

Board Packet for Regular Meeting



December 4, 2025

AGENDA

December 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 Arlenne Lozano at arlenne.lozano@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

- Approval of the Minutes of November 6, 2025, Regular Meeting
- Resolution No. HATC-2025-17: To Approve the HATC 2026-2030 Strategic Plan

IV. ACTION ITEMS

Resolution No. HATC-2025-18	To <u>Approve</u> the Fiscal Year 2026 Budget for HATC
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V. DISCUSSION ITEMS

- Resident Spotlight- Good News: Patty Galindo
- CEO/Executive Director's Report
 - Voucher Programs/Homeless Initiatives
 - HCV Program (*Conventional*)
 - Homeless Initiatives
 - Special Purpose Vouchers

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- ii. Affordable Housing Program [Resident Services, Compliance, Occupancy, Physical Improvements, Delinquency, Service Requests]
 - 1. Eastern Oaks
 - 2. Summit Oaks
 - 3. Alexander Oaks
 - 4. Carson Creek
 - 5. Manor Town Apartments
 - 6. Manor II
 - iii. HATC Finance Report for Period Ending in 10/31/2025
 - c. Upcoming Annual Elections
 - d. 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 November 6, 2025,
Regular Meeting

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

November 6, 2025
9:30 AM

MINUTES

The Housing Authority of Travis County (HATC) held its Regular Board of Commissioners meeting on November 6, 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 9:30 A.M.
- b. Executive Assistant Arlenne Lozano conducted a Roll Call of Commissioners.
 - i. Chair Laura Goettsche: Present
 - ii. Vice Chair Judy Flores: Present (arrived at 10:07 a.m.)
 - 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 Program Carlos Guzman; Director of Voucher Program & Homeless Initiatives Christina Diaz; Family Self-Sufficiency Coordinator Brenda Silva-Barber; Special Events Coordinator Alecia Campbell; and Executive Assistant to the CEO Arlenne Lozano
- e. Others in attendance: SouthState Bank Senior Vice President Kelli Diserens; SouthState Bank VP/Branch Manager at West Lake Hills Kyle Merritt; SouthState Bank VP/Branch Manager at Lakeway Ashley Herrera; SouthState Bank SVP/Commercial Relationship Manager and Austin Community Advocate Sammie Joseph III; Carleton Living Regional Vice President Sharon Carpenter; Denton Navarro Rodriguez Bernal Santee & Zech, P.C. Attorney Charles Zech (virtual); and IT Consultant Kevin Bryniak

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- a. N/A

III. CONSENT AGENDA

- a. Approval of the Minutes of October 2, 2025, Regular Meeting
 1. Commissioner Roberts made a **motion** for approval.
 2. Commissioner Brown **seconded** the motion.
 3. Motion **passed** unanimously.

IV. ACTION ITEMS

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

Regular Board Meeting | November 6, 2025

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

V. DISCUSSION ITEMS

- a. Overview of the Shining Stars Program and SouthState Bank Check Presentation
 - i. FSS Coordinator Brenda Silver-Barber presented the Shining Stars Program- an initiative that recognizes and rewards academic achievement and consistent attendance among students within the HATC community.
 - ii. SouthState Bank Senior VP Kelli Diserens and her team presented a \$7,500.00 check to the HATC Foundation for the Shining Stars program and thanked HATC for their support.
- b. CEO/Executive Director's Report
 - i. Voucher Programs/Homeless initiatives
 1. HCV Program (*Conventional*)
 2. Homeless Initiatives
 3. Special Purpose Vouchers
 - a. Director of HCV Program and Homeless Initiatives Christina Diaz presented the Board with an update on the program stating that there is a shortfall in funding with a 97% occupancy.
 - b. Commissioner Roberts asked if people are being affected by the federal government shutdown, to which Director Diaz suggested that people are generally being affected by the shutdown, and the CoC program is "on the chopping block."
 - ii. Affordable Housing Program
 1. Portfolio Overview
 - a. Director of Affordable Housing Carlos Guzman presented updates on recent property events and approved 30-day O-CAF rent changes across the portfolio.
 - b. Carleton Living Regional Vice President (CLRVP) Sharon Carpenter presented updates on Eastern Oaks, Summit Oaks, Alexander Oaks Apartments, Carson Creek, Manor Town, and Manor Town II.
 - i. Commissioner Brown questioned whether there is an anticipated rent delinquency increase with the federal shutdown.
 1. CLRVP Sharon Carpenter suggested that there is to be an increase in rent delinquency.
 2. Commissioner Brown suggested that grace and understanding be shown across all properties while the government is shut down and SNAP benefits are cut off.

Eastern Oaks:

- 97% occupied – 1 vacant unit
- \$1,466.00 in delinquent rent
- 1 (one) outstanding service requests
 - a. general

- 0 (zero) pending evictions

Summit Oaks:

- 96 % occupied – 1 vacant unit
- \$4,198.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 pending eviction

Alexander Oaks:

- 99% occupied – 1 vacant unit
- \$9,039.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Carson Creek:

- 94% occupied – 1 vacant unit
- \$259.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town:

- 79% occupied – 10 vacant units
- \$506.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town II:

- 100% occupied – 0 vacant units
- \$579.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

- iii. HATC Finance Report for Period ending in 09/30/2025
- iv. TCFC Finance Report for Period ending in 09/30/2025
- c. Resident Spotlight- Good News: David Martinez
 - i. David Martinez was introduced via video to the Board as a Continuum of Care (CoC) participant. Through the CoC program, David was able to receive life improving dental support. David described being able to eat food, sleep, breathe, and hold conversations properly after receiving his dental procedures. David expressed gratitude to the housing authority for granting him the opportunities he has today.
- d. Strategic Planning Update
- e. Budget Workshop
- f. Commissioner's Court Presentation
- g. CEO/Executive Director's Evaluation
- h. Board Reports
 - i. Human Resources Committee
 - 1. N/A
 - ii. Real Estate Committee

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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. A new Diamond-level sponsorship is secured, bringing the total sponsorship amount to \$12,000.00 to date.
 - b. The event program, 50th Anniversary Commemorative Booklet, commemorative coins and glass mugs are being finalized.
 - c. A live band has been confirmed.
 - d. Historic display work is underway, which will be prominently displayed during the celebration.

VI. EXECUTIVE SESSION

- a. The Board of Commissioners moved to Executive Session at 10:40 a.m. to consider an item in accordance with *Texas Government Code Annotated 551.074, Personnel Matters*.
 1. Commissioner Roberts made a **motion** for approval.
 2. Vice Chair Flores **seconded** the motion.
 3. Motion **passed** unanimously.
- b. The Board of Commissioners reconvened the Open Session at 11:50 a.m.
 - i. Executive Assistant to the CEO Arlenne Lozano conducted a Roll Call of Commissioners at 11:50 a.m.
 1. Chair Laura Goettsche: Present
 2. Vice Chair Judy Flores: Present
 3. Commissioner Sharal Brown: Present
 4. Commissioner Wilmer Roberts: Present
 5. Commissioner Jimmy Paver: Present
 - a. CEO/Executive Director Patrick B. Howard confirmed a quorum.
 - ii. Chair Goettsche stated in Open Session with a proposed a 4.5% merit bonus for the CEO/Executive Director as part of Discussion Item g- CEO/Executive Director's Evaluation.

VII. ADJOURNMENT

1. Vice Chair Flores made a **motion** for adjournment.
2. Commissioner Brown **seconded** the motion.
3. Motion **passed** unanimously.

The meeting was adjourned at approximately 11:51 A.M.



Patrick B. Howard, Secretary
Housing Authority of Travis County

III. CONSENT AGENDA

To Approve the HATC 2026-2030 Strategic Plan

Consent Agenda Item b

December 4, 2025

Subject: Strategic Planning Process Updates

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

- a) Phase IC - Stakeholder Input. **COMPLETED**
- b) Draft of Stakeholder Survey prepared – Week of June 30TH **COMPLETED**
- c) First round of Stakeholder Surveys distributed – Week of July 7TH **COMPLETED**
- d) Begin scheduling Stakeholder focus groups and interviews – Week of July 14TH **COMPLETED**
- e) Meeting to discuss community engagement – Week of August 4TH **COMPLETED**
- f) Compile results of community engagement activities; begin drafting themes, goals/objectives, etc. **COMPLETED**
- g) Meeting with Consultants and HATC Leadership to review results of community engagement and begin discussions on format and content of strategic plan. **COMPLETED**
- h) Consultants draft a Strategic Plan and submit to HATC Leadership. **COMPLETED**
- i) Strategic Plan Draft is sent out to the Board of Commissioners and Staff for review and co
- j) Planning Sessions with Consultants and All Stakeholders, The Public, Board of Commissioners to review and discuss comments. **COMPLETED**
- k) Post Strategic Plan for public comment. **COMPLETED**
- l) Finalize Strategic Plan and present final draft virtually at three work sessions in November. **COMPLETED**
- m) Present Final Strategic Plan at December Board Meeting for Approval and Resolution. **Scheduled December 4th.**

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

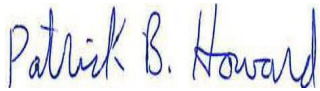
Attachment:

N/A

Prepared by:

Cora Thomas, *Chief Operating Officer/Deputy Director*

Approval:



Patrick B. Howard, *CEO/Executive Director*

Consent Agenda Item b

December 4, 2025

Resolution No. HATC-2025-17: To Approve the 2026-2030 Strategic Plan for the Housing Authority of Travis County.

WHEREAS A strategic Plan is a management tool used to formally establish and communicate an organization's mission, vision, and values, both internally and externally; and improve the performance and overall effectiveness of an organization; and outline the organization strategic prioritize; and

WHEREAS, A Strategic Plan typically utilizes a planning horizon of 3 to 5 years, and is a process that builds commitment from stakeholders toward a defined direction that will guide the future allocation of an organization's resources; and

WHEREAS, the Housing Authority of Travis County Board of Commissioners, in coordination with both internal staff and external consulting resources, has collaboratively developed a Strategic Plan covering the five-year period from January 1, 2026 through December 31, 20230 , which identifies, defines, outlines, and clarifies the proposed Vision, Mission, and Values of the organization, as well as the strategic priorities, key focus areas, goals, metrics, and implementation strategies and tactics;

WHEREAS, leadership is directed to provide periodic updates to the Board of Commissioners regarding progress, performance metrics, and any recommendations.

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

1. Approves Resolution No. HATC-2025-17
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved on the 4th day of December 2025.

Laura Goettsche, *Chair, Board of Commissioners*

Attested and approved as to form:

Patrick B. Howard, *CEO/Executive Director*

IV. ACTION ITEMS

Resolution No. HATC-2025-18: To Approve the 2026 Budget

CEO/Executive Director Report

Finance

Item V. b. iii.

December 4, 2025

Subject: Approval of HATC Budget FY2026

See attachment for HATC Budget FY2026.

The proposed HATC Budget FY2026 is presented to the Board of Commissioners for approval. The proposed budget was discussed in detail at the Board work-session on the week of November 17-21, 2025. Per board members' recommendation, the training budget for Business Activities was reduced from \$81,000 to \$60,000.

Apart from the item above, there are no changes made to the HATC Budget FY2026. The attachment contains highlights of the FY2026 Budget – among which includes,

- a) 4% COLA for all employees,
- b) \$2,085,240 contribution from TCFC/TCFC SetAside to HATC Business Activities, which consists of
 - i) \$1,533,116 for Central Office operations/overhead,
 - ii) \$227,891 to support HATC properties,
 - iii) \$324,233 loan to SEA OAKS/SEA RAD LP to cover the anticipated deficit for 2026
- c) \$300,000 contribution from TCFC to the HATC Foundation to support the resident services programs.

The HATC Budget FY2026 includes revenue projections and budgeted expenditures for all programs and properties for the 1-year period beginning January 1, 2026, and anticipated provision for reserve at year-end December 31, 2026. Each business unit, program and property are reflected on a separate schedule on the attached budget document.

Recommended Action:

To approve the HATC Budget FY2026.

Alternate Option:

To not approve the HATC Budget for FY2026

Fiscal Impact:

\$2,085,240 transfer from TCFC/TCFC SetAside funds to HATC Business Activities for FY2026, and \$300,000 from TCFC to the HATC Foundation.

Attachment:

Attached HATC Budget FY2026 to be effective January 1, 2025, through December 31, 2025

Prepared by:

Subra Narayanaier, CPA, Director of Finance

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

HATC Action Item

December 4, 2025

Resolution No. HATC-2025-18: To Approve the FY2026 Annual Budget for the Housing Authority of Travis County.

WHEREAS, the Housing Authority of Travis County is required by the U.S. Department of Housing and Urban Development to prepare an annual 12-month budget for the period January 1, 2026 – December 31, 2026. The HATC FY2025 budget also includes the budgets of its blended component units - the Texas County Facilities Corp (TCFC) and HATC Foundation. The budget for SEA RAD LP (a discrete component unit of HATC) is included for informational purposes but is not part of the overall HATC Budget.

WHEREAS, the HATC FY2026 Annual Budget reflects total combined revenues of approximately \$23.7M, expenditures of \$16.4M, debt payments and net capital improvements totaling \$158K, and inter-program transfers consisting of \$2.085M to HATC from TCFC (an affiliated blended component unit of HATC) which will be used i) \$1.583M for Business Activities/COCC to cover the overhead and operational costs of HATC, ii) \$227,801 for the HATC properties to cover estimated operational deficits, iii) \$324,233 loan to SEA OAKS/SEA RAD LP to cover anticipated operational deficits. TCFC will also contribute \$300,000 to HATC Foundation to support tenant services programs to residents at HATC properties and S8 clients in FY2026.

WHEREAS, Board members reached consensus on the Annual Budget at its open public meeting of December 4, 2025.

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

1. Approves Resolution No. HATC-2025-18,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 4th day of December 2025.

Laura Goettsche, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, Executive Director

V. DISCUSSION ITEMS

- a. Resident Spotlight/Good News: **Patty Galindo**
(FSS Program Participant)

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 V.b.i. Voucher Programs/Homeless Initiatives

December 4, 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 10/31/25

691	Total Number of Vouchers
447	Number of Vouchers utilized (<i>Conventional</i>)
674	Total Lease-up for the HCV program (<i>Actual, i.e., 667/691</i>)
97.54%	Total Lease-up for the HCV program (<i>Percentage, i.e., 667/691</i>)
396	Applicants on the Waiting List
80	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 Oct 2025	Housing Assistance Program Operations
1 CoC	New Admissions
66	Annual Reexaminations Completed
28	Interims Completed
9	Annual HQS Completed
6	End of Participation

Recommended Action:

For discussion/information only. No action is needed.

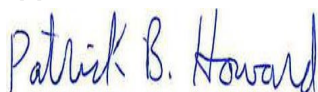
Attachments:

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

Prepared by:

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

Approval:



Patrick B. Howard, *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)	446	1	423	105.67%
Port-Outs (PO) HCV	27		27	100%
Non-Elderly and Disabled (NED)	65		75	86.67%
**HUD-VASH Vouchers	26		30	86.67%
**Homeless Preference	39		40	97.50%
**Family Unification Program (FUP)	47		72	65.28%
**Stability Voucher Program (SV)	4		5	80.00%
Total	673	1	691	97.54%
Total HCV Leased after the first of the month:	674			

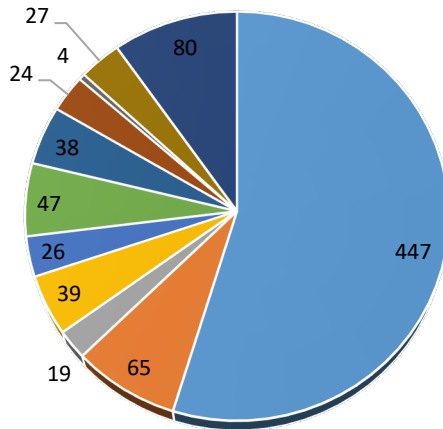
Programs not counted in HCV TOTAL:	Leased (Last Day of month)	Voucher Allocation	% Leased
**Continuum Of Care (COC)	79	74	106.76%
Mainstream (MVP)	38	49	77.55%
**Emergency Housing Vouchers (EHV)	24	24	100%
Port Ins	80	N/A	N/A

Vouchers Searching (Not Leased)	Applicants	Current Participants	Total
TOTAL All Projects	2	9	11

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

October 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)

CEO/Executive Director's Report

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

December 4, 2025

Subject: Homeless Initiatives

Synopsis of Housing Continuum of Care (CoC) Program – as of 10/31/25

\$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
79	Continuum of Care participants provided housing assistance

Synopsis of Homeless Preference (HP HCV) – as of 10/31/25

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
39	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 V.b.i. Voucher Programs/Homeless Initiatives

December 4, 2025

V.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 10/31/25

75	Total Number of Housing Choice Vouchers awarded to HATC specifically for non-elderly persons with disabilities
65	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 10/31/25

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)
47	Number of tenants under contract

c. Mainstream Voucher Program (MVP)

Synopsis of Mainstream Voucher Program (MVP) – as of 10/31/25

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
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 10/31/25

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 10/31/25

34	Total Number of EHV allocation
24	Updated Attrition Total (as per HUD)
24	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 10/31/25

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

b. CEO/Executive Director's Report

ii. Affordable Housing Program [Resident Engagement, Compliance, Occupancy, Physical Improvements, Delinquency, Service Requests]

CEO/Executive Director's Report

Item V.b.ii Affordable Housing Program

December 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

PROPERTY	SEA RAD Apartments – Eastern Oaks
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OCCUPANCY & RENT COLLECTION

Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
97% / 100%	1 / 0	Applicant(s): 1	\$1,235.00	- Current - \$929.00 30 days - \$306.00

MANAGEMENT PRIORITIES	STATUS
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▪ Resident Engagement Activities	▪ Town Hall meetings continue. The last Town Hall meeting was held on November 12, 2025.
▪ Compliance / Inspections	▪ The Pre-NSPIRE/Curb Appeal/Housekeeping inspections from U.S. Inspection Group were completed on August 18, 2025. Currently developing a Phase Out Plan to start FY 2026 QRT 1.
▪ OCAF / Annual Rent Adjustments	▪ The 2025 OCAF is complete.
▪ Routine / Periodic Maintenance	▪ Assessment completed for Re-Striping the entire property parking lot. Project to be completed FY2026 QRT 1.
▪ Capital Improvements	▪ All window screens have been installed; the project is complete.

SERVICE ISSUES BY CATEGORY ¹	NUMBER OF REQUESTS	COMMENTS
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▪ Appliance	0	All Service Requests during this period have been resolved
▪ Building Exterior	1	
▪ Communications	0	
▪ Doors and Locks	3	
▪ Electrical and lighting	5	
▪ Flooring	0	
▪ General	2	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	2	
▪ Plumbing and Bath	2	
▪ Preventative Maintenance	1	
▪ Safety Equipment	0	
SUBTOTAL	16	

¹10/1/25-10/31/25

PROPERTY	SEA RAD Apartments – Summit Oaks
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OCCUPANCY & RENT COLLECTION

Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
92% / 92%	2 / 0	Applicant(s): 0	\$6,413.00	Current - \$5,938.00 30 days - \$475.00

MANAGEMENT PRIORITIES STATUS

Resident Engagement Activities	Town Hall meetings continue. The last Town Hall meeting was held on November 19, 2025.
Compliance / Inspections	- The TDHCA onsite monitoring review was on August 27, 2025. The official report was received with only 1 noted deficiency related to Social Services. The deficiency has already been corrected and submitted to Compliance to submit to the TDHCA for review. - The Pre-NSPIRE/Curb Appeal/Housekeeping inspections from U.S. Inspection Group were completed on August 18, 2025. Currently developing a Phase Out Plan to start FY 2026 QRT 1.
OCAF / Annual Rent Adjustments	The 2025 OCAF was Approved on August 26, 2025. Carleton has begun processing the Gross Rent (GR) Change effective May 1, 2025. Will be completed by 12-31-25.
Routine / Periodic Maintenance	Assessment completed for Re-Striping the entire property parking lot. Project to be completed FY2026 QRT 1.
Capital Improvements	A General Contractor (GC) has been selected for the screens project. The GC has installed screens in all residential buildings. The screens for the office building will be installed on the week of November 24th.

SERVICE ISSUES BY CATEGORY¹ NUMBER OF REQUESTS COMMENTS

Appliance	0	Service Requests during this period have been resolved
Building Exterior	0	
Communications	0	
Doors and Locks	3	
Electrical and lighting	0	
Flooring	0	
General	0	
Grounds and Landscaping	0	
Heating and cooling	0	
Plumbing and Bath	4	
Preventative Maintenance	25	
Safety Equipment	0	
SUBTOTAL	32	

PROPERTY	SEA RAD Apartments – Alexander Oaks
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OCCUPANCY & RENT COLLECTION
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Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
94% / 94%	3 / 0	Applicant(s): 0	\$8,725.00	- Current - \$6,400.00 30 days - \$111.00 90 days - \$2,214.00

MANAGEMENT PRIORITIES	STATUS
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Resident Engagement Activities	- Town Hall meetings continue. The last Town Hall meeting was held on October 22, 2025. - The Texas Food Bank held a cooking class on October 9, 2025, teaching resident nutritious, healthy and affordable meals. - 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.
Compliance / Inspections	- The TDHCA onsite monitoring review was on August 27, 2025. The official report was received with only 1 noted deficiency related to Social Services. The deficiency has already been corrected and submitted to Compliance to submit to the TDHCA for review. - The Pre-NSPIRE/Curb Appeal/Housekeeping inspections from U.S. Inspection Group were completed on August 18, 2025. Currently developing a Phase Out Plan to start FY 2026 QRT 1..
OCAF / Annual Rent Adjustments	The 2025 OCAF was Approved on August 26, 2025. Carleton has begun processing the Gross Rent (GR) Change effective May 1, 2025. Will be completed by 12-31-25.
Routine / Periodic Maintenance	Assessment completed for Re-Striping the entire property parking lot. Project to be completed FY2026 QRT 1.
Capital Improvements	A GC has been selected for the screens project. The GC has installed screens in all residential buildings. The screens for the office building will be installed on the week of November 24th.

SERVICE ISSUES BY CATEGORY ¹	NUMBER OF REQUESTS	COMMENTS
▪ Appliance 3 ▪ Building Exterior 0 ▪ Communications 0 ▪ Doors and Locks 3 ▪ Electrical and lighting 1 ▪ Flooring 0 ▪ General 3 ▪ Grounds and Landscaping 0 ▪ Heating and cooling 1 ▪ Plumbing and Bath 3 ▪ Preventative Maintenance 52 ▪ Safety Equipment 0 SUBTOTAL 66		Service Requests during this period have been resolved

¹10/1/25-10/31/25

PROPERTY	SEA RAD Apartments – Carson Creek Homes
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OCCUPANCY & RENT COLLECTION
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Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
94% / 94%	1 / 0	Applicant(s): 0	\$3,084.00	Current - \$2,980.00 30 days - \$104.00

MANAGEMENT PRIORITIES	STATUS
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▪ Resident Engagement Activities	▪ Town Hall meetings continue. The last Town Hall meeting was held on November 12, 2025.
▪ Compliance / Inspections	▪ On October 16, 2025, Monitoring Data Services, Inc. (MDSI) requested files to be uploaded by October 21, 2025, for their annual file desk review. The official report findings were received on November 6, 2025, and NO findings of noncompliance were identified.
▪ OCAF / Annual Rent Adjustments	▪ The last Income and Rent Limits was effective August 1, 2025
▪ Routine / Periodic Maintenance	▪ Completed Monthly Pest Control Services
▪ Capital Improvements	▪ Interior and exterior Renovations were completed July 2025.

SERVICE ISSUES BY CATEGORY¹	NUMBER OF REQUESTS	COMMENTS
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▪ 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	1	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	0	
▪ Plumbing and Bath	0	
▪ Preventative Maintenance	1	
▪ Safety Equipment	0	
SUBTOTAL	2	

¹10/1/25-10/31/25

PROPERTY	Manor Town Apartments
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OCCUPANCY & RENT COLLECTION
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Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
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70% / 97%	10 / 0	Applicant(s): 9	\$963.00	Current - \$963.00
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MANAGEMENT PRIORITIES	STATUS
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Resident Engagement Activities	- Town Hall meetings continue. The last Town Hall meeting was held on November 5, 2025. - The monthly Farmer's Market was held on November 18, 2025, providing fresh, nutritious produce to older adults (ages 60+). - Pink Love Houston hosted a Purposeful Painting event as a creative wellness experience to relax, reflect and release on November 18, 2025. - An option for a Traditional or Non-Traditional Thanksgiving basket was given to each resident who signed up to receive one. The Thanksgiving Baskets will be handed on November 24, 2025.
Compliance / Inspections	The TDCHA conducted an electronic desk monitoring review on August 19, 2025, we are still pending the official report.
OCAF / Annual Rent Adjustments	The last Income and Rent Limits was effective June 9, 2025
Routine / Periodic Maintenance	Assessment completed for Re-Striping the entire property parking lot. Project to be completed FY2026 QRT 1.
Capital Improvements	- On July 28, 2025, the HATC Signed a contract with EcoLand Design Group for Landscape Architecture Services to assist with Capital Improvements. The scope of work is approved and submitted to Contractors for bids. Scheduling site visits with the contractors for finalization of bids in the first weeks of December. Bids due December 31, 2025. - 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.

	Phases 1 & 2 are completed. Phase 3 is expected to begin on November 24, 2025, expected date of completion of December 3, 2025. A walkthrough with a GC has been completed to identify interior upgrades and a contract has been signed. The project is expected to begin in November and be completed in December. The kitchen and bathroom cabinets are prepped and ready for painting. Painting will begin November 21, 2025, and expect completion the week of the 24th. The original countertops have been removed, and new granite countertops have been ordered.
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SERVICE ISSUES BY CATEGORY ¹	NUMBER OF REQUESTS	COMMENTS
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▪ Appliance	0	Service Requests during this period have been Resolved
▪ Building Exterior	0	
▪ Communications	0	
▪ Doors and Locks	2	
▪ Electrical and lighting	7	
▪ Flooring	0	
▪ General	1	
▪ Grounds and Landscaping	0	
▪ Heating and cooling	0	
▪ Plumbing and Bath	2	
▪ Preventative Maintenance	34	
▪ Safety Equipment	0	
SUBTOTAL	46	

¹10/1/25-10/31/25



PROPERTY	MANOR II Apartments
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OCCUPANCY & RENT COLLECTION

Occupancy / Trend	Vacant Units / Notice to Vacate (NTV)	Leased Unit(s)	Delinquent Rent	Delinquency Notes
100% / 100%	0 / 0	Applicant(s): 0	\$1,348.00	- Current - \$1,326.00 30 days - \$22.00

MANAGEMENT PRIORITIES	STATUS
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Resident Engagement Activities	- Town Hall meetings continue. The last Town Hall meeting was held on November 5, 2025. - The monthly Farmer's Market was held on November 18, 2025, providing fresh, nutritious produce to older adults (ages 60+). - Pink Love Houston hosted a Purposeful Painting event as a creative wellness experience to relax, reflect, and release on November 18, 2025. - An option for a Traditional or Non-Traditional Thanksgiving basket was given to each resident who signed up to receive one. The Thanksgiving Baskets will be handed on November 24, 2025.
Compliance / Inspections	On July 31, 2025, the Texas Department of Housing and Community Affairs (TDHCA) conducted the Final Construction inspection. The official report came in with only 4 identified deficiencies that we have already begun working on. The deadline to submit all corrected deficiencies is set for December 9, 2025. Work orders are in progress.
OCAF / Annual Rent Adjustments	The last Income and Rent Limits was effective June 9, 2025
Routine / Periodic Maintenance	Assessment completed for Re-Striping the entire property parking lot. Project to be completed FY2026 QRT 1.
Capital Improvements	- A Vendor has been selected to install the Surveillance Cameras. The equipment has been ordered. Cameras are expected to arrive by November 28, 2025. Installation will begin on December 1, 2025. - The scope of work has been sent to contractors to bid on installation of rails. Rails are installed on the sidewalk leading to the building front entry. The project is expected to be completed by November 28, 2025.

SERVICE ISSUES BY CATEGORY ¹	NUMBER OF REQUESTS	COMMENTS
▪ Appliance	0	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	0	
▪ Plumbing and Bath	3	
▪ Preventative Maintenance	3	
▪ Safety Equipment	0	
SUBTOTAL	8	

¹10/1/25-10/31/25

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*

V. DISCUSSION ITEMS

b. CEO/Executive Director's Report

iii. HATC Finance Report for Period Ending in
10/31/2025

V. DISCUSSION ITEMS

c. Upcoming Annual Elections

V. DISCUSSION ITEMS

d. Board Reports

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

VI. EXECUTIVE SESSION

VII. ADJOURNMENT