

Board Packet for Regular Meeting



November 6, 2025

AGENDA

November 6, 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 Arlenne Lozano at arlenne.lozano@traviscountytx.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 the October 2, 2025, Regular Meeting

IV. ACTION ITEMS

a. Resolution No. HATC-2025-16	To <u>Amend</u> the HATC Human Resources (HR) policy handbook.
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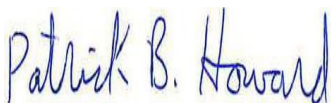
V. DISCUSSION ITEMS

- a. Overview of the Shining Stars Program and SouthState Bank Check Presentation
- b. CEO/Executive Director's Report
 - i. Voucher Programs/Homeless Initiatives
 - a. HCV Program (*Conventional*)
 - b. Homeless Initiatives
 - c. Special Purpose Vouchers
 - ii. Affordable Housing Program
 - a. Portfolio Overview
 - iii. HATC Finance for Period Ending in 09/30/2025
 - iv. TCFC Finance for Period Ending in 09/30/2025
- c. Resident Spotlight- Good News
- d. Strategic Planning Update
- e. Budget Workshop
- f. Commissioners' Court Presentation
- g. CEO/Executive Director's Evaluation
- h. Board Reports
 - i. Human Resources
 - 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 October 2, 2025,
Regular Meeting

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

October 2, 2025
9:30 AM

MINUTES

The Housing Authority of Travis County (HATC) held its Regular Board of Commissioners meeting on October 2, 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 9:31 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 Narayanaier; Director of Affordable Housing Programs Carlos Guzman; Director of Voucher Programs & Homeless Initiatives Christina Diaz; Housing Manager Victoria Perez; Social Worker Jacqueline Garcia; and Executive Assistant to the CEO Arlenne Lozano
- e. Others in attendance: Carleton Living Regional Vice President Sharon Carpenter; Carleton Living Regional Manager Kim Hayes; Consultant Kevin Bryniak; Continuum of Care (CoC) Participant Terry W. Turner; Bracewell LLP Attorney Summer Greathouse (virtual)

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- a. N/A

III. PUBLIC HEARING

- a. HATC Public Housing Agency (PHA) Annual Plan
- b. HATC Payment Standard Changes
- c. HATC Housing Choice Voucher (HCV) Administrative Plan
- d. HATC Moving-To-Work Supplement to the PHA Plan

- e. HATC Public Housing Agency 5-Year Plan

IV. CONSENT AGENDA

- a. Approval of the Minutes of September 4, 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 08/31/2025
1. Chair Goettsche made a **motion** for approval.
 2. Commissioner Brown **seconded** the motion.
 3. Motion **passed** unanimously.

V. DISCUSSION ITEMS

- a. CEO/Executive Director's Report
- i. Affordable Housing Program
1. Portfolio Overview
- a. Carleton Living Regional Vice President (CLRVP) Sharon Carpenter introduced Kim Hayes as the Regional Manager of Carleton Living. CLRVP Sharon Carpenter and Director of Affordable Housing Programs Guzman presented updates on Eastern Oaks, Summit Oaks, Alexander Oaks Apartments, Carson Creek, Manor Town, and Manor Town II.

Eastern Oaks:

- 93% occupied – 2 vacant unit
- \$7,063.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Summit Oaks:

- 96 % occupied – 1 vacant unit
- \$1,553.00 in delinquent rent
- 2 (two) outstanding service requests
- 0 pending eviction

Alexander Oaks:

- 96% occupied – 2 vacant units
- \$13,029.00 in delinquent rent
- 1 (one) outstanding service requests
- 0 (zero) pending evictions

Carson Creek:

- 94% occupied – 1 vacant unit

- \$2,367.85 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town:

- 73% occupied – 9 vacant units
- \$5,776.00 in delinquent rent
- 8 (eight) outstanding service requests
- 0 (zero) pending evictions
 - a. Commissioner Brown requested an update on the status of donations of appliances.
 - i. Carleton Living Regional Vice President Sharon Carpenter averred that Carleton is still exploring options.
 - b. CEO/Executive Director Patrick B. Howard noted that an eviction prevention draft plan is being prepared.

Manor Town:

- 95% occupied – 1 vacant unit
- \$843.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

2. Manor Town Improvement Update

- a. Director of Affordable Housing Programs Guzman presented updates on Manor Town II improvements, which is divided into 4 (four) phases.
 - i. *Phase 1* is completed and consists of miscellaneous repairs and upgrades that totaled \$102,312.60.
 - ii. *Phase 2* has initiated interior and exterior projects, and some are nearing completion.
 - iii. *Phase 3* is the 2025 projected items to complete list that is in its pre-implementation stage
 - iv. *Phase 4* is the 2026 projected items to complete that is in its pre-implementation stage
 - 1. Commissioner Roberts requested a cost analysis be done for soil.

2. Commissioner Brown recommended that a geotechnical report be conducted for soil erosion control measures.
- b. Resident Spotlight- Good News
 - i. Social Worker Jacqueline Garcia introduced CoC Participant Terry W. Turner, who made remarkable strides in his professional career by completing his core training requirements, Peer Support Specialist Training, and is now certified as both a Recovery Support Peer Specialist (RSPS) and a Mental Health Peer Specialist (MHPS). Turner candidly told the Board how his relationship with HATC played a role in the success of his personal and professional journey.

VI. ACTION ITEMS

- a. Resolution No. HATC-2025-11: To Approve HATC Public Housing Agency (PHA) Annual Plan.
- b. Resolution No. HATC-2025-12: To Approve HATC Payment Standard Changes Plan.
- c. Resolution No. HATC-2025-13: To Approve HATC Housing Choice Voucher (HCV) Administrative Plan.
- d. Resolution No. HATC-2025-14: To Approve HATC Moving-To-Work Supplement to the PHA Plan
- e. Resolution No. HATC-2025-15: To Approve HATC Public Housing Agency 5-Year Plan.
 1. Commissioner Brown made a **motion** for approval.
 2. Commissioner Roberts **seconded** the motion.
 3. Motion **passed** unanimously.
- a. Board Reports
 - i Human Resources Committee
 1. Chair Goettsche requested that the Board submit their evaluations to the Chair by October 26, 2025 for discussion at the November 2025 Board meeting.
 - ii Real Estate Committee
 1. N/A
 - iii 50th Anniversary Committee
 1. Commissioner Roberts and COO/Deputy Director Cora Thomas updated the Board on the progression of the 50th anniversary Gala planning noting that:
 - a. Four Diamond and three bronze sponsors have been secured to date.
 - b. There was a follow-up conducted on local media outreach to secure sponsorships and media coverage.
 - c. Live entertainment is approaching confirmation.
 - d. The venue, photography and videography services are booked.

- e. CEO/Executive Director Patrick B. Howard's Executive Assistant, Arlenne Lozano, joined the 50th Anniversary Committee to support Gala planning tasks.

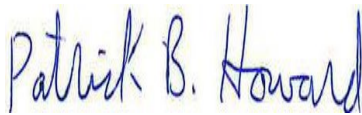
VII. EXECUTIVE SESSION

- a. N/A

VIII. ADJOURNMENT

- 1. Commissioner Brown made a **motion** for adjournment.
- 2. Commissioner Paver **seconded** the motion.
- 3. Motion **passed** unanimously.

The meeting was adjourned at approximately 10:30 A.M.



Patrick B. Howard, Secretary
Housing Authority of Travis County

IV. ACTION ITEMS

- a.** Resolution No. HATC-2025-16: To *Amend* the HATC Human Resources (HR) Policy Handbook

Action Item: IV.a.

November 6, 2025

Subject: Resolution No. HATC-2025-16: To Amend the HATC Human Resources (HR) policy handbook.

Background information:

The amended HR policy handbook includes two new policies: workplace recording devices, and volunteer time off. The handbook also includes a revised policy of non-disclosure, continuing education and training, disability accommodation, and employee classification.

Recommended Action:

To amend the HATC Human Resources Policy Manual

Alternate Option:

The Board may elect to not amend the HATC HR policy handbook.

Fiscal Impact:

There is no direct or immediate financial impact associated with the adoption of this resolution.

Attachments:

Draft Personnel Policy Manual (Sent to the Board of Commissioners via Email)

Prepared by:

Cora Thomas, *Chief Operating Officer/Deputy Director*

Approval:



Patrick B. Howard, *CEO/Executive Director*

Action Item: IV.a.

November 6, 2025

Resolution No. HATC-2025-16: To *Amend* the HATC Human Resources (HR) Policy handbook.

WHEREAS, the Personnel Policy Manual of the Housing Authority of Travis County (HATC) is a critical document that governs the administration of human resources and related administrative matters across the organization; and

WHEREAS, the Personnel Policy Manual has undergone periodic amendments and updates throughout HATC's history to ensure compliance with applicable laws, regulations, and best practices in human resources management; and

WHEREAS, a comprehensive update and amendment to the Personnel Policy Manual have last been conducted or formally reviewed and approved by the Board of Commissioners on May 4th, 2023; and

WHEREAS, such an update is necessary to maintain legal compliance and to ensure that HATC's personnel policies, programs, and employee benefits are current and effectively support the organization's operations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Travis County hereby:

1. Approves Resolution No. HATC-2025-16, thereby authorizing the amendment of the Personnel Policy Manual as presented; and
2. Authorizes the Chief Executive Officer/Executive Director to execute all necessary documents and actions related to the implementation of the amended Personnel Policy Manual.

PASSED AND APPROVED this 6 day of November 2025, by the Board of Commissioners of the Housing Authority of Travis County.

Laura Goettsche, Chair
Board of Commissioners

Approved by:



Patrick B. Howard, CEO/Executive Director

V. DISCUSSION ITEMS

- a.** Overview of the Shining Stars Program and SouthState Bank Check Presentation

Discussion Item: V.a.

Subject: Launch of the HATC Shining STARS Youth Incentive Program

Background Information: The Shining STARS (Students Thriving and Achieving Results in School) Program is an initiative of the Housing Authority of Travis County (HATC) that encourages academic success and celebrates consistent attendance among youth in HATC housing programs. By rewarding achievement and fostering family involvement, the program helps build stronger, more empowered communities.

Recommended Action: Approve the launch of the Shining STARS Youth Incentive Program and authorize staff to implement the program by Winter 2025, with a formal launch event tentatively planned for January 2026. Implementation will include the distribution of recognition certificates and gift cards to qualifying students.

Alternate Option: Postpone approval of the Shining STARS Program to allow time for further review and potential adjustments prior to launch.

Fiscal Impact: TBD. Initial funding support has been secured through SouthState Bank, with Kelli Diserens and her team providing the program's initial contribution.

Attachments: Shining STARS Launch Flyer

Prepared by: Brenda Silva-Barber, *Family Self-Sufficiency (FSS) Coordinator*

Approval:



Patrick B. Howard, CEO/Executive Director

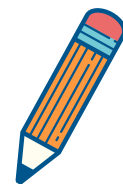
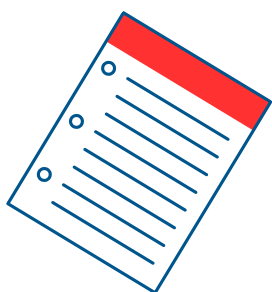


HATC Foundation
Shining STARS
Students Thriving and Achieving Results in School

**SCORE HIGH,
SCORE A GIFT
CARD!**



School has started, and we want to recognize the students who study hard and shine bright in school!



Who is Recognized?

Students with A/B Honor Roll
Students with Perfect Attendance

Incentive

Gift Card for each grading period
Surprise raffles may be offered for outstanding efforts

What to Do?

Submit your child's report card as soon as you receive it!

(Due dates will be announced, but don't wait—send it in right away.)



THIS PROGRAM IS ONLY AVAILABLE TO STUDENTS WHO ARE RESIDENTS OF THE HOUSING AUTHORITY OF TRAVIS COUNTY (HATC).

Questions / Submit:

Brenda | 512-854-1862

brenda.silva-barber@traviscountytexas.gov

V. DISCUSSION ITEMS

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

November 6, 2025

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 9/30/25

691	Total Number of Vouchers
454	Number of Vouchers utilized (<i>Conventional</i>)
684	Total Lease-up for the HCV program (<i>Actual, i.e., 667/691</i>)
98.99%	Total Lease-up for the HCV program (<i>Percentage, i.e., 667/691</i>)
396	Applicants on the Waiting List
77	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

Monthly Data Sept. 2025	Housing Assistance Program Operations
2 VASH	New Admissions
75	Annual Reexaminations Completed
36	Interims Completed
15	Annual HQS Completed
6	End of Participation

Recommended Action:

For discussion/information only. No action is needed.

Attachments:

- A. Housing Choice Voucher Programs Overview
- B. Total Households Served

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 (<i>Conventional</i>) (HCV)	453	1	421	107.84%
Port-Outs (PO) HCV	29		29	100%
Non-Elderly and Disabled (NED)	66		75	88.00%
**HUD-VASH Vouchers	24	1	30	83.33%
**Homeless Preference	40		40	100%
**Family Unification Program (FUP)	47		72	65.28%
**Stability Voucher Program (SV)	4		5	80.00%
Total	682	2	691	98.99%
Total HCV Leased after the first of the month:	684			

Programs not counted in HCV TOTAL:	Leased (Last Day of month)	Voucher Allocation	% Leased
**Continuum Of Care (COC)	77	74	104.05%
Mainstream (MVP)	38	49	77.55%
**Emergency Housing Vouchers (EHV)	25	26	96.15%
Port Ins	77	N/A	N/A

Vouchers Searching (Not Leased)	Applicants	Current Participants	Total
TOTAL All Projects	1	7	8

Waiting List (HCV, Choice PBRA, HP, MVP)			396
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HCV

Non-Elderly & Disabled (NE...)

Project-Based Vouchers (P...

Homeless Preference (HP)

Veterans Assistance Suppo...

Family Unification Program...

Mainstream (MVP)

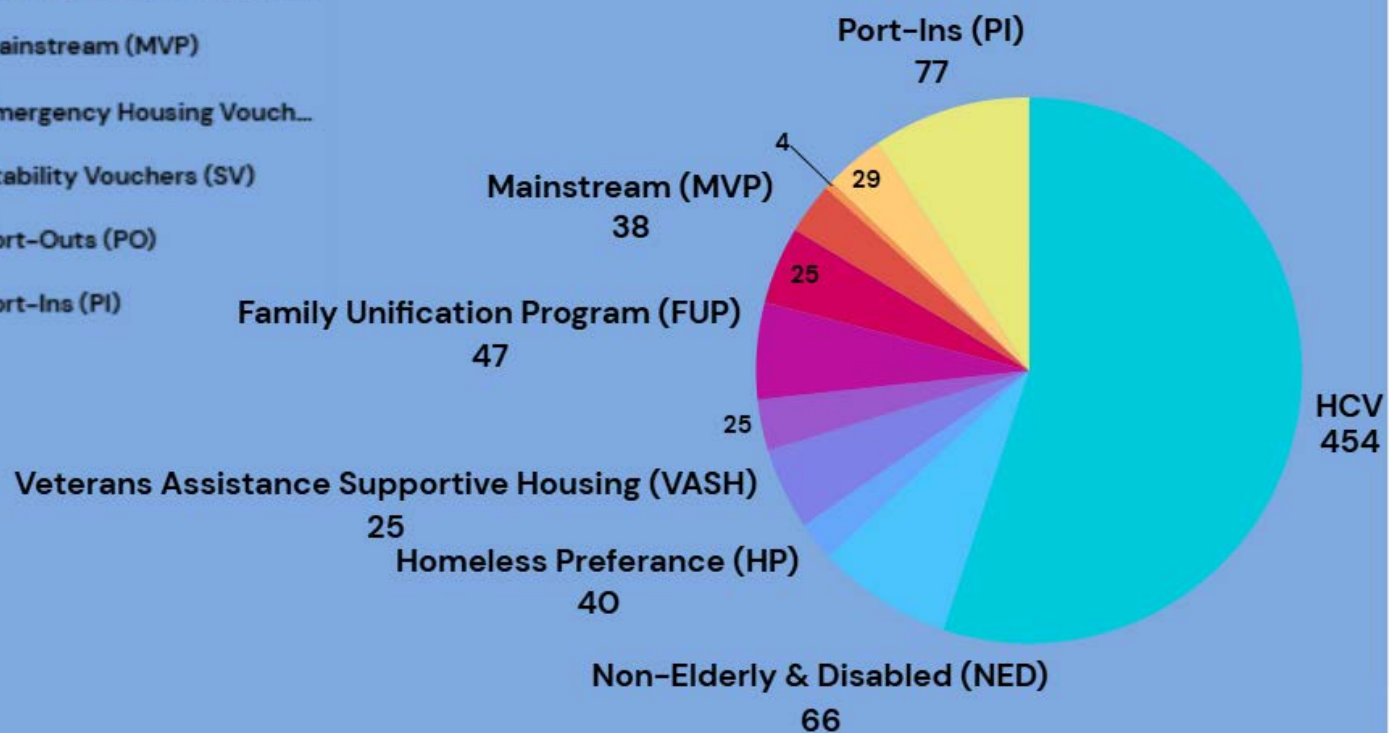
Emergency Housing Vouch...

Stability Vouchers (SV)

Port-Outs (PO)

Port-Ins (PI)

Attachment B September 2025



CEO/Executive Director's Report

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

November 6, 2025

Subject: Homeless Initiatives

Synopsis of Housing Continuum of Care (CoC) Program – as of 9/30/25

\$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
77	Continuum of Care participants provided housing assistance

Synopsis of Homeless Preference (HP HCV) – as of 9/30/25

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
40	Number of tenants under contact via the Homeless Preference

Recommended Action:

For discussion/information only. No action is needed.

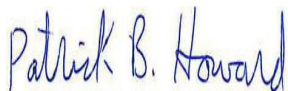
Attachments:

N/A

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

CEO/Executive Director's Report

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

November 6, 2025

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 **9/30/25**

75	Total Number of Housing Choice Vouchers awarded to HATC specifically for non-elderly persons with disabilities
66	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.

Limitations for youth must not exceed 36 months.

Synopsis of Family Unification Program (FUP) – as of **9/30/25**

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)
47	Number of tenants under contract

c. Mainstream Voucher Program (MVP)

Synopsis of Mainstream Voucher Program (MVP) – as of 9/30/25

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
38	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 9/30/25

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
25	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 9/30/25

34	Total Number of EHV allocation
26	Updated Attrition Total (as per HUD)
25	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 9/30/25

5	Total Number of SV allocation (as of 11/1/23)
4	Number of tenants under contract

Recommended Action:

For discussion/information only. No action is needed.

Attachments:

N/A

Prepared by:

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

Approval:



Patrick B. Howard, *CEO/Executive Director*

V. DISCUSSION ITEMS

- a. CEO/Executive Director's Report**
- ii. Affordable Housing Program**
 - 1. Portfolio Overview**

CEO/Executive Director's Report

Item V.a.iii Affordable Housing Program

November 06, 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. The last Town Hall meeting was held on October 8, 2025. - The HATC is hosting a Fall Festival on October 27, 2025, with activities such as a costume contest, a cutest pumpkin contest, and a photo shoot while providing goodies to all participants.
Compliance / Inspections	The reports are pending internal review completion. Once completed they will be sent to Carleton to develop a plan of action.
OCAF / Annual Rent Adjustments	- The May 1, 2025 OCAF was approved on September 15, 2025. - Carleton is processing the Gross Rent (GR) Change. - Once accounts are finished being reviewed, a 30-day notice is sent out.
Routine / Periodic Maintenance	A/C Filter and Smoke Detector inspections set for October 24, 2025.
Capital Improvements	The GC is scheduled to install screens on October 28, 2025.

PROPERTY	SEA RAD Oaks – Summit Oaks
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▪ Resident Engagement Activities	▪ <i>Town Hall meetings continue. The last Town Hall meeting was held on October 15, 2025.</i> ▪ <i>The HATC is hosting a Fall Festival on October 30, 2025, with activities such as a costume contest, a cutest pumpkin contest, and a photo shoot while providing goodies to all participants.</i>
▪ Compliance / Inspections	▪ <i>The TDHCA official report was received with only 1 noted deficiency related to Social Services.</i> ▪ <i>The deficiency has already been corrected and submitted to Compliance to submit to the TDHCA for review.</i>
▪ OCAF / Annual Rent Adjustments	▪ <i>The May 1, 2025 OCAF was approved on August 16, 2025.</i> ▪ <i>Carleton is processing the Gross Rent (GR) Change.</i> ▪ <i>Once accounts are finished being reviewed, a 30-day notice is sent out.</i>
▪ Routine / Periodic Maintenance	▪ <i>A/C Filter and Smoke Detector inspection is scheduled for October 25, 2025.</i> ▪ <i>The annual fire extinguisher inspection is scheduled for October 27, 2025.</i>
▪ Capital Improvements	▪ <i>The GC is scheduled to install screens on October 29, 2025.</i>

PROPERTY	SEA RAD Oaks – Alexander Oaks
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▪ Resident Engagement Activities	▪ <i>Town Hall meetings continue. The last Town Hall meeting was held on October 22, 2025.</i> ▪ <i>The Texas Food Bank held a cooking class on October 9, 2025, teaching resident nutritious, healthy and affordable meals.</i> ▪ <i>The HATC is hosting a Fall Festival on October 28, 2025, with activities such as a costume contest, a cutest pumpkin contest, and a photo shoot while providing goodies to all participants.</i>
▪ Compliance / Inspections	▪ <i>The reports are pending internal review completion. Once completed they will be sent to Carleton to develop a plan of action.</i> ▪ <i>The official report was received with only 1 noted deficiency related to Social Services.</i> ▪ <i>The deficiency has already been corrected and submitted to Compliance to submit to the TDHCA for review.</i>
▪ OCAF / Annual Rent Adjustments	▪ <i>The May 1, 2025 OCAF was approved on August 16, 2025.</i> ▪ <i>Carleton is processing the Gross Rent (GR) Change.</i> ▪ <i>Once accounts are finished being reviewed, a 30-day notice is sent out.</i>
▪ Routine / Periodic Maintenance	▪ <i>The annual fire extinguisher inspection was completed October 8, 2025.</i> ▪ <i>A/C filter and Smoke Detector inspection is scheduled for October 25th and 26th, 2025.</i>
▪ Capital Improvements	▪ <i>The screens are ordered and are being built. They will be ready and installed in November.</i>

PROPERTY	Carson Creek Homes
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▪ Resident Engagement Activities	▪ <i>Town Hall meetings continue. The last Town Hall meeting was held on October 8, 2025.</i> ▪ <i>The HATC is hosting a Fall Festival on October 29, 2025, with activities such as a costume contest, a cutest pumpkin contest, and a photo shoot while providing goodies to all participants.</i>
▪ Compliance / Inspections	▪ <i>On October 16, 2025, Monitoring Data Services, Inc. (MDSI) requested files to be uploaded by October 21, 2025, for their annual file desk review.</i> ▪ <i>Files have been uploaded and submitted; we are waiting for their official findings report.</i>
▪ OCAF / Annual Rent Adjustments	▪ <i>The last Income and Rent Limits was effective August 1, 2025</i>
▪ Routine / Periodic Maintenance	▪ <i>Maintenance conducted a building exterior inspection for cleanliness and general upkeep October 20, 2025.</i>
▪ Capital Improvements	▪ <i>N/A</i>

PROPERTY	Manor Town Apartments
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▪ Resident Engagement Activities	▪ <i>Town Hall meetings continue. The last Town Hall meeting was held on October 1, 2025.</i> ▪ <i>The monthly Farmer's Market was held October 21, 2025, providing fresh, nutritious produce to older adults (ages 60+).</i> ▪ <i>Pink Love Houston hosted a free Do It Yourself (DIY) Beauty Bar on October 17, 2025, creating your own lip gloss, a luxurious body scrub, nail polish and signature perfumed body oil.</i> ▪ <i>N/A</i>
▪ Compliance / Inspections	▪ <i>N/A</i>
▪ OCAF / Annual Rent Adjustments	▪ <i>N/A</i>
▪ Routine / Periodic Maintenance	▪ <i>N/A</i>
▪ Capital Improvements	▪ <i>The scope of work for landscaping is approved and submitted to Contractors for bids. A contract is expected to be signed in November.</i> ▪ <i>A contractor has been selected to complete the exterior paint project. The project will begin on October 27, 2025, with an expected date of completion of December 3, 2025. The project will be tackled in 3 different phases, completing 3 different sections in each phase.</i> ▪ <i>A contract will be signed in November, and the project is scheduled to be completed in December.</i>

PROPERTY	Manor II Apartments
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▪ Resident Engagement Activities	▪ <i>Town Hall meetings continue. The last Town Hall meeting was held on October 1, 2025.</i> ▪ <i>The May 1, 2025 OCAF was approved on September 15, 2025.</i> ▪ <i>Carleton is processing the Gross Rent (GR) Change.</i> ▪ <i>Once accounts are finished being reviewed, a 30-day notice is sent out.</i>
▪ Compliance / Inspections	▪ <i>N/A</i>

▪ OCAF / Annual Rent Adjustments	▪ <i>N/A</i>
▪ Routine / Periodic Maintenance	▪ <i>A/C filters were replaced in August 2025</i>
▪ Capital Improvements	▪ <i>A contract has been signed, and the project is expected to be completed in November. The equipment has been ordered. Once it arrives (3-4 weeks), on-site installation will begin and be completed approximately within 3 weeks.</i>

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

Prepared by:

Carlos Guzman, *Director of Affordable Housing Programs*

Approval:



Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT A



4th QUARTER PRIORITIES

1 Compliance with all program requirements	2 Collections/Reduce delinquency	3 Raise occupancy throughout the portfolio.
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An overview highlighting operational statistics through October 17, 2025, and areas of concern related to known issues faced by the properties and efforts to address them.

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	\$6,800.00	- Current - \$4,084.00 30 days - \$844.00 60 days - \$1,872.00
Summit Oaks	96% / 96%	1 / 0	Applicant(s): 0	\$3,420.00	- Current - \$1,994.00 30 days - \$466.00 60 days - \$466.00 90 days - \$494.00
Alexander Oaks	99% / 99%	1 / 0	Applicant(s): 0	\$16,440.00	- Current - \$9,276.00 30 days - \$1,659.00 60 days - \$1,366.00 90 days - \$4,633.00
Carson Creek Homes	94% / 94%	1 / 0	Applicant(s): 1	\$1,606.00	Current - \$1,606.00
Manor Town Apartments	79% / 97%	10 / 0	Applicant(s): 9	\$506.00	Current - \$506.00
Manor II	100% / 100%	0 / 0	Applicant(s): 0	\$543.00	Current - \$543.00

ATTACHMENT B

Service Requests for Eastern Oaks (September 1, 2025 – September 30, 2025)

Service Issues by Category	Number of Requests	Comment(s)
▪ Appliance	1	All Service Requests during this period have been resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	0	
▪ 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	
SUBTOTAL	5	

• Appliance	0	Pending, In progress
• Building Exterior	0	
• Communications	0	
• Doors and Locks	0	
• Electrical and lighting	0	
• Flooring	0	
• General	1	
• Grounds and Landscaping	0	
• Heating and cooling	0	
• Plumbing and Bath	0	
• Preventative Maintenance	0	
• Safety Equipment	0	
SUBTOTAL	1	
TOTAL	6	

Service Requests for Summit Oaks (September 1, 2025 – September 30, 2025)

Service Issues by Category	Number of Requests	Comment(s)
- Appliance - Building Exterior - Communications - Doors and Locks - Electrical and Lighting - Flooring - General - Grounds and Landscaping - Heating and cooling - Plumbing and Bath - Preventative Maintenance - Safety Equipment	0 0 0 0 0 0 4 0 0 1 3 1	Service Requests during this period have been resolved
SUBTOTAL	9	

Service Requests for Alexander Oaks (September 1, 2025 – September 30, 2025)

Service Issues by Category	Number of Requests	Comment(s)
• Appliance	6	Service Requests during this period have been resolved
• Building Exterior	0	
• Communications	0	
• Doors and Locks	0	
• Electrical and Lighting	5	
• Flooring	0	
• General	2	
• Grounds and Landscaping	0	
• Heating and cooling	0	
• Plumbing and Bath	4	
• Preventative Maintenance	0	
• Safety Equipment	2	
SUBTOTAL	19	

Service Requests for Carson Creek (September 1, 2025 – September 30, 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	1	
• Electrical and Lighting	1	
• Flooring	0	
• General	0	
• Grounds and Landscaping	0	
• Heating and cooling	2	
• Plumbing and Bath	2	
• Preventative Maintenance	0	
• Safety Equipment	0	
TOTAL	7	

Service Requests for Manor Town (September 1, 2025 – September 30, 2025)

Service Issues by Category	Number of Requests	Comment(s)
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• Appliance	4	Service Requests during this period have been resolved
• Building Exterior	0	
• Communications	0	
• Doors and Locks	1	
• Electrical and Lighting	2	
• Flooring	0	
• General	1	
• Grounds and Landscaping	0	
• Heating and cooling	0	
• Plumbing and Bath	2	
• Preventative Maintenance	0	
• Safety Equipment	1	
SUBTOTAL	11	

Service Requests for Manor Town II (September 1, 2025 – September 30, 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	0	
▪ Electrical and lighting	0	
▪ Flooring	0	
▪ General	0	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	0	
▪ Plumbing and Bath	2	
▪ Preventative Maintenance	0	
▪ Safety Equipment	0	
TOTAL	2	

IV. CONSENT AGENDA

b. CEO/Executive Director's Report

**iii. HATC Finance Report for Period ending
09/30/2025**

CEO/Executive Director's Report

Item IV.b.ii HATC Finance Report for Period ending 09/30/2025

November 6, 2025

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 September 30, 2025. This report reflects financial activities for the 9-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

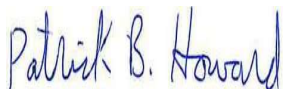
Attachment:

- A. HATC Monthly Finance Report for the period ending September 30, 2025

Prepared by:

Subra Narayananaiyer, *Director of Finance*

Approval:



Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT

Housing Authority of Travis County
Finance Report - September 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
5A	ROSS - FSS 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 Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Management Fees - HCV	82,342	61,757	6,500	61,391	NA	NA
Interest Income	9,000	6,750		0	(6,750)	(100%)
Other Revenues	500	375		30	(345)	(92%)
Total Revenues	\$ 91,842	\$ 68,882	\$ 6,500	\$ 61,421	\$ (7,095)	(8%)
Expenses						
Salaries & Benefits	1,151,605	863,704	78,969	719,605	(144,099)	(17%)
Audit Fees	5,363	4,022		3,360	(662)	(16%)
Office Rent	95,748	71,811	7,979	71,811	-	0%
Computer & Software	153,150	114,863	6,353	65,779	(49,084)	(43%)
Consultants	20,000	15,000	1,600	48,600	33,600	224%
Staff Training & Travel	52,075	39,056	2,029	47,141	8,085	21%
COC 2023 Support Service BLI overage	NA	NA		11,036	NA	NA
Other Administrative Expenses	73,050	54,788	5,601	59,356	4,569	8%
Insurance	4,474	3,356	392	3,528	173	5%
Total Expenses	\$ 1,555,465	\$ 1,166,599	\$ 102,923	\$ 1,030,216	\$ (147,419)	(9%)
Net Operating Income/Loss	\$ (1,463,623)	\$ (1,097,717)	\$ (96,423)	\$ (968,795)	\$ 140,324	(10%)
Contribution to HATC Properties	634,778	476,084	(32,750)	317,250	(158,834)	(33%)
Loan to SEA OAKS	400,368	300,276	(31,650)	198,777	(101,499)	(34%)
Total Transfers	1,035,146	776,360	(64,400)	516,027	(101,499)	(13%)
Net Cash Flow	(2,498,769)	(1,874,077)	(32,023)	(1,484,822)	389,255	(21%)
Contribution from TCFC	2,498,769	1,874,077	208,231	1,874,079	2	0%
Provision for Reserve	\$ -	\$ -	\$ 176,208	\$ 389,257	NA	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
HUD HCV Rental Subsidy	9,665,925	7,249,444	873,248	7,811,347	561,903	8%
Estimated HCV Administrative Fees	782,134	586,601	118,571	603,257	16,657	3%
Est Collection Loss - Port In HAP & AF	(25,173)	(18,880)	(5,180)	(40,102)	(21,222)	112%
Other revenues - Port In Fees, Inspection	36,000	27,000	5,171	43,476	16,476	61%
Interest Income	8,000	6,000	1,646	9,647	3,647	61%
Revenues eligible for Admin Expenses	800,961	600,721	120,208	616,278	15,557	3%
Total Revenues	\$ 10,466,886	\$ 7,850,165	\$ 993,456	\$ 8,427,625	\$ 577,461	7%
Expenses						
Salaries & Benefits - Direct S8 staff	519,131	389,348	38,880	368,624	(20,724)	(5%)
Audit Fee	22,618	16,964		21,750	4,787	28%
Mgmt Fees to COCC - 20% of HCV Admin Fee	82,342	61,757	6,901	61,796	40	0%
Office Rent	86,173	64,630	7,181	64,629	(1)	(0%)
Staff Training & Travel	6,500	4,875	257	9,399	4,524	93%
Computer & Software	34,250	25,688	3,554	26,894	1,207	5%
Other Administrative Expenses	43,460	32,595	3,590	37,208	4,613	14%
Insurance	6,487	4,865	390	3,510	(1,355)	(28%)
Administrative Expenses	800,961	600,721	60,753	593,810	(6,911)	(1%)
Rental Assistance	9,605,925	7,204,444	873,248	7,804,897	600,453	8%
Rental Assistance - Landlord Incentives	60,000	45,000		6,450	(38,550)	(86%)
Total Expenses	\$ 10,466,886	\$ 7,850,165	\$ 934,001	\$ 8,405,157	\$ 593,543	8%
Excess/Deficiency Rev over Exp	-	-	59,455	22,468	22,468	NA
Provision for Administrative Reserve	\$ -	\$ -	\$ 59,455	\$ 22,468	\$ 22,468	NA

Mainstream Program
Schedule 3

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Rental Assistance	657,984	493,488	46,851	447,201	(46,287)	(9%)
Administrative Fees	54,170	40,628	3,693	35,775	(4,853)	(12%)
Total Revenues	\$ 712,154	\$ 534,116	\$ 50,544	\$ 482,976	\$ (51,140)	(7%)
Expenses						
Administrative Salaries & Benefits	53,935	40,451	3,351	31,414	(9,037)	(22%)
Other Administrative Expenses	235	176		-	(176)	(100%)
Administrative Expenses	54,170	40,628	3,351	31,414	(9,214)	(23%)
Rental Assistance	657,984	493,488	46,851	447,201	(46,287)	(9%)
Total Expenses	\$ 712,154	\$ 534,116	\$ 50,202	\$ 478,615	\$ (55,501)	(10%)
Provision for Administrative Reserve	\$ -	\$ -	\$ 342	\$ 4,361	\$ 4,361	NA

Emergency Housing Vouchers
Schedule 4

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Rental Assistance	402,732	302,049	33,189	316,747	14,698	5%
Administrative & Service Fees	37,709	28,282	2,822	30,726	2,444	9%
Total Revenues	440,441	330,331	36,011	347,473	17,142	14%
Administrative Salaries & Benefits	32,709	24,532	1,140	12,492	(12,040)	(49%)
Admin & Service Expenses	5,000	3,750		750	NA	NA
Administrative Expenses	37,709	28,282	1,140	13,242	(15,040)	(53%)
Rental Assistance	402,732	302,049	33,189	316,747	14,698	5%
Total Expenses	\$ 440,441	\$ 330,331	\$ 34,329	\$ 329,989	\$ (342)	(0%)
Provision for Administrative Reserve	\$ -	\$ -	\$ 1,682	\$ 17,484	\$ 17,484	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 Sept 2025	Grant Cumulative Total	Grant Balance
Grant Revenues	1,518,808	379,702	112,419	347,671	1,171,137
Expenses					
Housing Assistance	1,277,077	319,269	93,430	291,460	985,617
Direct Salaries & Benefits	69,323	17,331	4,744	12,780	56,543
Total Rental Assistance & Direct Salaries	1,346,400	336,600	98,174	304,240	1,042,160
Supportive Services	120,260	30,065	10,086	31,661	88,599
HMIS	5,028	1,257	432	996	4,032
Administrative Costs	47,120	11,780	3,727	10,774	36,346
Total Expenses	1,518,808	379,702	112,419	347,671	1,171,137
Grant Revenues over Expenses	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -

Housing Authority of Travis County
ROSS FSS Grant
Schedule 5A

Budget Line Item	Grant Award	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Grant Balance
Revenues					
Grant Revenues	91,048	68,286	-	33,652	57,396
Total Revenues	91,048	68,286	-	33,652	57,396
Adminstrative Salaries & Benefits	87,548	65,661		33,202	54,346
Admin & Service Expenses	3,500	2,625		450	3,050
Total Expenses	\$ 91,048	\$ 68,286	\$ -	\$ 33,652	\$ 57,396
	-	-	-	-	-

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

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Gross Potential Rent	236,224	177,168	16,714	157,849	(19,319)	(11%)
Vacancy Loss	(14,046)	(10,535)	(1,256)	(2,901)	7,634	(72%)
Revenues						
Dwelling Rent	\$ 81,744	61,308	\$ 9,002	60,164	(1,144)	(2%)
HUD Subsidy	154,480	115,860	11,196	101,877	(13,983)	(12%)
Lease Differential	NA	NA	(3,484)	(4,191)	NA	NA
Vacancy Loss	(14,046)	(10,535)	(1,256)	(3,477)	7,058	(67%)
Collection Losses - Estimated	(2,362)	(1,772)	(92)	(189)	1,583	(89%)
Employee Concessions	(3,504)	(2,628)	(292)	(2,770)	(142)	5%
Other Revenues	8,580	6,435	(122)	7,586	1,151	18%
Total Revenues	\$ 224,892	\$ 168,669	\$ 14,952	\$ 159,000	\$ (5,478)	(3%)
Expenses						
Salaries & Benefits	\$ 95,067	71,300	\$ 6,251	79,142	7,842	11%
Administrative Expenses (incl Marketing)	33,138	24,854	5,835	29,593	4,740	19%
Supportive Services	3,010	2,258	265	2,887	630	28%
Management Fees	17,498	13,124	963	10,712	(2,412)	(18%)
Maintenance Materials & Contracts	47,221	35,416	6,784	32,904	(2,512)	(7%)
Utilities (incl Trash)	49,846	37,385	5,331	38,487	1,103	3%
Insurance	15,084	11,313	1,544	13,420	2,107	19%
Total Expenses	\$ 260,864	\$ 195,648	\$ 26,973	\$ 207,145	\$ 11,497	6%
Net Operating Income/Loss	\$ (35,972)	\$ (26,979)	\$ (12,021)	\$ (48,145)	(16,975)	63%
Capital Improvement/Non Routine Expenses	104,550	78,413	1,103	15,741	(62,672)	(80%)
Reimbursement from Repl Reserve	(78,413)	(58,810)		(23,864)	34,946	(59%)
Contribution to Repl Reserve	18,216	13,662		-	(13,662)	(100%)
Operating Cash Flow	(80,325)	(60,244)	(13,124)	(40,022)	24,413	3
Contribution from Business Activities	80,325	60,244		46,136	(14,108)	(18%)
Provision for Reserve	\$ -	\$ -	\$ (13,124)	\$ 6,114	\$ 10,305	NA

Housing Authority of Travis County
Manor Town
Schedule 7

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Dwelling Rent	415,656	311,742	39,050	323,006	11,264	4%
Rent Vouchers	46,188	34,641	2,613	20,904	(13,737)	(40%)
Lease Differential	(163,860)	(122,895)	(14,174)	(126,520)	(3,625)	3%
Gross Potential Rent	297,984	223,488	27,489	217,390	(6,098)	(3%)
Vacancy Loss	(19,825)	(14,869)	(13,156)	(79,000)	(64,131)	431%
Collection Loss	(1,248)	(936)	(800)	(13,726)	(12,790)	1366%
Concession: Employee Discount & MI Specials	(6,816)	(5,112)	(4,113)	(8,364)	(3,252)	64%
Other Tenant Revenues	300	225		55	(170)	(76%)
Other Revenues	1,600	1,200	345	18,246	17,046	1421%
Total Revenues	\$ 271,995	\$ 203,996	\$ 9,765	\$ 134,601	\$ (75,493)	(28%)
Expenses						
Salaries & Benefits	94,339	70,754	6,344	56,583	(14,171)	(20%)
Other Administrative Expenses	23,595	17,696	1,108	11,742	(5,954)	(34%)
Supportive Services	2,376	1,782	197	1,975	193	11%
Management Fees	17,759	13,319	1,219	10,976	(2,343)	(18%)
Maintenance Materials & Contracts	49,191	36,893	4,117	53,186	16,293	44%
Utilities	29,539	22,154	1,921	23,760	1,606	7%
Insurance	23,316	17,487	2,422	21,527	4,040	23%
Total Expenses	\$ 240,115	\$ 180,086	\$ 17,328	\$ 179,749	\$ (337)	(0%)
Net Operating Income/Loss	\$ 31,880	\$ 23,910	\$ (7,563)	\$ (45,148)	(75,156)	(314%)
Maintenance Reserve - \$500 unit/year	16,500	12,375	1,375	12,375	-	0%
Capital Item/Non-Routine Expenses	432,300	324,225	10,603	169,083	(155,142)	(48%)
Debt Service - Principal & Interest	85,752	64,314	722	32,194	(32,120)	(50%)
Operating Cash Flow	(502,672)	(377,004)	(20,263)	(258,800)	112,106	(30%)
Contribution from Business Activities	502,672	377,004		255,000	(122,004)	(32%)
Provision for Reserve	\$ -	\$ -	\$ (15,126)	\$ (3,800)	\$ (272,316)	NA

Housing Authority of Travis County
Carson Creek
Schedule 8

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Dwelling Rent	\$ 165,356	124,017	\$ 13,000	\$ 117,000	(7,017)	(6%)
Lease Differential	(2,029)	(1,522)	2,258	2,984	4,506	(296%)
Gross Potential Rent	163,330	122,498	15,258	119,984	NA	NA
Vacancy Loss	(7,561)	(5,671)	(648)	(26,105)	(20,434)	360%
Collection Losses	(3,120)	(2,340)		(24,576)	(22,236)	950%
Concessions: Employee Discount & Other	(2,172)	(1,629)	(156)	(14,319)	(12,690)	779%
Other Tenant Revenues	9,750	7,313	375	500	(6,813)	(93%)
Other Revenues	-	-		11,728	11,728	NA
Total Revenues	\$ 160,227	\$ 120,170	\$ 14,829	\$ 67,212	\$ (52,956)	(33%)
Expenses						
Salaries & Benefits	\$ 48,674	36,506	\$ 3,265	27,403	(9,103)	(25%)
Other Administrative Expenses	11,694	8,771	582	5,641	(3,130)	(36%)
Supportive Services	NA	NA	(357)	1,124	NA	NA
Management Fees - Carleton	14,702	11,027	1,149	6,517	(4,510)	(41%)
Maintenance Materials & Contracts	16,650	12,488	1,368	9,154	(3,334)	(27%)
Utilities	-	-	-	(1)	(1)	NA
Insurance	7,068	5,301	703	6,418	1,117	21%
Total Expenses	\$ 98,788	\$ 74,091	\$ 6,710	\$ 56,256	(18,959)	(26%)
Net Operating Income/Loss	61,439	46,079	8,119	10,956	(35,123)	(76%)
Capital Outlay	NA	NA		8,639	NA	NA
Maintenance Reserve - \$500 unit/year	8,004	6,003	667	6,003	-	0%
Operating Cash Flow	53,435	40,076	7,452	(3,686)	(43,762)	(109%)
Provision for Reserve	\$ 53,435	\$ 40,076	\$ 7,452	\$ (3,686)		

Housing Authority of Travis County
Manor Town II
Schedule 9

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Gross Potential Rent	173,808	130,356	15,109	134,565	NA	NA
Vacancy Loss	(9,371)	(7,028)	(429)	(40,414)	(33,386)	475%
Lease Differential	NA	NA		(2,074)	NA	NA
Collection Losses	NA	NA		(408)	NA	NA
Concessions: Employee Discount	(240)	(180)		-	180	(100%)
Other Tenant Revenues	1,050	788	80	1,223	436	55%
Other Revenues	-	-		-	-	NA
Total Revenues	\$ 165,247	\$ 123,935	\$ 14,760	\$ 92,892	\$ (32,770)	(20%)
Expenses						
Salaries & Benefits	\$ 59,882	44,912	\$ 4,000	33,059	(11,853)	(26%)
Other Administrative Expenses	19,660	14,745	1,432	13,431	(1,314)	(9%)
Supportive Services	NA	NA	1,794	3,473	NA	NA
Management Fees - Carleton	30,000	22,500	2,500	27,500	5,000	22%
Maintenance Materials & Contracts	30,065	22,549	5,885	13,847	(8,702)	(39%)
Utilities	31,050	23,288	2,795	15,448	(7,840)	(34%)
Insurance	15,000	11,250	2,306	19,652	8,402	75%
Total Expenses	\$ 185,657	\$ 139,243	\$ 20,712	\$ 126,410	(16,306)	(12%)
Net Operating Income/Loss	(20,410)	(15,308)	(5,952)	(33,518)	(18,211)	119%
Capital Outlay & Non-Routine Expenditures	31,850	23,888	850	6,288	(17,600)	(74%)
Operating Cash Flow	(52,260)	(39,195)	(6,802)	(39,806)	(611)	2%
Contribution from Business Activities	52,260	39,195		25,000	(14,195)	(36%)
Provision for Reserve	\$ -	\$ -	\$ (6,802)	\$ (14,806)	\$ (14,806)	NA

Housing Authority of Travis County
HATC - Foundation
Schedule 10

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) Chg FYTD Budget vs Actual - \$ & %	
Revenues						
Donations & Other Revenues	2,500	1,875		6,374	4,499	240%
Total Revenues	\$ 2,500	\$ 1,875	\$ -	\$ 6,374	\$ 4,499	240%
Expenses						
Salaries & Benefits	134,430	100,823	12,805	72,918	(27,905)	(28%)
Other Administrative Expenses	1,595	1,196	40	1,312	116	10%
2025 HATC Gala	25,000	18,750	409	21,840	3,090	16%
Job Training & Youth Development-BIG Austin	42,427	31,820		42,427	10,607	33%
Tenant Services - Activities	11,000	8,250	2,336	8,534	284	3%
FSS Activities	37,100	27,825	830	6,908	(20,917)	(75%)
Total Expenses	\$ 251,552	\$ 188,664	\$ 16,420	\$ 153,939	\$ (6,821)	(4%)
Excess/Deficiency Rev over Exp	(249,052)	(186,789)	(16,420)	(147,565)	11,320	(6%)
Contribution from TCFC Unrestricted Funds	199,052	149,289	16,420	97,565	(51,724)	(35%)
Draw from Reserve	50,000	37,500		50,000	12,500	33%
Provision for Reserve	\$ -	\$ -	\$ -	\$ -	NA	NA

SEA OAKS (PBRA LIHTC-HATC GP)

Schedule 11

	CY2025 Budget	9-mth Budget YTD	Actual Sept 2025	Actual YTD Sept 2025	Incr/(Decr) \$ & %	
Revenues						
Dwelling Rent	347,029	260,272	27,724	233,014	(27,258)	-10%
HUD Subsidy	186,860	140,145	20,240	164,556	24,411	17%
Lease Differential	(14,312)	(10,734)	(6,108)	(42,209)	(31,475)	293%
Gross Potential	519,577	389,683	41,856	355,361	(34,322)	-9%
Vacancy Loss	(15,939)	(11,954)	(1,655)	(18,949)	(6,995)	59%
Other Tenant Revenue	7,720	5,790		4,360	(1,430)	-25%
Collection Loss/Bad Debt Estimate	(11,964)	(8,973)		5,751	14,724	-164%
Concessions: Employee Discount	(10,956)	(8,217)	(731)	(7,093)	1,124	-14%
Other Revenue	1,000	750	547	4,303	3,553	474%
Total Operating Revenues	489,438	367,079	40,017	343,733	(54,821)	-15%
Expenses						
Salaries & Benefits	204,818	153,614	14,575	133,526	(20,088)	-13%
Administrative Costs (incl Marketing & Ad)	58,481	43,861	4,021	47,651	3,790	9%
Management Fee	32,591	24,443	2,666	27,719	3,276	13%
Community Activities	6,900	5,175	575	6,172	997	19%
Maint Materials, Repairs & Contracts	95,394	71,546	7,677	65,206	(6,340)	-9%
Utilities	135,331	101,498	13,158	120,526	19,028	19%
Insurance	89,718	67,289	7,332	66,708	(581)	-1%
Total Operating Expenses	623,233	467,425	50,004	467,508	83	0%
Net Operating Income/(Loss) - NOI	(133,795)	(100,346)	(9,987)	(123,775)	(54,904)	(0)
Asset Management Fee	7,800	5,850	666	5,991	141	2%
Audit & Tax Fees	11,575	8,681	1,900	10,279	1,598	18%
Contribution to Replacement Reserve	45,536	34,152		-	(34,152)	-100%
Capital & NonRoutine Expenditures	361,638	271,229	88	50,229	(221,000)	-81%
Repl Reserve Est. Reimbursement	(271,229)	(203,422)		(65,425)	137,997	-68%
Debt Service - Principal & Interest	111,252	83,439	8,489	75,518	(7,921)	-9%
Operating Cash Flow	(400,367)	(300,275)	(21,130)	(200,367)	400,367	-133%
Loan from HATC Business Activities	400,367	300,275		221,576	(78,699)	-26%

IV. CONSENT AGENDA

b. CEO/Executive Director's Report

**iv. TCFC Finance Report for Period ending
09/30/2025**

CEO/Executive Director Report

Item: V.b.iv. TCFC Finance Report for Period ending 09/30/2025
November 6, 2025

Subject: TCFC Monthly Finance Report

The monthly finance report presented is for the period ending September 30, 2025. This report reflects financial activities for 9-period for fiscal year beginning January 1, 2025.

Please refer to respective TCFC financial schedules.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

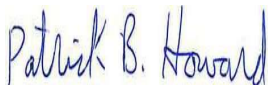
Attachment:

A. TCFC Finance Report

Prepared by:

Subra Narayanaier, *CPA, Director of Finance*

Approval:



Patrick B. Howard, CEO/Executive Director

ATTACHMENT

**Travis County Facilities Corp
Finance Report - September 2025**

Schedule

No

Report

- | | |
|---|------------------------------------|
| 1 | TCFC - Operating Statement |
| 2 | TCFC Set Aside Operating Statement |
| 3 | TCFC Combined Balance Sheet |
| 4 | TCFC Revised Projection |

Travis County Facilities Corporation (TCFC)

Schedule 1

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) FYTD Actual to FYTD Budget Chg \$ & %	
Revenues						
Other Revenues - Real Estate joint ventures	6,298,830	4,724,123	209,981	1,450,805	(3,273,318)	(69%)
Interest	100,000	75,000	6,504	86,190	11,190	15%
Total Revenues	\$ 6,398,830	\$ 4,799,123	\$ 216,485	\$ 1,536,995	\$ (3,262,128)	(68%)
Expenses						
Contribution to Set Aside Fund	3,149,415	2,362,061	104,991	725,403	(1,636,658)	(69%)
Contribution to HATC Foundation	199,052	149,289		16,588	(132,701)	(89%)
Contribution to HATC Business Activities	2,498,768	1,874,076	208,231	1,874,079	3	0%
Other Admin Expenses	NA	NA	1,940	7,123	NA	NA
Total Expenses	\$ 5,847,235	\$ 4,385,426	\$ 315,162	\$ 2,623,193	\$ (1,769,356)	(40%)
Excess Rev over Expenses	\$ 551,595	\$ 413,696	\$ (98,677)	\$ (1,086,198)	\$ (1,492,771)	361%
Provision for Reserve	\$ 551,595	\$ 413,696	\$ (98,677)	\$ (1,086,198)	(1,492,771)	361%

Travis County Facilities Corp (TCFC)
Set Aside Funds - Deeply Affordable Units

Schedule 2

Budget Line Item	FY 2025 Approved Budget	FYTD Budget Sept 2025	MTD Actual Sept 2025	FYTD Actual Sept 2025	Incr/(Decr) FYTD Actual to FYTD Budget Chg \$ & %	
Revenues						
Contribution TCFC- 50% proceeds	3,149,415	2,362,061	104,991	725,402	(1,636,659)	(69%)
Interest	80,000	60,000	17,551	166,911	106,911	178%
Total Revenues	\$ 3,229,415	\$ 2,422,061	\$ 122,542	\$ 892,313	\$ (1,529,748)	(63%)
Manor Town Wells Fargo Loan Payoff	335,000	251,250		312,921	61,671	25%
Total Expenses	335,000	251,250	-	312,921	61,671	0
Excess/Deficiency Rev over Expenses	2,894,415	2,170,811	122,542	579,392	(1,591,419)	(73%)
Provision for Reserve	\$ 2,894,415	\$ 2,170,811	\$ 122,542	\$ 579,392	\$ (1,591,419)	(73%)

TCFC Combined Balance Sheet
For period ending Sept 30, 2025
Schedule 3

Cash - TCFC	2,254
Investments - TCFC TexPool	1,989,248
Investments - TCFC Set Aside TexPool	4,944,704
Assets	\$ 6,936,206
Current Liability	-
Liabilities	\$ -
Reserves 12/31/2024	8,373,154
FY2024 Carson Creek Approved Funding	(475,000)
FY2023 Manor Town II Approved Funding	(455,142)
Net Income/Prov for Reserves 09/30/2025	(506,806)
Reserves 09/30/2025	\$ 6,936,206
Total Liabilities + Equity	\$ 6,936,206

TCFC Revenues Actual By Projects for FY2025
TCFC Revised Projection
Schedule 4

2025 TCFC Revenue Projection	2025 Approved Budget Projection	2025 Revised Projection	Actual thru 9/30/2025	3 mth Rev Projection	Status
TCFC Projects					
1 Embry Tech Ridge	275,000	275,000	233,333	41,667	
2 SOFI-Marcus Inc	145,000			-	Deferred to be paid in 2026
3 McKinney Falls-Graham Development	329,000	265,000	65,000	200,000	Approx \$200K should be paid by end of Summer
4 Endeavor - Decker & Hog Eye	287,351	240,000	209,892	30,108	
5 Endeavor - Gilbert/Eastlake	298,716	200,000	336,634	(136,634)	
6 Endeavor - Howard Lane		-		-	
7 Endeavor - Bergstrom SALE	120,000	360,233		360,233	Expected Capital Event payment 2025
8 NRP - Preakness	772,447	-		-	Delayed to 03/2026
9 NRP - Ross Road		-		-	
10 NRP - Rodeo Drive	705,000	-	NA	NA	Received in FY2024
11 UG Tech Ridge	228,728	120,000	81,701	38,299	
12 UG Oak Hill	689,544	550,000	524,245	25,755	
13 Barkley Meadows Apts	627,159	-		-	Closing delayed to 2026
14 Barkley Meadows Homes	419,717	-		-	Closing delayed to 2026
15 NRP Belmont - 4% Tax Credit		-		-	Q4 2025
16 Flatz 130/Winding Trails/Z Modular	288,668	25,000		25,000	
17 Gregg Ln Apts-StoneHawk Cap Ptnrs	637,500			-	Delayed to 1st Quarter of 2026
18 183/E.WCannon Dr Apts-Savoy Equity Ptnrs	475,000	-		-	Delayed to Q3 2026
19 NRP Cameron Road				-	Q2 2026
20 Preserve at Mason Creek		250,000		250,000	on hold - \$865,866 fee expected when closed
Subtotal - Projection per 2025 Budget	6,298,830	2,285,233	1,450,805	834,428	
10 NRP Rodeo Drive	(705,000)				Received in Q4 2024
Adjusted 2025 TCFC Revenue Projection	5,593,830	2,285,233	1,450,805	834,428	

V. DISCUSSION ITEMS

c. Resident Spotlight- Good News:
David Martinez

V. DISCUSSION ITEMS

d. Strategic Planning Updates

Discussion Item: V. d

November 6th, 2025

Subject: Strategic Planning Update

Background Info:

- A Request for Proposals (RFP) was issued on March 25, 2025, for a Strategic Planning Consultant to guide the HATC Board, staff, residents, program participants and community stakeholders in the process of developing a roadmap to guide the organization in its policy and decision-making processes for the next 5 years – 2026 through 2030.
- Resolution No. HATC-2025-05 was approved on May 1, 2025, at the Board Meeting, approving the selection of Innovative Funding Partners (IFP).
- The contract was fully executed on May 23, 2025, with the consulting firm of Innovative Funding Partners (IFP) to develop the HATC 2026-2030 Strategic Plan.

a. Work Plan Status Update

1. Phase IC - Stakeholder Input. **COMPLETED**
 - a. Draft of Stakeholder Survey prepared – Week of June 30TH **COMPLETED**
 - b. First round of Stakeholder Surveys distributed – Week of July 7TH **COMPLETED**
 - c. Begin scheduling Stakeholder focus groups and interviews – Week of July 14TH **COMPLETED**
 - d. Meeting to discuss community engagement – Week of August 4TH **COMPLETED**
 - e. Compile results of community engagement activities; begin drafting themes, goals/objectives, etc. **COMPLETED**
 - f. Meeting with Consultants and HATC Leadership to review results of community engagement and begin discussions on format and content of strategic plan. **COMPLETED**
 - g. Consultants draft a Strategic Plan and submit to HATC Leadership. Projected deadline October 17, 2025. **COMPLETED**
 - h. Consultants final draft of Strategic Plan to HATC Leadership. **Projected deadline October 31, 2025.**
 - i. Strategic Plan Draft will be sent out to the All Stakeholders, Board of Commissioners and Staff and on website for review and comments. **Projected review dates November 7th through 14th, 2025.**
 - j. Planning Sessions with Consultants and All Stakeholders, The Public, Board of Commissioners to review and discuss comments. **Projected dates week of November 10th, 2025.**
 - k. Finalize the final draft of Strategic Plan and present it to HATC Leadership. **Projected deadline November 17th, 2025.**
 - l. Present final Strategic Plan for approval. **December Board Meeting .**

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

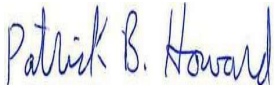
Attachment:

N/A

Prepared by:

Cora Thomas, *Chief Operating Officer/Deputy Director*

Approval:



Patrick B. Howard, *CEO/Executive Director*

V. DISCUSSION ITEMS

e. Budget Workshop

CEO/Executive Director Report

Item: V.e. 2026 Draft Budget work session for HATC & affiliates

November 6, 2025

Subject: Discussion of Draft 2026 Budget for HATC & affiliates

Staff tentatively plan to hold discussions with the HATC Commissioners on the 2026 Draft Budget for HATC and its affiliates during the week of November 17th through the 21st 2025.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

Discussion only

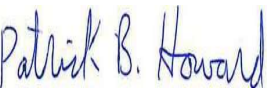
Attachment:

N/A

Prepared by:

Subra Narayanaier, *CPA, Director of Finance*

Approval:



Patrick B. Howard, CEO/Executive Director

V. DISCUSSION ITEMS

f. Commissioner's Court Presentation

Item: V.f.

November 6, 2025

Subject: Commissioner's Court Presentation

Background information: The Commissioner's Court Presentation is to be introduced on November 13, 2025, at the Travis County Commissioner's Court meeting. The purpose of this presentation is to provide an overview of HATC's operations, initiatives, and accomplishments as we commemorate our 50th Anniversary of service to Travis County residents. The presentation will include a comprehensive review of HATC's governance structure, affordable housing portfolio, development pipeline, program performance, and strategic initiatives for 2026.

Requested Action:

No action is required. This item is presented for informational purposes and to provide the Court with an update on the Housing Authority's programs and strategic direction.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Arlenne Lozano, *Executive Assistant to the CEO*

Approved by:



Patrick B. Howard, CEO/Executive Director

V. DISCUSSION ITEMS

g. CEO/Executive Director's Evaluation

Item: V. g.

November 6, 2025

Subject: CEO/Executive Director's Evaluation

Background information: The CEO/Executive Director is responsible for implementing the organization's strategic plan, overseeing day-to-day operations, and fostering the organizational culture. The Evaluation has been issued to evaluate the CEO's progression within the agency with the oversight of the board of commissioners.

Recommended Action:

For discussion only. No action is required.

Alternate Option:

N/A

Fiscal Impact:

TBD

Attachments:

N/A

Prepared by:

Arlenne Lozano, *Executive Assistant to the CEO*

Approval:



Patrick B. Howard, *CEO/Executive Director*

V. DISCUSSION ITEMS

h. Board Reports

- i. Human Resources Committee
- ii. Real Estate Committee
- iii. 50th Anniversary Committee

VI. EXECUTIVE SESSION

VII. ADJOURNMENT