

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Charles Bailey

Mary Apostolou

Tyra Duncan-Hall

Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Regular Meeting

Thursday, June 14, 2018

9:00 AM

Chalmers Courts

1801 E. 4th Street Austin, TX

Austin, TX

**PUBLIC NOTICE OF A MEETING
TAKE NOTICE OF A BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN**

**TO BE HELD AT
Chalmers Courts
1801 E. 4th Street Austin, TX
Austin, TX
(512.477.4488)**

**Thursday, June 14, 2018
9:00 AM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Citizens Communication (Note: There will be a three-minute time limitation)

Presentation of Property

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on May 17, 2018

ACTION ITEMS

2. Presentation, Discussion, and Possible Action regarding Resolution No. 2555: Approval of an Award of Contract for In-School Case Management in the amount of \$600,000.00
3. Presentation, Discussion, and Possible Action regarding Resolution No. 2556: Ratification of an Award of Contract for Phase I Rooftop HVAC Replacements at the HACA Central Office
4. Update on HACA's Rental Assistance Demonstration Program
5. Presentation, Discussion, and Possible Action regarding Resolution No. 2551: Resolution authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts South (the "Project")
6. Presentation, Discussion, and Possible Action regarding Resolution No. 2552: Resolution approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B
7. Presentation, Discussion, and Possible Action regarding Resolution No. 2557: Consideration of a Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Rail Apartments (the "Development") in Austin, Texas: (A) acquire the site of the Development; (B) lease the development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

EXECUTIVE SESSION

The Board may go into Executive Session (close its meeting to the public) Pursuant to:

- a. 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;
- b. 551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property;
- c. 551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- d. 551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

If there is an Executive Session, the Board will return to Open Session for discussion, consideration and possible action of matters discussed in Executive Session.

REPORTS

The Board accepts the following reports:

- President's Report
- Other Staff Reports
- Commissioners' Reports/Questions to the Department Staff

ADJOURNMENT

"Pursuant to 30.06, Penal Code, (trespass by holder of license with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to 30.07, Penal Code (trespass by holder of license with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

"En virtud del 30.06, Código Penal, (traspaso titular de licencia con una pistola), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con una arma o pistola.

"En virtud de 30.07, Código Penal (prevaricación por titular de la licencia con un arma o pistola abiertamente llevado), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con un arma o pistola que lleva abiertamente.

*The Housing Authority of the City of Austin (HACA) Board of Commissioners reserves the right to discuss and consider items out of order on the agenda on an as needed basis.

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Judy Paciocco or Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x2104.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD ACTION REQUEST

EXECUTIVE
ITEM NO. 1.

MEETING DATE: June 14, 2018

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on May 17, 2018

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on May 17, 2018.

ATTACHMENTS:

- ▣ **20180517 HACA Minutes Summary**

HOUSING AUTHORITY OF THE CITY OF AUSTIN BOARD OF COMMISSIONERS REGULAR BOARD MEETING

MAY 17, 2018

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS PUBLIC MEETING NOTICE WAS POSTED FOR 12:00 NOON ON THURSDAY, MAY 17, 2018, AND WAS HELD AT THE NORTH LOOP APARTMENTS, 2300 W. NORTHLOOP, AUSTIN, TEXAS

***A QUORUM OF THE BOARD CONVENED AT 11:00 A.M. TO CONDUCT A TOUR OF RECENT RENOVATIONS AT NORTH LOOP AND TO VISIT WITH RESIDENTS. NO POLICY DISCUSSIONS OCCURRED UNTIL THE BOARD CALL TO ORDER AT 12:20 P.M.**

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

The Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of May 17, 2018, was called to order by Chuck Bailey, HACA Vice-Chairperson, at 12:20 p.m. The meeting was held at North Loop Apartments, 2300 W. Northloop, Austin, Texas 78756

Roll call certified a quorum was present.

MEMBERS PRESENT:

Charles Bailey, Vice Chairperson
Tyra Duncan-Hall, 2nd Vice Chairperson
Edwina Carrington, Commissioner
Mary Apostolou, Commissioner

MEMBER(S) ABSENT:

Carl S. Richie, Jr., Chairperson

STAFF PRESENT:

Angie Towne, Andrea Galloway, Barbara Jackson, Beth Phillips, Jimi Teasdale, Judy Paciocco, Lisa Garcia, Michael Gerber, Nidia Hiroms, Nora Morales, Pilar Sanchez, Ron Kowal, and Sylvia Blanco .

ALSO IN ATTENDANCE:

Jim Ewbank, Cokinos, Bosien & Young
Arthur Troillo, Troillo Law Firm

CITIZENS COMMUNICATION

•**Thelma Pannell**, President of the North Loop Resident Council, introduced the new Resident Council for North Loop Apartments. The Council includes: **Sylvia Mendoza**, Vice-President; **Mary Arrellano**, Secretary; **Betsy Hawkins**, Treasurer; **Bill Fowler**, Sgt. at Arms; **Jessie Rivas**, Board Member-At-Large; **Diana Herrera**, Board Member-At-Large. **Ms. Pannell** said that the goals of the North Loop Resident Council are to provide mini health fairs, blood pressure and blood sugar level checks, hearing tests, conduct a yearly field trip, provide monthly games and movies, and hold cookouts in the summer (provided by Good Shepherd Church).

•**Mr. Bill Alexander**, immediate Past President, was acknowledged by **Mike Gerber**, HACA President and CEO.

•**John Irwin**, North Loop resident, expressed concern with regard to the elevator issues that have been on-going at North Loop for quite awhile. **Mr. Gerber** responded that the elevator has been a challenge, however, HACA is still working to resolve the issue.

•**Louvera Hanson**, North Loop resident, expressed concern about people coming and going at all hours of the night.

•**Sylvia Mendoza**, North Loop resident, has witnessed resident power struggles, and believes that the Council would be more equipped to handle different personalities, etc., if they were provided more training.

•**Ken Davis**, North Loop resident, complimented and thanked HACA staff, and stated that, "everything that staff does is for residents". **Mr. Davis** said that he feels privileged and happy to be at North Loop.

•**Mary Aleshire**, Gaston Place resident, thanked HACA for the RAD renovation at Gaston Place. Gaston now has nice clean apartments, large sinks, washer and dryers, and microwave ovens.

•**Diana Herrera**, North Loop resident, reported that some washers and driers on many of the North Loop Apartment floor levels aren't working. Residents were told they would be getting new ones, however, the residents have not heard anything. **Nora Morales**, HACA Director of Purchasing, responded that North Loop will be receiving new washers and dryers within 30-45 days.

•**Betsy Hawkins**, North Loop resident, thanked HACA staff for the renovations. **Ms. Hawkins** stated that she has a vast imagination, and with the renovations, she feels she has formal living and dining rooms.

•**Hattie Hill**, North Loop resident, thanked HACA staff for all of the work done at North Loop. **Ms. Hill** expressed the need for

more police officers due to the increase of strangers on property.

•Officer **Michael Whetson** with Austin Police Department will be on property May 29th to conduct a fire drill. **Ms. Pannell** will meet with him to discuss the Neighborhood Watch Program during that time.

•**Diana Garcia**, North Loop resident, thanked HACA for everything. **Ms. Garcia** expressed her happiness upon hearing that she will get a blind friendly thermostat.

CITYWIDE ADVISORY BOARD (CWAB) REPORT

•**Felicia Vargas**, CWAB President, reported on behalf of the Citywide Advisory Board (CWAB). •The CWAB meeting was held on May 8, 2018 at Santa Rita Courts. •**Lawrence Deeter** with Capital Metropolitan Transportation Authority, discussed the new bus routes that will be effective June 1st. •**Darnise M. Bowens-Jones**, Austin Area Urban League, discussed the upcoming workforce development classes. •**Michael Roth**, HACA Director of Housing Operations and Policy, provided an update on the Rental Assistance Demonstration Program (RAD). •**Pilar Sanchez**, HACA Vice-President of Housing and Community Development, provided an update on Resident Participation funds. •**Mike Gerber**, HACA President and CEO, announced that the North Loop ribbon cutting will take place Thursday, May 17th, and everyone is invited. •**Barbara Jackson**, HACA Acting Community Development Director, provided updates on Workforce Development and Jobs Plus. •**Claudia Connors**, announced that American Gateways will be sharing a presentation at Meadowbrook on May 24th. **Ms. Connors** also reported the opening of a new LAB site at Rosewood/Salina. •**Joshua Banks**, HACA IDADS Program Coordinator, reported that a new IDADS group would be starting soon. •**Evelyn Holman**, HACA Event Specialist, provided an updated transportation schedule for Senior Mayfest. •Property updates - North Loop's new officers were introduced by North loop Resident Council President, **Thelma Pannell**.

PUBLIC HEARING – A PUBLIC HEARING WAS HELD TO ACCEPT PUBLIC COMMENT ON THE PROPOSED FINANCING AND DEVELOPMENT OF PATHWAYS AT CHALMERS COURTS SOUTH, LOCATED AT THE SOUTHWEST CORNER OF EAST 3RD STREET AND CHALMERS AVENUE, AUSTIN, TEXAS, AND THE USE OF A NEWLY CONSTRUCTED HOUSING PROJECT ON THE PROPERTY AS AFFORDABLE HOUSING.

Vince Prothro, VHP Ventures, spoke during the Public Hearing. **Mr. Prothro** owns the property (mostly vacant lot with a little minimal two-unit studio apartment house) across the street from the proposed Pathways at Chalmers Courts South. **Mr. Prothro's** goal is to sell the property to a developer who will include more affordable housing than the density bonus program encourages, which is going to require special buyer. The idea is to try to set aside 25% of those multifamily units for teachers, workforce housing for people who provide community benefit, and then the developer can sell 75% of the units at market rate. **Mr. Prothro** is trying to get a variance of a few more feet to allow the builder to build three stories, without raising the price. This would encourage the developer to include more missing middle affordable housing, basically do a socially responsible development there.

CELEBRATION OF TEXAS NAHRO AWARD WINNERS

Sylvia Blanco, HACA Executive Vice-President, announced recent awards that were presented to several members of the HACA team, through the state industry organization, Texas NAHRO (National Association of Housing and Redevelopment Officials). The award winners include:

Andrea Galloway, MIS Director, *Management Person of the Year*

Brittley Miller, Admissions Specialist, *Administrative Person of the Year*

Beth Phillips, Communications Manager, *One Voice Newsletter and HACA Resident Calendar*

Mike Gerber, President and CEO, *Executive of the Year*

Lupe Garcia, Santa Rita resident, *Resident of the Year*

PRESENTATION OF EMPLOYEE OF THE QUARTER

Laura Immer, HACA Business Process Specialist, was named Employee of the Quarter. Laura was previously with the Southwest Housing Compliance Corporation (SHCC) for years before assuming her position at HACA a year ago. Since joining HACA, Laura has completed several noteworthy projects, created more efficiencies and numerous instructional materials, and is ramping up implementation of Laserfiche. Laura is a go getter and always faces difficult or challenging tasks head on. Laura is very deserving of this award.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of a Board Minutes Summary for the Board Meeting held on March 21, 2018

Commissioner Duncan-Hall moved to Approve the Board Minutes Summary for the Board Meeting held on March 21, 2018. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 2548: Authorizing the Execution, Recording, and Delivery of Declaration of Trusts for all Public Housing Developments/AMPS

Per PIH Notice 2010-44, all public housing property owned by a Public Housing Authority that has been acquired, developed, maintained, or assisted with funds from the U.S. Housing Act of 1937 must review its Declarations of Trust (DOTs) on an annual basis and to file accordingly with the county clerk's office and the U.S. Department of Housing and Urban Development. In order to be in compliance, the Housing Authority will ensure each Declaration of Trust conforms with the correct Asset Management Project or "AMP" number to incorporate all "project" numbers associated with that AMP, as there may be multiple public housing sites assigned to one AMP.

Due to the RAD (Rental Assistance Demonstration) conversions, HACA has decreased the number of Declarations of Trust that are to be filed on an annual basis. The remaining Public Housing properties for which to file are: Goodrich, Rosewood Courts/Salina, Thurmond Heights, Santa Rita Courts, Lakeside, Chalmers Courts and Scattered Sites.

The Declarations of Trust must be filed with Travis County to be in compliance with PIH Notice 2010-44. This is an annual requirement mandated by HUD.

Commissioner Duncan-Hall moved to Approve Resolution No. 2548: Authorizing the Execution, Recording, and Delivery of Declaration of Trusts for all Public Housing Developments/AMPS. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 2549: Approving the Award of Renewal Contract for Agency Wide Trash Disposal and Recycling Services

This is the third year renewal and the first increase of 2.9% over all. The services provided under this contract include the collection of non-hazardous solid waste and recyclable materials generated by all HACA properties. Each property, depending on the layout of the buildings and the number of units, has the required amount of dumpsters and recycling totes to meet the City of Austin's recycling ordinance. Waste Management will furnish all materials, labor, and equipment necessary to comply with the terms of this contract.

HACA issued an Invitation for Bid HACA-15-B-0196 on April 10, 2015 for Agency Wide trash disposal and recycling services. The Invitation for Bid was advertised in the Public Notice section of the Austin American Statesmen on April 12 & 19, 2015. Seven proposals were emailed and two bids were received. Bids were read aloud and recorded on May 20, 2015 at 2 p.m. Waste Management was determined to be the lowest and most responsive bidder. On July 16, 2015, this Board approved the negotiation and awarding of a contract to Waste Management of Texas. After negotiation of terms, the contract was signed on January 14, 2016, with a four year renewal option. This renewal will be for the third year of a four year contract renewal option.

Based on the satisfactory past and current performance of Waste Management and their responsiveness to HACA's needs and timely service, staff is recommending approving the award of a renewal contract for agency wide trash disposal and recycling services to Waste Management of Texas, Inc. in an amount not to exceed \$280,000.00 for the third year option.

Commissioner Duncan-Hall moved to Approve Resolution No. 2549: Approving the Award of Renewal Contract for Agency Wide Trash Disposal and Recycling Services to Waste Management of Texas, Inc. in an amount not to exceed \$280,000.00 for the third year option. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 2550: Approving the Award of Renewal Contract for Agency Wide Ground Maintenance Services

The services under this contract provides year round timely, planned, grounds maintenance at all of the HACA residential properties as well as HACA owned office buildings. Mandatory responsibilities include mowing, edging, trimming, and debris clean up.

HACA issued a Request for Proposal HACA-P-13-0188 on September 3, 2013. The Request for Proposal was advertised in the Public Notice section of the Austin American Statesman on September 3rd & 10th, 2013. Twenty-one proposals were distributed and five proposals were received. On September 13, 2013, HACA opened and recorded all bids received. All proposals were evaluated by a committee and selected the bid from Unity Contractors Services, Inc. as the most responsive and responsible. This Board awarded a contract to Unity Contractor Services Inc., on December 14, 2014. This will be the fourth and final renewal of a four-year contract.

Based on past and current satisfactory performance of this contract's services, staff recommended awarding the fourth and final renewal of this contract to Unity.

Commissioner Duncan-Hall moved to Approve Resolution No. 2550: Approving the Award of Renewal Contract for Agency Wide Ground Maintenance Services to Unity Contractor Services. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 5: Presentation, Discussion, and Possible Action regarding Resolution No. 2553: Approving the submittal of the Section 8 Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development

The Section 8 Management Assessment Program (SEMAP) became effective October 13, 1998 (24 CFR Part 985). This rule establishes SEMAP to objectively measure Public Housing Authorities' (PHAs') performance in the administration of the Housing Choice Voucher program in fourteen (14) key performance areas and a Deconcentration Bonus indicator. In order to receive a deconcentration bonus, worth up to 4 points, the following rules apply.

1. 50% or more of HCV families with children would need to reside in low poverty census tracts in the PHA's principal operating area; or
2. For HCV families with children who moved, the percent that moved to low poverty census tracts would need to be two percentage points higher than the percent of all HCV families with children residing in low poverty census tracts at the end of the last completed PHA Fiscal year or the last two completed Fiscal Years.

The Board of Commissioners is required to approve the SEMAP certification, and PHAs are required to submit the certification electronically to HUD within 60 calendar days after each fiscal year end.

HUD will independently assess HACA's performance under SEMAP using annual audit reports for indicators 1-7 and the deconcentration bonus indicator and information maintained in HUD's Public and Indian Housing Information Center (PIC) for indicators 8-14. The Lease-up rate is obtained from HUD's Financial Management Center.

For this fiscal year's Deconcentration Bonus point analysis, HACA used data from the 2016 American Community Survey. Data analysis shows that the total percentage of families with children that live in and moved to low poverty census tracts as of the last day of the fiscal year was 38.8%, a decrease of 0.2% from the previous fiscal year. Thus, HACA is not eligible for the deconcentration bonus points for the 2017-2018 fiscal year.

HACA's Quality Control Division completed quality control sample audits for indicators #1, #2, and #3. The Intake Director and Assistant Housing Director completed the quality control sample audit for indicator #6. There were 3 errors identified for indicator #3. There were zero errors identified under indicator #1, 2 and #6.

HACA scored a 100%, which denotes a high performer designation.

Commissioner Carrington moved to Approve Resolution No. 2553: Approving the submittal of the Section 8 Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 6: Update on HACA's Rental Assistance Demonstration Program

Angie Towne, RAD Coordinator, provided an update to the Board regarding progress with HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community. 437 units converted to RAD in the Fall.

ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 2551: Resolution authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts South (the "Project")

Staff advised that this item was not ready for consideration. The Board agreed to delay consideration of this item until the June 14, 2018 Board Meeting.

ITEM 8: Presentation, Discussion, and Possible Action regarding Resolution No. 2552: Resolution approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B

Staff advised that this item was not ready for consideration. The Board agreed to delay consideration of this item until the June 14, 2018 Board Meeting.

EXECUTIVE SESSION

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS

The Board accepts the following reports:

- The Groundbreaking for Goodrich is planned for September 19, 2018..
- Wilson Stoker and Jim Ewbank, Cokinos, Bosien & Young, will conduct HACA Ethics and Sexual Harrassment training for all HACA staff on May 24th.

ADJOURNMENT

Commissioner Carrington moved to adjourn the meeting. **Commissioner Apostolou** seconded the motion. The Motion Passed (4-Ayes and 0-Nays). The meeting adjourned at 1:25 p.m.

Michael G. Gerber, Secretary

Chuck Bailey, Vice-Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 2555

HOUSING AND COMMUNITY DEVELOPMENT

ITEM NO. 2.

MEETING DATE: June 14, 2018

STAFF CONTACT: Barbara Jackson, Jobs Plus

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 2555: Approval of an Award of Contract for In-School Case Management in the amount of \$600,000.00

BUDGETED ITEM: Yes

TOTAL COST: 600,000.00

ACTION

The Board is being asked to approve a contract with Communities in Schools to provide In-School Case Management and Enrichment and Tutoring services to HACA youth at nine (9) local schools and four (4) HACA properties:

Oaksprings Elementary
Zavala Elementary
Becker Elementary
Dawson Elementary
Fulmore Middle
Kealing Middle
Martin Middle
Eastside Memorial High School
Travis High School

* Meadowbrook, * Santa Rita, * Bouldin, and * Booker T. Washington.

SUMMARY

Background:

HACA has contracted with Communities in Schools (CIS) since 2001. CIS has consistently met or exceeded their contracted outcomes each year. The program is one of the top evidenced-based drop-out prevention programs in the country and has received ongoing support by the AISD board of trustees.

The goal of the program is to support public housing resident youth in their journey to economic self-sufficiency through school-based and property-based educational, enrichment, and case management

services. CIS will provide the following services to public housing youth:

- Afterschool programming (2-4 days a week per site)
- Educational enhancement
- Home visits
- Supportive guidance
- Enrichment activities
- Family engagement
- Summer transition camps

Outcomes of the CIS **SmartKids** program for the 2016-2107 academic year include the following:

- 99% (330 out of 335) of HACA case managed students stayed in school.
- 100% (109 out of 109) of HACA SmartKids participants stayed in school.
- 98% (319 out of 327) of HACA students demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 92% (300 out of 327) of HACA case managed students demonstrated improvement in academics.
- 91% (10 out of 11) of HACA Compass to College senior students have enrolled in continuing or higher education for the 2017-2018 school year.

CIS Smartkids will serve HACA students with afterschool programming at the following properties: Booker T. Washington, Bouldin Oaks, Meadowbrook, and Santa Rita (also serves Chalmers youth).

CIS Smartkids will serve HACA students at the following schools: Oak Springs Elementary, Zavala Elementary, Becker Elementary, Dawson Elementary, Kealing Middle, Fulmore Middle, Travis High School. The CIS Compass to College will serve HACA students at the following schools: Eastside Memorial High School and Travis High School.

In-school case management focuses on academic progress, social and emotional support, crisis intervention, peer networks and family support. CIS SmartKids programming provides afterschool tutoring and enrichment activities onsite at HACA communities and helps HACA students and their parents to prioritize learning and academics outside of the school day. CIS Compass to College assists high school students with post-secondary education access and funding.

Process:

A notification and request for approval to utilize Communities in Schools (CIS) as a sole-source for providing in-school case management and tutoring services to HACA youth grades K-12 was sent to HUD on September 12, 2017. In addition to the notification and request, an Independent Cost Estimate (ICE) was also submitted for HUD review. The ICE was prepared by Felisa Epps, Nora Morales, and Barbara Jackson.

On Tuesday, May 8, 2018, Nora Morales, Director of Purchasing, was informed by the HUD field office in San Antonio, via email, that HACA's request for CIS to be a sole-source provider was noted in their file, and that HACA could move forward with the contract, as long as HACA followed Procurement Policy, and verified through an Independent Cost Estimate that the price for CIS services is reasonable.

Staff Recommendation:

That Communities in Schools be award the contract to provide in-school case management and tutoring to HACA Youth grades K-12.

ATTACHMENTS:

- ▢ **Exhibit 1 - Response from HUD regarding Sole-Source Request**

- ▣ **Exhibit 2 - Letter to HUD requesting Sole-Source Provider**
- ▣ **Exhibit 3 - Communities in Schools Negotiated Terms**
- ▣ **Exhibit 4 - Communities in Schools 2017 Annual Report**
- ▣ **Exhibit 5 - Communities in School Winter 2018 Report**
- ▣ **Exhibit 6 - Communities in School Contract 2018**

RESOLUTION NO. 2555

Approval of an award of contract for In-School Case Management in the amount of \$600,000.00

WHEREAS, the Housing Authority of the City of Austin offers programs that focus on dropout prevention and foster ongoing cohesion, participation and improved success for HACA students; and

WHEREAS, Communities in Schools will focus on academic progress, social and emotional support, crisis intervention, peer networks, college enrollments and family support of HACA students; and

WHEREAS, the approval of funding the program in the amount of \$600,000.00 will allow for the Communities in Schools to operate for one year and to be extended up to four additional years, depending on funding availability.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the HACA Board of Commissioners approves an award of contract for In-school Case management and After school Tutoring services to CIS, as a sole-source provider, in the amount of \$600,000.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2018.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

On Thu, Oct 26, 2017 at 2:13 PM, Berrellesa, Simona <SIMONA.BERRELLESA@hud.gov> wrote:

In the future, please sent any requests hard copy and email. To respond to your request, I asked Tom Romero for help. Below are the comments. Thank you.

Based upon the justifications mentioned in the HACA letter requesting a single source procurement approval from HUD, the request is allowed since the HA states they you bid the service publicly and only one qualified bidder submitted a proposal. You have determined the sole bidder is a qualified bidder. The only recommendation is that you prepare an independent cost estimate (ICE) to confirm the bidder's proposal is reasonable. If the bid is excessive, then the HACA should not award the bid to the sole bidder.

If the ICE and the contractor's bid is reasonable, we would then have no objection to the HACA awarding the contract to Communities in Schools (CIS).

Simona Berrellesa

**Portfolio Management Specialist
EIV/PIC Coordinator
U.S. Dept. of Housing and Urban Development
Office of Public Housing
[615 E. Houston, Suite 347](#)
[San Antonio, TX 78205](#)
Tel: [210-475-6812](tel:210-475-6812)
Fax: [210-472-6816](tel:210-472-6816)
Email: simona.berrellesa@hud.gov**



Housing Authority of the City of Austin

Established in 1937

Board of Commissioners,
Carl S. Richie, Jr., Chairman
Charles Bailey
Edwina Carrington
Tyra Duncan-Hall
Isaac Robinson

President & CEO
Michael G. Gerber

September 12, 2017

Simona Berrellesa
U.S. Dept. of Housing and Urban Development
Office of Public Housing
615 E. Houston, Suite 347
San Antonio, TX 78205

Dear Mrs. Berrellesa:

This letter serves as notification and request for approval to utilize Communities in Schools (CIS) as the sole source for providing in-school case management and tutoring services to the Housing Authority of the City of Austin's (HACA) youth (grades K-12).

A formal partner of HACA's since 2002, CIS is the only provider of in-school case management services and tutoring expertise with the ability to track and support the academic improvement and scholarly potential of HACA student residents. Through its collaboration, CIS and HACA have worked together to develop HACA-specific programs that have been implemented across many of HACA's properties for the last 15 years. While currently providing case management services to HACA youth at nine (9) local schools and tutoring and enrichment at four (4) HACA properties, as many as 12 local feeder schools and seven (7) HACA properties have supported HACA youth with these CIS services in the past.

In-school case management focuses on academic progress, social and emotional support, crisis intervention, peer networks and family support. In-school teams conduct needs assessments early in the year, based on student interactions and teacher and parent recommendations, and utilize these assessments to determine group and individual services. Specific behavioral and academic needs may be addressed through individual and group counseling, motivational activities, intensive academic remediation services, community referrals, mentoring and advocacy. As a complement, CIS SmartKids provides afterschool tutoring and enrichment activities on site at HACA communities, and helps students and their parents to prioritize learning and academics outside of the school day. Greater than 70% of HACA youth engaged in case management also participate in SmartKids – with school-based CIS staff providing both in-school and afterschool services for continuity and continued support of HACA youth. On average, 315 HACA youth receive CIS in-school case management services annually– with elementary students averaging 210 participants, middle school averaging 75 participants and high school averaging 30 participants. Approximately 230 HACA youth participate in SmartKids tutoring and enrichment annually.

CIS also provides the Compass to College program to HACA youth at two local feeder high schools, encouraging and preparing HACA youth to stay on track with their academic progress and pursue higher education. Activities and supports undertaken as part of the program include post-secondary goal setting, success coaching, career interest exploration, leadership development, extracurricular pursuits, college and financial aid applications, scholarship applications and visits to colleges and technical training programs. HACA youth participating in Compass to College receive mentoring and support from the CIS case manager that also provides in-school case management services. During the most recent academic year, 28 HACA high school students

*"We envision neighborhoods where poverty is alleviated,
communities are healthy and safe, and all people can achieve their full potential"*



participated in the program.

Continued service to HACA youth in their schools and near their homes will work to foster ongoing cohesion, participation and improved student success. This continued partnership will allow the ability to provide services within AISD public schools, the ability to access AISD student performance data (of which CIS is one of the few organizations that has a data-sharing partnership) and a keen knowledge of the needs of youth living in public housing.

Per HUD requirements, HACA has gone out to bid on multiple occasions for its in-school case management and tutoring program over the last 12 years. However, Communities in Schools has been the single bidder for the contract during the last two Requests for Proposals – in 2009 and 2013. Additionally, HUD approved CIS as the sole source provider for HACA’s In-School Case Management and Tutoring Services in September 2013, following the last RFP, for which the approval letter is attached. As this would be HACA’s third attempt at soliciting the continuum of services currently provided very successfully by CIS, through another RFP process for in-school case management and tutoring, HACA respectfully requests permission to renew the contract with Communities in Schools for five years with annual reviews.

Services provided to HACA youth by CIS during the 2016-17 school year included:

Crisis intervention	Individual & Group Counseling	Parental involvement
Case management	Supportive guidance	Educational enhancement
Health/Human Services	Tutoring services	Recreational activities

For a contracted amount of \$600,000 annually, Communities in Schools spent 11,910 hours with HACA youth offering the aforementioned services, and parent and family engagement. That’s \$50.37 per hour spent on case management services for each HACA youth at nine (9) local schools and tutoring and enrichment at four (4) HACA properties, as many as 12 local feeder schools and seven (7) HACA properties have supported HACA youth with these CIS services in the past. CIS has a foundation and a positive presence within the Austin ISD and the Housing Authority of the City of Austin. However, the HACA specific collaboration is the only one that provides both on-campus case management and after school programming to a target group of students. This model results in higher annual service hours per HACA student and higher number of years in services for HACA students versus other low-income CIS students.

Based on an analysis of data conducted by CIS, the following was found:

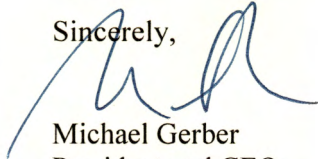
- On average, CIS HACA students participate in CIS for longer periods of time. Average participation for elementary students is four years, middle school students is five years, and high school students is seven years – versus a three year average in CIS services for non-HACA low-income students.
- HACA students receive a higher “dosage” of service. The average number of service hours per CIS HACA student is 75 annually versus 33 for non-HACA CIS students.

- While not studied formally, HACA attributes longer duration and higher dosage services as an element that contributes to higher outcomes for HACA CIS students in several areas, including: significantly better attendance beginning early in the school year, significantly less chronic absenteeism across the school year, and higher grade promotion and graduation rates for HACA CIS youth than other CIS participants (97% and 100% for case-managed and Compass to College students, versus 90% for other low-income CIS students).

Considering HACA's very successful ongoing relationship with CIS that has produced significant outcomes for HACA youth, the responses to HACA's last two In-School Case Management and Tutoring RFPs, CIS's unique relationship with the Austin Independent School District for data-sharing and student tracking, and the unique HACA-specific programs that CIS has built – we hope that you will consider allowing HACA to move forward with a sole source agreement with Communities in Schools.

Please advise if this request is approved. Upon approval, we will seek approval from our Board of Commissioners. If you need additional information regarding this request, please do not hesitate to contact Nora Morales, Purchasing Director, at 512-477-4488 x 2119 or noram@hacanet.org

Sincerely,



Michael Gerber
President and CEO

Communities in Schools SmartKids Program

Contract Dates: August 1, 2018 and ending July 31, 2019

Amount of Contract: \$600,000.00

NEGOTIATED TERMS

The Contractor agrees to the following **case management** services over the life of this agreement:

1. Outreach to HACA Children and families in the following catchment areas:
 - Oak Springs Elementary (Booker T. Washington)
 - Zavala Elementary (Chalmers & Santa Rita Courts)
 - Becker Elementary (Meadowbrook)
 - Dawson Elementary (Bouldin Oaks)
 - Fulmore Middle (Meadowbrook & Bouldin Oaks)
 - Kealing Middle (Booker T. Washington & Rosewood)
 - Travis High (Meadowbrook & Bouldin)
2. Provide school-based services for a minimum of 300 unduplicated HACA youth during the contract period. No less than 275 of these children will be case-managed students.
 - Zavala Elementary – no less than 60 case-managed students per month
 - Oak Springs Elementary – no less than 80 case-managed students per month
 - Becker Elementary – no less than 60 case-managed students per month
 - Dawson Elementary - no less than 40 case-managed students per month
 - Fulmore Middle - no less than 20 case-managed students per month
 - Kealing Middle - no less than 20 case-managed students per month
 - Travis High - no less than 20 case-managed students per month

NOTE: See below for the definition of case-managed student. Every effort will be made to provide weekly services to all case-managed students.
3. Assess all case-managed youth to determine individual needs.
4. Track the academic progress of all case-managed youth.
5. Provide crisis intervention for HACA families with children who attend the schools listed above and are at risk of dropping out of school.
6. Provide referrals to other community programs from which HACA families and youth can benefit.

7. Provide individual and group counseling with supportive guidance.
8. Provide special enrichment, motivational and recreational activities.
9. Provide monthly invoices accompanied by monthly service summary page for case management services across all participating schools that shows the total number of youth served, total number of youth served that month, total number of youth served year-to-date, and total number of new case-managed students that month, and total number of case-managed students served year-to-date. Monthly service reports submitted by the 1st of each month.
10. Provide semi-annual and year-end reports documenting the number of services provided for each youth served, by month, as well as the aggregate number service hours for HACA youth listed by type of service. Services are categorized as supportive guidance and counseling, educational enhancement, enrichment, parental involvement, pre-employment and health and human services.
11. Provide semi-annual and year-end reports on the ABA (Attendance, Behavior, and Academic) outcomes of youth served during the contract period, to be submitted to HACA on or before February 15, 2019 and August 1, 2019. Reports will include a summary of the main services provided along with progress regarding the following objectives:
 - * 90% of all participants will stay in school.
 - * 90% of all participants will be promoted to the next grade level.
 - * 70% of all participants will demonstrate academic improvement.
 - * 70% of all participants with attendance issues will demonstrate improved attendance.
 - * 85% of all participants will improve or maintain in one or more of the ABAs.
12. Semi-annual and year-ends reports showing the names of HACA youth enrolled in CIS who have met all the requirements for High School graduation. Semi-annual and year-end reports will also include the names of HACA children who are no longer at the school and any follow-up services completed.
13. Provide year-end report showing all the HACA case-managed students that have improved their GPA by 0.5 or more since the start of the school year.

14. Contractor will work with HACA on methods to collect and track data regarding the educational success of youth living at HACA public housing communities, to include children not participation in HACA/CIS programs.

15. Definition of Terms:

- * A ***case-managed student*** is defined as a HACA youth who has received a minimum of three (3) services, as documented in the students' case files, per month. Every effort will be made to provide weekly services to participants.
- * One service is defined as one case management intervention of no less than .25 hours in duration.
- * A HACA youth is defined as a child or youth currently living in a public housing property managed by HACA. The child or youth must be on the family's lease.
- * Attendance issues are defined as a student having missed 4 or more days of school in the previous gracing period.

The contractor agrees to the following **college readiness** (Compass to College) services over the life of this agreement:

1. Provide Compass to College services to no less than 15 youth attending Eastside Memorial or Travis High Schools, consisting of activities designed to cultivate the knowledge, skills and habits that are the basis for successful college enrollment and completion.
2. Provide monthly invoices accompanied by monthly service reports including a summary page for all college readiness services that lists the cumulative number of youth served and the total number of youth served that month. The monthly service reports will also include this information by site, including youth names as written on the HACA Youth by Property list (sent to contractor), student grade levels, narrative description of services provided and upcoming events. Monthly reports submitted by the 1st of each month.
3. Provide a semi-annual report on Compass to College student participation and activities to be submitted to HACA on or before February 15, 2019. This report should include participants (juniors and seniors) that have completed college

level courses, college entrance exams such as the PSAT, SAT, ACT, and COMPASS test or have completed test prep courses.

4. Provide a year-end report on the Compass to College outcomes to be submitted to HACA on or before August 01, 2018. Reports will include a summary of

the services provided along with progress regarding the following objectives:

- a. Participants (seniors) will complete a minimum of one college application
- b. Participants (seniors) will complete a minimum of one college scholarship application.
- c. Participants (seniors) will complete the FAFSA application.
- d. College enrollment and persistence reports as available.

The Contractor agrees to the following **afterschool program** services over the life of this agreement:

1. Provide outreach to HACA youth and families living at Booker T. Washington, Bouldin Oaks, (Chalmers Courts) Santa Rita, and Meadowbrook.
2. Provide tutoring services to a minimum of **250** unduplicated HACA youth throughout the year living at Booker T. Washington, Bouldin Oaks, (Chalmers Courts) Santa Rita, and Meadowbrook. The after school program will operate 4 days per week at BTW and Santa Rita, and 2 days per week at Meadowbrook and Bouldin. Of the HACA youth participating in tutoring services throughout the year, a minimum of 100 should qualify as participants. NOTE: See below for the definition of participant.
3. Provide special enrichment, motivational, and recreational activities.
4. To adhere to HACA's Key Use Agreement and Space Use Agreement.
5. Provide monthly invoices accompanied by monthly service reports including a summary page for all tutoring sites that shows the total number of youth served that month, total number of youth served year-to-date, total number of new participants that month, and total number of participants' year-to-date. The monthly service reports must also include the aforementioned information by site. Monthly service reports submitted by the 1st of each month.
6. Provide semi-annual and year-end reports including a summary for all tutoring sites of the total number of youth served and total number of participants served. The semi-annual reports will also include a breakdown of this information by site, including the total number of youth at each site and the total number of participants at each site, the number of participants

promoted to the next grade, the number of participants who stayed in school, the number of participants who maintained or improved their grades, the number of participants that improved their GPA by .5 or more, the number of participants that graduated from high school and a description of services provided.

7. Semi-annual and year-end reports documenting the ABA (Academic, Behavior, Attendance) outcomes of youth served in the contract period, to be submitted on or before February 15, 2019 and August 1, 2019. Reports will include a summary of main services provided along with progress regard the following objectives:
 - 90% of all participants will stay in school;
 - 90% of all participants will be promoted to the next grade level
 - 70% of all participants will demonstrate academic improvement,
 - 85% of all participants will improve or maintain in one or more of the ABAs.
8. Definition of Terms:
 - * A **participant** is defined as a youth living in a HACA Public Housing who attends the tutoring program ten (10) times or more during the contract period.
 - * A **HACA youth** is defined as a child or youth living in HACA public housing and is on the lease agreement.

The Contractor agrees to the following for all contracted services over the life of this agreement:

1. Contractor agrees that it is sole responsible for the transportation, selection, monitoring, and control over all staff and volunteers or any other personnel of Contractor in connection with their services provided. Contractor agrees that it will advise all participants in their program that HACA has no responsibility or liability for transportation, selection, monitoring or control over Contractor's personnel or volunteers.
2. The Contractor warrants they will screen employees/volunteers for a professional reference check, social security trace, criminal background search, driver's license search and national sex offender search in a background check. Contractor agrees to defend, indemnify and hold harmless HACA, its officers, directors and employees for any claims, suites or proceedings alleging a breach of this warranty.
3. Funding provided by HACA will be used to exclusively serve youth living within HACA public housing properties. If youth not living at HACA properties are served by HACA-paid CIS staff, CIS shall disclose that information to HACA.

HACA agrees to the following over the life of the agreement:

1. Provide Contractor with lists of HACA school-aged youth (HACA Youth by Property list) who live in Public Housing developments in the above listed catchment areas.
2. Provide assistance with program outreach and referral services to participant families who live in the above HACA sites.
3. Provide Contractor's staff access to the assigned HACA communities for afterschool tutoring services, or appropriate alternate sites, with building alarm codes and building keys, if necessary.
4. Provide space for SmartKids tutoring and enrichment activities at the designated HACA communities or appropriate alternate sites.
5. HACA will work with Contractor on methods to collect and track data regarding educational success of children living at HACA public housing communities, to include children not participating in HACA/CIS programs.

Both parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other party is confidential by law and will only be used for the purposes set forth in this agreement.

Compensation shall be paid to the Contractor based on one twelfth of the contracted amount per month for the length of the contract. Contractor invoices must be accompanied a monthly service report. Invoices will not be paid without a monthly service report attached.

Compensation for this contract is scheduled at twelve (12) monthly payments of \$50,000. HACA will only pay for services that are verified on the corresponding monthly service report. Quarterly progress meeting will be held between HACA and the contractor to discuss the program and assess achievement of the benchmarks outlined, and/or plans for corrective action should the appropriate benchmarks not be achieved at the time of the quarterly check-ins. Contractor should allow a minimum of 30 days after submitting invoices for payment to allow quality inspection and verification of 100% completion of work submitted for payment.

Received: HACA _____
 Contractor _____

HACA/Communities In Schools of Central Texas
SmartKids and In-School Case Management
2016-2017 Annual Report

Submitted by: Cami Warren, MSW

September 15, 2017

Contents:

- CIS In-School Case Management Staff
- Summary of Services
- Service Highlights
- Objectives
- Follow-up on HACA Students
- Overall Project Success
- Progress Definitions
- Academic Progress for HACA Students
- Individual Progress for HACA Students
- Incentives for HACA Students
- Service List (number of services per student per month)

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Submitted by: Cami Warren, MSW

September 15, 2017

CIS In-School Case Management and SmartKids Program Staff:

Meredith Evett: SmartKids Coordinator, Becker Elementary, Meadowbrook SmartKids
Vanessa Ordonez: Program Manager, Becker Elementary School
Mayra Hernandez: SmartKids Coordinator, Dawson Elementary School, Bouldin Oaks SmartKids
Erin Jones: Program Manager, Dawson Elementary School
Amanda Pirog: SmartKids Coordinator, Oak Springs Elementary School, BTW SmartKids
Nicole Garcia: Program Manager, Oak Springs Elementary School
Kathryn Wilie: SmartKids Coordinator, Zavala Elementary School, Santa Rita SmartKids
Stephanie Garza: Program Manager, Zavala Elementary School
Lindsey Knowles: SmartKids Coordinator, Fulmore Middle School, Meadowbrook SmartKids
Max Casero: Program Manager, Fulmore Middle School
Kirsten Marstiller: SmartKids Coordinator, Kealing Middle School, BTW SmartKids
Amber Hill: Program Manager, Kealing Middle School
Jami Herrera: SmartKids Coordinator, Travis High School, Bouldin Oaks SmartKids
Maribel Montiel: Program Manager, Travis High School
Christina Wright: SmartKids Compass to College Coordinator, Travis and Eastside Memorial HS
Samantha Gutierrez: SmartKids Coordinator, Floater
Alexa Johnson: SmartKids Coordinator, Santa Rita SmartKids
Cami Warren: CIS Senior Program Coordinator
Jennifer Griffis: CIS Chief of Program Operations
Suki Steinhauser: CIS Chief Executive Officer

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Summary of Services:

Number of supportive guidance service hours:	3517.75
Number of academic enhancement/support hours:	466.25
Number of enrichment hours:	6348.75
Number of family engagement hours:	452.75
Number of college and career awareness hours:	514
Number of health and human services hours:	309.75

Service Highlights:

Campus

Becker CIS had such an exciting school year! Over 70 HACA students received CIS services, including individual counseling and support, mentoring, small groups, classroom groups, and after school clubs. Over 20 students were matched with community volunteers who served as “reading buddies,” coming to the school weekly to provide individualized reading support. Some of the groups that CIS facilitated this year included topics such as emotional regulation, friendships, self-control and body awareness, healthy habits, grade level transition support, and female empowerment. CIS partnered with the school librarian for a Girls Book Club, in which third grade girls read an empowering chapter book about a modern-day princess and discussed important topics such as female representation in the media, equal rights, and gender roles. Students were excited to participate in after school clubs as well, including soccer club and the hugely popular SmartKids program. CIS also supported many families this year, coordinating with the Becker PTA to start up a Becker Community Closet and Food Pantry. This service has been utilized often throughout the year and is completely sustained by donations from Becker families. To see the Becker community all working together to help each other has been so rewarding! Additionally, CIS partnered with local churches and community volunteers to provide food, clothing, and gifts to over

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15 families in the holiday season, and to serve several families through a summer food delivery program. Overall, CIS at Becker has had an amazingly busy year, and we're excited to jump back in next school year with both new and returning students!

Dawson CIS served 42 HACA students through individual and group services throughout the school year. Some of our group services included topics on nurture, social skills, friendship, puberty, writing, self-regulation, reading, hiking, and service club. We provided many basic needs items to our students, such as clothing, food, school supplies, hygiene kits, and monthly bus passes. We also made a couple of referrals to outside services to Shared Psychiatric Services, Faith Food Pantry, and Wonders and Worries. After-school programming was provided by the SmartKids Coordinators from Dawson ES and Travis HS for two days out of the week. Dawson also got to experience their first Pride Week celebration, through which CIS and the school counselor collaborated on topics and resources for all school staff to use with students. A couple of topics that were covered were discussing LGBTQ-inclusive initiatives, what do you say to 'that's so gay' & other anti-LGBTQ comments, checklist for a welcoming and inclusive school environment, and who can marry whom conversations. Our very first Pride Week was amazing because both students and staff were very open minded about incorporating lessons and books to their daily curriculum. This celebration also helped to open up discussions during CIS meetings about LGBTQ topics. To wrap up the celebration, Dawson ended the week with a unity circle that embraced differences and similarities within the school body. This summer Dawson is continuing their partnership with a community church to provide summer food assistance every two weeks to 15 CIS families throughout the summer break. As we wrap up this school year with summer programming, CIS served 24 HACA students in June with summer camps, events, and field trips. Dawson

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CIS looks forward to starting the next school year with different initiatives and goals for the fall.

Oak Springs CIS had a very full and successful school year! In total, 60 HACA students participated in CIS services. CIS provided many basic needs items throughout the year, particularly clothing for students who were out of dress code or had an accident, and breakfast snacks for students who arrived too late to eat in the cafeteria. Students participated in a variety of services such as individual counseling with CIS staff, mentoring with a Seedling or community volunteer, and group services. This year the groups offered to students were the Kindergarten Safety Group, the first grade Family is Family group, the second grade Attendance group, the fourth grade Boys Friendship group, Kindness Group, Harry Potter Social-Emotional Learning group, Watch Us Soar group, PALS, the fifth grade transition group, and of course the SmartKids program which is available to all grade levels. For the second year in a row, CIS staff put together a presentation Suicide Awareness Month for students that highlighted reasons why a student might feel like hurting or killing themselves, and students learned ways they can help themselves or their friends if they're ever having these feelings. Many times this year CIS staff have been called in to assist students with self-harming and/or suicidal behavior, including several HACA students. Oak Springs staff also relies on CIS to make home visits for Booker T Washington families throughout the school year, and to help these families improve their attendance. CIS staff have also been busy this Spring semester helping with fifth grade transition. We took the CIS fifth graders to Kealing Middle School to meet with their future teachers, counselors, and CIS staff. We wrapped up the school year with summer programming through the month of June, during which a total of 36 HACA students attended our summer kick-off party, participated in CIS

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Submitted by: Cami Warren, MSW

September 15, 2017

summer camps, received food assistance, and were offered resources during home visits from CIS staff. We wish all of our students good luck and can't wait to work with them again next year!

Zavala CIS at had a packed year, serving more than 60 HACA students. CIS was able to do some great work with students and their families! Many students received high-quality mentoring, tutoring, and reading support. CIS helped with individual counseling, social skill groups, and after-school SmartWalkers group to SmartKids. In the fall, CIS helped with Fall Fest at Zavala, took HACA students on a field trip to Chalmers for a Halloween party, hosted a HACA Thanksgiving event at Zavala, and collaborated with Santa Rita for its annual National Night Out! In the fall, Zavala had situations where bullying was a concern among 4th graders. CIS conducted assessments and decided on a 4th grade girls friendship group to commence in the Spring. The group was a huge success, and all of the girls were given journals to practice having an outlet to put their emotions. In December, the CIS office moved to make way for a much needed remodeling. Physically transitioning the students to a different location in the school was interesting, but everyone seemed to work well together during the remodeling. After an enjoyable winter break, students came back and prepared for STAAR testing. To keep relations with school teachers really strong, in the Spring semester, CIS hosted a teacher fun day in the office. Staff came in throughout the day and saw the remodeled floors done in December, and enjoyed treats and crafts. Throughout the year, Zavala's Campus Resource Team came together to discuss highest needs families and those that we could serve best. CRT includes the school administration; i.e. nurse, principal, parent support specialist and counselor and HACA representative coming together with CIS staff to assess which students need support the most. Care Coordination is serving a few Santa Rita families this year, and doing a wonderful job! There have been new tutors, extra services and help finding resources for these families! Our Seedling mentors were consistent throughout the year, helping with students' reading improvement. Home visits to Santa

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September 15, 2017

Rita families were plentiful throughout the year in between elementary and middle school time and after SmartKids. It is really nice to check in with the families if they need support or to give praise on how well students are doing in the program! We ended the year in June with multiple summer camps for HACA SmartKids students! Zavala CIS looks forward to starting more activities and services again in the fall.

Fulmore CIS students did everything from socializing during our casual lunch bunches (over 50 days of them!) to challenging themselves physically and emotionally in Operation Adventure, to participating in leadership groups and learning about healthy relationships. We were happy to host a more diverse group of students comprised of refugee students, LGBTQ students, and students of all abilities and backgrounds. There are several spaces on campus where students are “together” but few spaces where they are engaged with other students. Our office has become a safe space on campus, synonymous with acceptance and respect for all. We were fortunate enough to have several interns, volunteers, and other service providers help us provide relevant and effective options for our students. We saw students challenge themselves academically by taking pre-AP classes, enrolling in programs like Breakthrough, AVID and Educational Talent Search. Other students tried out for choir, theater, dance, and athletics to break out of their comfort zones and grow. We also witnessed students challenge themselves socially by engaging in difficult conversations around racism, immigration, politics, and other issues relevant in their lives.

Kealing CIS served 36 HACA students this year through individual and group counseling, SmartKids after-school programming at Booker T. Washington, basic needs, crisis intervention, bus passes, lunch bunches, and more. Students were also individually tutored and mentored by community volunteers, and many students were participated in support groups provided by outside agency providers, including LifeWorks’ Youth and Adult Counseling, SAFE

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Alliance's Expect Respect program, and new to campus this year providing after-school services, Young Knights. Kealing students were also served by two interns earning their bachelor's degree in social work from St. Edward's University and Texas State University. Eight Kealing middle school students became participants in SmartKids at Booker T. Washington! HACA students participated in two vertical team field trips, including a Service Learning project about protecting our environment by cleaning up a local park with students from Oak Springs Elementary, Zavala Elementary, Martin Middle School, and Eastside Memorial High School, as well as a Service Learning Project with Eastside Memorial High School's CIS to give to the organization Sole Hope by creating shoes and medical kits for those who need them in Uganda. CIS also hosted a transition field trip for 8th graders soon to attend Eastside Memorial High School. Kealing CIS staff offered Kealing teachers a Trauma Training for Educators, where they learned about the practice and benefits of mindfulness, as well as how to interact positively with students who have experienced trauma. Kealing CIS also offered a means of mindfulness and relaxation for HACA students through monthly nature hikes in Austin's Greenbelt, hosted by GAP volunteers.

Travis ECHS: Another awesome school year is completed at and it was packed with some great things. Each year students get better and better at monitoring their grades on their own and reaching out for support before we even meet. On top of this, students chose some excellent groups to participate in such as Expect Respect, OutYouth, Turn Down For What, and our Success Coaching program. We were able to help our seniors prepare for scholarship essays through the Austin Bat Cave program, and one of my seniors earned a gift card while also finishing up her essay! Students were able to go on a tour of the ACC nursing program this year. This is a popular field of interest for many students so it was great to get to see all the amazing programs ACC has to offer in healthcare. I then ended the year saying farewell to 5 of my seniors that I

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have known and worked with for their entire high school careers. One student I even knew from his middle school SmartKids days! Such a fast school year it was, but a successful one at that!

The **Compass to College** program provided students with individual and group services. Programming focused on college and career planning, social emotional learning, and exposure to new careers and colleges. This year the program strengthened their partnerships with Austin Bat Cave, College Forward, Educational Talent Search, Austin Community College, Capital IDEA, Goodwill, and Job Plus. The partnerships offered the students with resources and new opportunities to help in their future success and accessibility. The Compass to College program also offered students with opportunities to listen to speakers from the community, participate in workshops and the Compass to College Mentorship program, a volunteer program where students to become a positive role model/mentor to an elementary-aged SmartKids participant. The students participated in numerous field trips such as an HEB Career Exploration, Austin Community College Health Science Department, Texas State Technical College, Texas State University, Prairie View A&M University, Blinn College, University of Texas- San Antonio, Texas A&M Corpus Christi, Scholarship Recognition Ceremony, and College Signing Day.

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SmartKids

SmartKids at **BTW** had 65 students attend our afterschool programming this year! Students were continuously engaged in the daily schedule of enrichment activities implemented into programming. On Mondays, students hypothesized and performed science experiments, with their favorites usually ending in explosions or something slimy. On Tuesdays, students would prepare arts and crafts, returning home with a special creation of their own, ranging from brown paper bags transformed into animals, to toilet paper rolls converted into mini ninjas. On Wednesdays, students played games, including group and team building interactive games, as well as UNO card game tournaments between the middle school students. On Thursdays, elementary students would participate in Reading Club, during which SmartKids staff or a student volunteer would read a book to the group while they colored related pictures. After reading we would ask questions about the book to practice comprehension skills. We were also very lucky to have two community volunteers join us starting the spring semester. Ms. Serena would come on Wednesdays, elevating our game days to dance days. Each week Ms. Serena would teach the students skills in dance and movement to songs of their choice. We also had Ms. Isabella, a student at the University of Texas, volunteer with us on Thursdays. So many kids would want to read with her that she and the students would all take turns reading a book together. Booker T Washington SmartKids continued this year using the same incentive system as years passed. Students could earn five points each day through good behavior and attendance, and either save-up or redeem their points for prizes from the treasure box. Some students set goals for themselves to earn and save enough points to be rewarded with “big” prizes such as Pokémon cards, a Shoppie doll, a football, and a basketball. At the end of each semester, the students with the highest SmartKids attendance were taken on a field trip to reward them for all of their hard work.

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SmartKids kicked off our new school year by welcoming Ms. Mayra to the Dawson campus and **Bouldin Oaks SK**! Many students already knew Mayra from her interning days the previous school year, so we had a very seamless transition. This year we also brought back our star incentive program for both our elementary and middle/high school programming. For our elementary students, they were able to earn stars for doing their homework/reading, participating in the activity, helping clean up, trying their daily Meals on Wheels Snack and respecting themselves and others. Students were able to save up for a prize or go “shopping” each day for prizes that were worth the stars they earned. While we definitely had students spend every day, we had some students save up for Pokemon cards, nail polishes and deck of cards! We had many fun activities ranging from our classic Apples to Apples and Shrinky Dinks. But we also had new activities such as a visit from the CIS Pebble project, making homemade play dough and elotes to celebrate Cinco de Mayo! Our older students enjoyed many of these same activities, but making slime was probably the best of the year! For additional SK family members, we saw the return of Ms. Macy and Mr. Zach. Spending their time with us each week volunteering was the best and we are so grateful to them! We also welcomed, in the spring semester, literacy volunteers from the UT SEAL program! This helped us revamp and be able to do practice reading in different ways; and we can’t wait to have them back next year! We wrapped up the year with our elementary students with a homemade pizza party! Our older students choose to save their points to have a shopping day at 5 Below and enjoy the always-favorite Torchy’s Tacos. This year just flew by, but it was another great one for the books!

This year our students earned many reading incentives for their hard work at **Meadowbrook SmartKids**! Several students have completed enough book reports to earn brand new books, and even more students earned a special invitation to our "Elephant and Piggie Party"! This has caused increased

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confidence in our more hesitant readers and raised the expectations for student's academic time at SmartKids. Another alternative during academic/ homework time at SmartKids that worked well this year was writing in a journal! Our "Super Star Student" incentive for recognizing awesome student behavior with a day in the "SmartKids Fort" went well with student's eager to see which name is written on the board as soon as they walked in. The students enjoyed earning their lunch bunches and "yoga prizes" for participating in 4 yoga classes. We had fun with our yoga instructor and SEAL volunteers, without their help this year, SmartKids would not have been nearly as successful! Our older students got creative with sensory crafts and activities this year, making (non-toxic) edible slime and silly putty, shaving cream art, and even Brown Sugar Body Scrubs! We frequently took time to check in with our Middle and High school students to make sure our programming ideas were activities they wanted to participate in. Our students enjoyed having a voice and choice, and as a result were more engaged in programming towards the end of the year which showed in their increased attendance. We have enjoyed playing group games that require hiding/ being blindfolded including four corners, and a variation on hide and seek called "Hide and Clap." They are still enjoying our daily check-in where they are invited to share their highs and lows for the day or answer random questions from one of our question lists. The most popular questions were "Would you rather" questions where students are forced to make decisions between fates such as these: Would you rather have bananas for toes or bananas for fingers? or Would you rather be famous for something really silly or have an amazing talent that nobody knows about? These questions have a tendency to get the whole group giggling and loosening up while we discuss the benefits and drawbacks to the "would you rather" options. The older students worked hard this year, saving points and attending SmartKids regularly, earning themselves a field trip to Schlitterbahn this summer!

SmartKids is such an important program to the **Santa Rita** students and this year was no different, having students say that they chose SmartKids over other

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after school programs offered! Four days of SmartKids offers such consistent after school support and the students have several opportunities to attend in any given week. This year at Santa Rita, SmartKids continued emphasizing positive peer relationships, social and life skills and conflict resolution for both elementary and older students. There were endless chances to exercise decision making and teamwork among the students. SmartKids participated in an annual Community clean-up day, picking up trash around one section of Town Lake. Santa Rita students got to meet other students from the east side schools and work together. Group games, art projects, kid crafts and cultural diversity lessons were also some of the activities the students enjoyed. There was a walking group from school to SmartKids every Monday and Thursday and a weekly participation raffle that followed. SmartKids also did cooking as an incentive with older students that attended regularly. The cooking helped increase attendance with older students. National Night Out was a success as usual, bringing the community out for fun and games, and to socialize with the police! SmartKids did another Halloween walk to Chalmers for a carnival and haunted house, and it was a huge fall success. There was a Friendsgiving meal that older SmartKids put together, a Christmas party for SmartKids, and in the Spring, there was an inside Easter egg hunt and Field Day at Santa Rita. The program had several steady, remarkable volunteers attending, which allowed staff to provide more individual academic, reading, and emotional support to students. Santa Rita also boasted the most consistently attended SmartKids program at HACA. Offering a consistent and safe program with interesting activities and academic support, Santa Rita saw growth in both student enrollment and student retention. SmartKids ended the year with Summer kick-off cereal bar/movie matinee and had an amazing June summer camp curriculum lined up for students. Overall, it has been a really enjoyable year, seeing all of the students develop connections and confidence with each other.

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In-School Objectives:

Number of HACA students served in-school:	Becker: 72 Dawson: 47 Oak Springs: 66 Zavala: 57 Fulmore: 0 Kealing: 32 Travis: 31 <i>Total: 335</i>
Number of HACA students case managed in-school:	Becker: 72 Dawson: 47 Oak Springs: 66 Zavala: 57 Fulmore: 30 Kealing: 32 Travis: 31 <i>Total: 335</i>
Number of HACA case managed students who stayed in school:	Becker: 72 of 72 Dawson: 47 of 47 Oak Springs: 66 of 66 Zavala: 57 of 57 Fulmore: 30 of 30 Kealing: 32 of 32 Travis: 26 of 31 <i>Total: 330 of 335</i>

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Number of HACA case managed students who demonstrated improvement in academics:	Becker: 71 of 72 Dawson: 45 of 47 Oak Springs: 63 of 66 Zavala: 42 of 57 Fulmore: 27 of 30 Kealing: 29 of 32 Travis: 23 of 23 Total: 300 of 327
Number of HACA case managed students who improved their GPA by .5 or more:	Becker: 25 of 72 Dawson: 17 of 47 Oak Springs: 44 of 66 Zavala: 27 of 57 Fulmore: 0 of 30 Kealing: 2 of 32 Travis: 2 of 23 Total: 117 of 327

Note: outcomes were not available for some students

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SmartKids Objectives:

Number of HACA SmartKids served per site:	Booker T. Washington: 64 Bouldin Oaks: 30 Meadowbrook: 61 Santa Rita: 60 Total: 215
Number of HACA SmartKids <i>participants</i> per site: <i>A “participant” is a student who comes to SmartKids at least ten (10) times.</i>	Booker T. Washington: 30 Bouldin Oaks: 17 Meadowbrook: 33 Santa Rita: 42 Total: 122
Number of HACA SmartKids retained from the 2015-2016 school year: <i>Total number reflects students who moved within SmartKids housing sites.</i>	Booker T. Washington: 40 Bouldin Oaks: 20 Meadowbrook: 29 Santa Rita: 35 Total: 124
Number of HACA SmartKids <i>participants</i> retained from the 2015-2016 school year: <i>A “participant” is a student who comes to SmartKids at least ten (10) times.</i> <i>Total number reflects students who moved within SmartKids housing sites.</i>	Booker T. Washington: 17 Bouldin Oaks: 14 Meadowbrook: 15 Santa Rita: 22 Total: 68
Number of HACA SmartKids <i>participants</i> who stayed in school:	109 of 109

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<i>13 students moved within the school year and are not accounted for (122 total participants).</i>	
Number of HACA SmartKids <i>participants</i> who demonstrated improvement in academics: <i>13 students moved within the school year and are not accounted for (122 total participants).</i>	102 of 109

Follow-Up on HACA Students Who are No Longer at School

Becker Elementary School:

Cavazos, Jeremiah— Student moved; transition counseling provided to student
Escobar, Isaiah—Student moved; transition counseling provided to student
Hawkins, Cameron—Student moved; transition counseling provided to student
Hawkins, Richard—Student moved; transition counseling provided to student
Sanchez, Antonio—Student moved; transition counseling provided to student
Scott, Efani—Student moved; transition counseling provided to student

Dawson Elementary School:

Powell, Termaine— Student moved; transition counseling provided to student
Taylor, Jaylen— Student moved; transition counseling provided to student
Wheeler, Janiyah— Student moved; transition counseling provided to student

Oak Springs Elementary School:

Maciel, Adriana— Student moved; transition counseling provided to student
Phyo, Thu Ra— Student moved; transition counseling provided to student

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Rodriguez, Emiliano– Student moved; transition counseling provided to student

Zavala Elementary School:

Cansino Torres, Jasmin – Student moved; transition counseling provided to student

Gomez, Amelie– Student moved; transition counseling provided to student

Gomez, Glen Anthony—Student moved; transition counseling provided to student and family

Gutierrez, Frank – Student moved; transition counseling provided to student

Jones, Artrevious– Student moved; transition counseling provided to student and family

Paul, Quintavius– Student moved; transition counseling provided to student and family

Paul, Quinton– Student moved; transition counseling provided to student and family

Regalado Torres, Juan – Student moved; transition counseling provided to student

Rodriguez, Sergio– Student moved; transition counseling provided to student and family

Rodriguez, Stephanie– Student moved; transition counseling provided to student and family

Torres, Jasmin Cansino– Student moved; transition counseling provided to student

Fulmore Middle School:

Jeffereson, Otazaion– Student moved; transition counseling provided to student

Rigelton, Diane– Student moved; transition counseling provided to student

Slaughter, Albert– Student moved; transition counseling provided to student

Kealing Middle School:

Alabudea, Ghaidda– Student moved out of state; transition counseling provided to student

Ha, Maung– Student moved out of state; transition counseling provided to student

Pacillas, Abel– Student moved out of state; transition counseling provided to student

Pacillas, Rogelio– Student moved out of state; transition counseling provided to student

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Travis High School:

Acevedo, Ana– Student graduated early through Masters Program; transition counseling provided
Garcia, Meriah – Student withdrew and changed schools; transition counseling provided to student
Hernandez-Vasquez, Jessica – Student moved to Austin CAN; transition counseling provided to student

Limas, Jennifer– Student withdrew and changed schools; transition counseling provided to student
Mendez, Julissa – Student withdrew and changed schools; transition counseling provided to student
Montoya, Luis – Student moved to Master’s Program; transition counseling provided to student
Muniz, Angela– Student moved to Premier; transition counseling provided to student
Olvera, Esmie– Student moved to non-AISD school; transition counseling provided to student

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Progress Definitions:

1. Attendance improvement for elementary students:

-Student attended at least 2 more days of school than the previous 9 weeks.

Attendance improvement for middle school and high school students:

-Student attended at least 2 more days of school than the previous 6 weeks, or improved overall attendance based on his/her CIS attendance agreement.

2. Academic improvement for elementary, middle school, and high school students:

Student maintained passing grades in core subjects*; raising grade in a core subject by one letter grade or at least 3 points; or student improved dramatically in specific core subjects (even if he/she did not reach passing)

*We consider maintaining grades as academic progress because the student is making overall progress toward being promoted to the next grade level.

3. Behavior improvement for elementary students:

-Teacher indicated student's behavior improved on teacher feedback form, or at least 6 out of 13 marks increased by one point out of four (4) in behavior areas on student's report card.

Behavior improvement for middle school and high school students:

-Teacher indicated student's behavior improved on teacher feedback form; student decreased number of referrals or days spent in ISS (in-school suspension); or student successfully completed his/her CIS behavioral agreement.

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Overall Project Success:

- 99% (330 out of 335) of HACA case managed students stayed in school.
- 100% (109 out of 109) of HACA SmartKids *participants* stayed in school.

Academic Progress for HACA Students:

- 92% (300 out of 327) of HACA case managed students demonstrated improvement in academics.
- 94% (102 out of 109) of HACA SmartKids *participants* demonstrated improvement in academics.

Individual progress for HACA Case Managed Students:

- 98% (319 out of 327) of HACA students demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 71% (59 out of 83) of HACA students identified with attendance needs demonstrated improvement in attendance.
- 86% (260 out of 301) of HACA students identified with behavior needs demonstrated improvement in behavior.

Individual Progress for HACA SmartKids *Participants*:

- 99 % (108 out of 109) of HACA SmartKids *participants* demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 74% (31 out of 42) of HACA SmartKids *participants* identified with attendance needs demonstrated improvement in attendance.
- 89% (89 out of 100) of HACA SmartKids *participants* identified with behavior needs demonstrated improvement in behavior.

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Individual Progress for HACA Compass to College Participants:

- 86% (24 out of 28) of HACA Compass to College participants demonstrated improvement in academics.
- 91% (10 out of 11) of HACA Compass to College senior students have enrolled in continuing or higher education for the 2017-2018 school year.

No students were provided with incentives over \$7

Service List Attached.

**Communities In Schools
SmartKids Monthly Service Reports
In-School Case Management
December 2017-March 2018**

Becker Elementary School

Prepared by Meredith Evett, SmartKids Coordinator

Number of HACA Students Receiving Services: 58

Service Synopsis:

The winter months have been packed with services at Becker Elementary! In December, the Communities In Schools team partnered with numerous community organizations, including the High Road at Dawson, St. Ignatius Catholic Church, Blazer Tag, and the Becker PTA to sponsor 23 Becker/Meadowbrook families, providing holiday gifts to over 80 children. The Becker CIS team also kicked off the holiday season with a Family Fun Night at Meadowbrook, which was well attended with over 70 guests. Meadowbrook families, Becker teachers and administration, and community members all enjoyed a complimentary dinner, various crafts and activities, and a performance by the Becker CIS Dance Club. It was a great way to celebrate the holidays and each other's company!

Upon our return to school in January, the Becker CIS team also welcomed back our full-time Program Manager, who had been on maternity leave since October. With her return to campus, the team has more capacity to serve more students, especially through groups such as a kindergarten relaxation group, a first grade girls group, a "changing families" group, a Culture Club, and a fifth grade boys leadership group. It's been great to introduce more students and families to Communities in Schools and the services we provide.

In addition to our regular weekly services, CIS at Becker is happy to help provide support to our campus and community as the needs arise. Within the last few months, CIS has partnered with the Becker school counselor to support and attend a field trip to Operation School Bell, where 13 HACA students received free clothing, shoes, and books. CIS also worked with 3 fifth grade Meadowbrook students to complete and submit their applications to attend the Ann Richards School for Young Women Leaders next year. Finally, CIS continues to provide support for students in crisis as needed. The team also has plans for two CIS family engagement events in the upcoming months, so the end of the year promises to continue to be exciting!

Success Story:

Attendance can be challenging for some of our students, which can significantly hinder the student's ability to learn and be successful in school and life. One of our students has struggled for several years with coming to school consistently and on time. This student is in fourth grade and is fairly self-sufficient, so after brainstorming obstacles to her getting to school (not hearing her alarm, not wanting to ride her bike in cold weather, getting sick) and solutions to those

obstacles (setting several alarms, waking up earlier to bundle up on cold days, maintaining healthy lifestyle habits), we set up a weekly goal for coming to school on time. The first week we set the goal of getting to school 3 days out of the week (no matter the time). This student blew that goal out of the water in the first week by getting to school on time every single day! For the next three weeks, the student was not tardy once. With the help of some prizes, a lot of praise, parental support and engagement, and some intrinsic motivation, this student has drastically improved her attendance and decreased her tardiness. There are likely to be some ups and downs as the rest of the school year progresses, but in the meantime we are celebrating the successes and improving the student's confidence and path to success at school.

Upcoming Events:

3/7/18: Career Day at Becker

3/8/18: Talent Show at Becker

3/12/18-3/16/18: Spring Break

Dawson Elementary School

Prepared by Mayra Hernandez, SmartKids Coordinator

Number of HACA Students Receiving Services: 45

Service Synopsis:

In December, CIS teamed up with the Parent Support Specialist and School Counselor to provide additional family assistance for the holidays. The Program Manager and SmartKids Coordinator also worked diligently to fill a gap in services by doing last minute holiday shopping for both Bouldin Oaks and Meadowbrook families. The CIS team also started planning and assessing students and families that could benefit in participating in the CIS attendance incentive program. The attendance incentive program would focus on those who have a high number of unexcused tardies or absences and participants would be offered both a weekly incentive for students and monthly for parents. To bring our fall semester to a wrap, fifth grade students finalized their applications and started testing for the middle school magnet programs. Others waited anxiously for January testing dates, but overall they were excited to continue in the process of applying to their school of choice.

In January students worked hard in preparing for the middle of the year benchmark test. The CIS team continued to work closely to support all CIS fifth graders applying to middle school magnet programs. During this month students were also focused on learning about the influence of Martin Luther King Jr. in their classrooms and created New Year resolutions for the rest of the school year for the classroom and in CIS. Students also got to show off their talents and skills in the annual Dawson Talent Show. Many of our CIS students participated and we enjoyed cheering them and were proud of the efforts they had put into preparing for the show. With January underway, the CIS team also assisted parents by reminding them of the Attendance Matters Parent Session led by the Parent Support Specialist. With February advancing, Dawson celebrated college and career week from the 5th to the 9th with daily themes, activities in the classroom, and celebrated the end of the week with career day. The CIS team additionally incorporated college and career week into our services by playing college jeopardy and college and career themed games. For Valentine's Day, CIS incorporated crafts and note writing into our

services with students and emphasized showing kindness to ourselves and others daily, not just on this holiday.

It's been a busy school year so far and the CIS team will continue to evaluate interventions as well as come up with new ones to meet our student's needs. We are definitely thankful to have the support of outside providers like Wonders and Worries, along with our 16 volunteers who continue to work hard as reading buddies or mentors on our campus. During this time we also say farewell to Russell Montgomery, AmeriCorps member. We wish him the best in his future endeavors!

Success Story:

During these few couple of months, there has been a noticeable improvement in a particular student, who at first was not vocally expressive when it came to participating in a group. This group focused on improving their literacy skills in English and Spanish while also increasing their confidence with their social skills. This specific student had the softest and smallest voice when he spoke and would shrug when asked for his opinion. One of the goals for the group was to focus on improving voice levels and eye contact which was practiced frequently. Fast forwarding to the Spring semester and it is great to see his confidence increase with his reading skills and voice. He is now more eager to share and read, even when it's not his turn, but he works hard on practicing those skills. His increase in participation in the group has really contributed to the groups' growth and we hope to continue to support him so that he may continue to personally and academically thrive.

Upcoming Events:

- 3/12-3/16 Spring Break
- 4/10-4/11 STAAR testing
- 4/13 Dawson Staff Development Day
- 5/2 Principal and Parent Coffee
- 5/7-5/9 STAAR testing
- 5/30 Last day of school

Oak Springs Elementary School

Prepared by Javier Sanchez Jr., SmartKids Coordinator

Number of HACA Students Receiving Services: 57

Service Synopsis:

This quarter of the semester was filled with a variety of events and services for the Oak Springs community. With STAAR testing quickly approaching, students, staff and administration have all worked intently to assist and support students from an academic and social emotional manner.

CIS at Oak Springs Elementary continues to provide 1:1 individualized services and group services to OSE students. Alongside the Seedling Foundation Mentor Program, Austin Partners in Education, Care Coordination, and RBI the CIS program continues to design services to best meet the needs of the school community. Furthermore, CIS staff maintains in being a part of

various events where OSE families can become familiar with CIS services and staff such as STEM night where our school Principal was taped on a door to complete her pledge for our Pennies for Patients fundraiser! Moreover, the CIS Program Manager, Jane Kilgore, facilitates the PALS (Peers Accepting, Learning, & Sharing) group alongside the OSE Information Technology Specialist, Ana Lee. During the Spring semester, the PALS group has been committed to implement campus-wide services with the mission of No Place For Hate. Students participated in making pledges to maintain a safe environment for everyone on campus while also creating a paper chain with the pledges. The PALS group collected the school's paper chains and hung them on the school hallway to illustrate that Oak Springs Elementary supports the mission of No Place for Hate.

The Communities In Schools staff continues to attend Crisis Team meetings, Attendance meetings, ARD's, and Child Study Team meetings to continue building rapport with the Oak Springs community. In addition, attending these meetings have allowed the CIS staff to advocate for CIS students by collaborating with school staff on various interventions that CIS offers and what best meet the student's needs. Alongside with continued rapport building, broking of services, and managing of caseloads, the CIS Program Manager and SmartKids Coordinator have attended different trainings that assisted in finding information and resources for our campus needs. The CIS PM and SmartKids Coordinator both attended a training about 'Working with Anxiety & Depression in Children'. Through this professional development opportunity, CIS staff was able to brainstorm and use different methods of intervention with our students who currently have demonstrated behaviors and coping skills that align with anxiety and depression.

CIS is continuing to fulfill basic needs requests for families, including clothing, bus passes, school supplies, and food. We will continue to assess the needs of the campus and provide services where necessary.

Success Story:

Although it is difficult to pinpoint one success from these couple months, the CIS staff was pleased to have hosted their first family field trip in the month of December. Communities In Schools kicked-off the second quarter with a family engagement field trip to the Trail of Lights! We selected families of CIS students who both were receiving CIS services on campus and participated in SmartKids. In order to have an event that fostered family togetherness, the CIS staff contacted parents and immediate family members to inform them of the field trip and invite them to join us. Sadly, some of our invited students were not able to attend due to their parents having to work. After the Trail of Lights event was rescheduled twice due to the inclement weather, the CIS Program Manager, CIS Co-Director of Elementary School Services and SK Coordinator were able to take 24 students along with their families to the event! Getting to the location was a bit difficult due to the traffic downtown and getting disoriented with directions for the entrance of the trail. Thankfully, we were able to get personally escorted to the trail by the amazing staff of the Trail of Lights. Furthermore, families were provided with dinner and holiday activities at the Oak Springs cafeteria, free transportation to the event, hot chocolate, cookies, a guided tour of the Trail of Lights, a free ride on the Ferris wheel, and a chance to meet and be photographed with Santa and Mrs. Claus! The CIS staff was pleased to have given these families the memorable experience of spending time with their loved ones in a spectacular place. We were excited to engage families in an event that fostered family togetherness during the

holiday season as well as providing enrichment activities. We had several parents come up to the CIS staff to thank us for inviting them to the event. One particular family had been experiencing some stressful family transitions, in which the mother thanked us for the opportunity to create an event where their family could enjoy each other and make new memories as a family.

Upcoming Events:

- 3/6-3/7/2018: STAAR Release Exams
- 3/8/2018: Oak Springs Elementary Health Night
- 3/12-3/16/2018: Spring Break
- 4/10/2018: STAAR Testing (4th grade Writing; 5th grade Math)
- 4/11/2018: STAAR Testing (5th grade Reading)
- 4/17-4/19/2018: STAAR Release Exam
- 4/20/2018: Oak Springs Elementary Field Day
- 5/14-5/16/2018: STAAR Testing
- 5/21/2018: Career Day

Zavala Elementary School

Prepared by Kathryn Wilie, SmartKids Coordinator

Number of HACA Students Receiving Services: 57

Service Synopsis:

The Communities in Schools Program at Zavala is having great quarter with lots of different events, activities and fun times with students! There were volunteers and mentors in and out of the CIS room at Zavala and the volunteers this year are proving to be magnificent at SmartKids.

More new supplies were purchased to facilitate new exciting interventions with students on campus. The CIS intern has done wonderful things for her caseload including referring to outside organizations like Big Brothers Big Sisters, and she has participated in school meetings for her students! She is very interactive on campus and at SmartKids. CIS' Care Coordination program has continued to serve multiple HACA families trying diligently to assess needs and most appropriate resources for families. Also this winter, the Campus Resource Committee, including the principal, counselor, parent support specialist, Vertical team licensed Therapist, CIS Care Coordinator, and CIS staff had many meetings to coordinate how to best serve the students and families we work with. Groups and individual sessions continue weekly as students enjoy coming to the room for snacks, a place to calm down and relax, and an area to work on self-regulation and social skills.

CIS attended the winter concert, and different school wide events to support the parent support specialist. CIS also ended the Fall semester by making pancakes with students. The students really enjoyed cooking and watching what the process looked like first hand. In February, SmartKids performed at the Black History Month Concert, where they put on a skit honoring Rosa Parks and the volunteers recorded it, as well as brought costumes and props.

The CIS staff has worked hard at connecting with the school and HACA about the needs and recommendations for programing. CIS has continued to outreach to families by conducting

multiple home visits and meeting with school administration and teachers. The CIS staff provided basic needs in the forms of bus passes and school supplies as the year has continued along. CIS services are in high demand as this second semester has started and they look forward to seeing how better they can serve the Zavala community!

Success Story:

CIS has been working with a 5th grade student this year in a group and individually. She has participated this year by improving her social skills and self-esteem. She is learning how to use her voice and words to state what she wants and cares about. It has been a wonderful experience to see this fifth grader speak up as she prepares to transition into middle school. In February, CIS and the student worked together to come up with an exciting goal of singing a solo at the Black History Month Concert at Zavala in front of the audience. With support, this student seemed ready to move forward with her exciting idea. She chose Whitney Houston's 'I Will Always Love You' to open the concert with. She practiced for weeks and during the performance there was electrifying applause coming from the audience! It was recorded by audience members and extra SmartKids volunteers came to watch as well! She delivered the rendition without any mistakes and proved to herself that she can take huge steps in forward with courage and support. She showed herself that she has a voice, she does matters and that she is worth amazing things. Throughout the year, CIS has been monitoring her subtle progress and now there has been an extraordinary event to remind her of the powerful girl she is!

Upcoming Events:

- 3/12-3/16 Spring Break
- 5/30 Last day of school

Fulmore Middle School

Prepared by Lindsey Knowles, SmartKids Coordinator II

Number of HACA Students Receiving Services: 33

Service Synopsis:

December brought the end of the fall semester and we bid farewell and good luck to our BSW intern Madison! We were able to host one last family event before the winter holiday break, offering each family time to find items from the "Falcon Showroom." Thanks to our generous PTA volunteers we were able to offer families gently used toys and books in addition to clothing and other household items. The time before and after holidays are generally a time of great need and high request for basic needs assistance. To help alleviate some of the strain on families and empower them, we have dedicated time to make emergency food pantry runs, visits to the SNAP office and provide occasional assistance with SSI benefits to help clients navigate these complicated but vital programs. After our break we came back to school rejuvenated and ready! The semester started with mid-year benchmark testing and a few bad weather days. Students were challenged with the task of taking tests in each of their core classes and operating on an altered bell schedule for a week. To assist students with benchmark testing and upcoming "STAAR" testing season we have been making a lot of take-home crafts and activities in our group and individual meetings with students. Since there are plenty of coping skills to choose

from we decided to focus on a few DIY skin care/ aromatherapy items such as sugar scrubs and fizzing bath bombs to help students manage stress. The beginning of March brings a shift in the athletics program as we leave basketball and soccer and begin track and field. The Fulmore boys' basketball team had a great season this year, but many students struggled to remain eligible due to failing grades. To provide some extra support for these students, we are now offering a basketball group once a week so students can continue to play after the season ends. Students participating in this group will receive academic monitoring/ support every week to ensure they are doing what is necessary to maintain passing grades. In addition to students struggling to keep their grades passing to remain eligible for sports, many of our students are also struggling to follow school expectations for behavior and attendance as well. Several of our students have been removed from Fulmore and placed at the Alternative Learning Center for serious or frequent behavioral infractions. Thankfully there is a Communities In Schools office at the ALC campus allowing CIS students from around the district to receive/ continue services they were receiving at their home schools. We are happy to report that thanks to flexibility in our schedules, both of the Meadowbrook students at the ALC are still receiving CIS support from myself and Program Manager Max Casero in addition to being "on the radar" of the ALC CIS staff.

Success Story

This year in an effort to target academic engagement we are testing out some new student incentive systems. We heard about a unique incentive system used by the CIS program at Burnet Middle School where students earned scratch-off style tickets with various prizes on them for achieving gains in grades, attendance and behavior. This sounded like something our students would enjoy so we came up with prizes that ranged from small things like "High-five!" and "Double High-five!" to larger prizes like stickers, pencils, sequin pillows, phone chargers and more! Our students have really enjoyed earning their "lotto tickets" for all their hard work and good behavior. Every six weeks we get to go through the whole process again, and even though some of the prizes are silly, most of the students have enjoyed "cashing in" their high five and "extra time in CIS" tickets. Even the "coolest" 8th grade students have enjoyed their time digging through the "treasure box"!

Upcoming Events:

- 3/6/2018 CIS Fulmore Family Movie Night/ Fulmore Showroom Open 5pm-7pm
- 3/12-3/16/2018 Spring Break
- 3/29/2018 End of 5th Six Weeks grading period
- 3/29 & 3/30/2018 CIS All-Staff Retreat/ No programming
- 3/30/2018 Student Holiday/ Staff Development day
- 4/2/2018 Beginning of the 6th Six Weeks grading period
- 4/10/2018 7th Grade Writing / 8th Grade Math STAAR testing
- 4/11/2018 8th Grade Reading STAAR testing
- 5/14/2018 6th & 7th Grade Math STAAR testing (8th grade Math retest)
- 5/15/2018 6th & 7th Grade Reading STAAR testing (8th grade Reading retest)
- 5/16/2018 8th Grade Science STAAR testing
- 5/17/2018 8th Grade Social Studies STAAR testing

Kealing Middle School

Prepared by Kirsten Marstiller, SmartKids Coordinator

Number of HACA Students Receiving Services: 31

Service Synopsis:

December brought with it the excitement of the impending winter break and the holidays to come, as well as the end of the third six weeks. At Kealing, CIS teamed up with the Parent Teacher Association on campus to promote a holiday drive for students and their families. Advisory classes were also encouraged to bring donations or to create holiday cards for families. CIS created an online sign up and Amazon wish list for community members to use to donate, and linked this to the school newsletter and Facebook page. Families in need were identified through paperwork parents had signed at the beginning of the year, if they indicated a need for holiday assistance. Holiday assistance included gifts for each child, based on their wishes and needs, as well as food supplies and clothing for parents. Holiday assistance was provided for and delivered to many Kealing HACA families.

With the new year and new semester, a new group began in the CIS room. LifeWorks began facilitating their Next Step group to 6th grade girls, focusing on substance use prevention through helping students develop positive social and conflict management skills. Lunch bunches have continued every Wednesday in the CIS office, where students can come socialize and play games during their lunch, making new friends and also introducing friends to CIS. Valentine's Day provided for an extra special lunch bunch, where students participated in festive art and crafts, and created and celebrated messages of self-love and positivity to boost self-esteem and feelings of self-worth. Kealing students have also been learning more about civic engagement and advocacy campus-wide in their advisory classes.

Success Story

A handful of students have had the opportunity to work with an AmeriCorps member on campus, who provides them with weekly, forty-five minute sessions of mentoring or tutoring. One student in particular has visibly benefited from this mentorship, through a combination of weekly meetings and in-class behavior support. Since the AmeriCorps member has been joining this student in a class he has struggled with, the student has begun participating more. The student's teacher has noticed this, and has invited the AmeriCorps member to judge their cooking competition, in order to reward this student's recent participation, and to further encourage it.

Upcoming Events:

- 3/12/18-3/16/18; Spring Break
- 4/1/18 Fifth Six Weeks Begins

William B. Travis Early College High School

Prepared by Jami Herrera, SmartKids Coordinator

Number of HACA Students Receiving Services: 25

Service Synopsis:

The last few months have seemed to just fly by us and it's hard to believe that we are more than half way through this school year, feels like August was just last month! We spent a lot of time in December gearing up for midterms. Students and I made sure that they were on track to receive their fall semester half credits. Most students were on track all year, so the conversation was a short one to just stay focused. Some students did need to aim for some grades and worked hard to get them. Students ended the semester very much on track and set themselves up nicely when they returned in January.

Coming back in to the school year after the holiday break was a seamless transition, especially with the extra snow days! Students and I spent time checking mid-year credits and mapped out how most of the spring semester should go. While January seemed to just breeze on by us, we entered February staying focused on grades and attendance. We also saw the return of our groups this month and have students participating in GenAustin, Be You and SAFE. We also started a Compass to College lunch group with some of my freshmen and sophomores who are on a track to be in the C2C program soon. The first group focused on what students hope to have people say about them and what they would want to say for themselves on their 100th birthday. Students let themselves explore what they want to be successful in and how they hope to live their out their life relationships. It was a very sweet activity and we are looking forward to helping these students prepare for their post-secondary goals. We also had a field trip with Compass to College to Texas State University! While it was a drizzly day, students were able to see the campus and eat a good ol' fashioned college cafeteria lunch. Some great conversations were had on the way home. It is always so exciting to help students begin to see their life after high school and all the possibilities they have before them.

One of our biggest changes to the program is one that hasn't happened in 9 years. I announced to my HACA students that I would be changing positions within our CIS program and becoming the Program Manager at Travis High School. While the change has been bittersweet, students and I have been able to make this transition happen slowly as I'm still on the same campus with them. And it has been quite a transition. Some students have known me or known of me for 9 years as I have worked with their older siblings. I am grateful for this career opportunity and so glad it's at a campus that has been my home for 9 years. SmartKids will always be my first career heart and it has been an honor getting to work with and support HACA students and families!

Success Story:

This success story is about one of my sophomores. As I am writing this report she currently has a 4.0 GPA and has been a stellar student in so many ways. When she first came here from Fulmore, she was set to participate in our Early College program, but made the decision to not participate for the nervousness of the workload and starting high school. Throughout her freshmen year we discussed her working toward participating in this program, but she just wasn't quite ready to take that on. She continued to excel at her classes and I encouraged her to think about stretching herself a little further her sophomore year. When we returned this school year, we began having conversations about taking some classes that would challenge her a bit more. I tried to pinpoint why exactly she was nervous, but at this time, it was actually more about not being here at school, she didn't want to go to ACC! Which was such an easy fix because she

thought that was the only way to take college classes! After assuring her she could take AP classes here and eventually a couple college classes here as well, she was all for it! We went straight from the CIS office to her counselor and she agreed to try AP Math and Science, her favorite areas! She wants to see how those go before signing up for more, but I have no doubt that she will adjust as she needs to and be stellar in these classes. This young lady has some highly obtainable college and career goals; and I'm so proud of her for being willing to set herself up to have all the options she can have when she graduates

Upcoming Events:

- March 12th-16th: Spring Break for students and staff
- March 30th: No school for students
- May 28th: Holiday for students and staff
- May 30th: Last day of school and Travis ECHS graduation

Travis & Eastside Memorial High School

Prepared by Ashika Raval, Compass to College SmartKids Coordinator

Number of HACA Students Receiving Services: 24

Service Synopsis:

For the past four months, I have provided services to students individually and in small group capacity. Based on previous set goals, both academic and personal goals, and individual interests and value, we have moved forward in making them come to life. Students took active steps, whether that be by submitting college applications, joining new clubs and group to amp up their resume or becoming strong self-advocates.

So far in 2018 seniors and juniors and I have continued to been work very closely with campus staff, counselors and school assistant principals to monitor attendance, grades, and credit recovery. Students who were falling behind with credits and attendance have started this new year with both attendance contracts and taking all steps necessary to graduate on time.

Highlights

Partnerships

I have strengthened partnerships with CIS's volunteer coordinator to place my junior with a weekly volunteer tutor. This outside volunteer, my student, and I came up with a weekly game plan for tutoring services, and discussed how to best insure the effectiveness of the tutoring.

Partnerships with Eastside Memorial High School have also strengthened, more specifically with the college and career staff members on campus. We have developed a strong relationship to insure that all my students both juniors and seniors are on track with their TSI/AP testing, FAFSA completion and college exploration. In February we connected with a joint CIS and Eastside Campus field trip to Texas State University.

The C2C program has continued to strengthen and develop partnerships with both campus college and career centers. C2C continues to grow partnership with Austin's Capital Idea, a program that works with Travis County adults and Austin Community College to fill Austin jobs in both the medical and I.T. fields. Students who graduate 18+ with a high school diploma are provided with full financial support, child care, and a weekly career coach to support them through their post-secondary journey. This year I have sat down with Capital Idea's program director Daniel Lopez to get all questions answered about the new programming, and prepare my students for the application opening right after Spring Break.

Another partnership that I have continued to partner with is Austin's Urban Roots, a local non-profit that works with youth to develop their leadership skills while learning about sustainability and appreciate the value of food within the community. Three HACA students that applied, did get accepted for the Urban Roots programming.

I have also connected students with current CIS programming groups, Goodwill and YWCA to help students with assistance for their post secondary journey. Goodwill and I have been working diligently to insure that all my Compass to College seniors have their paperwork complete and are full enrolled in Goodwill benefits.

I will continue to work with the CIS Volunteer Coordinator, Advanced Facilitators (College and Career Center), Educational Talent Search and College Forward to expand opportunities for the C2C students such as college visits, speakers, workshops, and family events.

Scholarships

I have worked closely with my seniors to complete the HACA NAHRO and HACA Pathways scholarships at both Travis and Eastside High School. Students at both campuses met with me to gather application information, such as letters of recommendations, official transcripts from school administrators and edit and review essays. My seniors have also completed the Bank of America paid internship application, where they had to gather references, complete short answers and submit their grades.

Alumni

During the past three months, I have worked closely with two Compass to College alumni who are currently enrolled at Austin Community College and needed assistance with completing the financial aid application for 2018. We worked through the steps of resetting passwords, resubmitting information and contacting ACC staff for further assistance.

Parental Involvement

I have touched base with two parents of whom I met with last year, both in regards to credit and attendance recovery. These parents and I discussed the importance for parental involvement when it comes to motivation for the students to follow through with their goals and plans.

Past Events

HACA students at Travis High School teamed up with Eastside Memorial High School's AVID class to take our students on a college visit to Texas State in San Marcos, TX. This trip allowed students to experience the hustle and bustle of college campuses, get a real life view of what classes and different schools look like and even allowed them to eat on campus with other college students. It was also beneficial teaming up with Eastside's campus, to allow students to experience what it's like being around other unfamiliar young adults!

In the past months, I started a freshman/sophomore Compass to College group, based off the Roots and Trunk curriculum. Both groups were facilitated by me and were centered on building the student's self-confidence, and verbalize their goals and aspirations for the future. Starting off with introductions and finishing off with a closing of group reflection helps lead into next group.

CONTRACT AGREEMENT

This contract is between the Housing Authority of the City of Austin having its principal place of business at 1124 S. IH-35, Austin, Texas, 78704 (hereinafter referred to as "HACA"), and Communities in Schools, having its principal place of business at 3000 S. IH-35, Suite 200, Austin, Texas, 78704 (hereinafter referred to as "Contractor"). This Contract is effective the day upon which both parties have signed the Contract.

WHEREAS, HACA is a public body corporate and politic, duly organized and validly existing and in good standing under the laws of the State of Texas and currently engaged in such business as defined in the decent, safe and sanitary housing to residents of its facilities, low income families, the elderly, the handicapped and the disabled;

WHEREAS, HACA requires the services of qualified and experienced sources to provide in-school case management and tutoring services for students who are residents of HACA public housing and

WHEREAS, HACA in order to obtain the required services issued a request for sole-source provider to HUD where approval was granted and

WHEREAS, the Contractor has represented that it is duly qualified and capable of fulfilling all requirements as set forth in the Contract, and is willing to provide the necessary goods, and services as established herein.

NOW, THEREFORE, in consideration of the foregoing mutual promises, the parties agree to the following:

1. CONTRACTOR'S DUTIES:

(A) Scope of Services – The Contractor shall furnish all necessary services, labor, materials, tools, equipment and transportation necessary for proper performance of the work in accordance with the following documents, which are incorporated by reference into this Contract:

(1) This Contract

(2) Negotiated Terms

In the event of conflict between this Contract of Agreement and the incorporated documents, this Contract Agreement shall be primary,

followed by the Negotiated Terms. Any disagreements shall be resolved by the Contracting Officer.

(B) Supervision – At all times during performance of the Contract and until the work is completed and accepted, the Contractor shall directly supervise the work or assign and have on the worksite a competent superintendent who is satisfactory to the Authority and has authority to act for the Contractor.

(C) Contractor Liability – The Contractor shall be responsible for any and all damages, claims, charges, costs whether tangible or intangible to persons or property that arise out of or relate to the performance of the Contractor or any other persons/entities under the Contract or control or direction under the documents described in paragraph (1)(A)(1-2) above.

(D) Contractor Covenant – The Contractor covenants and agrees to comply with all federal, state and local statutes/regulations relating to ensuring the proper safety and health precautions are taken to protect the work, the workers, the public and the property of others.

(E) Record Keeping – The Contractor agrees to keep its books and records in a format whereby the payments and expenditures by Contractor for the scope of services under this Contract are separate and easily identifiable from any and all other projects it has undertaken. The Contractor agrees to keep its books and records in a professional manner that lends itself to tracking the payments and expenditures for this contract in the event HACA audits such books. Failure to do so shall be considered a material breach of the Contract.

2. **INDEMNITY:** The Contractor shall indemnify and hold harmless HACA from any and all liability, loss, charges, costs, fees or damages HACA may suffer as a result of claims, demands, causes of actions, in equity or at law, lawsuits, administrative actions or judgments against HACA arising out of or related to: (1) the performance of the Contract by the Contractor; or (2) the performance of the Contract by persons under the Contractor's control or direction. The Contractor agrees to provide a defense for HACA at the Contractor's expense including without limitation, any and all attorney fees, court costs or other fees or costs associated with administrative actions, claims, demands, litigation, mediation, arbitration or the like.

3. **COMPLETION OF WORK:** The Contractor shall complete all work required within the time frames specified in the Contractor's Plan for Service attached to this Contract.
4. **INDEPENDENT CONTRACTOR:** HACA shall have no responsibility or obligation for worker's compensation, taxes or withholding, benefits or insurance for Contractor's employees. HACA shall have no responsibility for supervision or control over details of Contractor's work.
5. **RIGHT TO INSPECT AND ACCEPTANCE OF WORK:** The Contractor shall perform inspections to ensure that all work is subject to HACA inspection at all places and all reasonable times before acceptance to ensure strict compliance with the terms of the Contract. If any of the supplies or materials does not conform to Contract requirements, HACA shall have the right to cancel and return the order, at Contractor's expense or determine if items can be utilized and possibly negotiate a fair unit price change with the Contractor.
6. **SUBCONTRACTING:** The Contractor shall not subcontract all or any portion of this Contract without the written consent of HACA.
7. **INSURANCE:** Before commencing work, Contractor shall require its carrier to place HACA on its insurance policy as an additional insured and provide HACA with Certificates of Insurance, from an insurance company authorized to do business in the State of Texas, certifying that Contractor, and HACA, as an additional insured, is covered by commercial general liability insurance with bodily injury and property damage in a minimum amount of \$500,000 per occurrence and that Contractor is covered by automobile liability insurance in the minimum amount of \$500,000 per occurrence. Additionally, the Contractor shall obtain Worker's Compensation insurance in accordance to State law.
8. **WARRANTIES:** Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything appurtenant thereto. Contractor warrants and affirms that all goods and services provided in the performance of this Contract shall be free of defect.
9. **INTEREST OF HACA MEMBERS:** No member, officer or employee of HACA and no other public official of such locality who exercises any functions or responsibilities

with respect to HACA, shall during his/her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

10. **NO SMOKING POLICY:** Effective September 1, 2015, each of HACA's public property sites is a smoke-free zone. Smoking is strictly prohibited in all areas inside and outside of the HACA properties, buildings, dwelling units and construction sites. Smoking is prohibited on the grounds and common areas, including lawns, parks, courtyards, walkways and parking lots. Smoking will only be permitted in designated areas. Contractor is required to inform all of its employees, agents and representatives of the HACA smoke-free policy and take all necessary steps to ensure the policy is met. Smoking outside of the designated area at a HACA public housing property by a contractor's employee, agent or representative is considered a breach of this contract. For the purposes of this policy, HACA defines smoking in the following manner: SMOKING means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, e- cigarette, pipe, weed, plant, or other combustible substance in any manner or in any form.
11. **EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, gender identity and sexual orientation. The Contractor will take affirmative action to insure the applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, disability, age, gender identity and sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other form of compensation; and selection for training, including apprenticeship.
12. **SECTION 3 REQUIREMENTS:** The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12. U.S.C. 1701u (Section 3), In accordance with the Section 3 clauses set forth at 24 CFR 135.38. The Section 3 clause, 24 CFR 135.38, is attached as "Exhibit A" hereto, and incorporated herewith.
13. **EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS:** HACA or its duly authorized representatives shall, for three (3) years after the expiration of this Contract, shall have access to and the right to examine the Contractor's books, documents, papers, or other records involving transactions related to this

Contract for the purpose of making audit, examination, excerpts, copies and transcriptions.

14. **COMPENSATION:** HACA shall compensate the Contractor in the amounts specified in the Negotiated Terms, \$600,000.00 per year. Subsequent years will be reviewed on an annual basis.

Contractor should allow a minimum of 30 days after submitting invoices for payment to allow quality inspection and verification of 100% completion of work submitted for payment.

15. **ASSIGNMENT:** Contractor agrees and covenants that no portion of the Contract may be assigned for any reason without prior written permission of HACA.

16. **FIRMS INELIGIBLE TO RECEIVE STATE OR FEDERAL GRANTS OR LOANS, OR INELIGIBLE TO RECEIVE PAYMENTS ON HACA CONTRACTS:**

- (a) A child support obligor who is more than 30 days delinquent in paying child support and the business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to:

(1) Receive payments from state or federal funds under a contract to provide property, materials, or services;

(2) Receive a state or federal-funded grant or loan.

- (b) A child support obligor or business entity ineligible to receive payments under Subsection

- (a) remains ineligible until:

(1) All arrearages have been paid, or;

(2) The obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

- (c) A bid or an application for a contract, grant or loan paid from state or federal funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application.

- (d) The vendor or applicant certifies that the individual or business entity named in the contract, bid or application, is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certificate is inaccurate.
- (e) If HACA determines that an individual or business entity holding a HACA contract is ineligible to receive payment under subsection (a), the contract may be terminated.
- (f) If the certificate required under subsection (d) is shown to be false, the vendor is liable for HACA's attorney fees, costs necessary to complete the contract, including cost of advertising and awarding a second contract, and other damages provided by law or contract.
- (g) This section does not create a cause of action to contest a Bid or award of a HACA contract.

17. CANCELLATION: HACA reserves the right to cancel this entire Contract if the Contractor fails to perform in accordance with the terms and conditions of this Contract or for any other just cause. If Contractor's services fail to meet the specifications contained herein (including attachments) HACA shall call upon the Contractor to make immediate and satisfactory adjustments and corrections to rectify the problem; failure to do so will be cause for the HACA to cancel this entire Contract or any portion thereof in addition to any other legal rights the HACA may claim. HACA reserves the right to cancel without prior notice if it is determined that the health, safety or welfare of the residents or other persons are at risk.

HACA reserves the right to cancel this Contract for convenience upon 30-calendar day's written notice to the Contractor. The notice shall be effective three (3) days after the posting date with the U.S. Postal Service. The notice shall be hand delivered or sent to the last known address of the Contractor by certified mail, return receipt requested.

18. **GOVERNING LAW:** This Contract shall be construed under and in accordance with the laws of the State of Texas. The laws of the State of Texas shall govern its validity and the interpretation of its terms. If any provisions of this contract are determined to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms and conditions hereof shall remain in full force and effect.
19. **LEGAL CONSTRUCTION:** In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
20. **DISPUTES:** It is HACA's policy to resolve all contractual issues informally at the HACA level, without litigation. All claims by Contractor relating to the performance of this Contract shall be submitted in writing to the Contracting officer or designee, who shall issue a written decision on the matter. When appropriate, HACA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. If necessary, the parties may use mediation.
21. **CONTRACTING OFFICER:** For purposes of this Contract, the Contracting Officer for HACA or his/her designated representative shall be named in writing, and provided to the Contractor, as needed.

In witness whereof, the parties hereto have caused this Contract to be executed by the following parties this ____ day of ____ 2018.

Housing Authority of the City of Austin
1124 S. IH-35
Austin, Texas, 78704

Communities in Schools
3000 S. IH-35, Suite 200
Austin, Texas 78704

Name: _____

Name: _____

Title: _____

Title: _____

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 2556

PLANNING AND DEVELOPMENT

ITEM NO. 3.

MEETING DATE: June 14, 2018

STAFF CONTACT: Jimi Teasdale, Planning & Development Director

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 2556: Ratification of an Award of Contract for Phase I Rooftop HVAC Replacements at the HACA Central Office

BUDGETED ITEM: No

TOTAL COST: \$246,432.00

ACTION

The Board is being asked to ratify an award of contract for Phase I Rooftop HVAC Replacements at HACA Central Office.

SUMMARY

Background:

The Housing Authority's Central Office is a three-story, 110,000 sq ft building that contains a commercial kitchen and has a commercial lease with the City of Austin's Communication and Technology Management (CTM) Department for a section of the second floor and the entire third floor. To support the HVAC operation of this building, there are 22 commercial rooftop units ranging from 1.5 tons to 15 tons capacity. These rooftop units air condition and heat only two areas: first floor cafeteria and third floor office space. These units are controlled by a Trane Building Automation System and were installed in 1995 (23 years of service).

Phase I is to replace five of the 22 units. These five units are located on the east end of the building rooftop and provide service to the cafeteria and the executive wing of the third floor. These units are considered the most critical and problematic units, as they are located in areas that have a low overhead clearance and situated in compromised areas of the roof membrane that allow water leaks to the third floor. To address these issues, HACA will replace these five units with seven efficient units and relocate five of the units to a more central location on the roof alleviating the low clearance issues and leaking membrane.

Process:

HACA has contracted with Encotech to provide structural engineering and the required scope of work to remove and replace these units to include the design of new rooftop ductwork. HACA has procured MTech for the installation of these new units. Mtech is a qualified bidder under the TIPS Interlocal Agreement.

Although the replacement of these units is not budgeted, it is critical to dissipate the heat load from the cafeteria and to satisfy our commercial tenants on the third floor. The units are more than 20 years old and have reached their maximum life cycle. RTU 19 and RTU 20 that serve the cafeteria both function at less than 50% of their capacity and require costly repairs with parts that are difficult to find and replace. RTU 13 provides direct service to the Executive Suite for CTM. It too does not function at full capacity and HACA receives weekly work order requests on the system.

This is the first phase of a multi-phase project to replace all rooftop units, all of which are more than 20 years old. HACA will see a quick return on this investment with a decrease in energy consumption with the installation of high efficiency units and the decrease in staff time and contractor costs to maintain the existing aging equipment. Installation of equipment will take 6-9 weeks for completion.

Staff Recommendation:

Due to these units operating at less than half capacity, high temperatures already experienced and anticipated, and the lead time needed for ordering replacement units, the contract was awarded to MTECH Comfort Systems USA on June 1, 2018. Based on the satisfactory past and current performance of MTECH Comfort Systems USA, it is staff's recommendation that the Board ratify the approval of this award of contract.

ATTACHMENTS:

- ▣ **Exhibit 1-TIPS AGREEMENT**
- ▣ **Exhibit 2-COMPANY BIO**
- ▣ **Exhibit 3-BID FORM**

RESOLUTION NO. 2556

**RATIFYING THE APPROVAL OF AWARD OF CONTRACT FOR PHASE I ROOFTOP HVAC
REPLACEMENTS AT HACA CENTRAL OFFICE**

WHEREAS, on May 21, 2018, the Housing Authority of the City of Austin received a bid for Phase I Rooftop HVAC Replacements at HACA Central Office; and

WHEREAS, MTech is a qualified bidder under the TIPS Interlocal Agreement and performance by MTech Comfort Systems USA has been satisfactory; and

WHEREAS, it is the recommendation of the President & CEO that the bid submitted by MTech Comfort Systems USA in the amount of \$246,432.00 be accepted as the most responsible and responsive bid; and

NOW, THEREFORE, BE IT RESOLVED, that the HACA Board of Commissioners ratifies the President and CEO's approval to accept the bid as submitted by MTech Comfort Systems USA and award such contract.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2018.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

INTERLOCAL AGREEMENT
Region VIII Education Service Center
TEXAS PUBLIC ENTITY OR LOCAL GOVERNMENT
(School, College, University, State, City, County, or Other Political Subdivision)

Housing Authority of the City of Austin
TEXAS PUBLIC ENTITY

TX991031
Control Number (TIPS will Assign)

Region VIII Education Service Center
Pittsburg, Texas

225 - 950
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. In addition, authority is granted under Texas Government Code §§ 791.001 *et seq* as amended to enter into Interlocal agreements with said educational entities, as well as, other governmental entities and political subdivisions of Texas and other States. As authorized by applicable statutes and regulations, Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other Government Entity as defined in the Texas Government Code § 791.003.

This Interlocal Agreement (hereinafter the "Agreement") is effective May 10, 2016 and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region VIII Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a Program known as the The Interlocal Purchasing System (TIPS) Program.

The purpose of the TIPS Program shall be to obtain substantial savings for participating School District, University, College, Community College, City, County or Other Public Agencies through cooperative purchasing.

Roles of the TIPS Purchasing Cooperative:

1. Provide for the organizational structure of the program.
2. Provide staff for efficient operation of the program.
3. Promote marketing of the TIPS Program.
4. Coordinate the Competitively Bid Process for all Vendor Awarded Contracts.
5. Provide members with procedures for placing orders through TIPS PO System.
6. Maintain filing system for Due Diligence Documentation.

Role of the Public Entity:

1. Commit to participate in the program by an authorized signature on membership forms.
2. Designate a Primary Contact and Secondary Contact for entity.
3. Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.

4. Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to tipspo@tips-usa.com.
5. Accept shipments of products ordered from Awarded Vendors.
6. Process Payments to Awarded Vendors in a timely manner.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from budgeted available funds for the current fiscal year of each such entity.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide cooperative purchasing opportunities to public agencies.

This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code ch. 551. (If required by the entity.)

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Public Member Entity:

Housing Authority of the City of Austin

Entity Name

By: 

Michael Gerber

Authorized Signature

Title: President & CEO

May 9, 2016

Date

Purchasing Cooperative Lead Agency:

Region VIII Education Service Center

By: 

Authorized Signature

Title: Executive Director Region VIII ESC

5-10-2016

Date

Public Entity Contact Information

Nora A. Morales, Director of Purchasing

Primary Purchasing Person Name

1124 A. IH 35

Street Address

Austin, TX 78704

City, State

Zip

512-477-1496

Telephone Number

512-477-3979

Fax Number

noram@hacanet.org

Primary Person Email Address

Tina Benson, Sr. Buyer

Secondary Person Name

tinab@hacanet.org

Secondary Person Email Address

If your entity does not require you to have an Interlocal Agreement, please go to the TIPS website under Membership and take advantage of online registration. The states of Texas and Arizona **do** require all entities to have an Interlocal Agreement. Other States or governmental jurisdictions may require an Interlocal agreement as well and you are advised to consult your legal counsel to determine the requirements for your entity. Email completed Interlocal Agreement to tips@tips-usa.com.

TIPS Membership Agreement

For use when an Interlocal governmental agreement is not required by statute to be approved by the governing bodies of the entities. (NOT VALID IN TEXAS FOR GOVERNMENTAL ENTITIES)

Purpose:

This agreement, when executed by the parties, permits the member entity, when permitted under applicable purchasing cooperative statutes of the home jurisdiction of the member entity, to make lawful purchases through TIPS contracts under the same terms and conditions and proposed pricing as lawfully awarded by TIPS for the purposes of TIPS or its members. The purpose of the TIPS Program shall be to increase efficiency, effectiveness and to obtain substantial savings for participating school entities or public entities through cooperative purchasing.

Disclaimer:

Each Member entity is responsible for following their applicable state or federal procurement statutes when utilizing cooperative purchasing agreements, or joint power agreements with another state's public entities. In addition, the Member is responsible for ensuring the vendor complies with the terms and conditions of the contract and Members are solely responsible for dispute resolution with a non-performing vendor. TIPS will endeavor to provide assistance with vendor relations and compliance to the extent it is feasible.

Term:

This Agreement (hereinafter the "Agreement") shall be effectively immediately and shall remain effective unless either party terminates this Agreement by providing thirty (30) days written notice of the termination to the other party.

The Interlocal Purchasing System Program (TIPS) agrees to:

- 1) Provide for the organizational and administrative structure of the program.
- 2) Provide staff necessary for efficient operation of the program.
- 3) Provide marketing of the program to expand membership, number of vendor awarded contracts and commodity categories.
- 4) Initiate and implement activities legally required under Texas law for competitive procurement and vendor award process including posting, advertising, collecting proposals, scoring proposals, and award of contracts.
- 5) Provide members with procedures for ordering, delivery and billing.
- 6) Maintain filing system for all bidding procedure requirements.
- 7) Collect fees from vendors and/or other sources to legally compensate TIPS and by association, the lead governmental entity, Region VIII Education Service Center, as required by law, for the services provided to TIPS members.

The TIPS Member Entity agrees to:

- 1) Commitment to participate in the program by an authorized signature on membership forms.

EMAIL PURCHASE ORDER TO: TIPSP0@TIPS-USA.COM
ATTACH PO AS A PDF - ONLY ONE PO PER EMAIL
PO MUST REFERENCE TIPS CONTRACT NUMBER

OVERVIEW

DUE DILIGENCE

CONTACTS

PRINT PROFILE

VENDOR Mtech Mechanical Technical Services Inc

WEBSITE

SERVICE/PRODUCTS
DESCRIPTION

As one of the nation's largest Heating, Ventilation, and Air Conditioning service providers, Mechanical Technical Systems, a wholly-owned subsidiary of Comfort Systems USA, Inc., can help you reduce owning and operating costs for one facility or for thousands. Not being a manufacturer of HVAC equipment, Comfort Systems USA is expert in the service of all the major manufacturers. Our diverse talent provides you the competitive advantage of a partner that understands and services your entire building system. With our customized maintenance programs we can help you optimize equipment performance and keep your facility operating at design efficiency. With energy costs continuing to rise, and HVAC equipment consuming an average of 50% of building utilities, maintaining your HVAC system is crucial to your bottom line. We pride ourselves on being the source for all of your HVAC needs. We not only engineer and design mechanical systems and controls, we install, retrofit and upgrade them as well. Our team of experts look forward to partnering with you to deliver bottom line results throughout the life of your facility.

AWARDED CONTRACTS

CONTRACT: **18010101** Comprehensive HVAC Solutions and Services
Mar-22-2018 to Mar-26-2021

CONTRACT: **18010102** Comprehensive HVAC Solutions and Services (JOC)
Mar-22-2018 to Mar-26-2019



Proposal

[Phone: 512.929.7090 | 1720 Royston Lane, Round Rock, TX 78664 | TACLA021308C | TACLA0020760C | M-18971 | TECL 29725]

Date: 5-21-18

Proposal Number: 2018-7,758

Customer: HACA

Attention: Jimi Teasdale

TIPS Contract# 1032615

Location: 1124 S I-35

Email: jimt@hacanet.org

Austin Tx 78704

Project Name: Design Build for the changing out of 4 existing Trane RTU's. Replace with new High Efficient Trane RTU's.

Scope of Work: Safely demo and remove existing RTU's 13, 15, 19 and 20 per EPA regulations. Provide and install new Trane RTU's, New duct work from side discharge of RTU's, all necessary electrical services and control services.

Includes:

- Provide City of Austin Mechanical and Electrical Permits.
- Sky Jack services for all roof work.
- Provide and install new Trane RTU's. (RTU-20 currently 12.5 Tons, new Trane RTU's will be twinned 7.5 Gas Fired RTU's. RTU-19 Currently 15 Tons, new Trane RTU's will be twinned 10 Ton Gas Fired RTU's. RTU-13 Currently 7.5 Tons will be 10 Ton RTU, RTU-15 currently 1.5 Tons will be changed out like for like.)
- RTU's to be manufactured with economizers and speed controls as necessary per code along with BAC Net cards for proper BAS controls.
- Provide all necessary labor and material to disconnect, extend and reconnect utilities- condensate drains, gas lines and electrical services per code.
- Provide all necessary labor and material for electrical re-work.
- Provide all labor and material for new lined sheet-metal duct work with proper wrapping per code. RTU's 15,19 and 20 will become side discharge with sheet-metal terminating at current roof-curb penetrations.
- Provide engineering services for scope.
- Labor and all material to complete the above-mentioned scope of work.

*****5 Year Compressor, 1 Year Parts, 1 Year Mtech Labor Warranty.*****

Exclusions: Roofing stones, carry tread, providing- installing and interlocking smoke detectors into fire alarm system, asbestos abatement, fire sprinkler work, floor scanning, Architectural, Structural engineering or structural supports / angle iron framing / structural steel, wall or door louvers of any kind, any existing HVAC/Plumbing code violations or design drawings of any kind and Taxes

Quoted Price with mixture of after hours and standard labor \$225,000.00(excluding tax)

Alternate Price for change out of RTU#12..... \$21,432.00(excluding tax)

Prepared By -

Eric Chandler

Eric Chandler

Email: eric.chandler@csusa.us

O: 512-929-7090 | M: 512-201-7563

Total: \$246,432.00

Michael G. Gerber, President & CEO

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Proposal is subject to and conditioned upon approval of Customer's credit by Mechanical Technical Services, Inc. Quote may be withdrawn by us if not accepted within 30 days. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Unless specified, payment will be made within 30 days after completion of service. Regulated by the Texas Department of Licensing and Regulation, PO Box 12157, Austin, TX. 78711 1.800.803.9202, 512.463.6599 Licensed by the Texas State Board of Plumbing Examiners, License #M-18971, Curtis Novinger, RMP. Correspondence with this Board should be directed to PO Box 4200, Austin, TX 78767.

512.458.2145

A Comfort Systems USA Company



HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 4.

MEETING DATE: June 14, 2018

STAFF CONTACT: Ann Gass, Director of RAD

ITEM TITLE: Update on HACA's Rental Assistance Demonstration Program

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

No action is being requested. Staff will provide an update to the Board regarding progress with HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 2551

RENTAL ASSISTANCE DEMONSTRATION

ITEM NO. 5.

MEETING DATE: June 14, 2018

STAFF CONTACT: Ann Gass, Director of RAD

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 2551: Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts South (the “Project”)

BUDGETED ITEM: N/A

TOTAL COST: N/A

Staff Recommendation:

Resolution No. 2551 asks the Board of Commissioners to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts South.

RESOLUTION NO. 2551

Authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts South (the “Project”)

WHEREAS, the Authority owns the site on which the Project will be constructed (the “Land”);

WHEREAS, the Authority and Pathways at Chalmers Courts South, LP, a Texas limited partnership (the “Partnership”), desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, the Partnership is required to develop and rehabilitate the Project as a development dedicated for low-income persons in compliance with the laws and regulations applicable to eligible tenants under the federal low income housing tax credit program as established at 26 U.S.C. §42 and regulations promulgated pursuant thereto;

WHEREAS, the Authority desires to convey title to the existing improvements located on the Land to the Partnership via a bill of sale;

WHEREAS, the Authority may grant or loan demolition, relocation, capital and/or other financing funds in an amount not to exceed \$3,000,000 to the Austin Affordable Housing Corporation to facilitate the development of the Projects;

NOW, THEREFORE, in connection with the development, construction and equipping of the Project, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that any officer of the Authority (the “Executing Officer”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer of the Authority, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2018.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 2552

RENTAL ASSISTANCE DEMONSTRATION

ITEM NO. 6.

MEETING DATE: June 14, 2018

STAFF CONTACT: Ann Gass, Director of RAD

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 2552: Resolution approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B

BUDGETED ITEM: No

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 2552: Approval of resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B.

SUMMARY

Background:

Pathways at Chalmers Courts South (Chalmers South) will be an 86-unit property serving families with incomes at 60% of area median family income, developed in partnership with Carleton Residential and financed using 4% tax credits through the Texas Department of Housing and Community Affairs and Tax Exempt Bond issued by the Austin Affordable PFC, Inc. Chalmers South is the first phase of the larger, three-phase redevelopment of Chalmers Courts, part of HACA's conversion to the Rental Assistance Demonstration (RAD) Program. The Rental Assistance Demonstration (RAD) Program was authorized by the Consolidated and Further Continuing Appropriations Act of 2012. RAD is a tool that enables Public Housing Authorities to convert public housing subsidies into long-term, Section 8 rental assistance subsidy. This is beneficial to PHAs because historically public housing subsidies and funding for capital projects have been unpredictable and fluctuate annually due to federal budget cuts. The project based rental assistance program provides a much more stable and predictable annual subsidy, benefitting PHAs and their residents.

More importantly, the RAD program provides PHAs an opportunity to make substantial physical improvements to its properties, resulting in a higher quality of life for residents. Additionally, provisions with

RAD ensure that existing residents are protected and enjoy more choices on where they wish to reside. The Housing Authority of the City of Austin (HACA) has successfully converted eleven properties through RAD. The balance of the 18 public housing properties will convert over the next three years. Once complete, Chalmers South will allow current residents of Chalmers Courts to temporarily relocate just across the street from their current homes, enabling them to stay in their neighborhood, close to schools, jobs, places of worship and medical providers. This temporary relocation will allow for the redevelopment of Chalmers Courts, beginning in 2019. The existing buildings, two former HACA administration buildings, will be razed to allow for the construction of Chalmers South. HACA will retain ownership and control of this property through its subsidiary AAHC.

Staff Recommendation:

Staff recommends the approval of Resolution 2552. Resolution 2552 approves the actions of Austin Affordable PFC, Inc., providing for the issuance of its multifamily housing revenue bonds (Pathways at Chalmers Courts South), Series 2018A and Series 2018B.

RESOLUTION NO. 2552

Providing for the issuance of its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and its Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B

WHEREAS, Austin Affordable PFC, Inc. (the “Issuer”) was created by the Housing Authority of the City of Austin (the “Sponsor”) pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “Act”); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer’s bonds;

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN THAT:

Section 1. The Resolution authorizing the issuance of Austin Affordable PFC, Inc. Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A and Austin Affordable PFC, Inc. Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B, adopted by the Board of Directors of the Issuer (the “Issuer Resolution”), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. The Austin Affordable PFC, Inc. Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018A, which are issued in an aggregate principal amount not to exceed \$15,000,000 and Multifamily Housing Revenue Bonds (Pathways at Chalmers Courts South) Series 2018B, which are issued in an aggregate principal amount not to exceed \$5,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately the intersection of East 3rd Street and Chalmers Avenue, Austin, Texas 78702 including, without limitation, utilities, foundation, structures and equipment, and owned and operated by Pathways at Chalmers Courts South, LP, a Texas limited partnership (the “Project”) are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute and indebtedness or pledge of the Sponsor, the City of Austin or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Austin or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture (as may be defined in the Issuer Resolution).

Section 4. The issuance of the Bonds to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 80% of Median Gross Income for the Austin area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in

decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 7. The Chair and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2018.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 2557

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 7.

MEETING DATE: June 14, 2018

STAFF CONTACT: Ron Kowal, Vice President of Housing Development/Asset Mgmt

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 2557: Consideration of a Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Rail Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

BUDGETED ITEM: N/A

TOTAL COST: N/A

SUMMARY

Background:

The Austin Affordable Housing Corporation (AAHC) a nonprofit subsidiary of the Housing Authority of the City of Austin (HACA), was created to own, engage in or assist in the development or operation of affordable housing, including but not limited to income producing projects whose proceeds are used to further HACA’s mission of moving its stakeholders from poverty to self-sufficiency. AAHC, as one of its goals has committed through acquisition and or development a portfolio of 4040 units by the year 2020. Another goal of AAHC is to acquire and or develop affordable housing in high opportunity areas where housing choice for section 8 does not exist and to give low and moderate families housing in areas of better performing schools and services in locations outside the City of Austin’s crescent of poverty.

Austin Affordable Housing Corporation has been presented an opportunity to partner with LDG Multifamily, LLC, and Lonestar Development, LLC, to develop a 1.2 acre tract of land located at East 17th Street and Alexander Ave., just off of E. MLK in East Austin. This development is a master planned 36.5 acre philanthropic community created by the Meredith Foundation, known as the Chestnut Commons. Other plans for this community include a community center, a stone vault amphitheater and a BMX skate Park. This development id in the transit oriented development (TOD) and is immediately adjacent to the MLK train station.

This 235 unit family project will consist of 120 units targeting 30%-80% of median family income with 60 units serving individuals earning 30%, 40% and 50% of the median family income. 115 units will be for market rate housing.

Process:

The financing for this development will be a combination of Preferred Equity Investments, City of Austin General Obligation Bonds (GOB) and a conventional first mortgage. The City of Austin has approved a GOB amount of \$2,500,000.

Staff Recommendation:

Resolution 2557 asks the Board of Commissioners of HACA to take the following actions with regard to the Rail Apartments in Austin, Texas. Acquire the site for the Development, lease the development site to the owner of the Development and such other actions necessary of convenient to carry out this Resolution.

UNIT MIX

Efficiency	1 Br/1Ba	2 Br/2Ba	
164 units - 357-451 SF.	48 units - 494-856 SF.	23 units - 858-1,082 SF.	
30% AMI	40% AMI	50% AMI	80% AMI
3 units	3 units	52 units	62 units

RESOLUTION NO. 2557

Authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Rail Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the development site to the owner of the Development; and (C) such other actions necessary or convenient

Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Rail Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

WHEREAS, the Housing Authority of the City of Austin (the “Authority”) plans to acquire one or more condominium units on which the Development will be located (the “Unit”); and

WHEREAS, the Authority and 1800 Alexander, LP (the “Partnership”) desire to enter into a lease (the “Lease”) granting site control of the Unit to the Partnership;

WHEREAS, the Partnership desires to enter into a HUD-insured loan with Red Mortgage Capital, LLC, whereby the Partnership will borrow a sum not to exceed \$36,000,000 (“HUD Loan”), in order to finance construction of the Development;

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW, THEREFORE, in connection with the development of the Development, the Board of Commissioners of the Housing Authority of the City of Austin hereby adopts the following resolutions:

BE IT RESOLVED, that any officer of the Authority (the “Executing Officer”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings, including without limitation, the Lease and any and all documents contemplated in connection with the Authority’s acquisition of the Unit (collectively, the “Agreements”), the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer of the Authority, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This Resolution shall be in full force and effect from and upon its adoption. [End of Resolution.]

PASSED this 14th day of June, 2018.