,635	

A- Shortfall on dwelling rent and HUD subsidy compared to budget - because FY2021 budget and HUD subsidy was based on 24 unit occupancy. Due to resident relocation and other factors, currently 20 tenants are assigned under Eastern Oaks.

B- The property is currently vacant and is being readied for rehab. Hence expenditures on maintenance materials and contracts are greatly reduced.

Maintenance Reserve Balance 9/30/2020 - \$20,625

Through September 30, 2020 : Relocation expenses - \$247,940 ; Predevelopment Costs - \$207,343

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020	
Revenues					
Dwelling Rent	\$ 171,708	42,927	\$ 15,986	47,211	B
Collection Losses	(3,500)	(875)	(1,776)	(1,776)	C
Other Tenant Revenues	NA	NA	-	95	
Other Revenues (Laundry Commissions, etc)	3,000	750	240	1,157	
Total Revenues	\$ 171,208	\$ 42,802	\$ 14,450	\$ 46,687	
Expenses					
Administrative Salaries & Benefits	27,369	6,842	2,025	6,151	
Other Administrative Expenses	7,235	1,809	351	1,014	
Management Fees	8,560	2,140	811	2,423	
Maintenance Salaries & Benefits	42,655	10,664	3,353	10,365	
Maintenance Materials	12,641	3,160	699	3,042	
Maintenance Contracts	30,719	7,680	4,511	10,856	A
Utilities	19,100	4,775	1,509	4,284	
Insurance	9,537	2,384	752	2,256	
Maintenance Reserve-\$500 unit/year	16,500	4,125	1,375	4,125	
Debt Service - Principal & Interest	85,758	21,440	7,146	21,438	
Total Expenses	\$ 260,074	\$ 65,019	\$ 22,532	\$ 65,954	
Excess/Deficiency Rev over Exp	\$ (88,866)	\$ (22,217)	\$ (8,082)	\$ (19,267)	
Contribution from Business Activities	88,866	22,217	7,406	22,218	
Provision for Reserve	\$ -	\$ -	\$ (676)	\$ 2,951	

A- Overrun is due to plumbing & internal make ready expenses

B - Budgeted occupancy-27 units, current average lease-up 29 units - accounts for the higher dwelling rent revenues

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

Total Phase II Pre-Development costs through Sept 30, 2020 - \$33,370

Maintenance Reserve Balance 09/30/2020 - \$20,625

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

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
Dwelling Rent	\$ 145,844	36,461	\$ 12,907	38,721
Collection Losses	(2,918)	(730)	(850)	(1,700)
Other Tenant Revenues	NA	NA		130
Other Revenues	NA	NA	44	139
Total Revenues	\$ 142,926	\$ 35,732	\$ 12,101	\$ 37,290
Expenses				
Administrative Salaries & Benefits	\$ 20,594	5,149	\$ 1,572	4,735
Other Administrative Expenses	5,725	1,431	193	456
Management Fees - 5% of Revenues	7,148	1,787	605	1,864
Maintenance Salaries & Benefits	20,774	5,194	1,635	5,054
Maintenance Materials	8,486	2,122	127	423
Maintenance Contracts	23,221	5,805	1,241	2,000
Utilities	600	150		-
Insurance	3,016	754	242	726
Maintenance Reserve-\$500 unit/year	8,000	2,000	667	2,001
Total Expenses	\$ 97,564	\$ 24,391	\$ 6,282	\$ 17,259
Excess/Deficiency Rev over Exp	45,362	11,341	5,819	20,031
Provision for Reserve	\$ 45,362	\$ 11,341	\$ 5,819	\$ 20,031

A

Maintenance Reserve balance 09/30/2020 - \$10,005

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

Travis County Facilities Corporation (TCFC)

Schedule 9

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
Other Revenues - Embry Tech Ridge	626,128	156,532	650,000	650,000
Total Revenues	\$ 626,128	\$ 156,532	\$ 650,000	\$ 650,000
Provision for Reserve	\$ 626,128	\$ 156,532	\$ 650,000	\$ 650,000

A

A - Received funds in Sept 2020 for Embry Tech Ridge consisting of PFC Development & Structuring fees

Housing Authority of Travis County

HATC - Foundation

Schedule 10

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020
Revenues				
HATC Foundation Balance from 06/30/20	\$ 61,000	15,250	\$ 5,083	15,249
Donations & Other Revenues	11,000	2,750		-
Total Revenues	\$ 72,000	\$ 18,000	\$ 5,083	\$ 15,249
Expenses				
Administrative Salaries & Benefits	\$ 43,245	10,811	\$ 2,464	13,698
Other Administrative Expenses	4,345	1,086	450	900
Tenant Services/Scholarships	24,000	6,000		7,011
Insurance	410	103	42	126
Total Expenses	\$ 72,000	\$ 18,000	\$ 2,956	\$ 21,735
Provision for Reserve	\$ -	\$ -	\$ 2,127	\$ (6,486)

A

A - Higher than budgeted because project coordinator stayed as full-time for an additional 2 months

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

Schedule 10A

Budget Line Item	Grant Awarded	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020	
Revenues					
Grant Award (received July 2020)	40,000	10,000		-	A
Total Revenues	\$ 40,000	\$ 10,000		\$ -	
Expenses					
Financial Literacy Program Participants	40,000	10,000		-	A
Total Expenses	\$ 40,000	\$ 10,000		\$ -	
Provision for Reserve	\$ -	\$ -		\$ -	

A - Funds have been awarded. Financial Literacy is currently on-going, and funds will be distributed in October 2020

Strategic Housing Finance Corp

Schedule 11

Budget Line Item	FY21 Approved Annual Budget	Budget YTD Sept 2020	Actual Sept 2020	YTD Actual Sept 2020	
Revenues					
SHFC Revenues	5,095,148	1,273,787	242,112	635,237	
Other Revenues	NA	NA	442	1,326	
Interest Income	5,000	1,250	2,316	6,927	
Total Revenues	\$ 5,100,148	\$ 1,275,037	\$ 244,870	\$ 643,490	
Expenses					
Admin Salaries & Benefits - SHFC	321,570	80,393	25,982	78,435	
Admin Salaries & Benefits - Exec & Fin	179,154	44,789	11,752	36,083	
Compensated Absences/Leave Accrual	16,045	4,011		-	
Administrative Expenses - Direct SHFC	19,167	4,792	9,876	11,992	A
Admin Expenses-Allocated(Office Rent, Audit, IT, et)	82,335	20,584	3,963	10,971	
Insurance	2,722	681	216	648	
Contribution to Business Activities	1,038,752	259,688	86,563	259,689	
Total Expenses	\$ 1,659,745	\$ 414,936	\$ 138,352	\$ 397,818	
Provision for Reserve	\$ 3,440,403	\$ 860,101	\$ 106,518	\$ 245,672	

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

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

	CY2020 Budget	Budget To Date	Sept 2020	YTD-09/2020
Revenues				
Gross Potential Rent	459,295	344,471	41,150	359,319
Vacancy Loss	(22,965)	(17,224)	(1,246)	(8,462)
Tenant Rental Revenue	179,201	134,401	11,436	132,454
Operating Subsidies	280,094	210,071	28,468	218,403
Other Tenant Revenue	3,132	2,349	16	4,742
Collection Losses Estimate	NB	-	(2,208)	(6,203)
Other Revenue	NB	-	106	1,208
Total Operating Revenues	462,427	346,820	37,818	350,604
Operating Expenses				
General and Administrative				
Auditing	11,000	8,250		9,250
Consulting	14,000	10,500		7,104
Legal Fees	7,613	5,710	300	6,180
Compliance Fees	4,000	3,000		-
Leased Equipment/Telephone	NB	-	266	3,073
Postage and Office Supplies	275	206		717
Dues and Subscriptions	280	210		-
Bank Fees, Training, Other	12,000	9,000	545	5,780
Management Fee	21,973	16,480	1,891	17,530
Payroll and Benefits				
Manager	35,624	26,718	2,862	24,283
Maintenance, part-time	40,444	30,333	3,428	32,809
Taxes and Benefits	19,446	14,585	2,792	17,268
Repairs and Maintenance				
Extermination	3,135	2,351	575	3,085
Grounds	35,541	26,656	933	19,217
Make Ready	2,500	1,875		3,647
Repairs	17,979	13,484	2,018	14,084
Other	12,000	9,000	1,740	17,776
Utilities				
Electricity	8,281	6,211	1,074	6,305
Gas	2,628	1,971		1,137
Water & Sewer	15,448	11,586	2,335	14,398
Trash	27,146	20,360	2,792	25,245
Annual Property Insurance	37,534	28,151	2,604	23,770
Contribution to Repl Reserve	22,500	16,875		-
Total Operating Expenses	351,347	263,510	26,155	252,658
Net Operating Income/(Loss)	111,080	83,310	11,663	97,946
Interest Income	205	154		-
Debt Service - Principal	(76,633)	(57,475)		-
Interest -Construction Loan		-	(3,415)	(179,025)
Asset Management Fee	(6,816)	(5,112)	(575)	(5,175)
Interest Expense - HATC Loan			(2,917)	(26,253)
Amortization Expense	NA	-	(398)	(3,582)
Depreciation Expense	NA	-	(31,346)	(282,114)
Net non-operating Expense	(83,244)	(62,433)	(38,651)	(496,149)
Net Loss	27,836	20,877	(26,988)	(398,203)

Housing Authority of Travis County

Schedule 13

Investment Register

Investment Type	Maturity Date	Rate	Amount	Funding Source
Certificate of Deposit (CD)	Aug 7, 2021	0.50%	\$ 1,033,360	Investment under TCFC using funds from SHFC-\$300K, HATC Business Activities - \$700K, guarantee to IBC for completion of RAD rehab
Prime TexPool	NA	0.40%	\$ 10,000	SHFC TexPool Prime Account
Certificate of Deposit (CD)	July 29, 2021	1%	\$ 400,000	SHFC CD at Lone Star National Bank

**The HATC Foundation Presentation/Discussion Item VI.E.
November 6, 2020**

Subject: Updates Overview

Background Information:

HATC COVID19 Recovery Fund

The \$40,000 grant contribution received from the St. David's Foundation to fund the HATC COVID19 Recovery Fund program, a safety net for one hundred (100) HATC families, was launched in August and funds began being distributed in late September. As of now, more than 50% of the grant recipients have received their financial assistance and attended a one-on-one financial coaching with BCL of Texas. On October 27, eleven (11) recipients attended a virtual workshop on homeownership introduction and preparedness held by BCL of Texas and Bancorp South. Financial capability workshops on banking basics, credit score repairs, mortgages and loans, fraud, and more will be offered over the course of the next several months.

Movin' On Up Program

The Movin' On Up pilot program created using the \$50,000 in funds provided by the Transit Empowerment Fund (TEF) will be launched the first week of November. Beth Billman, our Resource and Career Navigator, will be on site offering assistance to HATC families and individuals looking for vocational training, higher education, and career/job coaching opportunities, as well as providing transportation solutions and connecting them to free to low-cost resources in the community.

Ongoing Programming

Austin Public Library Bookmobile

The bookmobile has been back on site at Alexander and Summit Oaks Apartments since August. The bookmobile has been visiting the site once a month to give FREE books to HATC kids and WIFI services.

Austin Operation Blue Santa

We have partnered with the Austin Police and its 2020 Blue Santa to provide toys and food to HATC families in need. A food gift card for each family for a holiday meal and toy gift card for each kid 14 and under in the family will be given to families that apply. Applications close on November 25.

Attachment:

- A. Introduction to Homeownership Workshop
- B. Movin' On Up Program Flyer

Prepared by:

Nancy Rojas, Project Coordinator

Approval:

Patrick B. Howard

Patrick B. Howard, Executive Director



intro to HOME OWNERSHIP



Introduction to Homeownership

BCL of Texas is excited to work with the Housing Authority of Travis County and Bancorp South to offer an online class to clarify the process and help you prepare for homeownership.



October 27th
6:00-7:00pm



LIVE on Zoom:
<http://bit.ly/HATCWebinar>

Homeownership is a key part of building your wealth and putting down roots. If you're ready to start thinking about buying your own home, this free online workshop will provide you the tips and guidance you need.

During this session, financial experts will teach you:

- How to prepare for homeownership
- Why credit matters for home buying and how to get yours in the right spot
- What it takes to get a mortgage
- And more!

Free to attend! Register at <http://bit.ly/HATCWebinar>

Questions? Contact Pamela Garcia, Homeownership Specialist
pgarcia@bcloftexas.org
512-912-9884 x114

MOVIN' ON UP

HOUSING AUTHORITY OF TRAVIS COUNTY

THE HATC FOUNDATION

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(512) 854 - 8245

Resident Navigator
Office: (512) 854 - 1889
Cell: (512) 665 - 5078

www.hatctx.com
www.hatcfoundation.org



We are here to
provide job guidance and
preparation to all
HATC families

Contact your Resident Navigator:



Bethany Billman

beth.billman@traviscountytx.gov
Office: (512) 854 - 1889
Cell: (512) 665 - 5078

Resident Navigator Assistance

Employment Placement
Developing Resumes
Writing Cover Letters
Job Interviewing
Internet Searches
Transportation Solutions

HELPING HATC FAMILIES PREPARE FOR EMPLOYMENT

FOR THOSE

- Out of work
- Changing careers
- Transitioning from military to civilian employment

WE WILL PROVIDE

- Career guidance to students and adults
- On-the-job training that benefits employee and employer
- Job skill and social skill preparation

WE WILL HELP WITH

- Conducting talent assessment tests
- Providing advice about test results
- Searching for jobs and community resources
- Helping clients apply for work
- Helping clients maintain employment
- Providing advice about career development/changing careers
- Providing guidance and motivation in setting and achieving career goals
- Transportation solutions for employment and education purposes

FOR THE DEVELOPMENTALLY DISABLED

- Instructing individuals in using equipment required for jobs
- Working with adults who live together
- Working with adults who have similar jobs
- Working with adults in different employment settings