

Board Packet for Regular Meeting



September 4, 2025

AGENDA

September 4, 2025
9:30 A.M.

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

<https://Hatctx.com/zoom>

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

- *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 guest that pending action(s) remain(s).*
- *Speakers must sign in prior to the start of the Board Meeting by emailing Patrick B. Howard at patrickb.howard@traviscountytexas.gov.*
- *Each speaker is allotted a maximum of three minutes for their comments.*
- *In cases where multiple speakers represent the same organization, the primary speaker is permitted three minutes, while subsequent speakers are limited to one minute each. The total speaking time for all representatives from the same organization is capped at ten minutes.*

III. CONSENT AGENDA

- a. Approval of the Minutes of August 14, 2025, Regular Meeting
- b. CEO/Executive Director's Report
 - i. Voucher Programs/Homeless Initiatives
 1. HCV Program (*Conventional*)
 2. Homeless Initiatives
 3. Special Purpose Vouchers
 - ii. HATC Finance Report for Period ending 07/31/2025

IV. ACTION ITEMS

a. Resolution No. HATC-2025-10	To <u>Approve</u> Modified Rent Fee Schedule for Manor Town Apartments
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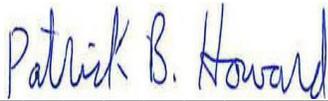
V. DISCUSSION ITEMS

- a. CEO/Executive Director's Report
 - iii. Affordable Housing Program
 - 1. Portfolio Overview
 - 2. Carson Creek Homes Rehabilitation
 - a. Final Closeout Activities
- b. Board Reports
 - i. Human Resources Committee
 - ii. Real Estate Committee
 - iii. 50th Anniversary Committee

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT



Patrick B. Howard, Secretary
Housing Authority of Travis County, Texas

III. CONSENT AGENDA

- a.** Approval of the Minutes of the August 14, 2025,
Regular Meeting

**Housing Authority of Travis County
Board of Commissioners
Regular Meeting
502 East Highland Mall Blvd., Suite 106-B
Austin, TX 78752**

**August 14, 2025
9:30 AM**

MINUTES

The Housing Authority of Travis County (HATC) held its Regular Board of Commissioners meeting on July 17, 2025, at 502 East Highland Mall Blvd., Suite 106-B, Austin, Texas 78752, and via the Zoom link provided below.

<https://Hatctx.com/zoom>

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

- a. Chair Laura Goettsche called the meeting to order at approximately 10:05 A.M.
- b. CEO/Executive Director Patrick B. Howard conducted a Roll Call of Commissioners.
 - i. Chair Laura Goettsche: Present
 - ii. Vice Chair Judy Flores: Present
 - iii. Commissioner Sharal Brown: Present
 - iv. Commissioner Wilmer Roberts: Present
 - v. Commissioner Jimmy Paver: Present
- c. CEO/Executive Director Patrick B. Howard confirmed a quorum.
- d. Staff in attendance: CEO/Executive Director Patrick B. Howard; COO/Deputy Director Cora Thomas; Director of Finance & Administration Subra Narayananier; Director of Affordable Housing Programs Carlos Guzman; and Director of Voucher Programs & Homeless Initiatives Christina Diaz; Administrative Specialist Brittany Brown; HATC Foundation Liaison Itzel Cornejo Diaz.
- e. Others in attendance: Rampage Law Attorney Stanley Oliver Springerley [virtual]; Carleton Living Property Manager Christina Esparza [virtual]; Carleton Living Regional Vice President Sharon Carpenter [virtual].

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- a. None at that time.

III. CONSENT AGENDA

- a. Approval of the Minutes from June 5, 2025, Regular Meeting
- b. CEO/Executive Director's Report
 - i. Voucher Programs/Homeless initiatives
 1. HCV Program (*Conventional*)
 2. Homeless Initiatives
 3. Special Purpose Vouchers
 - ii. HATC Finance Report for Period ending 05/31/2025
 - iii. TCFC Finance Report for Period ending 05/31/2025

1. Commissioner Wilmer Roberts made a **motion** for approval.
2. Commissioner Sharal Brown **seconded** the motion.
3. Motion **passed** unanimously.

IV. ACTION ITEMS

- a. Resolution No. HATC-2025-09: To Approve a HOME Investment Partnerships Program Match Funding Cooperative Agreement between Travis County and the Housing Authority of Travis County; and other matters in connection therewith.
 - i. CEO/Executive Director Patrick B. Howard reminded the Board members that the proposed action being taken was merely formalizing/codifying the actions taken via the Board's approval of Resolution No. HATC-2025-08 on June 5, 2025. Executive Director Howard went on to state that he has been in discussions with Travis County Staff to establish/refine eligibility, including consideration of households whose incomes fall within 50 to 80% of the Area Median Income (AMI), and other components of the proposed downpayment assistance program.
 1. Commissioner Brown made a **motion** for approval.
 2. Commissioner Roberts **seconded** the motion.
 3. Motion **passed** unanimously.

V. DISCUSSION ITEMS

- a. CEO/Executive Director's Report
 - iii. Affordable Housing Program
 1. Portfolio Overview
 - a. Carleton Living Regional Vice President Sharon Carpenter presented updates on Eastern Oaks, Summit Oaks, and Alexander Oaks Apartments.

Eastern Oaks:

- 100% occupied
- \$9,107 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Summit Oaks:

- 83.33 % occupied – 4 vacant units
- \$1,626.00 in delinquent rent
- 0 (zero) outstanding service requests
- 2 pending evictions

Alexander Oaks:

- 94% occupied – 3 vacant units

-
- \$14,602 in delinquent rent
 - 0 (zero) outstanding service requests
 - 0 (zero) pending evictions

Carson Creek:

- 69% occupied – 5 vacant units
- \$55.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town:

- 70% occupied – 10 vacant units
- \$2,836.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town II:

- 90% occupied – 2 vacant units
- \$470.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

2. Carson Creek Homes Rehabilitation Update

- a. Director of Affordable Housing Programs Guzman provided an update to the Board on the status of Carson Creek rehabilitation activities, signaling that the project is nearing completion, with more than half of the residents having returned to their newly rehabilitated units - the balance of the work is set to be completed by the end of August.

3. Manor Town II Construction Update

- a. Director of Affordable Housing Programs Guzman made the Board aware of the fact that the work was substantially completed and that the required closeout documents are being submitted to TDHCA for final approval.

b. Strategic Planning Process Update

- i. Deputy Director Cora Thomas provided the Board with a brief update on the agency's current ongoing strategic planning process, to include details on outreach and engagement efforts involving HATC staff and community stakeholders.

- c. PFC Monitoring Report Update
 - i. CEO/Executive Director Patrick B. Howard informed all of the PFC Monitoring Report recently sent to him and Board Members regarding deficiencies at The Upland Apartments. Additionally, the Board was informed that the deficiencies were being addressed in a timely fashion and that the staff would continue to monitor the situation.

- d. HATC Fall 2025 Update to Travis County Commissioners Court
 - i. CEO/Executive Director Patrick B. Howard reminded the Board members of the request made by Travis County Commissioners Court for a second joint meeting in 2025, and provided the available dates of October 30, 2025, and November 13, 2025. The consensus of the Board was reached on November 13, 2025. Additionally, Board members provided feedback on a tentative outline for the presentation to the Travis County Commissioners Court.

VI. EXECUTIVE SESSION

- a. N/A

VII. ADJOURNMENT

- i. Commissioner Brown made a **motion** for adjournment.
- ii. Commissioner Roberts **seconded** the motion.
- iii. Motion **passed** unanimously.

The meeting was adjourned at approximately 10:47 A.M.



Patrick B. Howard, Secretary
Housing Authority of Travis County

III. CONSENT AGENDA

b. CEO/Executive Director's Report

i. Voucher Programs/Homeless Initiatives

- 1. HCV Program (*Conventional*)**
- 2. Homeless Initiatives**
- 3. Special Purpose Vouchers**

CEO/Executive Director’s Report

Item III.b.i. Voucher Programs/Homeless Initiatives

September 4, 2025

III.b.i.1.

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.*

Synopsis of Housing Choice Voucher Utilization – as of 7/31/25

691	Total Number of Vouchers
5	Stability Vouchers Leased (New) – received 11/1/23 ¹
462	Number of Vouchers utilized (<i>Conventional</i>)
694	Total Lease-up for the HCV program (<i>Actual, i.e., 667/691</i>)
100.43%	Total Lease-up for the HCV program (<i>Percentage, i.e., 667/691</i>)
396	Applicants on the Waiting List
70	Port-In Families served by HATC
19	Number of HATC Project-Based Vouchers (<i>designated for Cambridge Villas</i>)
19	Number of HATC Project-Based Vouchers currently leased/under contract

¹Note: HATC Total HCV count increased by five (5) on 11/1/23 with the addition of 5 New Stability Vouchers (referenced above).

Monthly Data July 2025	Housing Assistance Program Operations
3 FUP/ 2 CoC	New Admissions
82	Annual Reexaminations Completed
37	Interims Completed
15	Annual HQS Completed
6	End of Participation

Recommended Action:

For discussion/information only. No action is needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Housing Choice Voucher Programs Overview
- B. Total Households Served
- C. Waiting List Summary

Prepared by:

Christina Diaz, *Director of Voucher Programs & Homeless Initiatives*

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT A

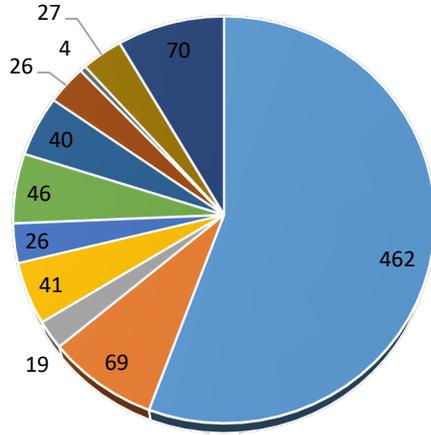
	Leased		HCV Allocation	% Leased
	First of the month	After the first of the month		
Project Based Vouchers (PBV)	19		19	100%
Housing Choice Vouchers (Conventional) (HCV)	462		422	109.48%
Port-Outs (PO) HCV	27		27	100%
Non-Elderly and Disabled (NED)	69		75	92%
**HUD-VASH Vouchers	26		30	86.67%
**Homeless Preference	40	1	41	100%
**Family Unification Program (FUP)	43	3	72	63.89%
**Stability Voucher Program (SV)	4		5	80.00%
Total	690	4	691	100.43%
Total HCV Leased after the first of the month:	694			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	% Leased
**Continuum Of Care (COC)	78	74	105.41%
Mainstream (MVP)	40	49	81.63%
**Emergency Housing Vouchers (EHV)	26	26	100%
Vouchers Searching (Not Leased)	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)			
Non-Elderly and Disabled (NED)			
Project Based Vouchers (PBV)			
HUD-VASH	2	1	3
Homeless Preference (HP)			
Family Unification Program (FUP)	2		2
Stability Voucher Program (SV)		1	1
Mainstream (MVP)			
Emergency Housing Vouchers (EHV)			
TOTAL	4	2	6

Waiting List (HCV, Choice PBRA, HP, MVP)			396
Least Port-Ins (Last day of the month)			70

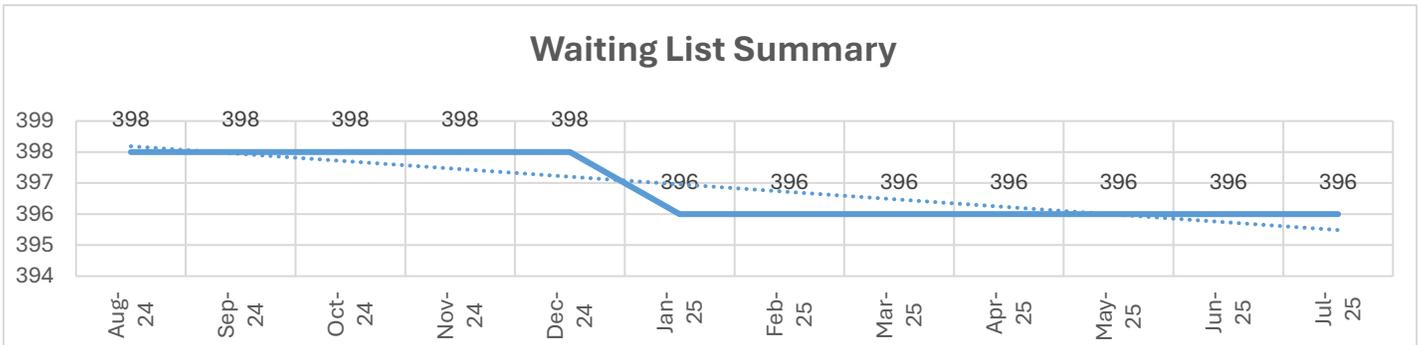
ATTACHMENT B

July 2025



- 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)
- Stability Vouchers (SV)
- Port-Outs (PO)
- Port-Ins (PI)

ATTACHMENT C



CEO/Executive Director’s Report

Item III.b.i. Voucher Programs/Homeless Initiatives

September 4, 2025

III.b.i.2.

Subject: Homeless Initiatives

Synopsis of Housing Continuum of Care (CoC) Program – as of 7/31/25

\$1,518,808	HATC Total CoC award for 2024 competition
7/1/25 – 6/30/26	Grant period for current award – serving chronically homeless clients with a disability
78	Continuum of Care participants provided housing assistance

Synopsis of Homeless Preference (HP HCV) – as of 7/31/25

One in every Four	Allocation of new Vouchers given to a referred homeless applicant via the HATC-adopted preference
Referrals	Those made by homeless-providing agencies in which HATC as a current MOU
41	Number of tenants under contact via the Homeless Preference

Recommended Action:

For discussion/information only. No action is needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

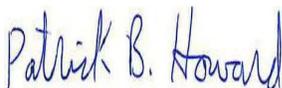
Attachments:

- D. Continuum of Care Households Served

Prepared by:

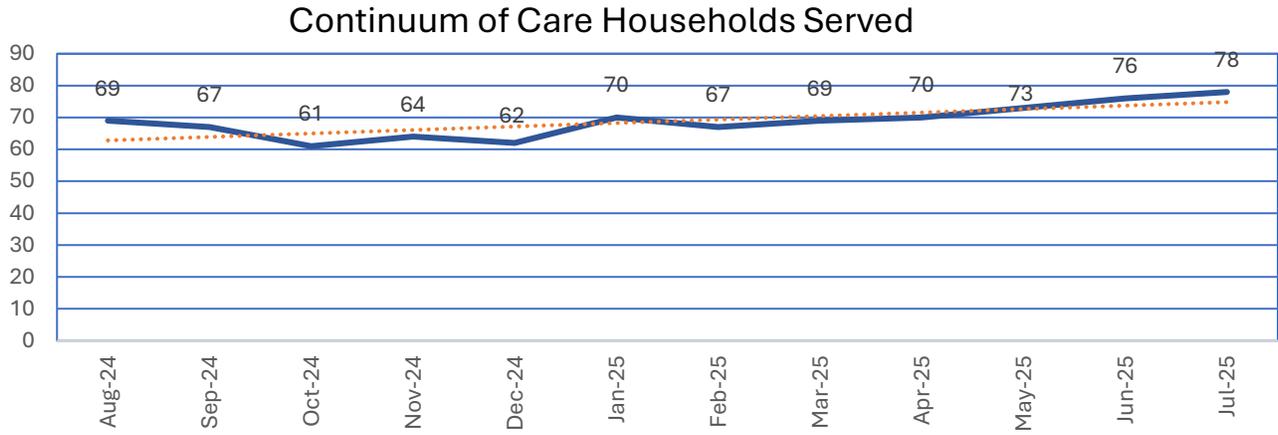
Christina Diaz, *Director of Voucher Programs & Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT D



CEO/Executive Director’s Report

Item III.b.i. Voucher Programs/Homeless Initiatives

September 4, 2025

III.b.i.3.

Subject: Special Purpose Vouchers (SPVs assigned by HUD)

a. 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.

Synopsis of Non-Elderly Disabled Vouchers (NED) – as of 7/31/25

75	Total Number of Housing Choice Vouchers awarded to HATC specifically for non-elderly persons with disabilities
69	Number of tenants under contract

b. Family Unification Program (FUP)

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

- i. Families for whom the lack of adequate housing is a primary factor in:
 - The imminent placement of the family’s child or children in out-of-home care, or
 - 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.

- ii. 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.

Synopsis of Family Unification Program (FUP) – as of 7/31/25

72	Total Number of Family Unification Vouchers (FUP)
34	Original number of FUP awarded to HATC (as of 1/01/19)
38	Additional FUP awarded to HATC (as of 11/01/21)
46	Number of tenants under contract

c. Mainstream Voucher Program (MVP)

Synopsis of Mainstream Voucher Program (MVP) – as of 7/31/25

49	Total Number of Mainstream Voucher Program allocation
30	Original number of MVP awarded to HATC (as of 2/01/20) ^{1,2}
9	Additional Vouchers awarded to HATC as of 8/01/20
10	Additional Vouchers awarded to HATC as of 9/01/22
40	Number of tenants under contract

¹**Note:** Original allocation of Vouchers under different special purpose voucher program types to serve non-elderly people (18-61) with disabilities.

²**Note:** The head of household does not have to be the qualifying disabled applicant. A member of the household must meet the qualifications.

d. Veteran’s Affairs Supportive Housing (HUD-VASH)

Synopsis of Veteran’s Affairs Supportive Housing (HUD-VASH) – as of 7/31/25

30	Total Number of HUD-VASH allocation
15	Original number of HUD-VASH awarded to HATC as of 06/16
15	Additional Vouchers awarded to HATC as of 2/01/20
26	Number of tenants under contract

e. 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.
- Funding for this program ends in 2026. Participants will transfer to CoC or HCV.

Synopsis of Emergency Housing Vouchers (EHV) – as of 7/31/25

34	Total Number of EHV allocation
26	Updated Attrition Total (as per HUD)
26	Number of tenants under contract

f. Stability Vouchers (SV)

- The Stability Voucher initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with local Continuum of Care and/or Victim Service Providers to assist households experiencing or at risk of homelessness, those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, and veterans and families that include a veteran family member that meets one of the proceeding criteria.

Synopsis of Stability Vouchers (SV) – as of 7/31/25

5	Total Number of SV allocation
4	Number of tenants under contract

Recommended Action:

For discussion/information only. No action is needed.

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Christina Diaz, *Director of Voucher Programs & Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

III. CONSENT AGENDA

b. CEO/Executive Director's Report

**ii. HATC Finance Report for Period ending
07/31/2025**

CEO/Executive Director's Report

Item III.b.ii HATC Finance Report for Period ending 07/31/2025

September 4, 2025

III.b.ii

Subject: HATC Finance Report

Each schedule reflects a program, property or component unit of HATC. The Monthly Finance Report presented is for the period ending July 31, 2025. This report reflects financial activities for the 7-month period for the fiscal year beginning January 1, 2025.

Please refer to schedules on attachment.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

Discussion only

Attachment:

- A. HATC Monthly Finance Report for the period ending July 31, 2025

Prepared by:

Subra Narayanaier, *Director of Finance & Administration*

Approval:



Patrick B. Howard, *CEO/Executive Director*



**Housing Authority of Travis County
Finance Report - July 2025**

Schedule

No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
4	Emergency Housing Voucher
5	Continuum of Care Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement, Relocation & Rehab Sch
9	Manor Town II Operating Statements
10	HATC Foundation - Operating Statements
11	SEA OAKS LP - Operating Statements

Housing Authority of Travis County
Business Activities/Central Office Cost Center

Schedule 1

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Management Fees - HCV	82,342	48,033	6,861	48,030	NA	NA
Interest Income	9,000	5,250		0	(5,250)	(100%)
Other Revenues	500	292		30	(262)	(90%)
Total Revenues	\$ 91,842	\$ 53,575	\$ 6,861	\$ 48,060	\$ (5,512)	(6%)
Expenses						
Salaries & Benefits	1,151,605	671,770	77,672	563,707	(108,063)	(16%)
Audit Fees	5,363	3,128		3,360	232	7%
Office Rent	95,748	55,853	7,979	55,853	-	0%
Computer & Software	153,150	89,338	6,569	52,821	(36,517)	(41%)
Consultants	20,000	11,667	4,000	39,000	27,333	234%
Staff Training & Travel	52,075	30,377	1,118	39,884	9,507	31%
			1,918	1,918	1,918	NA
Other Administrative Expenses	73,050	42,613	4,229	44,659	2,047	5%
Insurance	4,474	2,610	392	2,744	134	5%
Total Expenses	\$ 1,555,465	\$ 907,355	\$ 103,877	\$ 803,946	\$ (103,409)	(7%)
Net Operating Income/Loss	\$ (1,463,623)	\$ (853,780)	\$ (97,016)	\$ (755,886)	\$ 97,897	(7%)
Contribution to HATC Properties	634,778	370,287	100,000	350,000	(20,287)	(5%)
Loan to SEA OAKS	400,368	233,548	50,000	230,427	(3,121)	(1%)
Total Transfers	1,035,146	603,835	150,000	580,427	(3,121)	(1%)
Net Cash Flow	(2,498,769)	(1,457,615)	(247,016)	(1,336,313)	121,302	(8%)
Contribution from TCFC	2,498,769	1,457,615	208,231	1,457,617	2	0%
Provision for Reserve	\$ -	\$ -	\$ (38,785)	\$ 121,304	NA	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
HUD HCV Rental Subsidy	9,665,925	5,638,456	889,420	6,057,207	418,751	7%
Estimated HCV Administrative Fees	782,134	456,245	60,961	420,049	(36,196)	(8%)
Est Collection Loss - Port In HAP & AF	(25,173)	(14,684)		(34,922)	(20,238)	138%
Other revenues - Port In Fees, Inspection	36,000	21,000	5,829	33,485	12,485	59%
Interest Income	8,000	4,667	1,089	6,970	2,303	49%
Revenues eligible for Admin Expenses	800,961	467,227	67,879	425,582	(41,645)	(9%)
Total Revenues	\$ 10,466,886	\$ 6,105,684	\$ 957,299	\$ 6,482,789	\$ 377,106	6%
Expenses						
Salaries & Benefits - Direct S8 staff	519,131	302,826	38,740	290,746	(12,080)	(4%)
Audit Fee	22,618	13,194		21,750	8,556	65%
Mgmt Fees to COCC - 20% of HCV Admin Fee	82,342	48,033	6,852	47,994	(39)	(0%)
Office Rent	86,173	50,268	7,181	50,267	(1)	(0%)
Staff Training & Travel	6,500	3,792	810	5,879	2,087	55%
Computer & Software	34,250	19,979	2,676	20,521	542	3%
Other Administrative Expenses	43,460	25,352	5,156	29,268	3,916	15%
Insurance	6,487	3,784	390	2,730	(1,054)	(28%)
Administrative Expenses	800,961	467,227	61,805	469,155	1,928	0%
Rental Assistance	9,605,925	5,603,456	889,420	6,050,757	447,301	8%
Rental Assistance - Landlord Incentives	60,000	35,000		6,450	(28,550)	(82%)
Total Expenses	\$ 10,466,886	\$ 6,105,684	\$ 951,225	\$ 6,526,362	\$ 449,229	7%
Excess/Deficiency Rev over Exp	-	-	6,074	(43,573)	(43,573)	NA
Provision for Administrative Reserve	\$ -	\$ -	\$ 6,074	\$ (43,573)	\$ (43,573)	NA

Mainstream Program
Schedule 3

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Rental Assistance	657,984	383,824	48,970	349,522	(34,302)	(9%)
Administrative Fees	54,170	31,599	5,698	23,322	(8,277)	(26%)
Total Revenues	\$ 712,154	\$ 415,423	\$ 54,668	\$ 372,844	\$ (42,579)	(6%)
Expenses						
Administrative Salaries & Benefits	53,935	31,462	3,351	24,715	(6,747)	(21%)
Other Administrative Expenses	235	137		-	(137)	(100%)
Administrative Expenses	54,170	31,599	3,351	24,715	(6,884)	(22%)
Rental Assistance	657,984	383,824	48,970	349,522	(34,302)	(9%)
Total Expenses	\$ 712,154	\$ 415,423	\$ 52,321	\$ 374,237	\$ (41,186)	(10%)
Provision for Administrative Reserve	\$ -	\$ -	\$ 2,347	\$ (1,393)	\$ (1,393)	NA

Emergency Housing Vouchers
Schedule 4

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Rental Assistance	402,732	234,927	34,541	249,690	14,763	6%
Administrative & Service Fees	37,709	21,997	3,677	21,036	(961)	(4%)
Total Revenues	440,441	256,924	38,218	270,726	13,802	2%
Administrative Salaries & Benefits	32,709	19,080	1,008	10,211	(8,869)	(46%)
Admin & Service Expenses	5,000	2,917	750	750	NA	NA
Administrative Expenses	37,709	21,997	1,758	10,961	(11,036)	(50%)
Rental Assistance	402,732	234,927	34,541	249,690	14,763	6%
Total Expenses	\$ 440,441	\$ 256,924	\$ 36,299	\$ 260,651	\$ 3,727	1%
Provision for Administrative Reserve	\$ -	\$ -	\$ 1,919	\$ 10,075	\$ 10,075	NA

Continuum of Care Grant
July 1, 2025 - June 30, 2026
 Schedule 5

Budget Line Item	Approved Budget Revised	Grant Budget To Date	MTD Actual July 2025	Grant Cumulative Total	Grant Balance
Grant Revenues	1,518,808	126,567	113,614	113,614	1,405,194
Expenses					
Housing Assistance	1,277,077	106,423	98,956	98,956	1,178,121
Direct Salaries & Benefits	69,323	5,777	3,369	3,369	65,954
Total Rental Assistance & Direct Salaries	1,346,400	112,200	102,325	102,325	1,244,075
Supportive Services	120,260	10,022	8,166	8,166	112,094
HMIS	5,028	419	133	133	4,895
Administrative Costs	47,120	3,927	2,990	2,990	44,130
Total Expenses	1,518,808	126,567	113,614	113,614	1,405,194
Grant Revenues over Expenses	-	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -

Housing Authority of Travis County

SEA RAD - Eastern Oaks

Schedule 6

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Gross Potential Rent	236,224	137,797	17,444	124,760	(13,037)	(9%)
Vacancy Loss	(14,046)	(8,194)		(1,645)	6,549	(80%)
Revenues						
Dwelling Rent	\$ 81,744	47,684	\$ 5,987	43,571	(4,113)	(9%)
HUD Subsidy	154,480	90,113	12,083	80,202	(9,911)	(11%)
Lease Differential	NA	NA	(626)	988	NA	NA
Vacancy Loss	(14,046)	(8,194)		(1,644)	6,550	(80%)
Collection Losses - Estimated	(2,362)	(1,378)		-	1,378	(100%)
Employee Concessions	(3,504)	(2,044)	(292)	(2,186)	(142)	7%
Other Revenues	8,580	5,005	505	5,701	696	14%
Total Revenues	\$ 224,892	\$ 131,187	\$ 17,657	\$ 126,632	\$ (5,543)	(4%)
Expenses						
Salaries & Benefits	\$ 95,067	55,456	\$ 6,275	63,568	8,112	15%
Administrative Expenses (incl Marketing)	33,138	19,331	2,984	21,303	1,973	10%
Supportive Services	3,010	1,756	303	2,321	565	32%
Management Fees	17,498	10,207	779	8,492	(1,715)	(17%)
Maintenance Materials & Contracts	47,221	27,546	1,909	21,935	(5,611)	(20%)
Utilities (incl Trash)	49,846	29,077	4,574	28,624	(453)	(2%)
Insurance	15,084	8,799	1,291	10,589	1,790	20%
Total Expenses	\$ 260,864	\$ 152,171	\$ 18,115	\$ 156,832	\$ 4,661	3%
Net Operating Income/Loss	\$ (35,972)	\$ (20,984)	\$ (458)	\$ (30,200)	(10,204)	49%
Capital Improvement/Non Routine Expenses	104,550	60,988	3,202	14,543	(46,445)	(76%)
Reimbursement from Repl Reserve	(78,413)	(45,741)		(23,864)	21,877	(48%)
Contribution to Repl Reserve	18,216	10,626		-	(10,626)	(100%)
Operating Cash Flow	(80,325)	(46,856)	(3,660)	(20,879)	24,989	3
Contribution from Business Activities	80,325	46,856	25,000	46,136	(720)	(1%)
Provision for Reserve	\$ -	\$ -	\$ 21,340	\$ 25,257	\$ 24,269	NA

Housing Authority of Travis County

Manor Town

Schedule 7

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Dwelling Rent	415,656	242,466	33,991	247,352	4,886	2%
Rent Vouchers	46,188	26,943	2,613	18,291	(8,652)	(32%)
Lease Differential	(163,860)	(95,585)	(10,097)	(99,985)	(4,400)	5%
Gross Potential Rent	297,984	173,824	26,507	165,658	(8,166)	(5%)
Vacancy Loss	(19,825)	(11,565)	(13,010)	(52,872)	(41,307)	357%
Collection Loss	(1,248)	(728)	(3,825)	(12,926)	(12,198)	1676%
Concession: Employee Discount & MI Specials	(6,816)	(3,976)	(321)	(3,930)	46	(1%)
Other Tenant Revenues	300	175	28	55	(120)	(69%)
Other Revenues	1,600	933		17,300	16,367	1754%
Total Revenues	\$ 271,995	\$ 158,664	\$ 9,379	\$ 113,285	\$ (53,545)	(20%)
Expenses						
Salaries & Benefits	94,339	55,031	5,477	41,638	(13,393)	(24%)
Other Administrative Expenses	23,595	13,764	1,304	8,474	(5,290)	(38%)
Supportive Services	2,376	1,386	165	1,574	188	14%
Management Fees	17,759	10,359	1,220	8,538	(1,821)	(18%)
Maintenance Materials & Contracts	49,191	28,695	5,928	44,308	15,613	54%
Utilities	29,539	17,231	2,989	19,445	2,214	13%
Insurance	23,316	13,601	2,137	16,687	3,086	23%
Total Expenses	\$ 240,115	\$ 140,067	\$ 19,220	\$ 140,664	\$ 597	0%
Net Operating Income/Loss	\$ 31,880	\$ 18,597	\$ (9,841)	\$ (27,379)	(54,142)	(291%)
Maintenance Reserve - \$500 unit/year	16,500	9,625	1,375	9,625	-	0%
Capital Item/Non-Routine Expenses	432,300	252,175	15,557	164,878	(87,297)	(35%)
Debt Service - Principal & Interest	85,752	50,022		28,584	(21,438)	(43%)
Operating Cash Flow	(502,672)	(293,225)	(26,773)	(230,466)	54,593	(19%)
Contribution from Business Activities	502,672	293,225	75,000	255,000	(38,225)	(13%)
Provision for Reserve	\$ -	\$ -	\$ 55,318	\$ 24,534	\$ (146,509)	NA

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Dwelling Rent	\$ 165,356	96,458	\$ 13,000	\$ 91,000	(5,458)	(6%)
Lease Differential	(2,029)	(1,184)	(50)	(26)	1,158	(98%)
Gross Potential Rent	163,330	95,276	12,950	90,974	NA	NA
Vacancy Loss	(7,561)	(4,411)	(3,974)	(21,895)	(17,484)	396%
Collection Losses	(3,120)	(1,820)	(18,811)	(24,576)	(22,756)	1250%
Concessions: Employee Discount & Other	(2,172)	(1,267)	(10,015)	(11,033)	(9,766)	771%
Other Tenant Revenues	9,750	5,688	(3,035)	(5)	(5,693)	(100%)
Other Revenues	-	-		-	-	NA
Total Revenues	\$ 160,227	\$ 93,466	\$ (22,885)	\$ 33,465	\$ (59,999)	(37%)
Expenses						
Salaries & Benefits	\$ 48,674	28,393	\$ 2,640	19,940	(8,453)	(30%)
Other Administrative Expenses	11,694	6,822	625	4,394	(2,428)	(36%)
Supportive Services	NA	NA	247	1,311	NA	NA
Management Fees - Carleton	14,702	8,576	19	4,544	(4,032)	(47%)
Maintenance Materials & Contracts	16,650	9,713	3,075	6,966	(2,747)	(28%)
Utilities	-	-		(1)	(1)	NA
Insurance	7,068	4,123	568	4,877	754	18%
Total Expenses	\$ 98,788	\$ 57,626	\$ 7,174	\$ 42,031	(16,906)	(29%)
Net Operating Income/Loss	61,439	35,839	(30,059)	(8,566)	(44,405)	(124%)
Capital Outlay	NA	NA		8,423	NA	NA
Maintenance Reserve - \$500 unit/year	8,004	4,669	667	4,669	-	0%
Operating Cash Flow	53,435	31,170	(30,726)	(21,658)	(52,828)	(169%)
Provision for Reserve	\$ 53,435	\$ 31,170	\$ (30,726)	\$ (21,658)		

Carson Creek Rehab & Renovation Project	Revised Budget	Actual thru' July 2025	Remaining Balance
Uses	1,750,000		
Carson Crk - Revised reno & rehab Contract		1,469,945	
Carson Creek - TBC Contractors		65,485	
Resident Relocation CVR paid by HATC		21,507	
Resident relocation - paid by Carleton		\$ 371,255	
Total Uses	\$ 1,750,000	\$ 1,928,192	\$ (178,192)

**Housing Authority of Travis County
Manor Town II
Schedule 9**

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Gross Potential Rent	173,808	101,388	15,462	103,994	NA	NA
Vacancy Loss	(9,371)	(5,466)	(1,804)	(38,377)	(32,911)	602%
Lease Differential	NA	NA	(454)	(1,769)	NA	NA
Collection Losses	NA	NA	(389)	(408)	NA	NA
Concessions: Employee Discount	(240)	(140)	-	-	140	(100%)
Other Tenant Revenues	1,050	613	161	1,157	545	89%
Other Revenues	-	-	-	-	-	NA
Total Revenues	\$ 165,247	\$ 96,394	\$ 12,976	\$ 64,597	\$ (32,226)	(20%)
Expenses						
Salaries & Benefits	\$ 59,882	34,931	\$ 3,725	23,647	(11,284)	(32%)
Other Administrative Expenses	19,660	11,468	1,233	9,902	(1,566)	(14%)
Supportive Services	NA	NA	120	1,507	NA	NA
Management Fees - Carleton	30,000	17,500	2,500	17,500	-	0%
Maintenance Materials & Contracts	30,065	17,538	2,571	7,595	(9,943)	(57%)
Utilities	31,050	18,113	2,268	10,394	(7,719)	(43%)
Insurance	15,000	8,750	4,280	15,040	6,290	72%
Total Expenses	\$ 185,657	\$ 108,300	\$ 16,697	\$ 85,585	(24,222)	(22%)
Net Operating Income/Loss	(20,410)	(11,906)	(3,721)	(20,988)	(9,082)	76%
Capital Outlay & Non-Routine Expenditures	31,850	18,579	520	1,913	(16,666)	(90%)
Operating Cash Flow	(52,260)	(30,485)	(4,241)	(22,901)	7,584	(25%)
Contribution from Business Activities	52,260	30,485		25,000	(5,485)	(18%)
Provision for Reserve	\$ -	\$ -	\$ (4,241)	\$ 2,099	\$ 2,099	NA

Manor Town II	Revised Budget	Actual thru' July 31, 2025
Sources		
TDHCA loan - 40 year, forgivable term, compliance with LURA	3,352,213	3,352,213
TSAHC loan - 10 year forgivable term, 3 unit set aside for Medicaid LT Services & Support	225,000	225,000
TCFC Set Aside Funds A - Approved PY for MT II	655,680	655,680
TCFC Set Aside Funds - 2024 Addt'l for MT II	769,253	675,887
Total Sources/Funding	5,002,146	4,908,780
Uses		
Pre-dev & Other Costs	546,884	445,674
F&H Construction - Contract + change order	4,455,262	4,463,106
Total Uses	5,002,146	4,908,780

Housing Authority of Travis County
HATC - Foundation
Schedule 10

Budget Line Item	FY 2025 Approved Budget	FYTD Budget July 2025	MTD Actual July 2025	FYTD Actual July 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Donations & Other Revenues	2,500	1,458		-	(1,458)	(100%)
Total Revenues	\$ 2,500	\$ 1,458	\$ -	\$ -	\$ (1,458)	(100%)
Expenses						
Salaries & Benefits	134,430	78,418	12,671	47,774	(30,644)	(39%)
Other Administrative Expenses	1,595	930	216	1,222	292	31%
2025 HATC Gala	25,000	14,583	4,104	19,266	4,683	32%
Job Training & Youth Development	42,427	24,749	-	42,427	17,678	71%
Tenant Services - Activities	6,000	3,500	1,814	5,052		
FSS Activities	37,100	21,642	1,235	3,035		
Scholarships	5,000	2,917		-	(2,917)	(100%)
Total Expenses	\$ 251,552	\$ 146,739	\$ 7,369	\$ 118,776	\$ 19,736	13%
Excess/Deficiency Rev over Exp	(249,052)	(145,280)	(7,369)	(118,776)	(21,194)	15%
Contribution from TCFC Unrestricted Funds	199,052	116,114	18,806	68,785	(47,329)	(41%)
Draw from Reserve	50,000	29,167		50,000	20,833	71%
Provision for Reserve	\$ -	\$ -	\$ 11,437	\$ 9	NA	NA

IV. ACTION ITEMS

- a.** Resolution No. HATC-2025-10: To Approve Modified Rent Fee Schedule for Manor Town Apartments

Action Item

Item IV. Actions Items Resolution No. HATC-2025-10

September 4, 2025

IV. a.

Subject: To Approve Modified Rent Fee Scheduled for Manor Town Apartments with implementation date of September 4, 2025.

Background Information:

Manor Town Apartment is 33-unit monolithic building constructed in 2006 for the purpose of housing Seniors age 55 and over and persons with disabilities via funds from Texas Department of Housing and Community Affairs (TDHCA), Federal Home Loan Bank ,and Wells Fargo Bank, and is governed by a Land Use Restriction Agreement established by TDHCA.

Over the years, however, the property has experienced a history of inconsistent rent charges and minimal annual rent increases. Many residents at Manor Town have seen little to no change in their rent amounts, contributing to an overall lack of alignment with the current allowable rent standards.

A significant shift occurred in February 2025 with the development and opening of Manor Town II Apartments. This new complex attracted a substantial number of Manor Town residents, resulting in the largest single wave of vacancies Manor Town Apartments has seen to date. The migration of residents to the newly developed site triggered a strategic reassessment of the rent structure for Manor Town Apartments, particularly for the now vacant units.

As part of this review, several critical factors were considered in this comparative assessment, including

- **Apartment Size and Layout:** Differences in square footage between units at both properties.

Apartment Name	One Bedroom	Two Bedroom
Manor Town Apartments	526	691
Manor Town II Apartments	767	968

- **Physical Condition:** The exterior and structural conditions of Manor Town Apartments compared to the newly constructed Manor Town II.

- **Interior Features and Amenities:**

AMENITIES	Manor Town Apartments	Manor Town II Apartments
In-Unit Washer/Dryer Hookups	NO	YES
Modern Kitchen Appliances (Stainless Steel)	NO	YES
Updated and Modern Fixtures	NO	YES
Large Balcony	NO	YES
Walk-In Closets	NO	YES
Bathrooms Modernized with Large Bathtubs and Vanities	NO	YES
Modern and Large Kitchen Islands, Countertops and Cabinetry	NO	YES

- **Community Features:**

- Manor Town II offers enhanced amenities such as a community room, exercise facility, art room, modern laundry room and secured building access, which are not present or feasible to introduce at Manor Town Apartments.

Given these considerable differences, many of which are structural or cost-prohibitive to remedy, a modified rent fee schedule for the Manor Town Apartments is being requested. The goal remains to ensure affordability for residents while also aligning with operational sustainability and regulatory guidelines.

A key component of this analysis involved comparing the maximum allowable rents at Manor Town Apartments with those of Manor Town II Apartments.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC -2025-10 to approve a modified rent fee scheduled for Manor Town Apartments.

Request the modified rent fee scheduled for Manor Town Apartments to be recalculated based on a 25% reduction from the current Manor Town II Apartments maximum allowable rent levels.

This proposed adjustment would create a more accessible rent structure for prospective tenants, while still maintaining financial viability for the property.

Current Manor Town II Maximum Allowable Rents

Bedroom Size	Allowable Rent	Utility Assistance	Maximum Rent
One Bedroom (30% AMI)	\$657	\$69	\$588
Two Bedrooms (30%)	\$788	\$84	\$704
Two Bedrooms (50%)	\$1,241	\$84	\$1,157

Proposed Rent Fee Schedule for Manor Town (based on current Manor II Fees)

Bedroom Size	Allowable Rent	(X) 25% Reduction	(-) Utility Assistance	Request Rent Fee for Manor Town Apartments
One Bedroom	\$657	.75	\$69	423
Two Bedroom	\$788	.75	\$84	507

Alternate Option:

The Board of Commissioners could elect to NOT modify the rent fee schedule for Manor Town Apartments.

Fiscal Impact:

The proposed modification to the rent fee schedule is expected to result in a slight short-term decrease in revenue. However, this adjustment is strategically designed to increase the likelihood of filling currently vacant units. We expect to improve occupancy rates significantly. This approach supports long-term sustainability by maximizing unit utilization and ensuring steady income flow.

Attachments:

- A. Resolution No. HATC-2025-10
- B. Manor Town Unit Comparison Presentation

Prepared by:

Cora Thomas, Deputy Director/Chief Operating Officer

Approved:

Patrick B. Howard

Patrick B. Howard, Executive Director / CEO

Action Item IV.a

September 4, 2025

Resolution No. HATC-2025-10: To Approve Modified Rent Fee Schedule for Manor Town Apartments.

WHEREAS, the Texas Department of Housing and Community Affairs (TDHCA) provided funding via its Housing Trust Fund Program in the form of both a loan and a grant to Housing Authority of Travis County (HATC) for the construction of Manor Town Apartments beginning back in August 2002; and

WHEREAS, a Land Use Restriction Agreement (LURA) was entered into on 11 February 2004 between HATC and TDHCA associated with occupancy, rent and other restrictions at Manor Town Apartments; and

WHEREAS, Article III of the LURA sets maximum limits for gross rents charged to all 33 Qualifying units at Manor Town Apartments for Extremely Low-Income Families (30% of area median income) and Very Low-Income Families (60% of area median income) based on family size and unit type; and

WHEREAS, the TDCHA requires each owner to annually revise Utility Allowances and complete and submit a Utility Allowance Questionnaire for review to ensure that residents in affordable housing are not overcharged for rent when they are responsible for paying their own utilities; and

WHEREAS, the TDCHA requires each owner to post a notice to residents of annual review of utility allowance for a 90-day period. When approved, this change will be effective after the end of the 90-day notification period; and

WHEREAS, in an effort to establish affordable and consistent allowable rents for all 33 units, the Housing Authority shall annually determine rent and income guidelines with using TDHCA's Income and Rent Limit tool based for the 30% rents off HUD's annual published Income and rent limits; and

WHEREAS, Manor Town Apartments has lost its competitive edge in the local housing market due to the age of the property and the absence of modern amenities which cannot be retrofitted, thereby impacting on its occupancy rates and long-term viability; and

WHEREAS, An annual market study may be conducted to compare competitive rent structures in surrounding areas, to assist with the determination of yearly allowable rents as set by HUD through the Texas Department of Housing and Community Affairs.

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

1. Approves Resolution No. HATC-2025-10
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved 4th day of September 2025.

Laura Goettsche, *Chair, Board of Commissioners*

Attested and approved as to form:

Patrick B. Howard, *CEO/Executive Director*

V. DISCUSSION ITEMS

a. CEO/Executive Director's Report

iii. Affordable Housing Program

1. Portfolio Overview

CEO/Executive Director’s Report

Item V.a.iii Affordable Housing Program

September 04, 2025

Subject: An overview and summary of the activities within the Affordable Housing Program, consisting of the Project Based Rental Assistance (PBRA) properties (3), non-subsidized Senior Properties (2) and a Family site (1).

Background information:

PROPERTY	ADDRESS	UNIT COUNT
SEA RAD Apartments – Eastern Oaks	4922 Nuckols Crossing, Austin, TX 78744 11607	30
SEA RAD Oaks – Summit Oaks	Sierra Nevada Austin, TX. 78759	24
SEA RAD Oaks – Alexander Oaks	6119 Valiant Circle, Austin, TX. 78749	51
Carson Creek Homes	1300 Cool Shadow, Del Valle, TX. 78617	16
Manor Town Apartments	200 W. Carrie Manor St., Manor, TX. 78653	33
Manor Town II	212 S. Bastrop St, Manor, TX 78653	20
TOTAL		174

Portfolio Overview:

Background information:

PROPERTY	SEA RAD Apartments – Eastern Oaks
▪ Resident Engagement Activities	▪ Town Hall meetings continue with great attendance. The last Town Hall meeting was held on July 8, 2025.
▪ Compliance / Inspections	▪ The Pre-NSPIRE/Curb Appeal/Housekeeping inspections from U.S. Inspection Group were completed on 08/18/2025, pending the official report.
▪ OCAF / Annual Rent Adjustments	▪ The 2024 OCAF is implemented and being worked on. The project is scheduled to be completed by August 31, 2025.
▪ Routine / Periodic Maintenance	▪ Quotes are being reviewed to replace window screens.
▪ Capital Improvements	▪ None

PROPERTY	SEA RAD Oaks – Summit Oaks
▪ Resident Engagement Activities	▪ Town Hall meetings continue with great attendance. The last Town Hall meeting was held on July 16, 2025.
▪ Compliance / Inspections	▪ TDHCA onsite monitoring review is set for August 27, 2025.
▪ OCAF / Annual Rent Adjustments	▪ The 2025 OCAF was Approved on August 26, 2025
▪ Routine / Periodic Maintenance	▪ Quotes are being reviewed to replace window screens.
▪ Capital Improvements	▪ None

PROPERTY	SEA RAD Oaks – Alexander Oaks
▪ Resident Engagement Activities	▪ Town Hall meetings continue with great attendance. The last Town Hall meeting was held on July 28, 2025.
▪ Compliance / Inspections	<ul style="list-style-type: none"> ▪ The Pre-NSPIRE/Curb Appeal/Housekeeping inspections from U.S. Inspection Group were completed on August 19-20, 2025, pending the official report. ▪ The TDHCA onsite monitoring review is set for August 27, 2025.
▪ OCAF / Annual Rent Adjustments	▪ The 2025 OCAF was Approved on August 26, 2025.
▪ Routine / Periodic Maintenance	▪ Quotes are being reviewed to replace window screens.
▪ Capital Improvements	▪ None

PROPERTY	Carson Creek Homes
▪ Resident Engagement Activities	▪ Arlene from our relocation team continues to update the remaining temporarily relocated tenant on progress and relocation dates.
▪ Compliance / Inspections	<ul style="list-style-type: none"> ▪ The Final Building inspection passed. ▪ The final tenant moved in on August 28, 2025.
▪ OCAF / Annual Rent Adjustments	▪ -----
▪ Routine / Periodic Maintenance	▪ -----
▪ Capital Improvements	▪ Rehabilitation of the project is complete

PROPERTY	Manor Town Apartments
▪ Resident Engagement Activities	▪ Town Hall meetings continue with great attendance. The last Town Hall meeting was held on August 4, 2025.
▪ Compliance / Inspections	▪ The TDCHA conducted an electronic desk monitoring review on August 19, 2025, pending the official report.
▪ OCAF / Annual Rent Adjustments	▪ None
▪ Routine / Periodic Maintenance	▪ Quotes are being gathered to install video surveillance cameras.
▪ Capital Improvements	<ul style="list-style-type: none"> ▪ On July 28, 2025, the HATC Signed a contract with EcoLand Design Group for Landscape Architecture Services to assist with Capital Improvements. ▪ Quotes are being gathered for building exterior paint. This project is projected to begin in October 2025. ▪ Quotes are being gathered for Security Cameras. We are projecting Security Cameras to be installed in October 2025. ▪ Replaced existing flooring in 6 vacant units with Luxury Vinyl Tile (LVT). ▪ Replaced 3 stoves and 1 refrigerator in 3 vacant units.

PROPERTY	Manor II Apartments
▪ Resident Engagement Activities	▪ Town Hall meetings continue with great attendance. The last Town Hall meeting was held on August 4, 2025.
▪ Compliance / Inspections	▪ On July 31, 2025, the Texas Department of Housing and Community Affairs (TDHCA) conducted the Final Construction inspection. We are currently awaiting the official scoring report.

	<ul style="list-style-type: none"> ▪ On July 31, 2025, the Texas Department of Housing and Community Affairs (TDHCA) conducted the National Standards for the Physical of Real Estate (NSPIRE) inspection. We received the official report with no findings. ▪ The TDCHA conducted an electronic desk monitoring review on August 19, 2025, pending the official report.
▪ OCAF / Annual Rent Adjustments	▪ N/A
▪ Routine / Periodic Maintenance	▪ Quotes are being gathered to install video surveillance cameras. We are projecting Security Cameras to be installed in October 2025.
▪ Capital Improvements	▪ None

Recommended Action:

For discussion/information only. No action is needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Carleton Affordable Housing Report
- B. Service Requests Report
- C. Manor Town II - NSPIRE Close Out Report

Prepared by:

Carlos Guzman, *Director of Affordable Housing Programs*

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT A



An overview highlighting operational statistics through August 19, 2025, and areas of concern related to known issues faced by the properties and efforts to address them.

3rd QUARTER PRIORITIES

1 Compliance with all program requirements	2 Collections/Reduce delinquency	3 Raise occupancy throughout the portfolio.
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PORTFOLIO OVERVIEW

Property	Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
Eastern Oaks	97% / 97%	1 / 0	Applicant(s): 0	\$8,875.00	<ul style="list-style-type: none"> ▪ Current - \$5,233.00 ▪ 30-90 days - \$3,642.00 ▪ Evictions - N/A
Summit Oaks	96% / 96%	1 / 0	Applicant(s): 0	\$960.00	<ul style="list-style-type: none"> ▪ Current - \$466.00 ▪ 30-90 days - \$494.00 ▪ Evictions - 1 - (\$960.00)
Alexander Oaks	96% / 96%	2 / 0	Applicant(s): 0	\$9,589.00	<ul style="list-style-type: none"> ▪ Current - \$4,026.00 ▪ 30- 90 days - \$5,563.00 ▪ Possible Evictions - 8
Carson Creek Homes	75% / 100%	4 / 0	Applicant(s): 4	\$0.00	<ul style="list-style-type: none"> ▪ Current - \$0.00 ▪ 30 - 90 days - \$0.00 ▪ Evictions - N/A
Manor Town Apartments	73% / 76%	9 / 0	Applicant(s): 1	\$3,072.00	<ul style="list-style-type: none"> ▪ Current - \$908.00 ▪ 30- 90 days - \$2,164.00 ▪ Evictions - N/A
Manor II	90% / 95%	2 / 0	Applicant(s): 1	\$0.00	<ul style="list-style-type: none"> ▪ Current - \$0.00 ▪ 30-90 days - \$0.00 ▪ Evictions - N/A

ATTACHMENT B

Service Requests for Eastern Oaks (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	4	All Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	7	
▪ Electrical and lighting	1	
▪ Flooring	0	
▪ General	0	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	1	
▪ Plumbing and Bath	1	
▪ Preventative Maintenance	1	
▪ Safety Equipment	0	
TOTAL	15	

Service Requests for Summit Oaks (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	3	All Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	2	
▪ Electrical and lighting	0	
▪ Flooring	0	
▪ General	2	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	0	
▪ Plumbing and Bath	7	
▪ Preventative Maintenance	1	
▪ Safety Equipment	0	
TOTAL	15	

Service Requests for Alexander Oaks (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	5	All Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	0	
▪ Electrical and lighting	4	
▪ Flooring	0	
▪ General	5	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	3	
▪ Plumbing and Bath	1	
▪ Preventative Maintenance	0	
▪ Safety Equipment	0	
TOTAL	18	

Service Requests for Carson Creek (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
• Appliance	0	Service Requests during this period have been Resolved
• Building Exterior	0	
• Communications	0	
• Doors and Locks	7	
• Electrical and Lighting	1	
• Flooring	0	
• General	2	
• Grounds and Landscaping	0	
• Heating and cooling	0	
• Plumbing and Bath	4	
• Preventative Maintenance	1	
• Safety Equipment	0	
TOTAL	15	

Service Requests for Manor Town (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	1	Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	0	
▪ Electrical and lighting	0	
▪ Flooring	0	
▪ General	0	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	1	
▪ Plumbing and Bath	0	
▪ Preventative Maintenance	0	
▪ Safety Equipment	0	
TOTAL	2	

Service Requests for Manor Town II (July 1, 2025 – July 31, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	1	Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	3	
▪ Electrical and lighting	1	
▪ Flooring	0	
▪ General	3	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	0	
▪ Plumbing and Bath	2	
▪ Preventative Maintenance	0	
▪ Safety Equipment	0	
TOTAL	10	

V. DISCUSSION ITEMS

a. CEO/Executive Director's Report

iii. Affordable Housing Program

2. Carson Creek Homes Updates

a. Final Closeout Activities

CEO/Executive Director's Report

Item V.a.iii Affordable Housing Program

September 04, 2025

Subject: Carson Creek Homes Rehabilitation Final Closeout Activities

Background information:

Renovation Updates:

- The final building inspection has been successfully completed, and all eight buildings are now approved for occupancy and ready for leasing.
- A total of 9 tenants have moved back to their original unit.
- The final tenant is scheduled to move back on August 28, 2025.
- Out of 6 applicants, 1 has already moved in, the remaining 5 are approved and are tentatively scheduled to move in, in the first week of September.
- Arlene Lozano with CVR Associates, our relocation consultant team, continues updating our tenants on progress and relocation dates.

Recommended Action:

For discussion/information only. No action is 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, *CEO/Executive Director*



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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August 18, 2025

Carlos Guzman
Housing Authority of Travis County
Austin, Texas
Patrickb.howard@traviscountytexas.gov

Writer's direct # (512) 475-2299
Email: enrique.trejo@tdhca.texas.gov

RE: **Manor Place Town Apartments Phase 2**

CMTS ID: **5632**

Dear Mr. Guzman:

The Texas Department of Housing and Community Affairs has completed a review of the National Standards for the Physical Inspection of Real Estate (NSPIRE) Manor Place Town Apartments Phase 2, performed by Department staff on July 31, 2025. No deficiencies were identified during inspection and the development owner requires no further action.

Please note that although no deficiencies were cited, only a sample of units was inspected for the purposes of the report. It is the owner's responsibility to maintain compliance property wide.

This letter addresses only deficiencies noted during the physical inspection. Other findings may have resulted from other reviews. Please contact the appropriate lead monitor for additional information concerning other reviews.

Additional information about physical inspections, in a question and answer format, is on the Department's website at: <https://www.tdhca.texas.gov/physical-inspections>. Links to other websites with pertinent information, including HUD's [NSPIRE Final Standards](#), are also available on the website.

Please extend our thanks to your onsite staff for their hospitality extended during the inspection visit. If you have any questions about this report, please contact us toll free in Texas at (800) 643-8204, directly at (512) 475-2299, or email: enrique.trejo@tdhca.texas.gov.

Sincerely,

Enrique H. Trejo
Sr. Inspection Specialist

cc: Ben Smith, Carelton Management Services
bsmith@carletoncompanies.com



Manor Place Town Apartments Phase 2

Results by Area

NSPIRE (w Signature)

Scheduled: 07/31/2025

Closed: Jul 31 2025

ID: 630904

Score: 100

Scoring Summary - NSPIRE

Units Inspected: 5 HUD Samp. Size: 13	Outside		Inside		Unit		Totals	
	#	Pts	#	Pts	#	Pts (Adj)	#	Pts
Life Threatening	0	0.00	0	0.00	0	0.00	0	0.00
Severe	0	0.00	0	0.00	0	0.00	0	0.00
Moderate	0	0.00	0	0.00	0	0.00	0	0.00
Low	0	0.00	0	0.00	0	0.00	0	0.00
Totals	0	0.00	0	0.00	0	0.00	0	0.00

Score	100	Note: The unit points are adjusted based on the count of units inspected and not the HUD-defined unit sample size. Outside and Inside points are based on the HUD Sample Size.
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Inspection Results

Unit										
1: Unit 107										
Location	Item	Results	Notes	Pic	Date	Fixed	Sev	Pts	Pts (Adj)	Fix By
Entire Unit	No Issues/Violations	Inspected - No Issues Were Found			07/31/25 11:30			0.00 ¹	0.00 ¹	
1: Unit 107 Unit NSPIRE Totals										
Life Threatening: 0/0		Severe: 0/0		Moderate: 0/0				Low: 0/0		
1: Unit 108										
Location	Item	Results	Notes	Pic	Date	Fixed	Sev	Pts	Pts (Adj)	Fix By
Entire Unit	No Issues/Violations	Inspected - No Issues Were Found			07/31/25 11:13			0.00 ¹	0.00 ¹	
1: Unit 108 Unit NSPIRE Totals										
Life Threatening: 0/0		Severe: 0/0		Moderate: 0/0				Low: 0/0		
1: Unit 109										
Location	Item	Results	Notes	Pic	Date	Fixed	Sev	Pts	Pts (Adj)	Fix By
Entire Unit	No Issues/Violations	Inspected - No Issues Were Found			07/31/25 11:19			0.00 ¹	0.00 ¹	
1: Unit 109 Unit NSPIRE Totals										
Life Threatening: 0/0		Severe: 0/0		Moderate: 0/0				Low: 0/0		

Inspection Results (Continued)

1: Unit 202

Location	Item	Results	Notes	Pic	Date	Fixed	Sev	Pts	Pts (Adj)	Fix By
Entire Unit	No Issues/Violations	Inspected - No Issues Were Found			07/31/25 12:05			0.00 ¹	0.00 ¹	

1: Unit 202 Unit NSPIRE Totals

Life Threatening: 0/0	Severe: 0/0	Moderate: 0/0	Low: 0/0
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1: Unit 206

Location	Item	Results	Notes	Pic	Date	Fixed	Sev	Pts	Pts (Adj)	Fix By
Entire Unit	No Issues/Violations	Inspected - No Issues Were Found			07/31/25 11:58			0.00 ¹	0.00 ¹	

1: Unit 206 Unit NSPIRE Totals

Life Threatening: 0/0	Severe: 0/0	Moderate: 0/0	Low: 0/0
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¹Non-Scoring ²Temporary Non-Scoring ³Repeat finding within the area (only 1-scored) *Note: Unit points adjusted to reflect the actual unit count

Inspection Photos

No pictures were taken/found

Manor Place Town Apartments Phase 2
Results By Area (LT and Severe Only)
NSPIRE (w Signature)

Scheduled: 07/31/2025

Closed: Jul 31 2025

ID: 630904

Inspection Results - Health/Safety Only

No findings exist with a health and safety response

Inspection Photos

No pictures were taken/found

Manor Place Town Apts Phase 2



Entrance sign



Entrance & Pergola



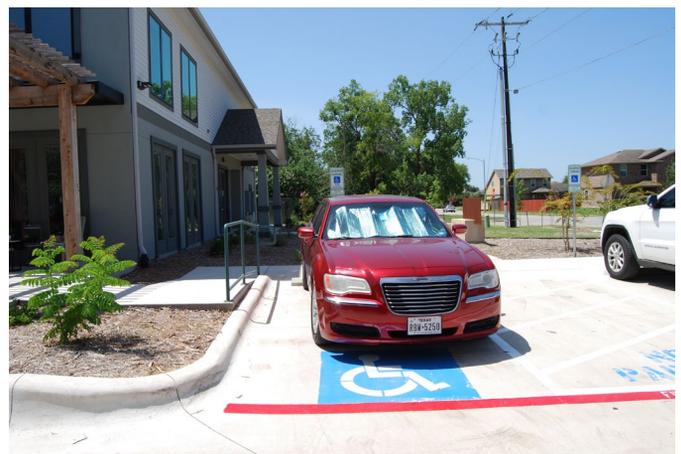
Entrance and Mailbox



Arts & Crafts



Fitness Center



parking

Manor Place Town Apts Phase 2



Laundry Room



Community Kitchen