

**Regular Meeting  
Roll Call  
August 3, 2023**

Housing Authority of Travis County, Texas Board of Commissioners				
POSITION	NAME			
Chair	Sharal Brown	P		
Vice Chair	Jimmy Paver	P		
Commissioner	Wilmer Roberts	P		
Commissioner	Rebecca Webber	P		
Commissioner	Jan Wenig	P		
	<b>Total Present</b>			

P = Present

A = Absent

Staff  
K.H.  
D.H.  
C.M.  
S.W.  
Alecia  
Madeleine  
Pi-Howard

**CITIZEN COMMENT SIGN IN**

[illegible]

## Guest Sign-In

[illegible]

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Folder C  
@ 9:32

August 3, 2023  
9:30 A.M.

The Board of Commissioners will meet at 502 E. Highland Mall Blvd., 106-B Austin, Texas 78752 and via Zoom.  
Join the Meeting by using the link provided below.

<https://us02web.zoom.us/j/85132688809?pwd=Yk84WkNreGgwWjJqSTJkRHNWbXRvQT09>

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

*MISSION STATEMENT: HATC staff and resident leaders create and preserve a model, sustainable system of affordable housing and resident empowerment services for those most in need.*

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

None

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

**III. CONSENT AGENDA**

- A. Approval of the Minutes from the July 6, 2023 Regular Meeting

motion W.R. 2nd ~~W.J. Wenig~~ passed  
(J. Pavet R. Web. Substained)

**IV. PUBLIC HEARING REGARDING THE FOLLOWING PROJECTS AND TAX EXEMPTION THEREFOR:**

- A. THE REAL APARTMENTS TO BE LOCATED AT 2824 AND 2826 REAL STREET; THE WILLOW EAST APARTMENT PROJECT TO BE LOCATED AT 6400 FM 969; THE TILLERY ROAD/SPRINGDALE APARTMENTS PROJECT TO BE LOCATED AT 701 TILLERY STREET NEAR SPRINGDALE ROAD; THE NORTH LAMAR APARTMENT PROJECT, FORMERLY KNOWN AS THE CAMBRIAN APARTMENT PROJECT TO BE LOCATED AT 5916 NORTH LAMAR; THE BURLESON APARTMENT PROJECT TO BE LOCATED AT 7800 BURLESON; THE CITIZEN HOUSE BERGSTROM APARTMENTS TO BE LOCATED AT 7710 BURLESON; CITIZEN HOUSE GILBERT APARTMENT TO BE LOCATED AT 6103 NORTH SH 130; CITIZEN HOUSE DECKER TO BE LOCATED AT 8800 HOG EYE; CITIZEN HOUSE HOWARD TO BE LOCATED AT 5121 HOWARD LANE; SPRINGDALE APARTMENTS TO BE LOCATED AT 1200 SPRINGDALE ROAD; BLUE RIDGE APARTMENTS TO BE LOCATED 290 EAST PALMER LANE; THE ROSS ROAD APARTMENTS TO BE LOCATED AT APPROXIMATELY 6207 ROSS ROAD; AND THE RODEO APARTMENTS TO BE LOCATED AT APPROXIMATELY 8705 DECKER LAKE ROAD; THE CITY WALK PLACE APARTMENTS TO BE LOCATED ON LEXINGTON STREET IN MANOR, TEXAS; AND THE SKY LOFT AT SHADOW GLENN APARTMENTS TO BE LOCATED ON GREGG MANOR ROAD IN MANOR, TEXAS )

✓ open up  
Public  
Hearing  
✓ close  
Public  
Hearing

NRP 10% @ 60  
40% @ 80



**V. ACTION ITEM**

**A. Resolution No. HATC-2023-06**

TO APPROVE THE TRANSACTIONS FOR THE REAL APARTMENTS TO BE LOCATED AT 2824 AND 2826 REAL STREET; THE WILLOW EAST APARTMENT PROJECT TO BE LOCATED AT 6400 FM 969; THE TILLERY ROAD/SPRINGDALE APARTMENTS PROJECT TO BE LOCATED AT 701 TILLERY STREET NEAR SPRINGDALE ROAD; THE NORTH LAMAR APARTMENT PROJECT, FORMERLY KNOWN AS THE CAMBRIAN APARTMENT PROJECT TO BE LOCATED AT 5916 NORTH LAMAR; THE BURLESON APARTMENT PROJECT TO BE LOCATED AT 7800 BURLESON; THE CITIZEN HOUSE BERGSTROM APARTMENTS TO BE LOCATED AT 7710 BURLESON; CITIZEN HOUSE GILBERT APARTMENT TO BE LOCATED AT 6103 NORTH SH 130; CITIZEN HOUSE DECKER TO BE LOCATED AT 8800 HOG EYE; CITIZEN HOUSE HOWARD TO BE LOCATED AT 5121 HOWARD LANE; SPRINGDALE APARTMENTS TO BE LOCATED AT 1200 SPRINGDALE ROAD; BLUE RIDGE APARTMENTS TO BE LOCATED 290 EAST PALMER LANE; THE ROSS ROAD APARTMENTS TO BE LOCATED AT APPROXIMATELY 6207 ROSS ROAD; AND THE RODEO APARTMENTS TO BE LOCATED AT APPROXIMATELY 8705 DECKER LAKE ROAD ; THE CITY WALK PLACE APARTMENTS TO BE LOCATED ON LEXINGTON STREET IN MANOR, TEXAS; AND THE SKY LOFT AT SHADOW GLENN APARTMENTS TO BE LOCATED ON GREGG MANOR ROAD IN MANOR, TEXAS

**VI. CEO / EXECUTIVE DIRECTOR'S REPORT**

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

- ✓ 1. HCV Program (Conventional)
- ✓ 2.A. Homeless Initiatives
- ✓ 2.B. Support Service Budget Line Item
- ✓ 3. Special Purpose Vouchers

**B. Affordable Housing Programs – Carlos Guzman**

**C. Real Estate Development – Keith Hoffpauir**

- ✓ 1. Manor Town Phase II

**D. Finance – Subra Narayanaier**

**E. Human Resources/Organizational Development/HATC Foundation – Steve Peglar**

Rebecca  
Go on  
Record  
Have FLMP  
offer to staff

at the meeting  
Carleton Co. Report or  
Have Carleton Co.  
Attend the Sept. Board  
Meeting  
Patrick  
Was not at  
meeting  
Photos  
from Manor at Sept. Board meeting  
not at the  
meeting

**VII. DISCUSSION ITEMS**

- A. Executive Director Annual Evaluation Form  
B. August 24, 2023 Commissioners Court work session

sharal meet with Steve to discuss E.D. Eval. Form construct Form for 2024

**VIII. BOARD COMMITTEE REPORTS**

- A. Governance and Finance Committee  
B. Human Resource Committee  
C. Real Estate Committee  
D. Quality of Life Committee

powerpoint has been sent to Sharal & Jillio with SHFC for the work session meeting

**IX. NEW / UNFINISHED BUSINESS**

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

Real Estate Committee meeting Aug. 4 Friday  
Will be meeting tomorrow at 11:30

**X. EXECUTIVE SESSION**

- None
- 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

**XI. ADJOURNMENT**

10:44 Motion w. Robert J. Wenig 2nd passed una.

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
July 6, 2023  
9:30 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

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

A quorum was established, and Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Absent: Commissioner Rebecca Webber.

Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpauir; Senior Administrative Assistant Debbie Honeycutt; Admin Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Specialist Olivia Nichols; Housing Manager Victoria Perez; Director of Finance Subra Narayanan; Deputy Executive Director Steve Peglar.

Executive Director Patrick Howard certified the quorum.

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

N/A

**III. CONSENT AGENDA**

- A. The Approval of the Minutes from the June 1, 2023 Regular Meeting.  
Commissioner Janet Wenig made a **motion** to approve Item III.A. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

**IV. CEO / EXECUTIVE DIRECTOR'S REPORT**

- A. Voucher Programs/ Homeless Initiatives  
1. HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers.

Christina Montes inquired about her deadlines for the end of July / August. MTW, Audit Review, and Special Purpose Vouchers. She shared the differences of each. Also touched base on conversations that were had with HUD. Olivia Nichols broke down the expenses, and how many people have been helped in the past 3 months. She touched base on food for clients, medical expenses, and moving expenses for clients.



**B. Affordable Housing Programs**

Carlos Guzman gave insight on being in contact with TBD services. The new 3<sup>rd</sup> party company with Carlton has had a smooth transition when it comes to taking over the properties (Eastern Oaks, Alexander Oaks, Summit Oaks, Carson Creek, and Manor Town). He also shared the progress of Manor Town.

**C. Real Estate Development**

Asset Manager Keith Hoffpauir presented item IV.C.

*1. Manor Town Phase II*

Keith Hoffpauir touch base on the funding for Eastern oaks. He also shared the progress of Manor Town II Apartments.

**D. Finance**

Subra Narayanaier inquired about the new audit reports for HATC and SHFC.

**E. Human Resources/Organizational Development/HATC Foundation**

Steve Peglar presented insight on the policy manual, Website updates, BIO's and the new partnership with "Big Austin". Also touch base on the successful partnership with Austin Public Library chrome book give away.

**V. DISCUSSION ITEM**

**A. Executive Director Evaluation**

Chair Sharal Brown spoke on updating the number system and having a clear understanding of the evaluation chart, how it's being spent, and putting more focus on strategic. CEO Patrick Howard also spoke on the importance of understanding how else we can help with housing moving forward.

**B. August 24, 2023 Commissioners Court work session**

Court work session will be covered during the August 3, 2023 Board meeting.

**VI. BOARD COMMITTEE REPORTS**

A. Governance and Finance Committee – Did not meet.

B. Human Resource Committee – Did not meet.

C. Real Estate Committee – Did not meet.

D. Quality of Life Committee – Did not meet.

**VII. NEW / UNFINISHED BUSINESS**

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

N/A

**VIII. EXECUTIVE SESSION**

The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:

- *Texas Government Code Annotated 551.071, Consulting with Attorney*
- *Texas Government Code Annotated 551.072, Real Property*
- *Texas Government Code Annotated 551.074, Personnel Matters*
- *Texas Government Code Annotated 551.076, Security*
- *Texas Government Code Annotated 551.087, Economic Development Negotiations*

N/A

**IX. ADJOURNMENT**

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

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

Respectfully submitted and approved,

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Patrick Howard, CEO/Executive Director

## **CERTIFICATE FOR RESOLUTION NO HATC-2023-06**

The undersigned officer of the Housing Authority of Travis County, Texas, a Texas housing authority created pursuant to the laws of the State of Texas ("HATC") hereby certifies as follows:

1. In accordance with its bylaws, the Board of Commissioners of HATC (the "Board") held a meeting on August 3, 2023 (the "Meeting") of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

RESOLUTION APPROVING THE REAL APARTMENTS TO BE LOCATED AT 2824 AND 2826 REAL STREET; THE WILLOW EAST APARTMENT PROJECT TO BE LOCATED AT 6400 FM 969; THE TILLERY ROAD/SPRINGDALE APARTMENTS PROJECT TO BE LOCATED AT 701 TILLERY STREET NEAR SPRINGDALE ROAD; THE NORTH LAMAR APARTMENT PROJECT, FORMERLY KNOWN AS THE CAMBRIAN APARTMENT PROJECT TO BE LOCATED AT 5916 NORTH LAMAR; THE BURLESON APARTMENT PROJECT TO BE LOCATED AT 7800 BURLESON; THE CITIZEN HOUSE BERGSTROM APARTMENTS TO BE LOCATED AT 7710 BURLESON; CITIZEN HOUSE GILBERT APARTMENT TO BE LOCATED AT 6103 NORTH SH 130; CITIZEN HOUSE DECKER TO BE LOCATED AT 8800 HOG EYE; CITIZEN HOUSE HOWARD TO BE LOCATED AT 5121 HOWARD LANE; SPRINGDALE APARTMENTS TO BE LOCATED AT 1200 SPRINGDALE ROAD; BLUE RIDGE APARTMENTS TO BE LOCATED 290 EAST PALMER LANE; THE ROSS ROAD APARTMENTS TO BE LOCATED AT APPROXIMATELY 6207 ROSS ROAD; THE RODEO APARTMENTS TO BE LOCATED AT APPROXIMATELY 8705 DECKER LAKE ROAD; THE CITY WALK PLACE APARTMENTS TRANSACTION TO BE LOCATED ON LEXINGTON STREET IN MANOR, TEXAS; AND THE SKY LOFT AT SHADOW GLENN APARTMENTS TO BE LOCATED ON GREGG MANOR ROAD IN MANOR, TEXAS; AND OTHER MATTERS IN CONNECTION THEREWITH

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Bylaws of HATC.

SIGNED August 3, 2023.

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Patrick B. Howard  
Executive Director and CEO

RESOLUTION APPROVING AND AUTHORIZING THE REAL APARTMENTS TO BE LOCATED AT 2824 AND 2826 REAL STREET; THE WILLOW EAST APARTMENT PROJECT TO BE LOCATED AT 6400 FM 969; THE TILLERY ROAD/SPRINGDALE APARTMENTS PROJECT TO BE LOCATED AT 701 TILLERY STREET NEAR SPRINGDALE ROAD; THE NORTH LAMAR APARTMENT PROJECT, FORMERLY KNOWN AS THE CAMBRIAN APARTMENT PROJECT TO BE LOCATED AT 5916 NORTH LAMAR; THE BURLESON APARTMENT PROJECT TO BE LOCATED AT 7800 BURLESON; THE CITIZEN HOUSE BERGSTROM APARTMENTS TO BE LOCATED AT 7710 BURLESON; CITIZEN HOUSE GILBERT APARTMENT TO BE LOCATED AT 6103 NORTH SH 130; CITIZEN HOUSE DECKER TO BE LOCATED AT 8800 HOG EYE; CITIZEN HOUSE HOWARD TO BE LOCATED AT 5121 HOWARD LANE; SPRINGDALE APARTMENTS TO BE LOCATED AT 1200 SPRINGDALE ROAD; BLUE RIDGE APARTMENTS TO BE LOCATED 290 EAST PALMER LANE; THE ROSS ROAD APARTMENTS TO BE LOCATED AT APPROXIMATELY 6207 ROSS ROAD; THE RODEO APARTMENTS TO BE LOCATED AT APPROXIMATELY 8705 DECKER LAKE ROAD; THE CITY WALK PLACE APARTMENTS TRANSACTION TO BE LOCATED ON LEXINGTON STREET IN MANOR, TEXAS; AND THE SKY LOFT AT SHADOW GLENN APARTMENTS TO BE LOCATED ON GREGG MANOR ROAD IN MANOR, TEXAS; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Housing Authority of Travis County (“HATC”) sponsored the Travis County Facilities Corporation (“TCFC”), and is required to hold a public hearing and approve TCFC’s projects to obtain a property tax exemption for such projects;

WHEREAS, TCFC has authorized the following projects: the Real Apartments to be located at 2824 and 2826 Real Street; the Willow East Apartment Project to be located at 6400 FM 969; the Tillery Road/Springdale Apartments Project to be located at 701 Tillery Street near Springdale Road; the North Lamar Apartment Project, formerly known as the Cambrian Apartment Project to be located at 5916 North Lamar; the Burleson Apartment Project to be located at 7800 Burleson; the Citizen House Bergstrom Apartments to be located at 7710 Burleson; Citizen House Gilbert Apartment to be located at 6103 North SH 130; Citizen House Decker to be located at 8800 Hog Eye; Citizen House Howard to be located at 5121 Howard Lane; Springdale Apartments to be located at 1200 Springdale Road; Blue Ridge Apartments to be located 290 East Palmer Lane; the Ross Road Apartments to be located at approximately 6207 Ross Road; the Rodeo Apartments to be located at approximately 8705 Decker Lake Road; the City Walk Place Apartments transaction to be located on Lexington Street in Manor, Texas; and the Sky Loft at Shadow Glenn Apartments to be located on Gregg Manor Road in Manor, Texas (each, a “Project” and collectively, the “Projects”);

WHEREAS, pursuant to section 303.042(d) of the Texas Local Government Code, as amended, HATC conducted a public hearing on August 3, 2023 (the “Hearing”), with respect to the Projects;



WHEREAS, the Board of Commissioners of HATC (the "Board") has determined that it is in the public interest and to the benefit of the citizens and residents of Travis County, Texas, and the community that HATC serves, for the various Projects to be constructed; and

WHEREAS, the Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the public purposes of HATC and TCFC.

BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF TRAVIS COUNTY, THAT:

Section 1. The Projects are hereby authorized and approved.

Section 2. The officers of this Board, or any of them, are authorized to take any and all action necessary to carry out and consummate the transactions approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof.

Section 3. This Resolution is passed for the purpose of enabling TCFC to proceed with the Projects and obtain a property tax exemption. This Resolution does not commit TCFC to proceed with the Projects, which decision shall be made by the board of directors of TCFC on terms and conditions acceptable to it. HATC shall not incur any liability as a result of this Resolution and it may not be relied upon by any third party as a commitment to proceed with the Project.

Section 4. If any section, paragraph, clause, or provisions of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 6. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 7. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 8. This Resolution shall be in force and effect from and after its passage.

## HATC Discussion Item VI.A.1

August 3, 2023

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

**Background Information** The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities. *HCV totals do not include COC, Mainstream, or EHV.* **TOTAL Housing Choice Vouchers effective 10/1/2022: 680**

As of June 30, 2023, 496 of HATC's HCV allocation were utilized in a conventional fashion.

As of June 30, 2023, the total lease up for the HCV program was **670 of 680**. Occupancy rate was at **98.53%**.

For this reporting period, there were **469** applicants on the waiting list.

**Portable In:** 30 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 June 30, 2023, Cambridge had a total lease up of **18** vouchers under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**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, *CEO/Executive Director*

**HATC Discussion Item VI.A. 2. A.**

**August 3, 2023**

**Subject:** Homeless Initiatives

**Continuum of Care (CoC)**

HATC was awarded \$1,149,159 in new federal funds from the 2021 CoC competition to provide housing for chronically homeless clients with a disability for 2022-2023. This grant began July 1, 2022 and ends on June 30, 2023.

As of June 30, 2023, HATC, provided housing assistance to **79** 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. An MOU with ECHO was executed effective January 1, 2023.

As of June 30, 2023, HP has **36** tenants under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*

**HATC Discussion Item VI.A.3.**

**August 3, 2023**

**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 June 30, 2023, there were **65** tenants under contract.

**Family Unification Program (FUP)**

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

1. *Families for whom the lack of adequate housing is a primary factor in:*
  - a. *The imminent placement of the family's child or children in out-of-home care, or*
  - b. *The delay in the discharge of the child or children to the family from out-of-home care.*

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

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

*Limitation for youth must not exceed 36 months.*

HATC was awarded 34 FUP vouchers effective 1/01/2019. An additional 38 vouchers were awarded effective 11/01/2021. As of June 30, 2023, there were **25** tenants under contract.

**Mainstream Voucher Program (MVP)**

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

Effective 8/01/2020, HATC was awarded 9 additional Mainstream Vouchers.

Effective 9/01/2022, HATC was awarded 10 additional Mainstream Vouchers. Total MVP: 49.

As of June 30, 2023, there were **35** tenants under contract.

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

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of June 30, 2023, VASH, has **22** tenants under contract.

**Emergency Housing Vouchers (EHV)**

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD provided 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of June 30, 2023, EHV has **15** tenants under contract.

**Recommended Action:**

For discussion/ information only. No action needed.

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*



# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

## ATTACHMENT

Jun-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	18		19	94.74%
Housing Choice Vouchers (HCV)	494	2	435	114.02%
Port Outs (PO) HCV	8		8	100.00%
Non Elderly and Disabled (NED)	64	1	75	86.67%
**VASH- HUD Awarded Vouchers	22		30	73.33%
**Homeless Preference	36		41	87.80%
**Family Unification Program (FUP)	25		72	34.72%
<b>Total</b>	<b>667</b>	<b>3</b>	<b>680</b>	<b>98.53%</b>
<b>Total HCV Leased after the first of the month:</b>	<b>670</b>			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	79	74	106.76%
Mainstream (MVP)	35	49	71.43%
**Emergency Housing Vouchers (EHV):	15	34	44.12%

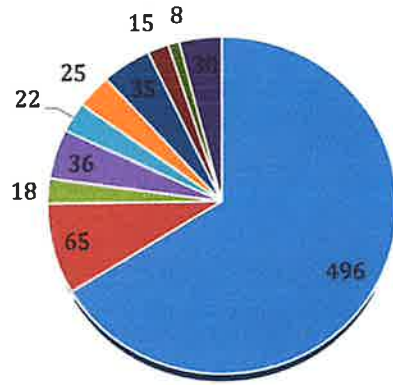
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	7	4	11
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	4	1	5
Homeless Preference (HP)	3	2	5
Family Unification Program (FUP)			0
Mainstream (MVP)	1	4	5
Emergency Housing Vouchers (EHV)	21	1	22
<b>TOTAL</b>	<b>38</b>	<b>12</b>	<b>50</b>

Waiting List (HCV, Choice PBRA, HP, MVP) :				469
Leased Port Ins (last day of month):				30

**\*\* Direct referral only**

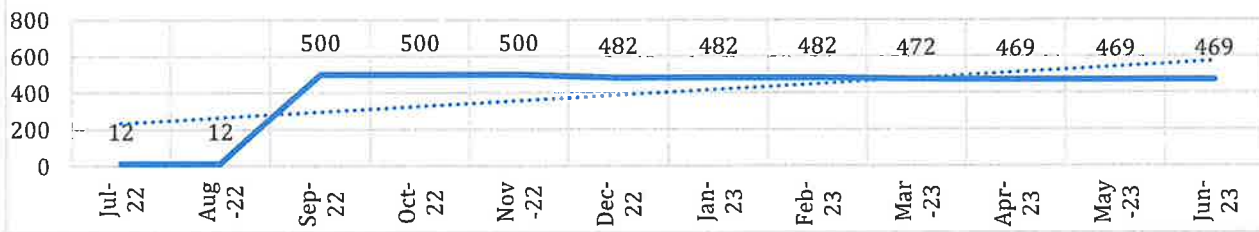
## Attachment IV. A: Graphs

### June 2023: 750 Total Households Served

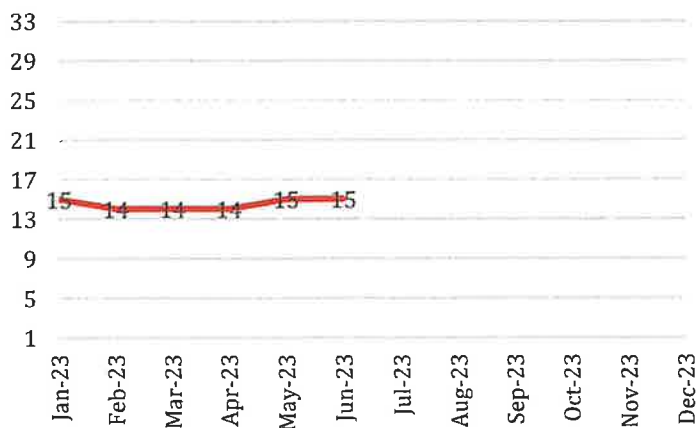


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

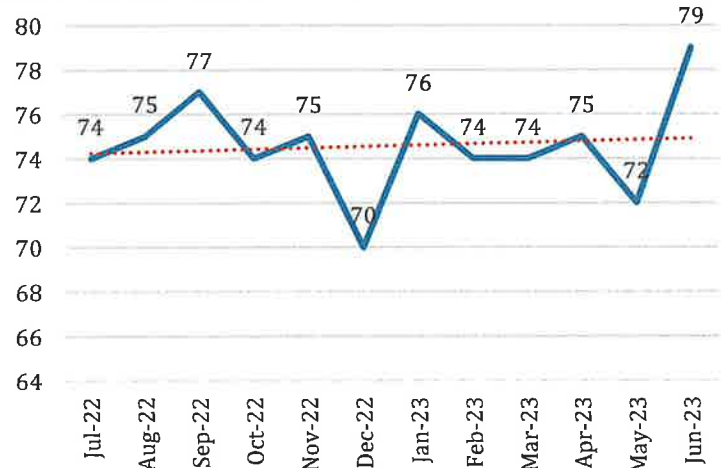
### Applicants on Waiting List



### EHV Households Served



### COC Households Served



**HATC Discussion Item: VI.B.  
Affordable Housing Program  
August 3, 2023**

**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

**Carleton Companies Takeover**

Carleton Companies officially took over effective July 1, 2023. Carleton hired a permanent Manager (Karla Wells) already on site working and 1 other Maintenance Technician that will start August 9, 2023. They are still searching for the right candidate for the pending Assistant Manager position. Once they acquire the Assistant Manager, they will place such person floating from Alexander and Summit Oaks apartments. Please note that neither Manor Town nor Carson Creek has an office to work from. Carleton will have offices open Monday Through Friday 8:00 am – 5:00 pm and Saturdays by appointment only. Carleton has started completing a 100%-unit inspection on all properties to identify vacant unit statuses to get them occupied. Carleton has picked up all the resident files and transferred them on property to begin working with their certifications. They have also been sent our waiting lists to get applicants started on paperwork and ultimately moved in to increase our occupancy.

**Manor Town Stairwell Issue**

Currently both stairways posing a hazard were demolished, temporary stairs are in place and approved by the city building inspector. All our 2<sup>nd</sup> floor tenants back in their apartment. TBC Services, a general contractor company has completed the temporary shoring of both stairwells and has an engineer drawing up the plans while coordinating with the city of Manor's building inspector Greg to assure we meet all safety protocols to get this approved and start building the permanent stairs.



**Texas Department of Housing and Community Affairs (TDHCA) Final Construction Deficiencies**

The TDHCA conducted a Final Construction Inspection October 21, 2021 for both Alexander and Summit Oaks also known as SEA RAD OAKS. Our maintenance technician completed deficiency #6, 8, and 12. Tom Burghart from TBC Services is completing deficiencies #1, 2, 3, 7, 11, 13, 14, 15, 16, 17, 18, and 19. We are still waiting for the unit door signs to be delivered from Fast Signs to complete Deficiency #5. I have already placed the order to swap out the trash containers at Summit Oaks that will take care of Deficiency #9 that should be done no later than 08/07/2023. I also placed an order with CSC Service Works, our washing machine rental company to swap out the washing machines to complete this deficiency. Tom from TBC Services assured me he can get the remaining deficiencies done before the deadline of September 13, 2023.

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

N/A

**Prepared by:**

Carlos Guzman, Director of Affordable Housing Programs

**Approval:**

Patrick B. Howard, *President/ CEO*

# Attachment A Item VI.B



## PROPERTY DATA – Page 1 of 2

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

Property	Occupancy Total Occupied / Total Units	Occupancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Evictions
SEA OAKS APARTMENTS	60/75	80.00%	\$23,336.00	\$10,886.00	\$ -	\$ -	\$ 8,804.00	1
SEA RAD APARTMENTS	22/30	73.33%	\$ 6,243.00	\$ 7,534.00	\$ -	\$ -	\$ 4,703.00	0
MANOR TOWN APARTMENTS	30/33	90.91%	\$16,978.00	\$ -	\$ -	\$ -	\$ 3,595.00	0
CARSON CREEK HOMES	16/16	100.00%	\$12,951.00	\$ -	\$ -	\$ -	\$ -	0
<b>TOTALS</b>		<b>86.06%</b>	<b>\$59,508.00</b>	<b>\$18,420.00</b>			<b>\$ 17,102.00</b>	<b>1</b>

### Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA OAKS APARTMENTS	11607 Sierra Nevada #2	2	4	\$41,280	\$15,036	\$30,236	\$560	\$526
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$426	\$417
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$749	\$417
	11607 Sierra Nevada #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$417
	11607 Sierra Nevada #9	1	1	\$36,120	\$18,340	\$24,616	\$559	\$417
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$503	\$417
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$614	\$417
	11607 Sierra Nevada #20	2	4	\$42,480	\$3,150	\$13,418	\$526	\$526
	11607 Sierra Nevada #21	2	2	\$42,480	\$17,100	\$33,365	\$681	\$526

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	11607 Sierra Nevada #22	2	2	\$42,480	\$41,963	\$41,963	\$821	\$526
	6000 Valiant Circle A	2	3	\$49,650	\$43,607	\$43,607	\$925	526
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$34,968	\$723	\$526
	6003 Valiant Circle B	2	3	\$36,120	\$14,399	\$0	\$1,515	\$713
	6005 Valiant Circle A	2	3	36,120	\$41,557	\$41,557	\$874	\$526
	6007 Valiant Circle B	1	2	\$30,100	\$22,275	\$35,498	\$746	\$417
	6101 Valiant Circle B	2	3	\$36,120	\$8,521	\$40,000	\$847	\$526
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,294	\$576	\$417
	6106 Valiant Circle B	2	2	\$30,100	\$0	\$31,512	\$635	\$526
	6113 Valiant Circle A	2	4	\$30,100	\$240	\$240	\$526	\$526
	6122 Valiant Circle B	1	2	\$30,100	\$4,050	\$24,761	\$488	\$490
SEA RAD APARTMENTS	4922 Nuckols Crossing #31	3	4	\$30,100	\$12,886	\$12,886	\$713	\$694
	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$39,745	\$935	\$526
	4922 Nuckols Crossing #38	2	3	\$23,330	\$0	\$44,381	\$958	\$526
	4922 Nuckols Crossi	-	-	---	---	---	\$635	\$526

## Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$2.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$142.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$158.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$103.00)
	4922 Nuckols Crossing, 53, Austin, TX 78744	(103.00)
SEA OAKS APARTMENTS	5604 Valiant Circle, B, Austin, TX 78749	(181.00)
	5606 Valiant Circle, A, Austin, TX 78749	(6.00)
	6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)

502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752  
 Telephone: (512) 854-8245 | FAX: (512) 854-1899 | Web: [www.hatctx.com](http://www.hatctx.com)



6012 Valiant Circle, B, Austin, TX 78749

(\$116.00)

6101 Valiant Circle, A, Austin, TX 78749

(\$181.00)

6102 Valiant Circle, B, Austin, TX 78749

(\$5.00)

## PROPERTY DATA – Page 2 of 2

### Unit Lease-Up and Release

PROPERTY NAME	# UNITS	Leased? Y or N	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE- READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	ANTICIPATED MOVE IN DATE	# REMAINING ON WAITING LIST
SEA OAKS Apartments	75	N	12	08/12/2021	09/13/2021	N.D.	0	N/A	N/A	339
		N	7	12/10/2021	N.D.	N.D.	0	N/A	N/A	339
		N	6106A	01/02/2022	02/22/2023	N.D.	0	N/A	N/A	339
		N	6108A	02/15/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6000B	02/21/2022	N.D.	N.D.	0	N/A	N/A	339
		N	6104A	05/05/2022	02/22/2023	N.D.	0	N/A	N/A	339
		N	6009B	2/26/2023	ND	ND	0	N/A	N/A	339
		N	23	07/27/22	ND	ND	0	N/A	N/A	339
		N	6007A	09/01/2022	02/22/2023	ND	0	N/A	N/A	339
		N	6010B	02/27/2023	ND	ND	0	N/A	N/A	339
		N	6110A	11/23/2021	02/22/2023	ND	0	N/A	N/A	339
		N	6110B	12/12/2022	ND	ND	0	N/A	N/A	339
		N	6112B	12/31/2022	ND	ND	0	N/A	N/A	339
		N	6123A	10/25/2022	ND	ND	0	N/A	N/A	339
		N	6122	02/14/2023	ND	ND	0	N/A	N/A	339
		N	29	04/13/2020	08/31/2021	07/08/21	0	N/A	N/A	290
SEA RAD Apartments	30	N	30	04/13/2021	08/31/2021	N.D.	0	N/A	N/A	290
		N	34	09/13/22	08/31/2021	N.D.	0	N/A	N/A	290
		N	41	07/26/2019	08/31/2021	07/08/21	0	N/A	N/A	290
		N	46	12/09/2019	08/31/2021	N.D.	0	N/A	N/A	290
		N	50	11/30/2021	08/31/2021	N.D.	0	N/A	N/A	290
		N	51	03/31/2019	08/31/2021	N.D.	0	N/A	N/A	290
		N	54	03/01/2020	08/31/2021	N.D.	0	N/A	N/A	290



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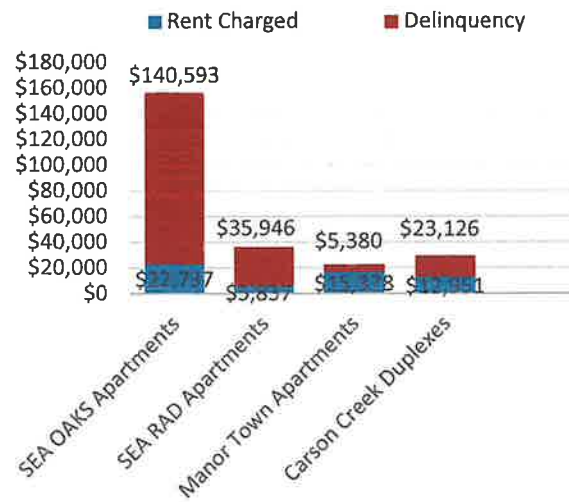
		N	210	08/11/22	N.D.	N/A	0	N/A	N/A	4
		N	212	10/12/2021	N.D	N/A	0	N/A	N/A	4
Manor Town Apts.	33	N	216	02/28/2022	N.D	N/A	0	N/A	N/A	4
Carson Creek	16		0	N/A	N/A	N/A	0	N/A	N/A	0
TOTALS	150									

### *Repayment Agreements*

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

## Aged Delinquencies



UNCOLLECTED RENT:



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Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	1300B	\$300	30	Dwelling Rent
	9500B	\$7,600	90+	Dwelling Rent
	9502A	\$600	30	Dwelling Rent
	9504B	\$5,350	90+	Dwelling Rent
	9510A	\$2,400	90+	Dwelling Rent
Manor Town Apartments	102	\$505	30	Dwelling Rent
	112	\$659	30	Dwelling Rent
	202	\$1,100	90	Pest Control
	203	\$3,294	90+	Dwelling Rent
	28	\$6,684	90+	Dwelling Rent
SEA RAD Apartments	31	\$7,703	90+	Damages from Relocation/Dwelling Rent
	35	\$576	30	Dwelling Rent
	37	\$4,509	90+	Dwelling Rent/Damages from Relocation
	38	\$2,955	30	Dwelling Rent
	39	\$489	90+	Damages from Relocation
	40	\$2,059	90+	Dwelling Rent/Damages from Relocation
	45	\$3,578	90+	Dwelling Rent
	52	\$2,129	90+	Damages from Relocation
	53	\$2,427	90+	Dwelling Rent/Damages from Relocation
	13	\$3,332	90+	Dwelling Rent
SEA OAKS Apartments	18	\$4,560	90+	Paid to District Court
	19	\$200	90+	Dwelling Rent
	2	\$2,117	90+	Dwelling Rent
	20	\$2,104	90+	Dwelling Rent
	21	\$2,675	90+	Dwelling Rent
	22	\$8,208	90+	Dwelling Rent
	24	\$70	30	Dwelling Rent
	3	\$1,589	90+	Dwelling Rent
	5600A	\$103	30	Dwelling Rent
	5600B	\$10,315	90+	Dwelling Rent
	5602	\$16,701	90+	Dwelling Rent
	5604A	\$214	30	Dwelling Rent
	5604B	\$7,500	90+	Dwelling Rent
	5606B	\$26,686	90+	Dwelling Rent
	6000A	\$424	30	Dwelling Rent

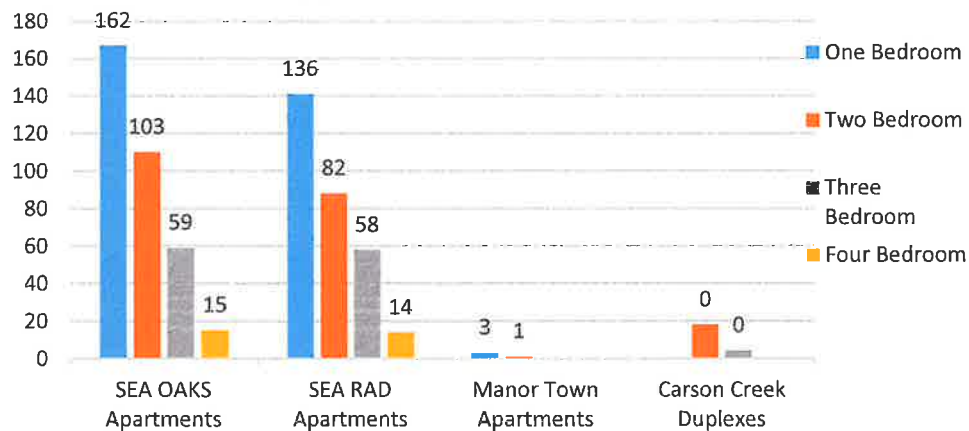
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	6001B	\$859	30	Dwelling Rent
	6003A	\$10,500	90+	Dwelling Rent
	6007B	\$399	30	Dwelling Rent
	6008A	\$5,223	90+	Dwelling Rent
	6009A	\$96	90+	Dwelling Rent
	6100A	\$7,861	90+	Dwelling Rent
	6101B	\$447	30	Dwelling Rent
	6104B	\$4,152	90+	Dwelling Rent
	6105A	\$435	60	Dwelling Rent
	6113A	\$2,100	90	Dwelling Rent
	6122B	\$6,974	90+	Dwelling Rent
	6123B	\$4,203	90+	Dwelling Rent/ Utilities
	9	\$67	30	Dwelling Rent
	13	\$3,332	90+	Dwelling Rent

## Waiting List

Applicants on Waiting List





## Work Orders

Project Type	Project	***W. O.***			***Emergencies***						***Non-Emergency***				
		Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Avg Days to Close
	Work Orders From: 06/01/2023 Thru: 06/23/2023														
	Staff: All Staff														
(Set Me Up)	Carson Creek	5	2	3	3	2	1	1	F	66.67%	2		2	A	
0	Manor Town Apartments	6	4	2	4	2	2	4	F	0.00%	2	2		A	1
0	SEA OAKS APARTMENTS	12	6	6	9	6	3	7	F	22.22%	3		3	A	
0	SEA RAD APARTMENTS	5	5		3	3		2	F	33.33%	2	2		A	8.5
	Total All Projects Listed:	28	17	11	19	13	6	14	F	26.32%	9	4	5	A	4.75

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

**August 3, 2023**

### **Subject: Manor Town Apartments Phase II**

**Background Information:** Manor Town Apartments Phase I is a 33-unit Seniors community located in Manor, Texas. It was the first multifamily property to be developed within the city limits of Manor. Originally, the HATC purchased an entire city block encompassing just over 1 acre. Phase I was built in 2004 on one half acre of the property. Phase II will be constructed on the remaining half acre. The HATC has completed the planning and design phases of developing an additional 20 units (Phase II) of Senior housing on the property and has now selected a Contractor for construction.

**Development Overview:** The proposed Phase II of Manor Town Apartments is to be a single, two-story building consisting of 8 two-bedroom, two bath units and 12 one-bedroom, one bath units. The two-bedroom units will have a square footage of 900 sq. ft. and the one-bedroom units will have a square footage of 688 sq. ft. The building will be ADA compliant, and elevator served. The property is 100% reserved for seniors. Section 8 vouchers will be welcomed. Amenities will include a large common area and kitchen for socializing and special events. A library will also be provided along with an open outdoor sitting area. All units will include washer/dryer connections. Public transportation will be provided, which will yield access to shopping, medical facilities, houses of worship, and other key locations. All Manor Town residents will have access to all property amenities and services.

**Income Set-Asides:** As a result of the Texas Department of Housing and Community Affairs' (TDHCA) financial underwriting review, TDHCA is requiring that two of the twenty units be set aside for persons at or below 50% of Area Median Family Income (AMFI). The Texas State Affordable Housing Corporation (TSAHC) requires that three units be set-aside for Medicare/Medicaid's Long-Term Services and Supports (LTSS) program. LTSS tenants may have financial assistance at move-in through Transition Assistance Services (TAS) and Supplemental Transition Support (STS) if they are exiting nursing homes or congregate care facilities and need support for utility deposits, furnishings, and other move-in expenses. These 3 units must be reserved for persons at 30% AMFI or below.

### **Current Funding Sources:**

TDHCA:	\$3,352,213
TSAHC:	\$ 250,000
HATC:	<u>\$ 815,781</u>

<b><u>TOTAL</u></b>	<b><u>\$4,367,994</u></b>
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