

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, October 17, 2019

12:00 PM

Chalmers Courts

1638 E. 2nd Street

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
1638 E. 2nd Street
Austin, TX
(512.477.4488)**

**Thursday, October 17, 2019
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Program Review Committee

HACA's Program Review Committee will meet from 10:30 AM - 12 Noon. This Committee's objective is to provide the Board with an opportunity to receive written and oral reports from staff, to review program operations and outcomes, to review agency budgets, and to ensure that programs are meeting HACA's strategic goals. The Program Committee consists of all members of HACA's Board of Commissioners. No votes on any matter shall be taken during Program Review Committee Meetings.

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

Public Hearing (Note: There will be a three-minute time limit) To accept public comment on:

Public hearing for the proposed Ventura at Parmer Lane development.

Citywide Advisory Board Update

Informational Presentation

Presentation and Discussion of the Draft 2020 Public Housing Authority (PHA) Annual Plan and 2020-2024 Five-Year Plan

Presentation and Discussion of Proposed Revisions to Housing Choice Voucher Administrative Plan

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 September 19, 2019
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02613 Approving Write-off of the Uncollectible Accounts of Vacated Tenants

ACTION ITEMS

3. Presentation, Discussion, and Possible Action on Resolution No. 02614 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Bridge at Granada Apartments), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Granada Apartments
4. Presentation, Discussion, and Possible Action on Resolution No. 02615 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Fannie Mae MBS Collateralized Pass-Through - Oaks on North Plaza), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Oaks on North Plaza.
5. Presentation, Discussion, and Possible Action on Resolution No. 02616 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the refinancing of the Pathways at Thurmond Heights
6. Presentation, Discussion, and Possible Action on Resolution No. 02617 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development and rehabilitation of the Bridge at Bent Tree
7. Presentation, Discussion, and Possible Action regarding Resolution No. 02618 Approving the award of a renewal contract for agency wide trash disposal and recycling services to Waste Management of Texas, Inc.
8. Presentation, Discussion, and Possible Action regarding Resolution No. 02619 Roofing Replacements for Pathways at Shadowbend Ridge
9. Update on HACA's Rental Assistance Demonstration Program

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

- 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
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO.

MEETING DATE: October 17, 2019

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Public hearing for the proposed Ventura at Parmer Lane development.

BUDGETED ITEM: N/A

TOTAL COST: N/A

HOUSING AUTHORITY OF THE CITY OF AUSTIN

REPORT

QUALITY CONTROL

ITEM NO.

MEETING DATE: October 17, 2019

STAFF CONTACT: Kelly Crawford, Director of Compliance Oversight

ITEM TITLE: Presentation and Discussion of the Draft 2020 Public Housing Authority (PHA) Annual Plan and 2020-2024 Five-Year Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

This is a presentation and discussion of the Draft 2020 Public Housing Authority (PHA) Annual Plan and 2020-2024 Five-Year Plan which will go out for public comment for 45 days beginning Friday, October 18, 2019. No formal vote is required of the Board at this time. The Board is being asked to review the Plans, approve staff taking the documents out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2019 Board Meeting.

SUMMARY

Background:

The Annual PHA Plan and the Five-Year Plan provide a ready source for interested parties to locate basic housing authority policies, rules, and requirements concerning its operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the housing authority's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families. High Performer housing authorities such as HACA utilize Form HUD-50075-HP to submit annual changes to its PHA Plans.

The Draft 2020 PHA Plan incorporates proposed changes from both the Admissions and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan along with updates regarding the Rental Assistance Demonstration program and the agency's 5-Year Goals and Objectives. This year, HACA hired CVR Associates, Inc. to provide strategic planning services. Multiple sessions were held with HACA's executive team, the Board of Commissioners, and management staff across all programs at HACA. Activities included a high-level analysis of trends and the current environment of affordable housing in Austin; several SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis sessions with staff; and a two-day collaborative session to develop strategies for current and future business operations to develop longer term goals and objectives to inform our Five-Year Plan. The following are the updates to the Plan: To be added at a later date....

Process:

Staff is bringing these proposed changes to the Board for discussion and input at this time. After incorporating any Board recommendations, HACA will invite public comment on the proposed changes beginning at 8:00 a.m. on Friday, October 18, 2019 through 5:00 p.m. on Monday, December 2, 2019. HACA will send the proposed changes to Texas Rio Grande Legal Aid, the Austin Tenants' Council and the residents at the remaining Public Housing properties. After receiving all comments, the proposed changes will be presented to the Board for final approval at the December 2019 Board Meeting.

Staff Recommendation:

The Board is being asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2019 Board Meeting.

ATTACHMENTS:

- ▣ **Annual Plan**
- ▣ **2020-2024 Five Year Plan**

Housing Authority of the City of Austin

2020 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the draft 2020 PHA Annual Plan and 2020-2024 Five-year Plan will commence on Friday, October 18, 2019 and conclude on Monday, December 2, 2019. Three Public Hearings will be held: November 12, 2018 at 10:00AM (Pathways at Thurmond Heights 8426 Goldfinch Ct, 78758) in conjunction with the Citywide Advisory Board Meeting, Friday, November 15, 2019 at 12:00 PM at the HACA Central Office (1124 S. IH-35 78704), and Tuesday, November 26, 2019, at 5:30PM at the Henry Flores Education Training Center (1201 W. Live Oak 78704) to receive public input for the draft 2020 Annual Plan and 2020-2024 Five Year Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 19, 2019 Board of Commissioners meeting.

Streamlined Annual PHA Plan (High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.																															
<p>A.1 PHA Name: Housing Authority of the City of Austin PHA Code: TX001 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2020 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 78; however, HACA plans to convert its remaining Public Housing development to the Rental Assistance Demonstration program in 2020. Number of Allocated Housing Choice Vouchers (HCVs) 6,075 Total Combined 6,153 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. A 45-Day Public Comment Period for the draft 2020 PHA Annual Plan and the 2020-2024 Five-Year Plan will commence on Friday, October 18, 2019 and conclude on Monday, December 2, 2019. Three Public Hearings will be held: November 12, 2019 at 10:00AM (Pathways at Thurmond Heights, 8426 Goldfinch Court, 78758) in conjunction with the Citywide Advisory Board Meeting, Friday, November 15, 2019 at 12:00PM at the HACA Central Office (1124 S. IH-35 78704), and Tuesday, November 26, 2019, at 5:30PM at the Henry Flores Education Training Center (1201 W. Live Oak 78704) to receive public input for the draft 2019 Annual Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 19, 2019 Board of Commissioners meeting.</p> <p>Copies of the 2020 Annual Plan are available at all HACA Housing sites, the HACA Central Office and on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office or via the HACA website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:	N/A	N/A	N/A	N/A	N/A												
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B. Annual Plan Elements**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ ☒ Financial Resources.
☐ ☒ Rent Determination.
☐ ☒ Homeownership Programs.
☐ ☒ Safety and Crime Prevention.
☐ ☒ Pet Policy.
☐ ☒ Substantial Deviation.
☐ ☒ Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

Statement of Housing Needs and Strategy for Addressing Housing Needs

The 2019 published income limits* for the Austin-Round Rock-San Marcos Metro Area based on a family of four:

Extremely Low (0-30% Area Median Income (AMI)): \$28,400

Very Low (>30%-50% AMI): \$47,300

Low Income (>50%-80% AMI): \$75,500

July 1, 2018 United States Census Bureau Population Estimate for Austin: 964,254

* Based on the 2016 American Community Survey (ACS) 5-year Estimates Subject Tables, the average median household income of an occupied housing unit in the Austin CCD is \$58,527. The average renter occupied median household income is \$41,161. There are over 181,874 renter occupied housing units.

Monthly Housing Costs:

RENT	Owner-Occupied	Renter-Occupied
Less than \$300	3.3%	1.7%
\$300-\$499	7.0%	2.0%
\$500-\$799	12.4%	14.2%
\$800-\$999	7.7%	22.0%
\$1,000-\$1,499	24.1%	38.3%
\$1,500-\$1,999	18.8%	14.4%
\$2,000-\$2,499	9.9%	3.5%
\$2,500-\$2,999	6.6%	1.0%
\$3,00 or more	10.2%	.9%

Over 52% of the renter-occupied units pay a rent between \$1,000 - \$1,999 per month. This data reaffirms the data provided by the City of Austin Consolidated Plan 2019-24, that there are over 84,000 renters who have a rent burden over 30% or more of their income and the need for more affordable housing rental units in the Austin area continues to grow.

B.1**City of Austin Consolidated Plan 2019-2024
Priority Housing Needs/Housing Problems**

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing Cost burden greater than 50% of income	27,390	10,580	2,360	185	40,515	5,399	3,775	3,420	1,030	13,624
Housing cost burden greater than 30% of income	2,830	13,380	18,020	3,390	37,620	875	2,925	6,485	3,195	13,480
Zero/Negative Income	4,225	0	0	0	4,225	1,130	0	0	0	1,130

The Housing Authority of the City of Austin is only able to address a small percentage of the need for affordable housing through its Public Housing and Housing Choice Voucher programs for the extremely low to very low income families in Austin. Thus, the Housing Authority of the City of Austin continues to have a high demand to provide services through its programs to address safe, decent, affordable, and accessible units that are located throughout Austin. The demand for extremely low to low-income assisted housing through the Public Housing and Housing Choice Voucher programs is shown below. The greatest demands for HACA are one-bedroom and two-bedroom units.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☒ Section 8 tenant-based assistance (The Section 8 waiting list opened September 17-24, 2018. 2,000 applications were randomly selected from 15,307 applications received. As of September 2019, the waiting list contained 1,939 active applicants)
- ☐ Combined Section 8 and Public Housing
- ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/sub jurisdiction:

	# of Families	% of Total Families
Waiting list total	HCV 3672	HCV
Extremely low income <=30% AMI	3253	88.59%
Very low income (>30% but <=50% AMI)	347	9.45%
Low income (>50% but <80% AMI)	46	1.30%
Families with children	1207	32.90%
Elderly families	79	2.15%
Disabled	1888	51.42%
Single	503	13.70%
White	1677	45.67%
Asian	51	1.39%
Native Hawaiian/Other Pacific Island	26	.70%
Black/African American	1849	50.40%
American Indian/Alaska Native	59	1.60%
Not Assigned	10	.20%
Ethnicity-Hispanic or Latino	1010	27.50%
Ethnicity-Not Hispanic or Latino	2662	72.50%

B.1	<p>CLOSING OF PROPERTY-SPECIFIC PUBLIC HOUSING WAITING LISTS</p> <p>HACA is in the process of completing a full portfolio conversion under RAD. As of November 2019, only a portion of one Public Housing property remains in the Public Housing portfolio – Chalmers West. However, there is no waiting list for Chalmers West because we are preparing the property for demolition and redevelopment.</p> <p><u>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions</u></p> <p><u>Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]</u></p> <p>The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income new tenants into lower income projects and lower income new tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].</p> <p>The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)]. The income targeting requirement states that at least 40% of all new admissions each year must be extremely low-income families (as defined by HUD).</p> <p>Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) Public Housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or Public Housing funds [24 CFR 903.2(b)].</p>
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B.1

Policies that Govern Eligibility, Selection, and Admissions

[24 CFR §903.7(b)]

HACA is responsible for ensuring that every individual and family admitted to the Public Housing and Housing Choice Voucher programs meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by HACA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the Public Housing and Housing Choice Voucher programs the applicant family must:

- Qualify as a family as defined by HUD and HACA.
- Have income at or below HUD-specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for family members as required.
- Consent to HACA's collection and use of family information as provided for in HACA-provided consent forms.
- HACA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or HACA.

The policies regarding the Eligibility, Selection and Admissions to both the Public Housing and Housing Choice Voucher programs in their entirety can be found on the HACA webpage: www.hacanet.org.

3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ADMISSION

HUD permits, but does not require the PHA to deny admission for the reasons discussed in this section.

HACA Policy**Preliminary Eligibility Criteria**

All applications will be screened for preliminary eligibility before they are added to HACA's housing waiting list. If an applicant is found to be preliminarily ineligible, their application will not be added to the program's waiting list. The following criteria shall be used to determine preliminary ineligibility:

- HACA shall prohibit admission to the housing program of an applicant for five years from the date of eviction or termination if a household or family member has been evicted or terminated from federally assisted housing for drug-related criminal activity.
- If the household or family vacated in lieu of eviction from a HACA property due to a household or family member engaging in drug-related criminal activity within 5 years from the date of application, HACA will prohibit the admission to the housing program if the following criteria have been met:
 - HACA has documentation confirming the household or family member engaged in the drug-related criminal activity (e.g. criminal records, including but not limited to, probable cause affidavits, court records, police reports, criminal background report, and / or other official documents); and
 - HACA has documentation confirming that it started the eviction process with the family (e.g. issuance of a 30 day notice or termination lease letter, issuance of a 3 day notice to vacate letter, notice of intent to vacate in lieu of eviction signed by tenant, filing a forcible detainer lawsuit against the family and / or other records); and
 - The offender that is identified in the documentation is still listed as a member of the household or family on the new application.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were the head of household, spouse or cohead at the time of past residency at HACA and owes a move-out balance or debt to HACA which is not barred by a statute of limitations. There is a four-year statute of limitation, which ends the latter of:
 - Four years from the date the debt became delinquent, or
 - Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were terminated or evicted for any reason other than drug-related activity from either program within a two-year period from date of new application. Abandonment of unit in the housing choice voucher program is considered a termination; abandonment of unit in the conventional housing program is considered an eviction. This restriction applies only to the former head of household and/or spouse or co-head.
- If the family vacated in lieu of eviction from any HACA property for any reason other than drug-related criminal activity within the two years from the date of application, HACA will prohibit admission to the housing program if the following criteria have been met:
 - HACA has documentation supporting the grounds for termination that would have led to the eviction of the household or family (e.g. criminal records including, but not limited to, probable cause affidavits, court records, police reports, criminal background reports, etc.; other records, including but not limited to Elite notes, photographs, resident ledgers, complaint records, HACA incident reports, prior tenant file documentation, etc.; and / or other official documents); and
 - HACA has documentation confirming that it started the eviction process with the family (e.g. issuance of a 30 day notice of termination letter, issuance of a 3 day notice to vacate letter, notice of intent to vacate in lieu of eviction signed by tenant, filing a forcible detainer lawsuit against the family, and / or other records); and
 - The family member or members identified in that documentation are still listed as members of the family on the new application.
- An applicant is deemed preliminarily ineligible and shall be rejected if applying for the housing choice voucher program if they have been issued a voucher within one year from the date of application, whether or not the voucher was utilized. Expiration of an unused voucher is not cause for preliminary ineligibility for the housing program.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if currently housed in this same program and listed as the head of household or co-head of household.
- For the purpose of providing a housing opportunity to as many applicants as possible, 12 months should elapse before an applicant is preliminarily eligible to reapply for the same program they have just moved out of. This shall include voluntary move outs from the housing program.
- An applicant is deemed preliminarily ineligible and shall be rejected if applying for the same program for which they have already been denied admissions due to criminal history or derogatory rental history, unreported income or fraud within a 12-month period. The applicant will not be eligible to request an informal review of this rejection due to the fact that the applicant was offered an informal review when they were initially denied admissions for criminal history and/or derogatory rental history. Twelve months should elapse from the date of denial or date of the hearing decision whichever is later.

B.1

- A family is deemed evicted if a lease termination/violation letter had been sent to the family alleging a breach of the lease based upon drug-related criminal activity, criminal activity, non-payment of rent or other breach and the family has voluntarily vacated, or if a judgment for eviction is rendered, or if the family vacated due to the oral threatened termination of the lease.
- HACA complies with all Fair Housing laws. Applicants have the right to request a Reasonable Accommodation. HACA will consider all Reasonable Accommodation requests under the Fair Housing Act and Section 504 of the American Disabilities Act. Information related to the Fair Housing Act, Section 504 and Requests for Reasonable Accommodation will be included in the denial letters.
- If the basis for the denial relates to family violence, the applicant may qualify for an exception under the VAWA Amendments. Information related to VAWA will be included in the denial letters.

Criminal Activity [24 CFR 960.203 (c)]

The PHA is responsible for screening family behavior and suitability for tenancy. In doing so, the PHA may consider an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts that would adversely affect the health, safety or welfare of other tenants.

HACA Policy – HCV Program

If any household member has been convicted of the following criminal activities during the designated review (look back) period, the family will be denied admission. The designated review period commences as of the date of the criminal offense.

If any household member has been convicted of any of the following criminal activities regardless of the date committed the family will be denied admission:

- Capital murder
- Murder
- Kidnapping
- Rape or crimes of a sexual nature
- Arson
- Indecency with a child
- First degree felony injury to a child
- Crimes involving terrorism
- Crimes involving explosives

Five year review (look back) period

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- Manslaughter – felony conviction
- Criminally Negligent Homicide – felony conviction

Four year review (look back) period

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- Drug-related offenses for Manufacture, distribution, or possession with intent to distribute – felony conviction
- Robbery-related offenses – felony conviction
- Illegal possession/discharge/display/carrying of firearm or illegal weapon/ deadly weapon - felony conviction
- Physical violence to persons that has one of its elements the use or threatened use of physical force against the person or property of another such as assault, aggravated assault, assault by threat, terroristic threat and domestic violence offenses – felony conviction.
- Physical violence to property to include vandalism – felony conviction
- Fraud committed against a government entity – felony conviction
- Burglary of a habitation – felony conviction
- Unlawful Restraint – felony conviction

B.1	<p><u>Three year review (look back) period</u></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ol style="list-style-type: none"> (1) Stalking- felony conviction (2) Theft or fraud committed against a non-government entity- felony conviction (3) Public lewdness and indecent exposure offenses- felony conviction <p><u>Two year review (look back) period</u></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ul style="list-style-type: none"> • Drug-related offenses for possession – felony conviction <p><u>One year review (look back) period</u></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ul style="list-style-type: none"> • DWI/DUI – felony conviction <p><u>Patterns of Criminal Activity</u></p> <p>If any household member has been convicted of or has a pattern of engaging in any of the following criminal activities the family will be denied admission. A pattern consists of three or more incidences, with a minimum of two or more incidences occurring within the last three years.</p> <ol style="list-style-type: none"> (1) A pattern of organized criminal activity (2) A pattern of prostitution (3) A pattern of misdemeanor harassment or domestic violence offenses (4) A pattern of misdemeanor terroristic threat offenses <p>If an applicant has one misdemeanor offense within the past four years, HACA will not deny the applicant. More than one misdemeanor may be considered a pattern (for the purpose of determining eligibility) and the applicant may be subject to denial based on the nature of the offenses.</p> <p>HACA will not deny an application solely on the basis of an arrest. If, however, HACA receives arrest information for a disqualifying activity, in addition to a prior conviction within a respective look-back period, it may take that arrest into consideration in making a decision with regard to an applicant's assistance. Additional information may be considered, if available, including police reports, statements, disposition of criminal charges such as abandonment, plea, dismissal, prosecution or acquittal, and any other evidence relevant to determining whether or not the applicant engaged in the disqualifying activity. In sum, any evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety of residents and/or property.</p> <p><u>Individualized Assessment</u></p> <p>In making its decision to deny assistance, HACA will consider the criminal background discussed in Sections 3-III.E and 3-III.F on an individual and case-by-case basis taking into consideration the nature and gravity of the offense and any other mitigating factors known and available. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny assistance.</p> <p><u>Previous Behavior [960.203(c) and (d) , PH Occ GB, p. 48 and 24 CFR 982.552c]</u></p> <p>HUD authorizes the PHA to deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy.</p> <p>In the event of the receipt of unfavorable information with respect to an applicant, the PHA must consider the time, nature and extent of the applicant's conduct (including the seriousness of the offense). As discussed in Section 3-III.F, the PHA may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence, sexual assault, or stalking</p> <p><u>HACA Policy</u></p> <p>HACA will deny admission to an applicant family for the following reasons.</p> <ol style="list-style-type: none"> 1) If the head of household, spouse, or co-head owes rent or other amounts to HACA or any other PHA in connection with Section 8 or other public housing assistance under the 1937 Act. Any amounts owed to HACA or other federally subsidized programs will have to be repaid by the applicant before Admissions approval. <p>HACA will not deny admissions if the head or co-head are moving from the HACA Housing program to the HACA Section 8 program (or vice versa) and are in compliance with their HACA repayment agreements. There is a four-year statute of limitations that ends the latter of:</p> <ol style="list-style-type: none"> a. Four years from the date the debt became delinquent, or
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- b. Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.

- 2) Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent.
- 3) Any family member has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program. This includes intentional misrepresentation of citizenship or immigration status within the last four years.
- 4) Refuses to sign and submit consent forms for obtaining information necessary to determine eligibility and continued eligibility for housing assistance.
- 5) Any family member has been evicted from federally-assisted housing in the last five years.
- 6) Has engaged in or threatened violent or abusive behavior that threaten the health or safety of property owners, management staff, HACA staff, persons performing contract administration functions or other responsibilities on behalf of HACA including contractors, subcontractors or agents within the last four years.

Abusive or violent behavior towards HACA personnel includes verbal as well as physical abuse or violence.

Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

HACA will conduct an individualized assessment of each candidate's application. In making a decision to deny admission, HACA will consider the factors discussed in Sections 3-III.E and 3-III.F. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny admission.

HACA will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

Screening for Eligibility

HACA is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists HACA in complying with HUD requirements and PHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records HACA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

HACA Policy

HACA requires criminal background checks for all applicant household and family members 17 years of age or older. HACA will use a third party vendor or other government agency to provide the criminal history reports. The report will be requested after a consent form has been signed. The report encompasses a national criminal history search.

If the applicant and/or household member 17 years of age or older or the live-in aide applicant has not resided in the state of Texas for the most recent 2 years from the date of application, HACA will require a FBI criminal history report that includes information from the National Crime Information Center (NCIC), in addition to reviewing the criminal history report provided by HACA's third party vendor or other government agency.

HACA is required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 982.553(a)(2)(i)].

HACA Policy

An online National Sex Offender check covering sex offender registries in all states is performed for all adults.

Additionally, HACA must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].

Applicants' Grievance Procedure

If HACA proposes to deny admission based on a criminal record or on sex offender registration information, HACA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission [24 CFR 5.903(f) and 5.905(d)]. Individuals denied admissions based on criminal record or sex offender registration information will be permitted to present mitigating and extenuating reasons for why they should be considered in light of a conviction including facts and circumstances surrounding criminal conduct, age at the time of conviction, evidence of good tenant history, employment, or rehabilitation.

HACA Criminal Record Policy & Process

HACA complies with HUD requirements, including 24 CFR 5.903(f) and 5.905(d) in the following manner:

- Authorization -- HACA will require each household member age 17 and older to sign a consent form allowing HACA to request the criminal history report.
- Criminal Records --Once the consent is signed, HACA will request the criminal history report from its third party vendor or other government agency. HACA does not obtain criminal conviction records directly from law enforcement agencies.
- Information Sharing -- Upon review of the criminal history report, if there is information on the report that may be grounds for denial, HACA will share the information with the applicant and provide an opportunity for the family to dispute the accuracy of the information or provide additional relevant information.
- Notice of Denial-- After review of the report and any information provided by the family, HACA will determine if a denial is applicable. If a denial is warranted, a written notice of denial will be given to the family if they are present or mailed if they are not. The notice will provide the detailed summary of the criminal history that caused the reason for the proposed denial.
- Right to Appeal --Additionally, the denial notice will advise the applicant of the right to request an informal hearing to dispute the accuracy of the data and the basis for the denial. The request must be made in writing within 15 calendar days of the date of the denial notice. If the family fails to request an informal hearing within 15 calendar days of the date of the official denial letter, the denial shall become final.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 AND 205]

HACA's HCV waiting list must be organized in such a manner to allow HACA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

HACA Policy

The waiting list will contain the following information for each applicant listed:

- Applicant name and address
- Social Security number
- Family member count
- Date and time of application
- Lottery number of selection through the lottery process.
- Certification from Head of household claiming any local preference
- Racial or ethnic designation of the head of household.

HUD requires HACA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

HACA Policy

HACA will maintain a single waiting list for the HCV program.

HACA will not merge the HCV waiting list with the waiting list for public housing and other subsidized housing programs.

HACA will use separate waiting lists for Project-based Voucher (PBV) units in individual projects. Specifications regarding selection from the PBV waiting lists can be found in Chapter 17 of the Administrative Plan.

If HACA's waiting list for tenant-based assistance is open when an applicant is placed on the waiting list for the PHA's public housing program, project-based voucher program or moderate rehabilitation program, HACA will direct the applicant to the internet link to complete an application for HCV tenant based assistance.

Similarly, if HACA's waiting list for its Public Housing program, project-based voucher program or moderate rehabilitation program is open when an applicant is placed on the waiting list for its tenant-based program, and if the other program includes units suitable for the applicant, HACA will direct the applicant to the internet link for the other programs to complete an application.

A family's decision to apply for, receive, or refuse other housing assistance will not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by HACA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

HACA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to HACA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES**Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically named families living in specified types of units. In these cases, HACA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. HACA will maintain records showing that such families were admitted with special program funding. HACA will provide special admission to the following:

1. Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units.
2. Families residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project.
3. Families residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

Targeted Funding [24 CFR 982.204(e)]

HUD may award HACA funding for a specified category of families on the waiting list. HACA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, HACA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

HACA Policy

- HACA administers the following types of targeted funding:
- Mainstream Vouchers for Persons with Disabilities
Mainstream Vouchers for non-elderly persons with disabilities who are homeless or who are transitioning out of institutions or other segregated settings
- VASH – Veterans Affairs for Supportive Housing
- Family Unification Program
- Non-elderly Disabled

Order of Selection – specified category vouchers

When HACA resumes voucher issuance after a funding shortfall, HACA will first issue vouchers to specified category vouchers until HACA is assisting the required number of special purpose families.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that HACA will use [24 CFR 960.206 & 24 CFR 982.202(d)].

Local Preferences [CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits HACA to establish other local preferences, at its discretion. Any local preferences established must be consistent with HACA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACA Policy for the Housing Choice Voucher Program

Families can claim eligibility for any local preference any time from the date they applied verified once they have been drawn off the waiting list during the interview process. If HACA is unable to verify a preference claim, the family will be placed back on the waiting list without the preference.

HACA will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.

Non-specified category vouchers will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the residency preference (if they qualify). Weights for each preference are as follows:

Elderly = 2
 Disabled = 2
 Involuntarily Displaced = 2
 Homeless = 3
 Families with Minor Children = 2
 Residency = 1
 RAD Choice Mobility = 3
 RAD Relocation = 4
 PH Special Accommodation = 3
 FUP Youth = 3
 NED+Homeless/Institutionalized=2
 HACA VAWA Emergency= 5

(A) **Elderly Preference:** HACA will give preference to elderly families. An elderly family is a family in which the head, spouse or co-head is age 62 or older.

(B) **Disabled Preference:** HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

(C) **Involuntary Displacement Preference:** HACA will give preference to families displaced as a result of natural disaster or government action. The following documentation will be used to verify displacement status:

- Certification from a unit of government concerning displacement due to natural disaster; or
- Certification from a unit of government concerning displacement due to code enforcement or public improvement/development or displacement by inaccessibility of a unit.

The displacement must have occurred within six months of requesting the involuntary displacement preference. Also, HACA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

(D) **Homeless Preference:** HACA will give preference to homeless applicants. Each fiscal year HACA will give a preference to no more than 100 applicants or 25% of all applicants drawn (whichever is less) meeting all of the following criteria:

- a. Meet the HUD definition of homeless. See definitions section at the end of the Administrative Plan.
- b. Are referred to HACA by a coalition of homeless service providers with whom HACA has executed a Memorandum of Understanding (MOU) outlining the provider's responsibilities with respect to the provision of housing search assistance and supportive services for the referred household.
- c. Have received a written commitment from the referring homeless service provider for housing search / location assistance.
- d. Have received a written commitment from the homeless service provider to offer support services on an as needed basis to help the household transition from homelessness to permanent housing; and
- e. Have received a written commitment from the homeless service provider to offer supportive services to help the household maintain housing and comply with HCV rules.

While a referral from the coalition of homeless service providers is required for this preference, use of the offered supportive services is not a requirement. The choice of the applicant to refuse the offered services will not jeopardize any housing assistance for which they are eligible.

HACA will execute a Memorandum of Understanding with one entity representing a coalition of homeless service providers that will serve as the primary point of contact for communicating homeless referrals to HACA. HACA reserves the right to establish additional MOUs as necessary to ensure that homeless applicants have the opportunity to apply for housing assistance under this preference.

If it is determined that an applicant referred by a homeless service provider, as described above, does not meet the criteria described therein, the applicant will not receive the preference and:

- if the applicant was only on the HCV waiting list because of the homeless referral, the applicant will be removed from the HCV waiting list
- if the applicant was on the HCV waiting list through the regular application process, the applicant will return to their lottery position on the waiting list without the homeless preference.

If HACA denies an applicant's homeless preference claim, HACA will notify the applicant and referring service provider in writing, including the reason(s) for the preference denial. Applicants have the right to appeal the denial of eligibility for the homeless preference using the established process for informal hearings.

Persons transitioning out of the City of Austin's 1115 Waiver Permanent Supportive Housing Assertive Community Treatment Team program into permanent housing will be included as a priority group as part of this preference. This would require a referral from the current case manager as well as documentation that the family was homeless prior to entering into the current program. This documentation must be provided as part of the referral.

Individuals and families transitioning, or "moving up," from Permanent Supportive Housing (PSH) units will also be included as a priority group as part of this homeless preference. These are persons that were previously homeless prior to entry into a PSH program but who no longer require that level of supportive services. This would require a referral from the current case manager or PSH provider as well as documentation that the family was homeless prior to entering into the PSH unit. This documentation must be provided as part of the referral.

(E) **Families with Minor Children Preference:** HACA will give preference to families with minor children. A minor child is a child under age 18 who meets HUD and HACA's definition of a family member (See Section 3.I.B for the definition of Family Members).

- Minor children of a live in aide do not qualify the family for this preference.
- Minor children that are foster children of an authorized adult member of the assisted family do not qualify the family for this preference.

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- (F) **Residency Preference:** HACA will give preference to persons who reside in the following Texas Counties: Travis, Hays, Bastrop, Caldwell and Williamson counties. The residency status will be determined at the time of the eligibility interview. This preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, sexual orientation, religion, disability, or age of any member of an applicant family.

Applicants who are working or who have been notified that they are hired to work in a residency preference area will be treated as residents of the residency preference area with documented proof of employment in the residency preference area. Applicants who are graduates of, or active participants in, education and training programs in a residency preference area are eligible for this preference if the education or training program is designed to prepare individuals for the job market.

- (G) **Rental Assistance Demonstration (RAD) Choice Mobility Preference** (Ch. 18 HCV Administrative Plan): As required by HUD and in accordance with all HUD RAD guidelines, if HACA participates in RAD, HACA will provide a Choice-Mobility option to residents of covered RAD projects in accordance with the following:

Resident Eligibility. Residents have a right to move with tenant based rental assistance (e.g. Housing Choice Voucher (HCV)) the later of: (a) 24 months from date of execution of the HAP or (b) 24 months after the move-in date.

Voucher Inventory Turnover Cap. Recognizing the limitation on the availability of turnover vouchers from year to year, HACA in any year, will only provide one-third of its turnover vouchers to the residents of covered projects. HACA will establish this voucher inventory turnover cap, and if implemented HACA will create and maintain a waiting list in the order in which the requests from eligible households are received.

Project Turnover Cap. Also recognizing the limited availability of turnover vouchers and the importance of managing turnover in the best interests of the property, in any year, HACA will limit the number of Choice-Mobility moves exercised by eligible households to 15 % of the assisted units in the project. HACA will establish this project turnover cap, and if implemented HACA will create and maintain a waiting list in the order in which the requests from eligible households are received.

- (H) **PBRA Special Accommodation Preference:** HACA will give preference to families that are currently housed in Public Housing or Project-Based Rental Assistance developments (PBRA) and waiting on the transfer list for a unit with an accessible accommodation as well as to families that have been certified eligible off the Public Housing or PBRA waiting list and are waiting for a unit with an accessible accommodation. To qualify for this preference, the family must meet all of the following criteria:

For current Public Housing or PBRA families waiting on the transfer list to be eligible, they must:

- a) Be currently housed in Public Housing or PBRA and waiting on the transfer list for a unit with the needed special accommodation;
- b) Have a documented need for a reasonable accommodation which requires a specific type of housing unit (including but not limited to wheelchair accessibility, no stairs, etc).
- c) Have waited more than 9 months since the reasonable accommodation was approved and they were placed on the transfer waiting list without receiving a housing offer specifically because the availability of the needed accommodation is limited within HACA's portfolio and all units with that accommodation are occupied by families needing that accommodation.

If the needed accommodation is not structurally or economically feasible in HACA's existing Public Housing or PBRA portfolio, the family will not be required to wait 9 months.

- d) Have verified income at the time of their last annual or interim recertification which was below the current income limit for the Housing Choice Voucher program.

For families drawn off the Public Housing or PBRA waiting list and waiting for their first housing offer, they must:

- a) Have a current application on the Public Housing or PBRA waiting list which was drawn according to the regular rules and guidelines of the Public Housing or PBRA waiting list.
- b) Have completed eligibility certification and are eligible for the Public Housing or PBRA program.
- c) Have a documented need for a reasonable accommodation which requires a specific type of housing unit (including but not limited to wheelchair accessibility, no stairs, etc).

- d) Have waited more than 9 months since completing the eligibility process for Public Housing or PBRA without receiving a housing offer specifically due to either
 - 1. The needed accommodation is not economically feasible to be done in HACA's existing Public Housing or PBRA portfolio; or
 - 2. The availability of the needed accommodation is limited within HACA's portfolio and all units with that accommodation are occupied by families needing that accommodation.
- e) Had verified income at the time of their eligibility processing which was below the current income limit for the Housing Choice Voucher program.

For both current Public Housing or PBRA families and families drawn off the Public Housing waiting list:

- a) If the family chooses the special accommodation preference for HCV, they will be placed on the HCV waiting list with the special accommodation preference.
 - b) When the family's name is drawn from the waiting list, they will be required to meet the eligibility requirements for the HCV program at that time in order to receive a voucher.
 - c) The total number of families (from the combination of both the current Public Housing or PBRA families and families drawn off the Public Housing or PBRA waiting list) eligible to receive this preference will be capped at no more than 10 families per calendar year.
- (I) **FUP Youth Preference:** HACA will give preference to FUP youth whose 18 month FUP voucher is expiring and they will lack adequate housing as a result of voucher expiration. To be eligible for this voucher, the FUP Youth must be referred by the Texas Department of Family Protective Services (TDFPS), Lifeworks or another social service agency. The referral must indicate that without continued voucher assistance, the FUP Youth will lack adequate housing. Receipt of this preference is not a guarantee of uninterrupted voucher assistance, as issuance of vouchers is dependent on funding availability.
 - (J) **RAD Relocation Preference:** HACA may give preference to families currently housed in Public Housing properties that are undergoing significant renovation or redevelopment through RAD and would require long term (more than 6 months) relocation of residents. If HACA chooses to exercise this option for valid business purposes, HACA will have a special opening of the waiting list only for the identified properties. Families that select this option and apply during the open period will receive this preference.
 - (K) **HACA VAWA Emergency Preference:** HACA will give preference to families living in a HACA owned Public Housing property or Project Based Rental Assistance (PBRA) property who are victims of domestic violence, dating violence, sexual assault or stalking and meet the eligibility requirements outlined in HACA's VAWA Emergency Transfer Move Plan. Due to the potentially life-threatening nature of a VAWA emergency, this preference is the most heavily weighted preference.
 - (L) **Non-Elderly Disabled Preference for those transitioning from institutions or are homeless:** HACA will provide a preference in its administrative plan for non-elderly persons with disabilities transitioning out of institutional and other congregate settings, or who are non-elderly persons with disabilities who are homeless.

2. Specified category vouchers waiting list selection criteria.

F. Project-Based Vouchers (PBV): Applicants who occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list. See Chapter 17-VI.D for selection method. HACA will use separate waiting lists for PBV units in individual projects. Specifications regarding selection from the PBV waiting lists can be found in Chapter 17 of the Administrative Plan.

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

If HACA's Housing Choice waiting list is open when an applicant is placed on the PBV waiting list, applicants will be given the opportunity to apply to the Housing Choice Voucher waiting list. The applicant will remain on the waiting list for tenant-based voucher assistance, even after the applicant has applied for, received, or refused an offer of PBV assistance.

ELYSIUM GRAND

HACA will project-base 25 HUD-VASH vouchers at the Elysium Grand, located at 3300 Oak Creek Drive, Austin TX 78727.

Tenant Selection

HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

TERRACE AT OAK SPRINGS (previously Housing First at Oak Springs)

HACA will project-base 25 HUD-VASH vouchers and 25 Housing Choice Vouchers at the Terrace at Oak Springs (previously Housing First at Oak Springs), located at 3000 Oak Springs Drive, Austin TX 78702.

Tenant Selection

HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

For non-specified category vouchers, HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral = 1

Project-Specific Supportive Services Need = 1

Disability = 1

Chronically Homeless = 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC Lead Agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a non-specified voucher unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2019 grants)		
a) Public Housing Operating Fund *excluding RAD Properties for 2017	\$4,186,775	
b) Public Housing Capital Fund	\$1,766,621	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$51,592,451	
f) Resident Opportunity and Self-Sufficiency Grants	-	
g) Community Development Block Grant	-	
h) HOME	\$323,281	
Other Federal Grants (list below)		
RAD Properties	\$4,732,687	
Continuum of Care Program	\$548,206	
Section 8 Mod-Rehab SRO	\$325,367	
Section 8 FSS Coordinator	\$195,024	
Jobs Plus	\$791,589	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund	\$1,020,092	
Jobs Plus	\$327,094	
3. Public Housing Dwelling Rental Income	\$1,793,971	
4. Other income (list below)		
Interest	\$140,116	
Other Income	\$697,792	
5. Non-federal sources (list below)		
Component Unit	\$20,797,294	
Local City Grants (STRA)	\$2,426	
Total resources	\$89,809,514	

Rent Determination

INCOME AND RENT DETERMINATION

A family's income determines eligibility for assistance and is also used to calculate the family's rent payment. The PHA will use the policies and methods described in this chapter to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations.

The general regulatory definition of *annual income* shown below is from 24 CFR 5.609.

5.609 Annual income.

(a) Annual income means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
 - (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - (3) Which are not specifically excluded in paragraph [5.609(c)].
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

In addition to this general definition, HUD regulations establish policies for treating specific types of income and assets.

HOUSEHOLD COMPOSITION AND INCOME

Income received by all family members must be counted unless specifically excluded by the regulations. It is the responsibility of the head of household to report changes in family composition. The rules on which sources of income are counted vary somewhat by family member. The chart below summarizes how family composition affects income determinations.

Summary of Income Included and Excluded by Person	
Live-in aides	Income from all sources is excluded [24 CFR 5.609(c)(5)].
Foster child or foster adult	Income from all sources is excluded [24 CFR 5.609(a)(1)].
Head, spouse or co head Other adult family members	All sources of income not specifically excluded by the regulations are included.
Children under 18 years of age	Employment income is excluded [24 CFR 5.609(c)(1)]. All other sources of income, except those specifically excluded by the regulations, are included.
Full-time students 18 years of age or older (not head, spouse or co head)	Employment income above \$480/year is excluded [24 CFR 5.609(c)(11)]. All other sources of income, except those specifically excluded by the regulations, are included.

Temporarily Absent Family Members

The income of family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit [HCV GB, p. 5-18].

Anticipating Annual Income

The PHA is required to count all income "anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date" [24 CFR 5.609(a)(2)].

The PHA generally will use current circumstances to determine anticipated income for the coming 12-month period. HUD authorizes the PHA to use other than current circumstances to anticipate income when:

- An imminent change in circumstances is expected [HCV GB, p. 5-17]
- It is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income) [24 CFR 5.609(d)]
- The PHA believes that past income is the best available indicator of expected future income [24 CFR 5.609(d)]

PHAs are required to use HUD's Enterprise Income Verification (EIV) system in its entirety as a third party source to verify employment and income information, and to reduce administrative subsidy payment errors in accordance with HUD administrative guidance [24 CFR 5.233(a)(2)].

PART I: ASSETS [24 CFR 5.609(b)(3), and 24 CFR 5.603(b) and 24 CFR 960.259]

On January 22, 2013 HUD issued Notice PIH 2013-03 which granted administrative relief to PHAs by allowing applicant and resident self-certification of assets and the income from assets with a net value of less than \$5000. This administrative relief was temporary and renewed through 2015.

On March 8, 2016, HUD published the Streamlining Rule in the Federal Register. This rule made permanent changes to the way assets were verified, although with modifications to the process outlined in Notice PIH 2013-03.

The approved method to reduce administrative burden and streamline income recertification efforts states the following:

- Applicants must provide full third party verification (i.e. bank statements) at the time of determination of income eligibility.
- For a resident family with net assets equal to or less than \$5,000, a PHA may accept, for purposes of recertification of income, a family's declaration that it has net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration. The declaration must state the amount of income the family expects to receive from such assets; this amount must be included in the family's income. However, the PHA must obtain full third-party verification of assets every three years.

The following HACA forms, which are signed by all adult family members, will serve as documentation of the family's self-declaration of asset income, public housing continued occupancy forms, HCV program's Annual Re-certification form and How to Report a Change form. If the family has net family assets equal to or less than \$5,000, HACA will not request supporting documentation (e.g. bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. If the family has net assets in excess of \$5,000, HACA will request supporting documentation (e.g. bank statements) from the family to confirm the assets.

Any assets reported by the family will be reported on the HUD Form 50058.

EARNED INCOME DISALLOWANCE [24 CFR 960.255]

The earned income disallowance (EID) encourages people to enter the work force by not including the full value of increases in earned income for a period of time.

PERIODIC PAYMENTS

Streamlined Income Determination of Fixed Income Sources [24 CFR 960.257]

On March 8, 2016 HUD published the Streamlining Rule in the Federal Register. According to this rule, for any family member with a fixed source of income, a PHA may elect to determine that family member's income by means of a streamlined income determination. A streamlined income determination must be conducted by applying, for each fixed-income source, the verified cost of living adjustment (COLA) or current rate of interest to the previously verified or adjusted income amount.

HACA Policy

HACA will apply this streamlined income determination for all fixed income sources in the following way:

- HACA will only use the streamlined income determination as part of a reexamination. HACA will require third-party verification of all income for applicants during the admissions process.
- A "family member with a fixed source of income" is defined as a family member whose income includes periodic payments at reasonably predictable levels from one or more of the following sources:
 - Social Security, Supplemental Security Income, Supplemental Disability Insurance;
 - Federal, state, local, or private pension plans;
 - Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts; or
 - Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.
- HACA will use a COLA or current rate of interest specific to the fixed source of income in order to adjust the income amount. HACA will verify the appropriate COLA or current rate of interest from a public source or through tenant-provided, third party-generated documentation. If no such verification is available, then HACA will obtain third-party verification of income amounts in order to calculate the change in income for the source.
- For any family member whose income is determined pursuant to a streamlined income determination, HACA will obtain third-party verification of all income amounts every 3 years.

PAYMENTS IN LIEU OF EARNINGS

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay, are counted as income [24 CFR 5.609(b)(5)] if they are received either in the form of periodic payments or in the form of a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment. If they are received in a one-time lump sum (as a settlement, for instance), they are treated as lump-sum receipts [24 CFR 5.609(c)(3)].

WELFARE ASSISTANCE

Welfare assistance is counted in annual income. Welfare assistance includes Temporary Assistance for Needy Families (TANF) and any payments to individuals or families based on need that are made under programs funded separately or jointly by federal, state or local governments [24 CFR 5.603(b)].

PERIODIC AND DETERMINABLE ALLOWANCES [24 CFR 5.609(b)(7)]

Annual income includes periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing with a tenant family.

B.1	<p>Regular Contributions or Gifts</p> <p>The PHA must count as income regular monetary and nonmonetary contributions or gifts from persons not residing with a tenant family [24 CFR 5.609(b)(7)]. Temporary, nonrecurring or sporadic income and gifts are not counted [24 CFR 5.609(c)(9)].</p> <p>ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME</p> <p>Other exclusions contained in 24 CFR 5.609(c) that have not been discussed earlier in this section include the following:</p> <ul style="list-style-type: none"> • Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member [24 CFR 5.609(c)(4)] • The full amount of <u>student financial assistance</u> paid directly to the student or to the educational institution [24 CFR 5.609(c)(6)]. <p><u>HACA Policy</u></p> <p>Regular financial support from parents or guardians to students for food, clothing, personal items and entertainment is not considered student financial assistance and is included in annual income.</p> <ul style="list-style-type: none"> • Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program [24 CFR 5.609(c)(8)(iii)] • Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a <u>Plan to Attain Self-Sufficiency (PASS)</u> [(24 CFR 5.609(c)(8)(ii)] • <u>Reparation payments</u> paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(c)(10)] • <u>Adoption assistance</u> payments in excess of \$480 per adopted child [24 CFR 5.609(c)(12)] • <u>Refunds or rebates on property taxes</u> paid on the dwelling unit [24 CFR 5.609(c)(15)] • Amounts paid by a state agency to a family with a member who has a <u>developmental disability and is living at home</u> to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(c)(16)] • Amounts specifically <u>excluded by any other federal statute</u> [24 CFR 5.609(c)(17), FR Notice 05/20/14]. HUD publishes an updated list of these exclusions periodically. It includes: <ul style="list-style-type: none"> a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b)) b) Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058) c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c)) d) Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e) e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)) f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)) (Effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931).) g) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04) (j) Payments, funds, or distributions authorized, established, or directed by the Seneca Nations Settlement Act of 1990 (25 U.S.C. 1774f(b)) h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408) i) Amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under the federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu) For Housing Choice Voucher (Section 8) programs, the exception found in §237 of Public Law 109-249 applies and requires that the amount of financial assistance in excess of tuition and mandatory fees shall be considered income in accordance with the provisions codified at 24 CFR 5.609(b)(9), except for those persons with disabilities as defined by 42 U.S.C. 1437a(b)(3)(E) (Pub. L. 109-249) (See Section 6-1.L. for exceptions.) j) Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f)) k) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in In Re Agent-product liability litigation, M.D.L. No. 381 (E.D.N.Y.) l) Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721) m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q) n) Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j))
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B.1	<p>o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433)</p> <p>p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))</p> <p>q) Payments received under 38 U.S.C. 1833(c) to children of Vietnam veterans born with spinal bifida, children of women Vietnam veterans born with certain birth defects, and children of certain Korean service veterans born with spinal bifida.</p> <p>r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602)</p> <p>s) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931)</p> <p>t) Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C.1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC)</p> <p>u) Any amount in an "individual development account" as provided by the Assets for Independence Act, as amended in 2002</p> <p>v) Payments from any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008 (Pub. L. 110-289)</p> <p>w) Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under NAHASDA and administered by the Office of Native American Programs</p> <p>x) A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled <i>Elouise Cobell et al. v. Ken Salazar et al.</i>, 816 F. Supp. 2d 10 (Oct. 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291)</p> <p>y) Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d)).</p> <p>z) Payments made from the proceeds of Indian tribal trust cases as described in Notice PIH 2013-30. "Exclusion from Income of Payments under Recent Tribal Trust Settlements" (25 U.S.C. 117b(a))</p> <p>PART II: ADJUSTED INCOME</p> <p>HUD regulations require PHAs to deduct from annual income any of five mandatory deductions for which a family qualifies. The resulting amount is the family's adjusted income. Mandatory deductions are found in 24 CFR 5.611.</p> <p>5.611(a) Mandatory deductions. In determining adjusted income, the responsible entity (PHA) must deduct the following amounts from annual income:</p> <p>(1) \$480 for each dependent;</p> <p>(2) \$400 for any elderly family or disabled family;</p> <p>(3) The sum of the following, to the extent the sum exceeds three percent of annual income:</p> <p>(i) Unreimbursed medical expenses of any elderly family or disabled family;</p> <p>(ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and</p> <p>(4) Any reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education.</p> <p>PERMISSIVE DEDUCTIONS [24 CFR 5.611(b)(1)]</p> <p>Permissive deductions are additional, optional deductions that may be applied to annual income. As with mandatory deductions, permissive deductions must be based on need or family circumstance and deductions must be designed to encourage self-sufficiency or other economic purpose. If the PHA offers permissive deductions, they must be granted to all families that qualify for them and should complement existing income exclusions and deductions [PH Occ GB, p. 128].</p> <p>The <i>Form HUD-50058 Instruction Booklet</i> states the maximum allowable amount for total permissive deductions is less than \$90,000 per year.</p> <p><u>HACA Policy</u></p> <p>HACA will deduct child support payments up to \$480 annually, per child, made by any member of the family for the support and maintenance of any child who does not reside in the household. In order to verify payment, such payments must be tendered through an appropriate, governing child support collection entity. Payments must be verifiable by HACA.</p>
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B.1

PART III: CALCULATING RENT

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.

TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30% of the family's monthly adjusted income (adjusted income is defined in Part II).
- 10% of the family's monthly gross income (annual income, as defined in Part I, divided by 12).
- The welfare rent (in as-paid states only).
- A minimum rent between \$0 and \$50 that is established by the PHA.

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists.

Welfare Rent [24 CFR 5.628]

HACA Policy

Welfare rent does not apply in this locality.

Minimum Rent [24 CFR 5.630]

HACA Policy

The minimum rent for this locality is \$25.

Optional Changes to Income-Based Rents [24 CFR 960.253(c)(2) and PH Occ GB, pp. 131-134]

PHAs have been given very broad flexibility to establish their own, unique rent calculation systems as long as the rent produced is not higher than that calculated using the TTP and mandatory deductions. At the discretion of the PHA, rent policies may structure a system that uses combinations of permissive deductions, escrow accounts, income-based rents and the required flat and minimum rents.

The PHA's minimum rent and rent choice policies still apply to affected families. Utility allowances are applied to PHA designed income-based rents in the same manner as they are applied to the regulatory income-based rents.

The choices are limited only by the requirement that the method used not produce a TTP or tenant rent greater than the TTP or tenant rent produced under the regulatory formula.

HACA Policy

HACA chooses not to adopt optional changes to income-based rents.

Ceiling Rents [24 CFR 960.253 (c)(2) and (d)]

Ceiling rents are used to cap income-based rents. They are part of the income-based formula. If the calculated TTP exceeds the ceiling rent for the unit, the ceiling rent is used to calculate tenant rent (ceiling rent/TTP minus utility allowance). Increases in income do not affect the family since the rent is capped. The use of ceiling rents fosters upward mobility and income mixing.

Because of the mandatory use of flat rents, the primary function of ceiling rents now is to assist families who cannot switch back to flat rent between annual reexaminations and would otherwise be paying an income-based tenant rent that is higher than the flat rent.

Ceiling rents must be set to the level required for flat rents (which will require the addition of the utility allowance to the flat rent for properties with tenant-paid utilities) [PH Occ GB, p. 135].

HACA Policy

HACA has implemented ceiling rents, which are set at a level equivalent to the flat rent schedule, plus utility allowance, if applicable.

B.1	<p>Utility Reimbursement [24 CFR 960.253(c)(3)] PRORATED Utility reimbursement occurs when any applicable utility allowance for tenant-paid utilities exceeds the TTP. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.</p> <p><u>HACA Policy</u> HACA will make utility reimbursements to the family.</p> <p>RENT FOR MIXED FAMILIES [24 CFR 5.520] HUD regulations prohibit assistance to ineligible family members. A <i>mixed family</i> is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible family members. The PHA must prorate the assistance provided to a mixed family. The PHA will first determine TTP as if all family members were eligible and then prorate the rent based upon the number of family members that actually are eligible. To do this, the PHA must:</p> <ol style="list-style-type: none"> (1) Subtract the TTP from the PHA-established flat rent applicable to the unit. The result is the maximum subsidy for which the family could qualify if all members were eligible (family maximum subsidy). (2) Divide the family maximum subsidy by the number of persons in the family to determine the maximum subsidy per each family member who is eligible (member maximum subsidy). (3) Multiply the member maximum subsidy by the number of eligible family members. (4) Subtract the subsidy calculated in the last step from the PHA-established flat rent applicable to the unit. This is the prorated TTP. (5) Subtract the utility allowance for the unit from the prorated TTP. This is the prorated rent for the mixed family. <p><u>HACA Policy</u> Revised Public Housing flat rents will be applied to a family's rent calculation at the first interim or annual reexamination after the revision is adopted. In instances where a mixed family's TTP is higher than the current flat rent amount for the family's bedroom size, HACA will apply the higher TTP for purposes of determining family rent.</p> <p>FLAT RENTS AND FAMILY CHOICE IN RENTS [24 CFR 960.253] Flat Rents [24 CFR 960.253(b)] (Reference to 6-III.E. in the HACA ACOP) The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. There is no utility allowance or reimbursement with flat rents. When the family elects to pay the flat rent, the flat rent amount quoted to the family by the PHA is the amount the family pays. Changes in family income, expenses or composition will not affect the flat rent amount because it is outside the income-based formula.</p> <p>Public housing flat rents are needed also used to prorate assistance for a mixed family. A mixed family is one whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigrations status [24 CFR 5.504].</p> <p>Family Choice in Rents [24 CFR 960.253(a) and (e)]</p> <p>Once each year, the PHA must offer families the choice between a flat rent and an income-based rent. The family may not be offered this choice more than once a year. The PHA must document that flat rents were offered to families under the methods used to determine flat rents for the PHA.</p> <p><u>HACA Policy</u> The annual HACA offer to a family of the choice between flat and income-based rent will be conducted upon admission and upon each subsequent annual reexamination. HACA will require families to submit their choice of flat or income-based rent in writing and will maintain such requests in the tenant file as part of the admission or annual reexamination process.</p> <p>The PHA must provide sufficient information for families to make an informed choice. This information must include the PHA's policy on switching from flat rent to income-based rent due to financial hardship and the dollar amount of the rent under each option. However, if the family chose the flat rent for the previous year the PHA is required to provide an income-based rent amount only in the year that a reexamination of income is conducted or if the family specifically requests it and submits updated income information.</p> <p>Switching from Flat Rent to Income-Based Rent Due to Hardship [24 CFR 960.253(f)] A family can opt to switch from flat rent to income-based rent at any time if they are unable to pay the flat rent due to financial hardship. If the PHA determines that a financial hardship exists, the PHA must immediately allow the family to switch from flat rent to the income-based rent</p>
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B.1

HACA Policy

Upon determination by HACA that a financial hardship exists, HACA will allow a family to switch from flat rent to income-based rent effective the first of the month following the family's request.

Reasons for financial hardship include:

- The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family or reduction in or loss of earnings or other assistance.
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education or similar items.
- Such other situations determined by the PHA to be appropriate.

HACA Policy

HACA considers payment of flat rent to be a financial hardship whenever the switch to income-based rent would be lower than the flat rent [PH Occ GB, p. 137].

Establishing Flat Rents [24 CFR 960.253(b), United States Housing Act of 1937 (42 U.S. Code § 1437a(a)(2)(B)(i), Notice PIH 2014-12 and Notice PIH 2015-13]

Flat rents for public housing units are based on the market rent charged for comparable units in the private unassisted rental market. The flat rent should be equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy. As required by Section 210 of the 2014 Appropriations Act and further amended by the 2015 Appropriations Act, PHAs must ensure that the flat rent is no less than the lower of 80 percent of:

1. the applicable Fair Market Rents established under Section 8(c) of the United States Housing Act of 1937; or
2. at the discretion of the Secretary, such other applicable fair market rental established by the Secretary that the Secretary determines more accurately reflects local market conditions and is based on an applicable market area that is geographically smaller than the applicable market area used for purposes of the applicable fair market rental under Section 8(c) of the United States Housing Act of 1937.

Notice PIH 2015-13 further identifies that the Small Area Fair Market Rentals (SAFMR) established by HUD satisfies the criteria identified as the second option. Whether the PHA chooses the FMR or the SAFMR, the flat rent is subject to utility adjustments. PHAs are now required to apply a utility allowance to flat rents. Flat rents at 80 percent of the FMR or SAFMR must be reduced by the amount of the unit's utility allowance, if any. Should the 80 percent threshold increase a family's existing rental payment by more than 35 percent, the new flat rent must be phased in to ensure existing rental payments do not increase by more than 35 percent annually.

Review of Flat Rents

The PHA must ensure that flat rents continue to mirror market rent values as well as comply with the provisions laid out in the 2014 Appropriations Act and PIH Notice 2014-12. No later than 90 days after HUD publishes new annual FMRs, PHAs must revise flat rents as necessary based on the rent reasonableness analysis and changes to the FMR. The PHA must offer changes to the flat rent to all new admissions and to existing families at the next annual rent option.

If the FMR falls from year to year, the PHA may, but is not required to, lower the flat rent to 80 percent of the current FMR.

HACA Policy

HACA will review flat rents on an annual basis, and adjust them as necessary to ensure that flat rents continue to mirror market rent values, are no less than 80% of the current applicable Fair Market Rents (FMR) or Small Area Fair Market Rents (SAFMR) and will not cause a family's existing rental payment to increase more than 35%. If the FMR or SAFMR is lower than the previous year, HACA may reduce flat rents to at least 80 percent of the current FMR or SAFMR.

PHAs that determine that reasonable rents would be less than 60 percent of the applicable FMR may choose to request an exception flat rent. In order to demonstrate the need for an exception flat rent, PHAs are required to submit a market analysis methodology that demonstrates the value for the unit. While HUD does not prescribe a particular formula for determining the market analysis, PHAs must compare the public housing unit in the area using the following factors:

- Location, quality, size, unit type, age of the unit, and
- Amenities, housing services, maintenance, and utilities the PHA will provide under the lease.

HACA Policy

If HACA determines that reasonable rents would be less than 60 percent of the applicable FMR, the HACA will request an exception flat rent and conduct the market survey.

B.1	<p>Flat Rents and Earned Income Disallowance [A&O FAQs]</p> <p>Because the EID is a function of income-based rents, a family paying flat rent cannot qualify for the EID even if a family member experiences an event that would qualify the family for the EID. If the family later chooses to pay income-based rent, they would only qualify for the EID if a new qualifying event occurred. A family currently paying flat rent that previously qualified for the EID while paying income based rent and is currently within their 24 month period would have the 12 months of full (100 percent) and phase-in (50 percent) exclusion continue while paying flat rent as long as the employment that is the subject of the exclusion continues, and the 24-month lifetime limit would continue uninterrupted. A family paying flat rent could therefore see a family member's 48 24-month lifetime limit expire while the family is paying flat rent.</p> <p>Flat Rents and Mixed Families [A&O FAQs]</p> <p>Mixed families electing to pay flat rent must first have a flat rent worksheet completed to see if the flat rent must be prorated. The worksheet is located in Appendix III of the <i>Form HUD-50058 Instruction Booklet</i>.</p> <p>Posting of Flat Rents <u>HACA Policy</u></p> <p>HACA will publicly post the schedule of flat rents in a conspicuous manner in the applicable HACA community's bulletin board as well as at HACA's Central Office.</p> <p>Documentation of Flat Rents [24 CFR 960 Interim Rule]</p> <p>The PHA is not required to maintain documentation regarding the PHA's methods of determining a unit's flat rent, as the process setting flat rents is now less reliant upon discretionary actions by the PHA, except in the case of exception requests, which require documentation provided by PHAs.</p> <p>CHANGES AFFECTING INCOME OR EXPENSES</p> <p>Interim reexaminations can be scheduled either because HACA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change.</p> <p><u>Emergency Transfer</u></p> <p><u>Criteria of Substantial Deviation and Significant Amendments</u></p> <p>U.S. Department of Housing and Urban Development (HUD) statute, Public and Indian Housing (PIH) Notice 99-51, requires that public housing authorities explain "substantial deviations" from the 5-Year Plan in their Annual Plans. The statute also provides that, while public housing authorities may change or modify their plans or policies described in them, any "significant amendment or modification" to the plan would require public housing authorities to submit a revised PHA Plan that has met full public process requirements. The Housing Authority of the City of Austin defines the following circumstances will constitute as a significant amendment/modification to this agency's PHA plan:</p> <ul style="list-style-type: none"> *Changes made to the admissions policies, organization of the waiting list and/or tenant rent payments; *Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserve funds under the Capital Fund in the amount of 20% or more of the annual grant; *Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities. <p>A substantial deviation may be defined as a loss and/or inadequate funding for a program, reallocation of funding to sustain programs and/or a change in regulatory requirements governing a program, thus requiring the PHA to amend its agency plan.</p> <p>As part of the Rental Assistance Demonstration (RAD), HACA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items per PIH Notice 2012-32, Rev-2:</p> <ul style="list-style-type: none"> a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds; c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and d. Changes to the financing structure for each approved RAD conversion.
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New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☐ ☒ Hope VI or Choice Neighborhoods.
☐ ☒ Mixed Finance Modernization or Development.
☒ ☐ Demolition and/or Disposition.
☐ ☒ Conversion of Public Housing to Tenant Based Assistance.
☒ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.
☒ ☐ Project Based Vouchers.
☒ ☐ Units with Approved Vacancies for Modernization.
☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Demolition and/or Disposition

HACA currently operates 22 scattered site homes as part of our public housing inventory. On April 1, 2019, HACA submitted a disposition application to the HUD Special Applications Center for the sale of these homes at Fair Market Value. HACA requested the net proceeds from the sales of these units be used as gap funding to finance extensive renovations and create additional affordable housing as HACA continues its RAD transition. Each scattered site tenant had the First Right of Refusal to purchase their unit. Those tenants not interested or unable to purchase their unit may be offered a tenant protection voucher to move to suitable alternate housing. Planned sale of these homes is slated for late 2019 or early 2020.

As part of the RAD conversion for Chalmers Courts, HACA may pursue disposition of 50 units under Section 18, as permitted in HUD Notice H-2019-09/PIH-2019-23, *Rental Assistance Demonstration REV-4 – Final Implementation* and PIH 2018-04, *Demolition and/or disposition of public housing property, eligibility for tenant protection vouchers and associated requirements*. This transaction is discussed in more detail in the next section.

Conversion of Public Housing under Rental Assistance Demonstration (RAD) Program

HACA is firmly committed to improving the quality of life for its residents and providing deeply affordable housing to extremely low to moderately low income individuals and families. Through the Rental Assistance Demonstration (RAD) program, HACA continues to own its properties and provide its residents with expanded choices and opportunities. HACA has already completed over \$50 million in capital improvements and additional amenities currently not offered in its public housing portfolio. HACA continues to serve the same population, provide workforce development, health & wellness, and educational programs/assistance, as well as access new funding sources for property and amenity improvements. The RAD program has offered HACA an opportunity to transition from its current public housing funding platform to a more stable, predictable and sustainable funding source, the Project Based Rental Assistance (PBRA) program, administered by HUD.

For the past 17 years, HACA has achieved a High Performer designation in the operations of our public housing program. Due to ongoing federal budget cuts and the implications of those cuts for public housing authorities across the country, HACA submitted applications/ reservations in December of 2013 for the entire public housing portfolio to be entered onto the Rental Assistance Demonstration program waiting list. The RAD program provides the authority to convert various housing programs to long-term project-based Section 8 rental assistance and serve as a tool in addressing the large capital needs of public housing by providing HACA with access to private sources of capital to repair and preserve its affordable housing assets. More specifically, this program allowed HACA the ability to address needed capital improvements and offer additional amenities, including safety improvements, air conditioning, electrical and plumbing system upgrades, interior and exterior renovations, site enhancements, and grounds and landscaping for greater accessibility for families, persons with disabilities and others with special needs.

In April 2015, HACA received nine (9) Commitments to enter into a Housing Assistance Payments Contract (CHAPs) for the nine properties listed below under RAD Phase I. Those properties, consisting of 682 units, converted to RAD in 2016 and 2017. In October 2016, HACA received CHAPs for the remaining nine (9) properties. Nine (9) of those properties totaling 1,057 units successfully converted to RAD in 2017, 2018 and 2019. The 2019 conversions include Lakeside and half of Chalmers Courts. A history of all the conversions is detailed in the chart below.

B.2

Lakeside will receive minor improvements, primarily to the common areas.

Chalmers Courts will be converted in two phases – Chalmers East and Chalmers West. Chalmers East was awarded competitive 9% low income housing tax credits in July 2018. Construction will begin in the fall of 2019. In order to minimize the inconvenience associated with relocation and ultimately provide additional affordable units, HACA constructed a new 86-unit building just south of Chalmers Courts, financed using 4% non-competitive low income housing tax credits and private activity bonds issued by Austin Affordable PFC. This property, called Pathways at Chalmers South, will serve as temporary relocation housing for the families at Chalmers Courts during redevelopment. The redevelopment of all phases of Chalmers Courts is expected to be complete at the end of 2022.

The Housing Authority of the City of Austin (“HACA”) hereby declares that Chalmers Courts, Santa Rita Courts, Rosewood Courts, Meadowbrook Courts, Booker T. Washington Terraces, Lakeside Apartments, Salina Apartments, Gaston Place Apartments, Thurmond Heights Apartments, Georgian Manor Apartments, Goodrich Apartments, North Loop Apartments, Northgate Apartments, Manchaca Village Apartments, Manchaca II Apartments, Coronado Hills Apartments, and Shadowbend Ridge Apartments, which converted from the Public Housing program to a RAD PBRA contract, comply with the Site Selection requirements set forth at Appendix III of PIH Notice 2012-23 Revision 1, the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR §1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including the implementing regulations at 24 CFR §8.4(b)(5), and the American with Disabilities Act.

Public Housing Developments Converted to RAD

Property/ PIC ID	Type of Units Pre-RAD and Post-RAD *no change	Change in # Units	# of Units	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	CONVERSION DATE, effective HAP contract	CONSTRUCTION COMPLETION DATE
Gaston Place **/ TX001000009	Elderly / Disabled*	None	100	0	96	4	-	-	-	8/1/17	4/24/19
Bouldin Oaks / TX001000010	Family*	None	144	0	54	58	22	10	-	12/1/16	11/7/17
Georgian Manor / TX001000012	Family*	None	94	0	38	38	14	4		12/1/16	4/27/18
North Loop / TX001000015	Elderly / Disabled*	None	130	0	125	5	-	-	-	12/1/16	2/1/18
Northgate / TX001000016	Family*	None	50	0	20	18	8	3	1	12/1/16	4/27/18
Coronado Hills / TX001000016	Family*	None	48	0	12	32	4	-	-	12/1/16	9/15/17
Shadowbend / TX001000017	Family*	None	50	0	18	20	9	2	1	12/1/16	8/24/17
Manchaca Village /TX001000017	Family*	None	33	0	12	12	6	2	1	12/1/16	8/24/17
Manchaca II / TX001000017	Family*	None	33	0	12	13	7	1	-	12/1/16	7/30/17
Booker T Washington/ TX001000005	Family*	None	216	0	15	60	103	35	4	11/1/17	6/3/19
Rosewood Courts/ TX001000002	Family	None*	124	8	48	50	12	34	0	12/1/18	8/1/19
Salina/TX001000008	Elderly / Disabled	None*	32	16	16	0	0	6	0	12/1/18	
Santa Rita Courts/ TX001000003	Family	None*	97	0	15	36	34	0	2	12/1/18	8/15/19
Thurmond Heights/ TX001000011	Family	None*	144	0	54	58	22	10	0	11/1/18	6/5/19
Goodrich/ TX001000013	Family	+80	120	0	16	15	4	10	0	9/1/18	
Meadowbrook/ TX001000004	Family*	None	160	0	0	100	37	20	3	11/1/17	4/16/19
Chalmers Courts East/ TX001000001	Family	+76	156	0	78	53	17	8	0	9/1/19	
Lakeside / TX001000007	Elderly / Disabled	None*	164	48	92	23	1	0	0	11/1/19	
TOTAL		156	1,895	72	721	595	264	145	12		

B.2

Public Housing Developments Converting to RAD

Property/ PIC ID	Type of Units Pre-RAD and Post-RAD	Change in # Units *	# of Units	Efficiency Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	Transfer of Assistance / De Minimis Reduction / Unit Configura- tion	Capital Fund Allocation
Chalmers Courts West/ TX001000001	Family	None*	78	0	38	18	12	10	0	*	0
TOTAL			78	0	38	18	12	10	0		

*Change in #Units: For the remaining property to be converted under RAD, HACA does anticipate there will be some displacement of residents and a possible change in the types or number of units during or after the RAD conversion process. This may include new additional units to the property as feasible.

Conversion Process:

HACA will receive \$600,000 in Capital Fund Program grant for the remaining Public Housing properties converting in RAD Phase II. With the RAD conversions, HACA has established a Reserve for Replacement account, which is held by the lender. This account funds ongoing capital replacement and repair items to ensure the long-term preservation of HACA's properties. In addition to a substantial initial deposit, each property contributes an additional \$350 per unit per year.

RAD Program Elements Affecting Resident Rights and Participation , Waiting List and Grievance Procedures for PBRA (Note: these requirements have been adopted)

Under RAD, HACA residents will continue to receive many of the same protections as they did under the HACA Public Housing program. These protections include, but are not limited to: 1.) no re-screening of current residents returning from relocation due to construction; 2.) for qualified residents, HUD continues to subsidize their rent, while the resident pays 30% of their income towards rent; 3.) families have the right to return and receive relocation assistance if relocated due to rehabilitation or construction; 4.) resident councils can continue to meet and advocate for residents; 5.) families may stay in an under-occupied unit until an appropriate size unit becomes available; 6.) grievance and termination policies will remain the same; 7.) current participants of the Family Self-Sufficiency program will continue to be eligible for FSS benefits; 8.) current residents who are receiving the Earned Income Disregard (EID) exclusion will continue to receive the exclusion; and 9.) current residents can continue to have pets. Other protections will also apply.

Tenant Protections Under Section 1.7.B (PBRA)**1. No re-screening of tenants upon conversion**

Pursuant to RAD Statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.

2. Under-Occupied Unit

If at the time of conversion, an eligible family assisted under the HAP contract is occupying a unit that is larger than appropriate because of the family's composition, the family will be permitted to continue to occupy the unit until such a time as an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized within a reasonable period of time. In order to allow the family to remain in the under-occupied unit until an appropriate sized unit becomes available in the Covered Project, HUD is waiving the portion of 24 CFR § 880.605 that assumes the unit has become under-occupied as the result of a change in family size.

3. Phase-in of tenant rent increased

If resident's monthly rent increases by the greater of 10 percent or \$25.00 purely as a result of conversion, the rent increase will be phased in over 3 years, which a PHA may extend to 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Consolidated and Further Continuing Appropriations Act of 2012 (the Act), as well as 24 CFR § 880.201 (definition of "total tenant payment"), to allow for the phase-in of tenant rent increases. A PHA must set the length of the phase-in period to be three years, five years or a combination depending on circumstances. HACA has set the length of the phase in period to three years.

4. FSS program

Public Housing residents that are currently Family Self-Sufficiency (FSS) participants will continue to be eligible for FSS once their housing is converted under RAD. All Project Owners will be required to administer the FSS program in accordance with the requirements of 24 CFR 984, the participants' contracts of participation, and future guidance published by HUD. Project Owners will be allowed to use any funds already granted FSS coordinator salaries until such funds are expended. All Project Owners will be required to provide both service coordinators and payments to the escrow until the end of the Contract Participation for each resident. Upon conversion, already escrowed funds for FSS Participants shall be transferred into the PBRA escrow account and be considered PBRA funds, thus reverting to PBRA if forfeited by the FSS participant. Through waiver in PIH Notice 2012-32 (HA), REV-2, FSS funds awarded in FY14 and prior FSS funds may be used to continue to serve FSS participants living in the units converted under RAD to PBRA. Pursuant to FY 2015 Appropriations Act any FSS funds awarded in FY 2015 (and forward if the provision is extended), may be used to also serve any other PBRA resident, affected by RAD or not.

5. Resident Participation and Funding

Residents of Covered Projects with assistance converted to PBRA will have the right to establish and operate a resident organization in accordance with 24CFR Part 245 (Tenant participation in Multifamily Housing Projects). In addition, residents will be eligible for resident participation funding.

6. Termination Notification

Pursuant to RAD Statute, HUD is incorporating additional termination notification requirements to comply with Section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

a. Termination of Tenancy and Assistance

The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

- i. A reasonable period of time, but not to exceed 30 days:
 - o If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - o In the event of any drug-related or violent criminal activity or any felony conviction; or
- ii. 14 days in the case of nonpayment of rent.

b. Termination of Assistance

In all other cases, the requirement at 24 CFR § 880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

7. Grievance Process

Due to the requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of Section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project paid-utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have the opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to the hearing and at the resident's own cost, residents may copy any documents or records related to the proposed adverse action; and
- d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

- a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
- b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

8. Earned Income Disregard

Tenants who are employed and are currently receiving the EID exclusion at the time of the conversion will continue to receive the EID exclusion after conversion, in accordance with the regulations at 24 CFR § 960.255. After conversion, no other tenants will be eligible to receive the EID. If a tenant receiving the EID exclusion undergoes a break in employment, ceases to use the EID exclusion, or the EID exclusion expires in accordance with 24 CFR § 960.255, the tenant will no longer receive the EID exclusion and the Owner will no longer be subject to the provisions of 24 CFR § 960.255. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.7.B3; instead, the rent will automatically be adjusted to the appropriate rent level based upon tenant income at that time.

9. Jobs Plus (HACA was awarded a Jobs Plus Grant in 2016 with an ending date of 2020.)

Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target project(s) under RAD will be able to finish out their Jobs Plus grant at that site unless significant relocation and/or change in the building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at HUD's discretion, choose to end the Jobs Plus program at the project. If the program is continued, the Project Owner must agree to continue to implement the program according to HUD's program requirements.

10. When Total Tenant Payment Exceeds Gross Rent

Under the PBRA program, assisted families are responsible for paying 30% of adjusted gross income towards rent and utilities, referred to as Total Tenant Payment (TTP). Under normal PBRA rules, a Project Owner must process a termination of assistance pursuant to section 8-5C of Housing Handbook 4530.3, REV-1 when the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e. Gross Rent). In addition, section 8-6A.1 provides that, when terminating a tenant's assistance, the owner is to increase the tenant rent to the contract rent (assuming that the tenant does not receive the benefits of any other type of subsidy).

For residents in place at the time of conversion to PBRA, as well as for new admissions, however, when TTP exceeds the contract rent plus any utility allowance, the Project Owner must refrain from processing a termination of assistance and must charge a tenant rent that is 30% of the household adjusted income, less the utility allowance in the contract. To this end, HUD is waiving sections 8-5 C and 8-6 A.1 of Housing Handbook 4350.3, REV-1. In such cases, the tenant will still be considered a Section 8 tenant and will still have the rights and be subject to the requirements of Section 8 tenants: Tenants will retain all the rights under the Model Lease, including the right to occupy the unit, as well as those provided through this Notice, and tenants will still be subject to the Section 8 tenants, including the requirements concerning reexamination of family income and composition found in 24 CFR § 5.657 and 880.603(c). Owners are not required use the Enterprise Income Verification (EIV) system for such families. Assistance may subsequently be reinstated if the Tenant becomes eligible for assistance. In the event that the tenant moves out, the Project Owner must select an applicant from the waiting list who meets the applicable income limits for the project.

The Project Owner is not required to process these individuals through Multifamily Housing's Tenant Rental Assistance Certification System (TRACS). All normal actions for the contract rent shall continue for these units, including application of the Operating Cost Adjustment Factor (OCAF) adjustment to the contract rent indicated in the HAP contract-since the OCAF adjusted rent will still be in effect whenever the unit is occupied by a family eligible for rental assistance.

Tenant Protections Under Section 1.7.C (PBRA)

1. Establishment of Waiting List

The Project Owner can utilize a project-specific or community waiting list. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:

- i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.
- ii. Informing applicants on the site-based waiting list on how to apply for a community-wide waiting list.
- iii. Informing applicants on a public housing community-wide list on how to apply for a new community-wide or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance to 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure the applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. In both cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list, given the number of applicants, PHA resources, and admission requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing, advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's public housing community-wide waiting list who wish to be placed on the newly established site-based waiting list must be placed in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 880.603 regarding selection and admission of assisted tenants. However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 880.603.

2. Choice Mobility

HUD seeks to provide all residents of Covered Projects with viable Choice-Mobility options. PHAs that are applying to convert the assistance of a project to PBRA are required to provide a Choice-Mobility option to residents of Covered Projects in accordance with the following:

- i. Resident Eligibility. Residents have a right to move with tenant-based rental assistance (e.g., Housing Choice Voucher (HCV) the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- ii. Voucher Inventory Turnover Cap. Recognizing the limitation on the availability of turnover vouchers from year to year, a voucher agency would not be required, in any year, to provide more than one-third of its turnover vouchers to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.
- iii. Project Turnover Cap. Also recognizing the limited availability of turnover vouchers and the importance of managing turnover in the best interests of the property, in any year, a PHA may limit the number of Choice-Mobility moves exercised by eligible households to 15% of the assisted units in the project. While a voucher agency is not required to establish a project turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.

HUD's goal is to have all residents in the Demonstration offered a Choice-Mobility option within a reasonable time after conversion. However, as HUD recognizes that not all PHAs will have vouchers sufficient to support this effort, HUD will take the following actions:

- Provide voucher agencies that make such a commitment bonus points provided under the Section Eight Management Assessment Program (SEMAP) for deconcentration.
- Grant a good-cause exemption from the Choice-Mobility Requirement for no more than 10% of units in the Demonstration. HUD will consider requests for good-cause exemptions only from the following types of PHAs:
 - Public housing-only agencies, defined as agencies that own units under a public housing ACC, but do not administer, directly or through an affiliate, a Housing Choice Voucher program; or
 - Combined agencies that currently have more than one-third of their turnover vouchers set-aside for veterans, as defined for the purpose of HUD-VASH, or homeless populations, as defined by 24 CFR § 91.5. To be eligible for this exemption, the PHA's admission policies must have been formally approved by the PHA's board prior to time of application. See Attachment -Choice Mobility Policy

Separate from the RAD required Choice Mobility, HACA may also give a preference on the Housing Choice Voucher Program waiting list to residents at RAD properties undergoing significant renovation or redevelopment that would require long term (more than 6 months) relocation of residents. If HACA chooses to exercise this option for valid business purposes, HACA will have a special opening of the waiting list only for the identified properties. Families that select this option and apply during the open period will receive this preference.

Project-Based Vouchers

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

HACA Policy

HACA may operate a project-based voucher program that utilizes up to 400 tenant base vouchers.

HACA may decide to project-base vouchers above the 400 voucher limit (but no more than 20 percent of its allocated units), if HUD publishes a notice making available PBV for HUD-VASH vouchers or other PBV special purpose vouchers or for a project that would provide affordable housing for low-income or homeless veterans.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the PHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the PHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether the PHA has vouchers available for project-basing [FR Notice 1/18/17].

Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21]

The PHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. Units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran.
 - *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.

PHA Policy

The PHA will not set aside units above the 20 percent program limit.

Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after 4/18/17.

PHA Policy

HACA may choose to project-base units not subject to the 20 percent cap for the final RAD conversion at Chalmers Courts West in accordance with HUD guidelines.

PBV OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]

The PHA must select PBV proposals in accordance with the selection procedures in the PHA Housing Choice Voucher Administrative Plan. The PHA must select PBV proposals by either of the following two methods.

PHA request for PBV Proposals. The PHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the PHA request. The PHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.

The PHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. The PHA need not conduct another competition.

Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21]

For certain public housing projects where the PHA has an ownership interest or control and will spend a minimum amount per unit on rehabilitation or construction, the PHA may select a project without following one of the two processes above.

- This exception applies to projects in which the PHA is engaged in an initiative to improve, develop, or replace a public housing property or site.
- *Ownership interest* means that the PHA or its officers, employees, or agents are in an entity that holds any direct or indirect interest in the building, including, but not limited to an interest as: titleholder; lessee; stockholder; member, or general or limited partner; or a member of a limited liability corporation.
- Further, the PHA must be planning rehabilitation or construction on the project with a minimum of \$25,000 per unit in hard costs.
- The PHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.

PHA Policy

HACA is currently undertaking a complete redevelopment and expansion of its Chalmers Courts public housing property in east Austin. In accordance with HUD requirements, this redevelopment and expansion will exceed the required minimum of \$25,000 in per unit hard costs. This property is a high priority for HACA – it is in an area of expanding opportunity that is rapidly gentrifying and where there is a significant need for additional affordable housing to meet the needs of current residents of the area and others moving to Austin. The first phase of the redevelopment is the construction of 86 new affordable housing units south of the existing Chalmers Courts site (Chalmers South), which was completed in 2019. HACA relocated residents from the east side of the existing Chalmers Courts site, minimizing displacement and disruption to families. Redevelopment began on the east side of the site in 2019. HACA expects to begin the redevelopment of the west side in late 2020.

The redevelopment of Chalmers Courts will involve the construction of approximately 155 units on each side. Once fully completed, the new Chalmers Courts – south, west and east – will total almost 400 units, significantly helping address Austin's affordable housing needs.

HACA has determined that the placement of up to 180 project-based Housing Choice Vouchers, as well as the placement of a to-be-determined number of project-based HUD VASH vouchers, will significantly benefit HACA's ability to meet its mission of serving the lowest income persons in our community, including seniors, persons with disabilities, transitioning homeless, and families with children.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]

PHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the PHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the PHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

For the entire policy on project-based vouchers, please refer to the Section 8 Administrative Plan, Chapter 17, located on the HACA website: www.hacanet.org.

B.3	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan. 5-Year Plan Goals and Objectives.</p>
	<p>We are committed to Affordable Housing: We will revitalize our public housing assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions.</p>
	<ul style="list-style-type: none"> • Obtain additional rental assistance vouchers • Revitalize HACA’s 19 public housing sites • Increase the number of affordable housing units • Improve collaboration with community and national partners • Increase the number of HACA residents who reach homeownership <p>HACA currently administers 489 VASH tenant-based (Veterans Affairs Supportive Housing) vouchers. In addition, we have 50 project-based VASH vouchers in partnership with Integral Care at Housing First at Oak Springs which opened in the Spring of 2019 (25 VASH and 25 HCV project-based vouchers for a total of 50 permanent supportive housing units) and 25 VASH project-based vouchers at Elysium Grand to open in late Fall 2019. In addition, HACA was awarded 89 more mainstream vouchers, bringing the total to 148 vouchers to serve persons with disabilities.</p> <p>Austin Affordable Housing Corporation, a nonprofit subsidiary of HACA, currently provides over 5,400 additional affordable housing units in Austin, as well as almost 700 more units under construction, helping to meet our community’s need for additional affordable housing opportunity. AAHC has another 3,457 units in its pipeline for possible future acquisition and/or development.</p> <p>HACA continues its Work Study Internship with Austin Community College; the program provides hands-on learning and experience to IT interns, who help provide basic computer classes, and helps prepare and deploy computers to HACA residents.</p> <p>Unlocking the Connection Phase II - Phase I of this program focused on basic digital literacy. Phase II aims to apply digital literacy skills and digital infrastructure to overcome the systemic barriers that keep HACA residents from achieving self-sufficiency: education, transportation and financial literacy. To expand HCV device ownership, HACA plans to maintain desktop and laptop equipment partnerships with Austin Community College, PC Community Loan Program, a local technology professional association and a major local company.</p> <p>Smart Work Learn Play - Lack of transportation, knowledge about how to use “smart city” transit, and inability to use new transportation options can keep families from being self-sufficient. Grants from Next Century Cities and the Transit Empowerment Fund help enable HACA resident Mobility Ambassadors: 1) apply digital tools and the Digital Ambassador concept to the problem of transportation, 2) advocate for meaningful transportation partnerships, and 3) share transportation data and recommendations to transportation decision makers. By October, 2017 14 HACA residents had earned stipends for participating in the program by collecting transit needs and data from fellow residents, learning about key issues and assessing the impact to HACA residents, sharing data and insights with City officials and liaising with local transportation partners. In 2019, HACA plans to continue resident-centered design of transportation solutions with existing transit partners including: Car2Go, B-Cycle, Ride Austin, Capital Metro, and the Austin Transportation Department.</p> <p>Ambassadors Programs - Resident Digital, Energy and Mobility Ambassadors provide high-quality, cost-effective program design and development, build professional skills and the community. Hundreds of HACA residents, dozens of city decision makers and public, private, philanthropic partners have benefitted from HACA Ambassadors work to solve residents’ everyday problems.</p> <p>Down Payment Assistance Program – HACA has successfully assisted 109 homeowners through its \$10,000 down payment assistance program administered by Austin Affordable Housing Corporation.</p>

B.3	<p>We are committed to Resident Self Sufficiency and Quality of Life: We will promote individual responsibility and high expectations, and foster results-based community partnerships and programs focused on workforce development, wellness, safety and education.</p> <p><u>Workforce Development</u></p> <ul style="list-style-type: none"> • Public Housing residents will participate in job training and be placed in jobs. • Public Housing residents will participate in educational opportunities focused on employment. • Public Housing residents will participate in educational opportunities. • Public Housing residents will obtain training on financial literacy. • Coordinate other services for Public Housing residents that will lead to self-sufficiency. • Coordinate services for the Housing Choice Voucher residents that will lead to self-sufficiency. • Improve the employment skills and education level of Public Housing residents. <p>Earn A Device A critical component of Unlocking the Connection is access to a computer device. Austin Community College has committed to donating its retired devices to this initiative for all Public Housing residents who enroll in the “Earn a Device” program. This program provides residents an opportunity to earn a free refurbished computer upon completion of digital literacy education.</p> <p>Child Inc./Mainspring School: HACA partners with Child Inc. and Mainspring School to provide Early Head start programming to HACA children age infant to 3 years. Child Inc. provides the federal Head Start grant; Mainspring Schools provides the teachers and curriculum and HACA provides the building at Meadowbrook. Through HACA’s childcare voucher system, significant support is provided for these families to maintain employment and work toward self-sufficiency.</p> <p>Jobs Plus Pilot Program- Booker T Washington and Chalmers Courts The Jobs Plus ATX program was established by a four-year, \$2.7 million grant from HUD, and expands job opportunities to residents at Chalmers Courts and Booker T. Washington. This is the largest competitive grant HACA has ever received for resident services.</p> <p>Job Plus ATX Success to date:</p> <ul style="list-style-type: none"> • 342 residents enrolled • 233 residents started new employment or increased their earnings • 91 residents started new employment • \$6,254 increase in average earned income at both properties <p>Goodwill Industries: HACA collaborates with Goodwill through the Workforce Development Continuum RFP. The goal is to provide services to adult residents related to training, educational courses, job readiness, resume writing, and is a key partner in HACA’s Jobs Plus initiative.</p> <p>Austin Community College(ACC): ACC services are offered at several HACA locations. ACC offers High School Equivalency Levels 1, 2 and 3, as well as ESL classes.</p>
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B.3	<p><u>Education</u></p> <ul style="list-style-type: none"> • Public Housing residents will reach their full educational potential. Certifications that improve employability will be obtained. • Children will participate in case management in school and after school programming. • Children will participate in after school enrichment programming. • Students in higher education will participate in supportive services. • Students will receive scholarships to assist with the cost of higher education. • Parents will participate in parenting classes. • Children will receive high scores on their report cards. <p>Scholarships Austin Pathways, HACA’s non-profit subsidiary, with SHCC and AAHC, and many corporate and individual donors, provide HACA residents with college scholarships, devices, and the opportunity to participate in periodic mentoring provided by corporate scholarship fund donors.</p> <p>Austin Independent School District (AISD) AISD and HACA approved a data sharing agreement. This collaborative effort will allow HACA staff to identify youth who have achieved year-round A/B honor roll and perfect attendance to support HACA’s YES! Incentive Program.</p> <p>YES! Incentive Program: HACA provides certificates of achievement and gift cards as an award to HACA youth who have achieved A/B honor roll and/or perfect attendance for each nine-week grading period. HACA staff rewards youth who achieved A/B honor roll and/or perfect attendance for the entire school year with an end of the year incentive trip to celebrate their academic achievements.</p> <p>Creative Action Program: Through transformative power of creative expression and social and emotional learning, Creative Action provides after school programs for HACA youth at Thurmond Heights and Booker T. Washington.</p> <p>Boys & Girls Club Programs: The Boys & Girls Club provides on-site, off-site, afterschool, school break and summer activities for HACA youth. Programs include educational, cultural, drug-prevention, technology and recreational activities at the clubs throughout the year</p> <p>CIS School-Based Case Management: CIS provides school-based case management to HACA youth at multiple elementary, middle, and high school sites. In the summer, CIS provides grade level transition camps to HACA elementary, middle and high school aged youth.</p> <p>CIS SmartKids Tutoring and Compass to College Programs: Communities in Schools (CIS) SmartKids provides after school tutoring and enrichment activities at six HACA sites: Meadowbrook, Santa Rita, Booker T. Washington, Chalmers Courts, Bouldin Oaks, and Salina. The Compass to College program assists HACA youth with successful completion of high school to transition to college degree or certification attainment.</p>
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B.3	<p>Fatherhood Initiative: I-DADS (Involved Dads of Action, Development, and Success) identifies fathers and father figures living on and/or frequently visiting HACA properties, and provides connections to job search, education, mentorship and resources for building healthy relationships. An overarching goal of the program is to provide support to fathers or important male figures who may have been absent from their children’s lives for some time, but who are making efforts to reengage with their children and their children’s mother, to receive the resources necessary to do that. The program provides support for positive family growth, healthy relationships, managing family expectations and positive choices.</p> <p>The HealthStart Foundation: As the leading partner of the youth summer lunch program, The HealthStart Foundation provides HACA youth with nutrition education classes at: Bouldin Oaks, Coronado Hills, Georgian Manor, Manchaca Village, Northgate, Santa Rita Courts, and Shadowbend.</p> <p>Any Baby Can: Any Baby Can (ABC) provides parenting and leadership opportunities to HACA residents and their children. During the summer, Any Baby Can provides parenting classes.</p> <p>Girl Scouts of Central Texas Girl Scouts of Central Texas serves HACA youth from several HACA communities.</p> <p><u>Elderly/Safety</u></p> <ul style="list-style-type: none"> • Senior Residents will participate in supportive services. • Provide health service screening and education to vulnerable populations. • Ensure for close relationship with the Austin Police Department. • Ensure all public housing properties have HACA-paid patrols by peace officers at Public Housing sites. • Ensure all public housing properties have a safety initiative. • Provide HIV/AIDS education. <p>Family Eldercare: Providing comprehensive services to the elderly and disabled communities, Family Eldercare continues to promote a community in which older adults are actively engaged and the barriers to aging in place are proactively addressed. On-site Service Coordinators provide services that include: needs assessment, service coordination, case management, educational seminars, benefits counseling, and referral to evidence-based practices at Lakeside, North Loop and Gaston Place.</p> <p>Central Texas Food Bank (CTFB) – Summer Lunch Program HACA partners with the Central Texas Food Bank to participate in the USDA’s Summer Lunch Program.</p> <p>Austin Police Department: HACA contracts with the Austin Police Department one full-time officer to serve as a community liaison for all HACA programs. HACA contracts with officers to patrol its low income housing properties and to maintain public safety.</p> <p>Resident Safety Meetings: Public Housing resident councils and the Citywide Advisory Board meet on a monthly basis to voice safety concerns. These meetings are also attended by HACA staff and APD’s police liaison who provide input and proactively address the needs of the residents.</p> <p>National Night Out HACA participates and hosts National Night Out at many of its Low Income Housing properties. National Night Out is designed to heighten crime and drug prevention awareness; generate support and participation in crime efforts; and strengthen neighborhood spirit and police community relations.</p>
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B.3	<p>We are committed to Exceptional Service: We will ensure a resident, partner and customer focused environment where all are treated with dignity and respect.</p> <ul style="list-style-type: none"> • Improve customer service to residents, partners and other customers. • Increase opportunities for staff to better understand the people we serve. • Improve communication and collaboration with partners. <p>Customer Survey HACA conducts a customer survey for all Low Income Housing residents, Section 8 clients, Section 8 landlords and agency vendors. HACA values input from our customers and clients, as well as vendors, to improve our operations and services.</p> <p>Employee Volunteer Opportunities HACA encourages all full-time employees to participate in agency-related and agency-promoted volunteer opportunities during working hours. Employees may volunteer up to eight (8) hours per month.</p> <p>Partner Communication HACA seeks the input of many partners to be successful. HACA recently sought partner input for our Strategic Planning initiative and continues to collaborate on digital inclusion and other important initiatives.</p> <p>We are committed to Employee Engagement: We will invest in our staff, ensure accountability and effective communication, and promote an innovative, healthy and safe work environment, with training and leadership development opportunities.</p> <ul style="list-style-type: none"> • Increase methods to communicate with employees. • Decrease the number of employee accidents. • Increase staff tenure. • Decrease health insurance utilization rate. • Increase leadership/professional growth opportunities. <p>HACA's communication to employees has expanded from a monthly newsletter to weekly electronic updates, a "Week in Review," and instantaneous postings on social media, i.e. Facebook, Twitter.</p> <p>Safety: Monthly safety meetings are held to address current safety issues. Annual driver safety awareness class is provided to all staff to reduce the number of HACA vehicle accidents. HACA has engaged with the Austin Police Department to provide active shooter/terroristic threat training for all employees and is currently finalizing and implementing its revised Emergency Action Plan.</p> <p>Staff Tenure: HACA currently has 245 employees. The average length of employment at HACA is 7.00 years All HACA employees participate in a 401(a) defined contribution plan. Employees are vested at the rate of 20% per year and are fully vested after 5 years.</p> <p>Health Insurance Utilization Rate HACA holds on annual basis a Biometric screening for all employees and on-site flu shots. HACA encourages all employees to take advantage of various health programs provided on-site or through partnering vendors. HACA partners with Gold's Gym to offer on-site health classes to all employees.</p> <p>Tuition Reimbursement/Growth HACA provides tuition reimbursement designed to help full-time employees of HACA and its subsidiaries pay for job-related or prospective job-related courses. HACA continues to fund this program to allow employees to take individual courses that are directly related to improving the knowledge and skills needed to perform the critical elements of the employee's current job at HACA, or needed for special job assignments or prospective job duties deemed mutually beneficial to HACA and the employee.</p>
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B.3	<p>We are committed to Corporate and Environmental Sustainability: We will pursue new funding sources and entrepreneurial opportunities, ensure stewardship, maximize efficiency and promote environmentally friendly initiatives.</p> <ul style="list-style-type: none"> • Increase sustainable cash flows through Southwest Housing Compliance Corporation. • Increase sustainable cash flows through Austin Affordable Housing Corporation. • Increase number of foundation or other grant funding. • Decrease HACA's impact on the environment. • Increase efficiency through the use of technology. • Increase value of investments and reduce the interest expense. • Ensure a sustainable and competitive salary structure. <p>Southwest Housing Compliance Corporation (SHCC) SHCC was founded by HACA in 2000 to serve as the Performance Based Contract Administrator for Texas and Arkansas providing administrative oversight for HUD's Project-Based Section 8 housing portfolio.</p> <p>In this highly specialized work, SHCC has built a reputation for excellence, creativity and integrity in the multifamily industry. Further, SHCC has been widely recognized for its work with owners and agents to meet challenging HUD and other federal program requirements. Annually, SHCC administers approximately \$400 million of housing subsidy on behalf of HUD. Revenue generated from SHCC operations is used by HACA to support critical community development and self-sufficiency programming, including education, job training and health and wellness programs.</p> <p>Blueprint Housing Solutions HACA and SHCC launched Blueprint Housing Solutions, a national consulting and services company, that assists public and private sector clients to deliver exceptional affordable housing and community development programs. Blueprint provides a full range of services for public housing authorities (PHAs), owners and agents of HUD subsidized multifamily housing and other affordable housing programs. The team is comprised of highly skilled and experienced HACA and SHCC senior level administrators with decades of experience, creativity and technical know-how.</p> <p>Austin Affordable Housing Corporation Recent studies underscore that Austin is the most expensive rental market in Texas. The need for affordable rental housing far outweighs the current supply. Recognizing this critical need, HACA, through AAHC, is doing its part with a goal to increase its affordable housing inventory. AAHC currently has over 5,400 units in its portfolio and 700 more under construction. AAHC continues to grow, with 3,457 units in the pipeline for possible future acquisition and/or development and partnering to preserve affordable housing units throughout the Austin area. In addition to serving as the catalyst for additional affordable housing, AAHC provides another source of revenue to fund HACA self-sufficiency programs.</p> <p>Austin Pathways Foundation Funding Austin Pathways, a non-profit HACA subsidiary, provides educational and other support services in support of HACA's mission to help families become self sufficient and achieve quality of life. With generous funding from corporate, philanthropic, and other charitable organizations, Austin Pathways receives in monetary, gifts-in-kind, and equipment donations. Additionally, almost 60 percent of HACA employees participate in an annual crowd funding campaign, Amplify Austin, bringing in funds for scholarships and other supportive services.</p> <p>Recycling/Paperless Initiative HACA is a recognized Waste Smart partner with the City of Austin. HACA ensures the proper disposal of fluorescent lamps, light ballasts and batteries and has a robust recycling program at its properties. HACA continues progress in our "go paperless" by incorporating Laserfiche for the creation and retrieval of documents. Since its inception, millions of pages have been electronically filed, reducing the need for onsite storage of paper files. When completed, this initiative will eliminate the need to store thousands of files and provide quick and convenient access to the customers we serve.</p>
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B.3	<p>We are committed to Equal Opportunity for Housing: We will create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations.</p> <ul style="list-style-type: none"> • Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status. • Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity and or marital status; • Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; • Comply with the Violence Against Women Act (Victims of Domestic Violence) and any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence sexual assault or stalking. • Continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers. • Provide Fair Housing training to HACA employees and community housing partners • Provide HACA clients with an opportunity to provide input and to evaluate HACA customer service. <p>HACA is committed to full compliance with federal, state and local fair housing laws and ordinances. HACA staff and the staff of our subsidiaries continue to attend fair housing training programs and workshops to deepen understanding with fair housing rules and procedures, as well as the rules and guidance related to Section 3 opportunities for public housing residents and rental assistance clients.</p> <p>With the suspension of the Assessment of Fair Housing process, HACA worked with 9 regional partners to produce the Central Texas Fair Housing Assessment, proceeding with a Regional Analysis of Impediments format while including many aspects of the AFH process. The overall goal of this approach is to help communities improve housing and economic conditions for all residents, in a way that best fits the community. Updates are available to interested parties at the website www.centraltexasfairhousing.org.</p> <p>With our new construction of units under RAD, we have added accessibility features and doubled the number of ADA-compliant units for persons with disabilities.</p>
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B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>HUD Form 50075.2 approved by HUD on 12/07/2018.</p>
E.1	<p>RAD Choice Mobility</p>

Attachment C.1
Certification Listing Policies and
Programs that PHA has Revised since last Submission of its Annual Plan

Housing Authority of the City of Austin

Established in 1937

DRAFT 2020 PHA Annual Plan Executive Summary

Many of the following updates and revisions to the 2020 PHA Plan are due to the changing requirements as HACA moves from Public Housing to RAD converted properties.

2020-2024 Five-Year Plan (Form HUD-50075-5Y)

Page	Section	Changes
Page 2	5-Year Plan Goals and Objectives	Addition: Updates provided for each goal for the next 5-Year Plan.
Page 3-7	Progress Report	Revision: Revised report on the progress HACA has made in meeting the goals and objectives in the previous 5-Year Plan

Revisions and Additions to the DRAFT 2020 Annual Plan version

Page	Section	Changes
Pages 4-5	Housing Needs of Families on the Waiting List	Revision and Addition- Changes to reflect that there are no Public Housing Waiting Lists due to conversion to RAD.
Page 16, 18-19	Selection for HCV Assistance: Organization of the Waiting List	Revision- revision adding HCV using separate waiting list for Project-based Voucher unit in individual projects. Defined the specific waiting list and selection process for Elysium Grand with 25 Project-based VASH vouchers and Terrace at Oak Springs (previously Housing First at Oak Springs) with 25 Project-based VASH vouchers and 25 Project-based Housing Choice Vouchers
Page 28, 34	New Activities	Revision – Updated new activities to be undertaken in 2020 by removing Modernization and Other Capital Grant Programs based on conversion of properties to RAD. Added possibility of pursuing disposition of Chalmers West via Section 18 requirements and to project-base units not subject to the 20% cap for the final RAD conversion at Chalmers Courts West.
Page 36 - 42	Progress Report	Revision – Updated to reflect progress made under each goal in meeting HACA's mission over the last year.

**PHA Certifications of Compliance with the PHA Plan
and Related Regulations including Required Civil Rights Certifications**

Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning ____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
20. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

____ Annual PHA Plan for Fiscal Year 20____

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Signature

Date

**Resolution from Board for Approval to Submit Plans to HUD
December 2019 Board Meeting**

**Attachment C.2
Civil Rights Certification
And
Fair Housing**

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN FAIR HOUSING PLAN



REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING



**Housing Authority of the City of Austin
1124 S. IH 35
Austin, TX 78704
512-477-4488**

REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

Background

The Housing Authority of the City of Austin is aware that Federal and State fair housing laws make it illegal to discriminate in the rent or sale of housing based on race, color, national origin, religion, familial status, disability and sex. HACA is committed to full compliance with federal, state and local fair housing laws and ordinances. HACA understands and is committed to its obligation to affirmatively further fair housing in our community.

HACA joined a committee working with the City of Austin and Travis County in their development of a regional Analysis of Impediments (AI). Through this joint effort, HACA seeks to ensure fair housing compliance, equal access and equal opportunity throughout our community. Through future efforts to implement the results of the AI, HACA commits to the goal of ensuring a policy framework that creates meaningful choice and opportunity for “all types of housing for all types of people in all parts of Austin.”

To comply with fair housing laws and to promote fair housing rights in all of its housing programs, the Housing Authority of the City of Austin and its subsidiaries, Southwest Housing Compliance Corporation and Austin Affordable Housing Corporation, abide by all Federal, state and local non-discrimination laws, as well as the regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Housing Authority of the City of Austin (HACA) fully complies with the Fair Housing Act of 1968 and is obliged and dedicated to affirmatively furthering fair housing. Through implementation of its Housing Choice Voucher (Section 8) Administrative Plan, Public Housing Authority (PHA) Annual Plan, Public Housing Continued Occupancy Policy, Admissions Policy, Family Self-Sufficiency Plan, and Southwest Housing Compliance and Austin Affordable Housing Corporation Policies, HACA is committed to:

- Overcoming the effects of impediments to fair housing choice that were identified in the Central Texas Fair Housing Assessment (2019);
- Remedying discrimination in housing; and
- Promoting fair housing rights and fair housing choice.

What follows is information on the actions that the Housing Authority of the City of Austin takes to affirmatively further fair housing.

OVERCOMING THE EFFECTS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Fair housing is based on the belief that everyone, regardless of race, color, national origin, religion, familial status, disability and sex should have the opportunity to choose where they want to live unfettered by discrimination. To make this goal a reality, Congress enacted fair housing legislation. The primary federal Fair Housing laws and mandates to which the Housing Authority of the City of Austin complies are: Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; Executive Order 11063; and the Violence Against Women Reauthorization Act of 2013.

In 2019, the Central Texas Fair Housing Assessment was published. This report outlined impediments to fair housing experienced by constituents living in the City of Austin, Travis County, Williamson County, the cities of Round Rock and Pflugerville, and the housing authorities of the City of Austin, Travis County, Georgetown, Round Rock, and Taylor. Each year, the City of Austin’s Annual Action Plan sets forth the City’s recommended strategies to address impediments to Fair Housing, and the Consolidated Annual Performance and Evaluation Report (CAPER) evaluates the implementation of those targeted actions and strategies.

The Housing Authority of the City of Austin works in close collaboration with the City of Austin’s Neighborhood Housing and Community Development Department (COA NHCD) to ensure that ongoing efforts are undertaken to remove impediments to fair housing and fair housing choice. As separate housing entities, with similar overarching goals, HACA and COA NHCD continually support one another in the implementation of fair housing initiatives. The following table outlines the City of Austin’s identified impediments to fair housing, recommended actions to remove those impediments, COA NHCD’s efforts to address impediments and HACA’s parallel efforts to address impediments.

Through performance audits by the Quality Control Department, HACA continually examines its programs to ensure compliance with Federal and State fair housing requirements, local ordinances and internal fair housing policies and procedures. The agency also assesses the steps that need to be taken to assure fair housing rights and fair housing choice in new and proposed programs.

FAIR HOUSING PLAN

FAIR HOUSING ACTIONS	FAIR HOUSING ISSUES/IMPEDIMENTS	RESPONSIBLE PARTY	METRICS AND MILESTONES	HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) ACTIONS
REGIONAL ACTION ITEMS				
<p>1 Establish a Central Texas Regional Fair Housing Working Group (Working Group) made up of staff from each of the 10 entities to collaborate and coordinate on implementation of regional fair housing goals and affordable housing interests. The Group will consult with area experts on housing equity and economic opportunity, K-12 educational leaders, local and regional transit providers, and public works staff. This Group will be facilitated by a Travis County Health and Human Services employee team. The group will meet quarterly, and be governed by a group charter and 5 year work plan that will be established to guide the work of the Group. They will produce a progress report annually (that can be folded into Jurisdiction CAPERS) that will have a 30-day public comment and review.</p>	<p>Capacity limitations to implement fair housing action items that are impactful and long-lasting.</p>	<p>Lead: Travis County HHS. Membership from all Central Texas Regional AI participating partners</p>	<p>First quarter of 2020: Identify members and initial workplan; 3-6 months: hold first meeting and develop a group charter; 1-5 years: establish workplan and achieve short term goals outlined in this Fair Housing Plan.</p>	<p>HACA will participate as part of the Central Texas Regional Fair Housing Working Group</p>
<p>2 Explore the feasibility to create a regional resource network for downpayment assistance programs that are affirmatively marketed to under-represented homeowners.</p>	<p>Past government actions that denied equal access to homeownership. Existing disparities in ownership by race and ethnicity. Existing disparities in mortgage loan approvals. Gaps in information about housing opportunities.</p>	<p>Part of Working Group workplan</p>	<p>As part of Working Group work plan, explore the improvement of an active marketing and uniformity of downpayment assistance program information. Explore possible funding sources to determine the development of an affirmative marketing plan and plan to provide homeowner assistance with forms/applications targeting under-represented residents. If implemented, have a pilot program in operation within the next five years.</p>	<p>HACA will participate as part of the Central Texas Regional Fair Housing Working Group.</p> <p>Also, through our subsidiary AAHC, HACA offers homeownership programs through our Down Payment Assistance Program as well as an Equity CLT to provide permanent and sustainable opportunities for very-low income persons.</p>
<p>3 Working with foundations and private partners, explore and possibly create a regional multifamily rehabilitation and accessibility improvement program to provide an incentive for landlords to rent to persons with disabilities, refugees and others with similar limited rental histories or unearned sources of income, voucher holders, and/or residents with criminal history.</p>	<p>Disparities in housing cost burden, displacement, increasingly limited neighborhoods in which to use Housing Choice Vouchers, and availability of rental housing to accommodate needs associated with disability, language access, national origin, and rental history. Lack of Source of Income protection (prohibited by the State) and disparate impact of 3x rent rule on certain households.</p>	<p>Part of Working Group workplan</p>	<p>As part of Working Group work plan, convene focus groups with small landlords to explore an incentive package. Determine interest and level of funding required. Explore possible funding sources to determine feasibility of acquiring funds to achieve goal. Depending on results of feasibility study, develop a proposal to funders.</p>	<p>HACA will participate as part of the Central Texas Regional Fair Housing Working Group</p>

HACA, as one of the 10 Regional Partners on this Analysis of Impediments, will participate in the Working Group
HACA aligns with the City of Austin to address impediments where able/applicable

	FAIR HOUSING ACTIONS	FAIR HOUSING ISSUES/IMPEDIMENTS	RESPONSIBLE PARTY	METRICS AND MILESTONES	HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) ACTIONS
REGIONAL ACTION ITEMS					
4	Collaborate to explore the feasibility to fund fair housing testing to better understand the prevalence and impact of "3x rent" eligibility policies in rental housing and the intersection of those policies and refusal to accept unearned income such as child support and disability payments.	Disparities in housing cost burden, displacement, increasingly limited neighborhoods in which to use Housing Choice Vouchers, and availability of rental housing to accommodate needs associated with disability, language access, national origin, and rental history.	Part of Working Group workplan	As part of Working Group work plan, explore possible funding sources to determine feasibility of acquiring funds to achieve goal. Depending on results of feasibility study, develop a proposal to funders to fund testing in 3x rent policies that examine the potential of a disparate impact on persons with disabilities and families with children.	HACA will participate as part of the Central Texas Regional Fair Housing Working Group
5	Explore the feasibility and funding options, through a public-private partnership with area marketing firms, to establish a replicable affirmative marketing program and guiding principles for developers of rental housing, leasing agents and property managers, homebuilders, and real estate agents. This may include a marketing strategy to address Not-In-My-Backyard Syndrome (NIMBYism) in the region. Require that these plans be used in developments receiving public funds and/or development incentives.	Disparities in housing cost burden, increasingly limited neighborhoods in which to use Housing Choice Vouchers.	Part of Working Group workplan	As part of Working Group work plan, explore possible funding sources to determine feasibility of acquiring funds to achieve goal. Depending on results of feasibility study, develop a proposal to funders to establish a replicable marketing affirmative marketing program and guiding principles for developers of rental housing, leasing agents and property managers, homebuilders, and real estate agents.	HACA will participate as part of the Central Texas Regional Fair Housing Working Group

HACA, as one of the 10 Regional Partners on this Analysis of Impediments, will participate in the Working Group HACA aligns with the City of Austin to address impediments where able/applicable

FAIR HOUSING ACTIONS	FAIR HOUSING ISSUES/IMPEDIMENTS	RESPONSIBLE PARTY	METRICS AND MILESTONES	HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) ACTIONS
CITY OF AUSTIN ACTION ITEMS				
1 Raise awareness at the state level about the negative impacts of 3x rent (ability to pay) rules on persons reliant on unearned income that is not counted toward this rule by landlords. Monitor growing support for source of income protections at the federal level and among like-minded states.	Disparities in housing cost burden, displacement, increasingly limited neighborhoods in which to use Housing Choice Vouchers, and availability of rental housing to accommodate needs associated with disability, language access, national origin, and rental history.	City of Austin	Ongoing; raise awareness through the City Intergovernmental Relations Office, city leadership and city advocacy groups, and communication with receptive leaders at the state level.	HACA will provide statistics and demographics as it relates to lease-up time upon voucher issuance, voucher turn-back rates, and GIS maps showing HCV landlord locations across the City
2 Implement Displacement Mitigation Strategies and Housing Blueprint action items that are related to Disproportionate Housing Needs Identified in this AI. Continue to direct resources to addressing disproportionate needs.	Displacement which disproportionately affects: African Americans, persons of Hispanic descent, Native Americans, persons with disabilities, large families.	City of Austin	Metrics and milestones will align with the City's Strategic Housing Blueprint and displacement mitigation strategies. Specific strategies will include: 1) Prioritize City-subsidized affordable units that are appropriately sized for households or are at risk or experiencing displacement; 2) Increase participation of communities of color in funding investment recommendations and include cultural displacement in decision making; 3) Incorporate robust tenant protections in City-supported housing; 4) Expand density bonus programs to serve < 60% AMI households; 5) Affirmatively market NHCD-subsidized properties to people of color in gentrifying areas; 6) Pilot a neighborhood-based process to mitigate displacement by better connecting people of color with resources to mitigate displacement which could include: an affordable unit database, connecting eligible homeowners with property tax exemptions, connecting tenants facing displacement with assistance, expanding home repair programs in gentrifying areas, supporting assistance to tenants facing eviction, land banking in gentrifying areas, increasing fair housing enforcement and education.	HACA is currently redeveloping several properties on the East side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA has created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.
3 Through the Working Group, provide leadership and technical assistance to regional partners as they explore similar approaches. This will include the effectiveness of the equity and inclusion framework currently being implemented within City of Austin departments.	Capacity limitations to implement fair housing action items that are impactful and long-lasting.	City of Austin	To be determined.	Not applicable
4 Encourage developers and landlords who benefit from public funding and development incentives to adopt reasonable policies on tenant criminal history, accept legal unearned income in consideration of the ability to pay rent, and not discriminate based on source of income.	Disproportionate effect of 3x rent income requirements and criminal history policies on persons with disabilities, single parents, persons in recovery (considered by the Federal Fair Housing Act as having a disability).	All jurisdictions as part of funding allocations	Developers' policies should align with the best practices in the Reentry Roundtable guide.	HACA will continue to educate prospective landlords in the Housing Choice Voucher programs regarding the benefits of participating in providing housing to our voucher holders. Additionally, our subsidiary, AAHC's properties accept voucher holders at all of their developed and/or acquired properties. This provides greater choice for voucher holders who may otherwise not qualify based on the 3x rent income requirements.

HACA, as one of the 10 Regional Partners on this Analysis of Impediments, will participate in the Working Group
HACA aligns with the City of Austin to address impediments where able/applicable

FAIR HOUSING ACTIONS	FAIR HOUSING ISSUES/IMPEDIMENTS	RESPONSIBLE PARTY	METRICS AND MILESTONES	HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) ACTIONS
CITY OF AUSTIN ACTION ITEMS				
5 Bring forward the recommendation that incentives for the development of affordable housing for households below 50%, 60% and 80% MFI be included in Land Development Code revisions.	Lack of affordable housing disproportionately impacting protected classes with lower incomes and higher poverty rates. Lack of affordable housing citywide exacerbates segregation created through historical policies and practices. The city is limited in its ability by state law to use inclusionary zoning as a tool to broaden housing choice.	City of Austin	Staff will monitor and modify the Density Bonus program to ensure it will create a quantifiable increase in long-term, on-site affordable units, of which a minimum of 10% are accessible. As part of that monitoring, staff will collect data on protected classes and families with children residing in units created through the City's density bonus and other incentive programs.	HACA supports the geographic dispersion of affordable housing and the deconcentration of poverty. HACA aims to achieve these goals through the solicitation of Section 8 landlords in neighborhoods all across Austin, and the purchase of properties in areas where additional affordable housing is needed through our subsidiary, AAHC. HACA supports the development for affordable housing in neighborhoods that have not housed low to moderate income individuals in the past. HACA staff attends City public hearings to provide input on affordable housing development and affordable housing initiatives.
6 Bring forward recommendations to modify land use and regulatory requirements that could expand housing choice and reduce housing access barriers through Land Development Code process.	Overly complex land use regulations limit housing choice and create impediments to housing affordability. These include: minimum site area requirements for multifamily housing, limits on accessory dwelling units, compatibility standards, overly restrictive neighborhood plans and excessive parking requirements.	City of Austin	TBD; part of Land Development Code revisions.	Not applicable
7 Bring forward recommendations to modify VMU and PUD ordinances to require 60% MFI rental and 80% owner throughout Austin when on-site affordable units are required.	Lack of affordable housing disproportionately impacting protected classes with lower incomes and higher poverty rates. Lack of affordable housing citywide exacerbates segregation created through historical policies and practices. The city is limited in its ability by state law to use inclusionary zoning as a tool to broaden housing choice.	City of Austin	Staff will collect data on protected classes and families with children residing in units created through VMU and PUD programs.	As previously stated, HACA supports the geographic dispersion of affordable housing and the deconcentration of poverty. HACA aims to achieve these goals through the solicitation of Section 8 landlords in neighborhoods all across Austin, and the purchase of properties in areas where additional affordable housing is needed through our subsidiary, AAHC. HACA supports the development for affordable housing in neighborhoods that have not housed low or moderate income individuals in the past.
8 Conduct an analysis and calibration of S.M.A.R.T. Housing Incentives to function in high opportunity areas.	Difference in access to opportunity for protected classes.	City of Austin	To be determined.	Not applicable
9 Increase transparency of monitoring of existing accessible units to ensure consistency.	The City's historical lack of enforcement of city codes governing the maintenance of housing stock in different neighborhoods disproportionately impacts protected classes, influences housing preferences and restricts access to opportunities.	City of Austin	To be determined.	HACA's housing units are held to strict monitoring of accessibility features, especially for the redeveloped properties. HACA also adheres to 504 Reasonable Accommodation requirements where applicable to retrofit or provide other accommodations that make units more accessible to persons with disabilities.

HACA, as one of the 10 Regional Partners on this Analysis of Impediments, will participate in the Working Group HACA aligns with the City of Austin to address impediments where able/applicable

FAIR HOUSING ACTIONS	FAIR HOUSING ISSUES/IMPEDIMENTS	RESPONSIBLE PARTY	METRICS AND MILESTONES	HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) ACTIONS
CITY OF AUSTIN ACTION ITEMS				
10 The City's efforts to institute cross-departmental planning will include a focus on improvement of infrastructure and housing development in areas of minority/low-income concentration and integration of housing for different incomes in these areas.	The City's historical lack of enforcement of city codes governing the maintenance of housing stock in different neighborhoods disproportionately impacts protected classes, influences housing preferences and restricts access to opportunities.	City of Austin	To be determined; may be integrated into regional work plan.	Not applicable
11 Collaborate with partners and disseminate data to develop an online list and map of units created through city incentives and developer agreement programs to increase information available to members of protected classes.	Information on housing choice is not widely available in languages other than English and/or in accessible formats. No information is available to people who are members of protected classes about possibilities to live in housing that was created in higher opportunity areas through city incentive and developer agreement programs.	City of Austin	To be determined.	<p>HACA and AAHC properties are required to develop individualized marketing plans to market to protected classes and to those populations that are least likely to apply to each property, thus working to decrease segregation in housing. This includes marketing to protected classes about our housing vacancies in higher opportunity areas.</p> <p>HACA is working with stakeholders to create a search app that includes a full inventory of almost 3,000 affordable housing properties. This app will be launched at the end of 2019 which enables users to search for landlords that take Section 8 vouchers as well as identifying areas of higher opportunity.</p>
12 Improve connections between low income populations and employment opportunities	Disparities in access to opportunity (access to healthy food, quality schools, transit, sidewalks, safe neighborhoods) that affect African Americans, persons of Hispanic descent, Native Americans, persons with disabilities, large families and families with children. Disproportionate housing needs in general.	City of Austin	Staff will bring this barrier and its impacts to the attention of the City of Austin representatives on the Capital Metro board of directors.	HACA's Initiative, Bringing Health Home, is piloting at one of our properties to bring health and wellness education to those residents. Also, HACA maintains a Workforce Development team as well as working with community partners to provide tools to residents, helping them to work their way to long-term self-sufficiency. HACA also is in the final year of a HUD-funded Jobs Plus program which has resulted in higher numbers of residents starting new employment as well as increasing the average income of those families by \$6,254 per year. HACA also offers other self-sufficiency programs that assist with education, job training, job readiness, financial management, and preparing for homeownership.

HACA, as one of the 10 Regional Partners on this Analysis of Impediments, will participate in the Working Group HACA aligns with the City of Austin to address impediments where able/applicable

REMEDYING DISCRIMINATION IN HOUSING

It is the policy of the Housing Authority of the City of Austin to comply fully with all Federal, State, and local laws and regulations governing Fair Housing and Equal Opportunity. HACA does not and shall not discriminate based on race, religion, color, sex, disability, family status, age, sexual preference or national origin in providing a family or individual the opportunity to apply for or receive assistance under any program administered by the agency or its subsidiaries. HACA periodically reviews all of its policies and procedures to assure compliance with all housing and civil rights requirements including, but not limited to: the Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; American's with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Architectural Barriers Act of 1968; Age Discrimination Act of 1975; Title IX of the Education Amendments Act of 1972; and Executive Orders 11063 and 13166. Staff of the Housing Authority of the City of Austin is educated on the content of fair housing and civil rights laws and is trained on the prevention of housing discrimination through ongoing professional training. In recent years, HACA has provided annual fair housing training for all Housing Choice Voucher Eligibility Specialists and Low Income Housing Property Managers, in cooperation with the City of Austin Fair Housing Office, Legal Aid and the Austin Tenant's Council. This training is open to both HACA staff and the staff of other housing and social services agencies. HACA will strive to provide similar training on an annual basis.

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing Complaint Hotline number (1-800-669-9777) at each of its public housing properties and in multiple areas at its Central Office, with particular attention to its reception and admissions areas. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!". Individuals deemed ineligible for HACA services or terminated from HACA's low income housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

The Housing Authority of the City of Austin provides reasonable accommodations to housing applicants and its residents, upon request. Accommodations include but are not limited to access to alternative communications such as sign language and foreign language interpretation, and assistance with completing application paperwork. For individuals with disabilities, HACA has made provisions to conduct annual eligibility and re-examination appointments in residents' homes under extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs. Additionally, all of HACA's low income housing Property Managers and Housing Choice Voucher Housing Eligibility Specialists maintain specific information on accessible units and their unique accommodations. Finally, low income housing residents with disabilities may request that accessibility modifications be made to their assigned unit, should those accommodations be deemed necessary and reasonable.

The Housing Authority of the City of Austin also provides referral to other local programs and organizations that address fair housing discrimination, and who receive support from the City of Austin to provide these services. These organizations include the following:

City of Austin Equal Employment and Fair Housing Office: The City of Austin Equal Employment & Fair Housing Office (EE/FHO) is empowered to enforce four City Ordinances and the following federal statutes: Title VII and Title VIII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990 (ADA), and the Age Discrimination in Employment Act of 1967 (ADEA). The City's [Housing Ordinance](#) and the [Fair Housing Act](#) protect an individual in the area of housing (terms and conditions, rental, leasing, buying or selling) based on race, sex, religion, national origin, familial status, and physical or mental disability. The ordinance also protects an individual from discrimination based on age (18 years or older), status as a student, sexual orientation, gender identity and marital status. Persons who believe that they have been treated differently because of their protected class in their pursuit to acquire housing, may file a charge of discrimination with City of Austin Equal Employment/Fair Housing Office at 974-3251. The charge will be assigned to an Investigator who will gather and review information. The Investigator may interview witnesses, conduct on-site visits and use other means to make certain that a complete investigation is made. Within 10 working days from the date of filing the charge, the Respondent will be served a notice that a charge of discrimination has been filed against them. The Respondent will be given 15 working days from the date they received the charge to respond. The investigation continues until both parties (Charging Party and Respondent) agree to a settlement (No Fault Settlement) or until a determination has been reached by the Administrator (Cause or No Cause)

Austin Tenants' Council: The Austin Tenants' Council provides counseling, mediation, advocacy and educational services related to housing discrimination, landlord/tenant disputes, housing repair and rehabilitation, and affordable housing. The Council publishes a guide to affordable housing, provides telephone and in-house bilingual counseling to tenants (with a particular focus on low-income tenants), and provides mediation services. A HUD recognized Fair Housing Initiative Program, the Austin Tenants' Council helps anyone in the Austin Metro area who has been discriminated against in the rental, sale, financing, appraisal or insurance of housing.

Austin Human Rights Commission: Appointed by the City Council, this Commission is composed of 11 volunteer commissioners representing the various racial and ethnic groups of Austin. The Commission investigates complaints of discriminatory employment practices as well as fair housing. As a HUD-certified Fair Housing Assistance Program agency, they act as an advisory body on non-discrimination policies, conduct education programs, and investigate complaints of prejudice and discrimination.

ADAPT OF TEXAS: ADAPT IS AN ACTION-ORIENTED GROUP THAT ADVOCATES AND DEMONSTRATES FOR ACCESSIBLE PUBLIC ACCOMMODATIONS, ATTENDANT PROGRAMS, TRANSPORTATION, AND DISABILITY RIGHTS.

Advocacy, Inc.: This agency provides legal assistance to developmentally disabled persons who have been discriminated against due to their handicap.

Promoting Fair Housing Rights and Fair Housing Choice

The City of Austin maintains a Fair Housing Ordinance that is substantially equivalent to federal fair housing statutes. The Ordinance is administered by the City's Human Rights Commission and provides similar protection and relief from discrimination as its federal counterpart. The Commission investigates alleged discriminatory housing practices and seeks conciliation. After hearing complaints, the Commission determines if discrimination has or is going to occur and refers cases to the judicial system if violations fall under the Ordinance. Civil penalties range from \$10,000 to \$50,000 plus reasonable legal fees, court costs and other equitable relief. The City goes beyond federal law, including protected classes. As part of the 1981 Ordinance, amended in 1994, the City extended equal housing protection regardless of age, creed, status as a student, marital status or sexual orientation. Thus, a broader constituency enjoys the right of equal housing opportunity in Austin as opposed to the country at large (excerpted from the 2005-2010 City of Austin Consolidated Plan).

Through the efforts of HACA staff, Housing Choice Voucher, Low Income Housing, and AAHC's affordable housing applicants and recipients are advised of their rights under the local and federal laws, as described above. Applicants and recipients will receive assistance in resolving any issues relating to potential fair housing impediments through a referral process. As many agencies within the local community have demonstrated expertise in the areas of fair housing rights and fair housing choice, referring participants to these agencies is the most productive and unbiased way to ensure appropriate measures are taken to resolve any impediment issues that arise in the provision of services by the Housing Authority of the City of Austin.

In addition to working with the aforementioned community-based agencies that address fair housing discrimination, HACA also works closely with a number of additional local agencies that serve or focus on protected classes of individuals. These agencies include Texas Rio Grande Legal Aid, ADAPT, Austin Resource Center for Independent Living (ARCIL), Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin (ASA), Austin Travis County MHMR, Safe Place (Domestic Violence services), LifeWorks (homeless and at-risk youth services), and Texas School for the Deaf. Through partnerships with the highlighted agencies and other agencies, HACA shares information regarding housing opportunities and each agency educates HACA staff on circumstances that affect the families they serve.

Through ongoing quality control audits and program evaluation efforts, the Housing Authority of the City of Austin assesses the implementation of its fair housing strategies and refines and enhances its actions as needed.

Additional Steps to Affirmatively Further Fair Housing in HACA's Housing Choice Voucher, Low Income Housing and Other Affordable Housing and Special Programs

The Housing Authority of the City of Austin (HACA) is dedicated and committed to taking reasonable steps to affirmatively further fair housing in all of its programs and to maintain records of those steps and their impacts. In addition to its Housing Choice Voucher and Low Income Housing Programs, and their respective Family Self-Sufficiency programs, HACA implements steps to affirmatively further fair housing in a variety of special housing programs. These programs are primarily Housing Choice Voucher programs and include HUD's: Tenant Based Rental Assistance (TBRA) Program; Section 8 Mod Rehab Program; Disaster Voucher Program; Disaster Housing Assistance Program; Housing Choice Voucher Mainstream Program; Shelter Plus Care Program; Veterans Affairs Supportive Housing Program; Family Unification Program; and Non-Elderly with Disabilities Voucher Program. Moreover, Austin Affordable Housing Corporation, HACA's non-profit subsidiary, works with the management companies that oversee its tax credit and other affordable housing properties to ensure that steps are being taken to affirmatively further fair housing at those properties.

The steps that HACA takes to further fair housing in its Housing Choice Voucher, Low Income Housing and special housing programs include:

Marketing all housing programs to all eligible persons, including persons with disabilities and persons with Limited English Proficiency (LEP)

The Housing Authority of the City of Austin markets its Housing Choice Voucher, Low Income Housing and special housing programs to individuals and families throughout the Austin area, through a variety of different means, including online marketing, print marketing and word of mouth. Additionally, a great deal of HACA's marketing is achieved through referral of applicants to HACA from other community-based social service agencies serving similar population of low-income and high need individuals and families. Most of HACA's special housing choice voucher programs serve specific populations of individuals including veterans, those with disabilities, those experiencing homelessness, substance abuse, HIV/AIDS, involvement with the child welfare and foster care system, and those who have relocated after natural disasters. Thus, HACA works in close partnership with local social services agencies that serve each of these specific populations to market its housing programs and establish appropriate referral networks and protocols.

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Low Income Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. Housing orientations are held weekly for the Housing Choice Voucher and Low Income Housing Programs, and as needed or on a small group basis for special housing programs. HACA's special voucher program orientations provide a detailed overview of the particular eligibility criteria and limitations that govern these specific programs and that differ from the general Housing Choice Voucher Program. When there are not enough eligible individuals on HACA's waitlist to fill the vacancies in special housing choice voucher programs, the agency may open up the waitlist to individuals who meet the specific eligibility criteria for the program(s) that has openings. When this is the case, HACA works with its partner agencies and special projects coordinators to market these openings to potentially eligible applicants.

As part of the Housing Choice Voucher, Low Income Housing and special housing program orientations, HACA's Family Self-Sufficiency Coordinators provide an overview of the Family Self-Sufficiency program to incoming residents. HACA's Housing Choice Voucher and Low Income Housing Family Self-Sufficiency programs currently serve approximately 233 participants, and maintain a waitlist of approximately 47 potential participants (2019). The Family Self-Sufficiency waitlist is opened approximately once a year, to replenish the pool of potential candidates that are interested in the program, and a 30-day notice regarding the waitlist opening is posted at HACA's central office and is provided to all eligible participants. The Housing Choice Voucher Program's Housing Eligibility Specialists and the Low Income Housing program's Family Self-Sufficiency Specialists and Property Managers also market the Family Self-Sufficiency Program to eligible participants during annual and interim recertification appointments. Information on the Family Self-Sufficiency program is provided to current residents in monthly newsletters. Participants in HACA's special housing choice voucher programs are eligible to participate in the Housing Choice Voucher Family Self-Sufficiency Program, unless the special program they are participating in precludes it, or the special housing program is time limited and conflicts with the requirements of the Family Self-Sufficiency Program.

The Housing Authority of the City of Austin provides reasonable accommodations to individuals applying to all of its programs, upon request. Accommodations include but are not limited to access to alternative communications such as sign language and foreign language interpretation, assistance with completing application paperwork, and alternative technology. HACA's housing operations and admissions staff continues to monitor and assess the language needs of current and potential residents to determine which vital documents need to be translated in order to make the agency's programs accessible to all participants.

Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities

As noted, the Housing Authority of the City of Austin provides notices of availability regarding all of its housing programs and its Family Self-Sufficiency Programs to eligible residents through means including written materials such as newsletter and flyers (currently in English and Spanish); website postings; and face-to-face communication through HACA's Admissions Department and at housing orientations held at HACA's central office. HACA provides reasonable accommodation and furnishes assistance such as alternative communication systems to individuals with disabilities, upon request, so that these individuals have equal opportunity to apply for and participate in all of the agency's programs and services. Moreover, HACA provides information to housing residents on partner agencies and other community-based organizations that also provide accessible services and facilities.

The Housing Authority of the City of Austin's central office building and low income housing sites, which are the primary spaces where services are provided and appointments are conducted with housing program applicants Family Self-Sufficiency participants, are accessible to individuals with physical disabilities. For individuals with disabilities, HACA has made also provisions to conduct annual eligibility re-examination appointments and Family Self-Sufficiency Program appointments in residents' homes under

extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro or require individually prescribed accessibility devices that cannot be made readily available at HACA's offices. HACA provides local housing preferences for disabled and elderly individuals, and will provide a preference for disabled individuals transitioning out of community health institutions, including nursing homes and particular psychiatric facilities, that are eligible for the Non-Elderly with Disabilities Housing Choice Voucher Program if the program is funded. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs.

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and low income housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to low income housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.

The Housing Authority of the City of Austin takes all reasonable steps necessary to ensure that all housing applicants and residents with disabilities, who are interested in participating in any of the agency's housing programs or the Family Self-Sufficiency program, are not excluded from participation or discriminated against in any way.

Providing fair housing counseling services or referrals to fair housing agencies

Please refer to the Promoting Fair Housing Rights and Fair Housing Choice and Remedying Discrimination in Housing portions of the general section of this Addendum for extensive information on how the Housing Authority of the City of Austin provides fair housing counseling and referral to fair housing agencies.

Informing participants on how to file a fair housing complaint

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing/Discrimination Complaint Hotline number (1-800-669-9777) in multiple areas at its Central Office where Austin residents apply for the agency's low income Housing and Housing Choice Voucher programs, with particular attention to its reception, admissions and Family Self-Sufficiency Conference Room areas. HACA also posts these posters and numbers at each low income housing property's administrative office. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. The same posters and informational flyers are also posted at all of HACA's low income housing properties. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint with Legal Aid, Austin Tenants' Council or the City of Austin Equal Employment and Fair Housing Office. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!" Individuals deemed ineligible for HACA services or terminated from HACA's low income housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

Recruiting landlords and service providers in areas that expand housing choice to program participants, and supporting homeownership across the Austin community

The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, child care providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.

HACA's subsidiary, Austin Affordable Housing Corporation, operates a continuum of homeownership preparation and assistance programs. AAHC's Down Payment Assistance Program, Equity CLT, and Six-Star programs encourage HACA residents who are prepared to transition to homeownership to explore affordable housing opportunities throughout the city of Austin, nearby unincorporated areas, and in surrounding counties – in an effort to find housing that will best meet their needs. AAHC currently has over 5,400 units in its portfolio and 700 more under construction. AAHC's properties accept vouchers and serve over 442 voucher holders with over 70 families in high opportunity areas.

Record-keeping of affirmatively furthering fair steps and their impacts

The Housing Authority of the City of Austin maintains a database on all reasonable accommodations requests that are made, whether those requests are granted or denied. This includes information on both communication and accessibility requests.

HACA also maintains extensive demographic information on both program applicants and residents, including information on language preferences. This information allows HACA to assess the needs of its constituents and to make critical decisions regarding and changes necessary in its approach to serving clients.

HACA also maintains files on individuals and families that are denied acceptance to or terminated from HACA's housing programs, and who file for an informal hearing with HACA's Hearings Officer. The individual or family's request for hearing is filed with notes from the hearing, any back-up documentation provided, and the final hearing decision rendered by the Informal Hearing's Officer. Any appeals or open fair housing complaints made by the plaintiff are also filed.

Helping program applicants and participants gain access to supportive community service

The Housing Authority of the City of Austin staff has extensive knowledge of community based services that can support the needs of program applicants and participants. HACA's Admissions Specialists, Housing Choice Voucher Eligibility Specialists, Family Self-Sufficiency Specialists, Family Self-Sufficiency Coordinators, Resident Outreach Specialists, Youth Educational Success Coordinator and Outreach Specialist, Special Programs Coordinators, Property Managers and Community Directors all provide information and referral to supportive community services at various levels of program participation.

Admissions staff provides basic resource information to housing program applicants before they are accepted into HACA's Housing Choice Voucher or Low Income Housing Programs, and may refer housing applicants to other interim housing programs and programs that provide basic needs assistance. Housing Choice Voucher Eligibility Specialists provide basic information and referral to social services to Housing Choice Voucher participants, once they are enrolled in the program. Family Self-Sufficiency Specialists and Coordinators provide participants in HACA's Family Self-Sufficiency Programs with case management, assistance in developing Individual Training and Service Plans, and referral and advocacy for workforce development, education, family support and child care services. HACA's Family Self-Sufficiency Coordinators also educate other HACA staff on social services available in the community. HACA's Resident Outreach Specialists work specifically at HACA's Elderly/Disabled designated low income housing properties and have a wealth of knowledge on programs that provide services to meet the unique needs of these populations. Moreover, HACA has been fortunate enough to partner with Family Eldercare on an Administration on Aging Grant focused on community innovations in aging in place. Each of HACA's Elderly/Disabled designated low income housing properties now has a Service Coordinator, who is a licensed social worker, and provides intensive case management and service coordination services for seniors. The Service Coordinators develop and coordinate health and wellness programs, recreation programs, volunteer programs, caregiver support and benefits counseling and advocacy for seniors in low income housing in order to help these individuals age in place in their communities with wraparound services.

Special Programs Coordinators oversee the agency's special housing choice voucher programs, and have specialized knowledge in serving the populations who receive special vouchers (i.e. individuals who are disabled, veterans, child welfare involved, substance abusers, etc.). Special Program Coordinators have established deep relationships with the partner agencies that provide supportive services to special housing program participants and they maintain open communication with the staff at these community-based organizations to best assist the individuals and families participating in these programs.

HACA's Youth Educational Success Coordinator and Youth Outreach Specialist coordinate development programs for HACA youth, focused on academic achievement and social enrichment. They oversee approximately fifteen partnerships with youth-serving agencies that serve over 1,000 HACA youth each year, and maintain close relationships with each of the elementary, middle and high schools that serve HACA's low income housing properties.

Finally, HACA's Low Income Housing Property managers work closely with the property's Resident Outreach Specialists or Family Self-Sufficiency Specialists to provide residents with referrals to appropriate community resources. HACA's Community Directors, all of who have extensive experience working with social service agencies in Austin, develop and coordinate property and community wide events that highlight social service providers and community-based organizations that benefit residents.

While each of the aforementioned staff provides information and referral to residents for supportive community resources, staff informs housing applicants or participants that acceptance of such supportive services is not a condition of continued participation in the program.

Identify public and private funding sources to assist participants with disabilities in covering the cost of structural alterations and other accessibility features

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and low income housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to low income housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.

In most cases the Housing Authority of the City of Austin's Capital Fund Program provides the funding necessary to cover the cost of feasible structural alterations and other accessibility features in low income housing units. These include alterations and features requested under reasonable accommodation requests, as well as alterations that HACA has chosen to make to a number of units to increase the accessibility of these units for those with physical disabilities. The only cases in which Capital Funds will not cover alterations are if the costs are excessive and unreasonable, or a resident has already made arrangements for cost to be covered through other modification programs.

HACA's Capital Fund Program does not provide funding to cover the cost of structural alterations and other accessibility features in Housing Choice Voucher units owned by landlords in the community. However, HACA's Housing Choice Voucher Landlord Outreach Specialist maintains information on sources of funding that can support landlords in making accessibility modifications to units that they own. These include funds provided by the local area agency on aging, Texas Department of Aging and Disability Services, Texas Department of Housing and Community Affairs, the State Housing Finance Agency, the local independent living center, Neighborworks and other community organizations.

Approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities

According to rent reasonableness requirements outlined at 24 CFR 982.507 and in the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing PIH 2009-51 Notice, a PHA's HCV program may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent. In order for the rent to be reasonable, the rent may not be more than rent charged for comparable units in the private unassisted market. In addition, the rent may not be more than rent charged by the owner for comparable unassisted units on the premises. In other words, the owner is not permitted to charge the HCV program more for rent than what unassisted tenants in comparable units are paying. The owner must give the PHA information requested by the PHA on rents charged by the owner for other units in the premises or elsewhere.

However, for an individual or family that requires an accessible unit with structural modifications, the accessible features may justify a higher rent. For such households, the rent reasonableness determination must take those features into account. In a community where there are few such units, or a significantly greater need than the number of accessible units available, the PHA is justified in allowing a higher rent. HACA will approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities, based on HUD guidelines.

Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.

HACA's Housing Choice Voucher Landlord Outreach Specialist makes referrals to fair housing organizations, equal opportunity offices and local disability rights and advocacy organizations for owners interested in making reasonable accommodations or accessibility modifications. As noted, these organizations include the: City of Austin Equal Employment and Fair Housing Office, Austin Tenants' Council, Austin Human Rights Commission, ADAPT of Texas, Advocacy Inc., Austin Resource Center for Independent Living, Texas Department of Aging and Disability Services, Texas Commission for the Blind, Family Eldercare, Austin

Resource Center for the Homeless (ARCH), AIDS Services of Austin, Austin Travis County Integral Care, and the Texas School for the Deaf.

Not deny other housing opportunities, or otherwise restrict access to PHA programs to eligible applicants who choose not to participate

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Low Income Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. However, should a participant who has been accepted into any of HACA's housing programs ultimately choose not to participate in the program offered, HACA may not restrict access to other PHA programs in the future.

Provide housing search assistance

Housing orientations for HACA's general Housing Choice Voucher and special housing programs provide a detailed overview of the particular eligibility criteria and limitations that govern these programs. While there is not a staff person dedicated to providing 1:1 assistance to voucher recipients in finding a rental unit, HACA's Landlord Outreach Specialist provides extensive information on searching for units at each orientation. Additionally HACA maintains a bulletin board and binders at its central office that voucher recipients can reference to find landlords accepting Housing Choice Vouchers. The Housing Choice Voucher Program's Special Program Coordinators, who work closely with special service providers, are also a valuable resource for providing referrals to landlords who accept special housing vouchers.

Advertising widely in the community for positions in HACA's housing programs should positions become open and available

The Housing Authority of the City of Austin advertises the agency's vacant positions widely and equitably by marketing the available positions through many different venues. HACA advertises vacant positions on its agency website; local and regional job classified listings (both web and newspaper-based – such as Craigslist.org and the Austin American-Statesman); national job classified websites (Monster.com, Careerbuilder.com); local university job listings; and through regional and national industry list serves and publications including NAHRO and TX NAHRO postings, and non-profit industry websites. HACA also markets its positions on property and at its central office in support of HUD's Section 3 program.

Attachment C.3
Resident Advisory Board (RAB) Comments

Attachment C.4
Certification by State of Local Officials

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date

Attachment D.1
Statement of Capital Improvements

Part I: Summary					
PHA Name: Housing Authority of the City of Austin		Grant Type and Number Capital Fund Program Grant No: TXC59P00150119 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2020 FFY of Grant Approval: 2020
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	60,000			
4	1410 Administration (may not exceed 10% of line 21)	60,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	230,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	200,000			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Austin		Grant Type and Number Capital Fund Program Grant No: TX59P00150119 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2020 FFY of Grant Approval: 2020	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	600,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Austin			Grant Type and Number Capital Fund Program Grant No: TX59P00150119 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2021		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Management Improvements	1408						
	-Resident Initiatives			30,000				
	-Enhance Management			10,000				
	-Enhance Maintenance			10,000				
	-Enhance MIS/IT			10,000				
	Administration	1410		60,000				
	Fees & Costs	1430		50,000				
AMP 1 Chalmers West	RAD Fund Sources and Uses	1504		100,000				
AMP 7 Lakeside Apartments	RAD Fund Source and Uses	1504		100,000				
AMP 27 SS Unit	Interior & Exterior Renovations	1480		150,000				
	Internal Construction Mgmt	1480		80,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

[illegible]

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Austin					Federal FFY of Grant: 2020
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Mgmt Improvements	04/15/2022		04/15/2026		
Administration	04/15/2022		04/15/2026		
Fees & Costs	04/15/2022		04/15/2026		
Chalmers West	04/15/2022		04/15/2026		
Lakeside	04/15/2022		04/15/2026		
SS Units	04/15/2022		04/15/2026		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Attachment E.1 Choice Mobility

HACA Choice Mobility Policy

As part of the Rental Assistance Demonstration (RAD), HUD requires Housing Authorities to give residents the choice to request a Housing Choice Voucher after living in a Project Based Rental Assistance (PBRA) property for 24 months. HUD calls this “Choice Mobility”. When HACA transitions Public Housing properties to PBRA, the Choice Mobility policy would be followed as outlined in this Chapter.

I. Definitions:

1. *Covered Project*: Any Public Housing property that has converted to the Project Based Rental Assistance (PBRA) program through RAD.
2. *Choice Mobility*: The opportunity for families to request a Housing Choice Voucher (HCV) and move into the private rental market with voucher assistance.
3. *Turnover Caps*: The maximum number of families that can receive a voucher in a calendar year. PHAs can establish caps for the maximum number of families that can receive a voucher from each property in the calendar year. PHAs can also establish caps for the maximum number of vouchers from all properties combined that can receive a voucher in a calendar year.

II. Eligibility and Voucher Caps

HUD seeks to provide all residents of Covered Projects with viable Choice Mobility options. The Housing Choice Voucher (HCV) program provides the most options for families to choose where they want to live within that housing authority’s jurisdiction.

PHAs that are applying to convert the assistance of a project to PBRA are required to provide a Choice-Mobility option to residents of Covered Projects in accordance with the following:

- A. **Resident Eligibility**. Residents have a right to move with tenant-based rental assistance (e.g., Housing Choice Voucher (HCV)) the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- B. **Voucher Inventory Turnover Cap**. Recognizing the limitation on the availability of turnover vouchers from year to year, a voucher agency would not be required, in any year, to provide more than one-third of its turnover vouchers to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.

HACA Policy

HACA will provide all residents the opportunity to request a Housing Choice Voucher after the later of a) 24 months from the date of the execution of the HAP contract, or b) 24 months from the date of move in.

- If a family moves from one covered project to another covered project, their 24 month clock resets. These families will have to wait for 24 months from the date of move in to the new property, before they can exercise Choice Mobility.
- If a family transfers within the same covered project, their 24 month clock does not reset. They will be eligible to request a Choice Mobility voucher at the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- A family may request the choice mobility voucher at any time after completing the 24 month requirement. They remain eligible as long as they continue living at the same covered project.
- A family that receives a Choice Mobility voucher, but allows it to expire without using it, can request another Choice Mobility voucher. However, they must wait 1 year from the date of the issuance of the

expired voucher before requesting another Choice Mobility voucher. When they do request again, they will start the process from the beginning and are subject to any waiting lists in place at that time.

HACA will implement the voucher inventory cap. Each calendar year, the HCV program will only make 1/3 of its turnover vouchers available to families exercising Choice Mobility from any of its 18 covered projects transitioning into PBRA through the Rental Assistance Demonstration (RAD). HACA will establish an agency-wide Choice Mobility waiting list for times when there are more requests for vouchers than vouchers available due to the cap.

HACA will not implement the project turnover cap.

The HCV program also provides the opportunity to move to other parts of the country by exercising the portability options. Families will be required to follow the housing authority's guidelines regarding when they can exercise the portability option.

HACA Policy

In order to be eligible for the Choice Mobility option, families have to live in Austin, in a HACA owned PBRA property for at least 2 years. These families meet HACA's HCV program requirements and are eligible to exercise portability when they first receive a voucher.

III. Notification of Eligibility

In keeping with HUD's goal to provide viable Choice Mobility options to residents of all covered projects, PHAs should provide clear notification and explanation of the Choice Mobility options available to them.

HACA Policy

At the time of the initial lease signing, HACA will provide a copy of the Choice Mobility policy to the family and explain the Choice Mobility option. HACA will provide clear direction and guidance regarding how to request a Choice Mobility voucher.

In addition, HACA will provide a written notification to the residents as part of the 90 Day letter that each family receives before their annual recertification appointment. (See Appendix 1)

If anything changes in the method for requesting the Choice Mobility voucher, HACA will provide written notification to the residents at least 30 days in advance of the change becoming effective.

IV. Waiting Lists

PHA's that establish a voucher turnover cap are required to create a waiting list for families that request the Choice Mobility voucher.

HACA Policy

HACA will establish a Choice Mobility waiting list for all eligible families that request a voucher. The waiting list will be managed by HACA's centralized Admissions Department. Since HACA is not implementing a project turnover cap, there will be no project specific waiting lists. Eligible families that request the voucher will be placed directly onto the Choice Mobility waiting list.

HACA will remove families from the Choice Mobility waiting list who move out of the covered project before receiving a voucher.

- If a family moves out of the covered project into the private rental market after being placed on the Choice Mobility waiting list, they are no longer eligible for the voucher and their name will be removed

from the Choice Mobility waiting list.

- If a family moves from one covered project to another covered project after being placed on the Choice Mobility waiting list, their 2 year clock resets. They will be removed from the Choice Mobility waiting list. They can re-apply once they have lived at the new covered project for 2 years.

Families that are already on the regular HCV waiting list will be allowed to request a Choice Mobility voucher if they are eligible. Families will be allowed to keep their place on both lists until one of the following happens:

- The family moves out of the covered project and is no longer eligible to be on the Choice Mobility list. The family will be removed from the Choice Mobility waiting list, but maintain their position on the regular HCV waiting list.
- The family voluntarily withdraws their name from one or both lists.
- The family receives a voucher and exercises the voucher by leasing up in the voucher program. The family will then be removed from the other list.
 - If a family receives a voucher through the regular HCV waiting list, but does not exercise the voucher (i.e. lease up in the voucher program), they will remain on the Choice Mobility waiting list.

V. Exercising the Choice Mobility Option

In order to ensure that all residents at all covered projects have an equal and fair opportunity to request and receive a Choice Mobility voucher, PHAs should provide clear guidance and instructions regarding how to apply for the voucher.

HACA Policy

In order to maintain a safe, orderly and fair process for families to request a Choice Mobility voucher, HACA will implement the following:

- ***Voucher Request:***
 - When a family is eligible to request a voucher, they must do so in writing using the Choice Mobility Voucher application provided at the property (See Appendix 2).
 - The application must be submitted to the management office at the covered property or at HACA's Central Administration building.
 - Once received, the property management staff or central office staff will forward the request to the Admissions Department to be placed on the Choice Mobility waiting list.
- ***Acknowledgement of Request:***
 - Once the request is received and processed onto the Choice Mobility waiting list, the Admissions Department will send the family a notice acknowledging receipt of the voucher request.
 - This is the family's confirmation that they are on the Choice Mobility waiting list.
 - The acknowledgement of request will be sent to the family within 5 business days of receipt of the request.
- ***Random Sorting:***
 - Once there are families on the Choice Mobility waiting list, 1/3 of the total monthly vouchers issued will come from the Choice Mobility waiting list.
 - Before each draw, HACA will conduct a random sort of the Choice Mobility waiting list.
 - The random sort protects each individual property from high volume resident turnover, while providing each family an equal opportunity to receive a voucher.

When a family is drawn from the Choice Mobility waiting list, they will be invited to attend the Housing Choice Voucher (HCV) program eligibility interview.

VI. Screening Process for the Choice Mobility HCV Voucher

In order to receive a Housing Choice voucher, families will be required to meet all the eligibility requirements for the HCV program in effect at the time of their eligibility processing. These requirements can be found in the HCV Administrative Plan.

HACA Policy

HACA will screen all Choice Mobility families using the same criteria as for all other families. However, HACA will streamline the eligibility determination process in the following ways:

- HACA will use the certifications of identification, age, social security number and citizenship that it already has on file for the family.
- HACA will review the most recent certification and 50059 for basic information about the family composition and annual household income.
- HACA will only require new verification of income if the verifications for the most recent certification are too old to meet the criteria for the HCV program.

If eligible to receive a voucher, families will follow the HCV program rules and guidelines for using the voucher. Families are reminded of the following:

- ***The voucher has an expiration date.*** If extensions are available, families must follow the HCV program guidelines in effect at that time to request an extension. Failure to use the voucher before it expires will result in loss of the voucher.
- ***Receipt of a voucher is not a guarantee that the family will be able to find a place to use the voucher.*** Landlords have their own screening criteria which families will have to meet to be able to live at that property.
- ***The family's lease at their current property requires at least 30 days notice to vacate.*** The family must provide this notice to their current property management staff.

VII. Transitioning from Project Based Rental Assistance to the Housing Choice Voucher Program

When transitioning from PBRA to the HCV program with a Choice Mobility voucher, program participants are required to fulfill their obligations to the terms of the PBRA lease as well as all HCV requirements. Families are not allowed to receive assistance from both programs at the same time. To assist with the transition process and prevent duplicate assistance, PHA's should develop policies and guidelines to ensure that both program requirements are met.

HACA Policy

Residents at a HACA PBRA property will be required to complete the following when transitioning to HACA's HCV program with a choice mobility voucher:

- Remain current on all rent, fees or other balances owed to the PBRA property.
 - Families with outstanding debts who are in a repayment agreement and who are current on their payments within the agreement are considered eligible.
 - Families with active repayment agreements must continue to make all payments until the balance is paid in full or risk losing their voucher assistance.
 - Provide at least 30 days notice of their intent to vacate the unit to the property management.
 - Participate in the move out inspection.
 - Turn in their keys to the property management.
 - Pay all move out expenses that may be charged after moving to their new home with voucher assistance.
 - If necessary, repayment agreements can be established to pay any outstanding move out balances.
 - Failure to pay the move out balance or to remain current in any repayment agreements that are established is grounds for termination of the family's voucher assistance.
 - Pay all moving expenses related to the move from the PBRA property to their voucher assisted unit.
-

HACA and PBRA property staff will work to facilitate this process by doing the following:

- Communicate between departments information related to the issuance of the voucher, move out notices, voucher extensions and specific dates of move out / move in.
 - Note: Coordination of communication between departments does not remove any of the family's obligations.
- Communicate the move out date from the PBRA program to the HCV Intake Team to prevent the overlapping of assistance.
 - The move out from PBRA will not be effective until the property manager receives the keys from the resident family.
 - The family will be required to pay the full rental cost for any days that they have moved in to their new unit before returning the keys to the PBRA property management.
 - The voucher assistance will not start until the day after the family provides the keys to the PBRA property management.

For a detailed flow chart of the transition process, please see Appendix 3.

VIII. Promoting Self-Sufficiency Through Choice Mobility

The decision about where to live can have a significant impact on a family's journey toward self-sufficiency. Through the Choice Mobility voucher option, families living in the PBRA property are given the opportunity to make that decision. Therefore PHA's should strategize how to maximize the use of the Choice Mobility voucher as a self-sufficiency tool.

HACA Policy

Within available resources, HACA will intentionally strategize and leverage the utilization of specific supportive services to provide a solid foundation for the use of the Choice Mobility voucher as a self-sufficiency and resource building tool.

- HACA will explore how to efficiently and effectively use the 2 + years that families are living in PBRA to offer community development services that focus on preparing families for transition to use of a voucher in the private rental market. Such services may include, but are not limited to, financial literacy training, credit counseling and credit improvement, addressing rental history, increasing income through employment, financial coaching, and home maintenance and upkeep among others.
- HACA will explore how to use the resources available (i.e. opportunity mapping) to help direct families toward areas of higher opportunity when they are searching for neighborhoods and housing that meets their needs and where they can use the voucher. This will include helping families to understand how to use these tools to gain information on items such as schools, supportive services and transportation.

Appendix 1



HOUSING AUTHORITY OF THE CITY OF AUSTIN

1124 South IH 35, Austin, TX 78704
PH (512) 477-1314 FAX (512) 494-0686
www.hacanet.org

Date

Dear HACA Resident and Family,

It has now been close to two years since your Public Housing property underwent the Rental Assistance Demonstration (RAD) conversion process. One of the provisions of the RAD program is Choice Mobility. Choice Mobility gives families living at a RAD property the opportunity to request a Section 8 Housing Choice Voucher (HCV) and move into the private rental market with voucher assistance.

To be eligible, residents must meet 2 criteria:

1. You have lived at this *converted* property for 2 years. The time you were living at the property before the conversion date does not count toward your two years.
 - a. Everyone living at this property on December 1, 2016 will be eligible for Choice Mobility on December 1, 2018.
 - b. Everyone who moved in after December 1, 2016 will become eligible when they live here for 2 years.
2. You must be in good standing (rent paid, not pending eviction)

Residents who meet the eligibility requirements will be provided an additional notice later this year with instructions on how they can apply for a Housing Choice Voucher.

1/3 of HACA issued vouchers will be made available to RAD property residents exercising their Choice Mobility option. HACA will maintain a separate Choice Mobility HCV waiting list for these residents. Regarding the Choice Mobility HCV Waiting List, please note the following:

- The waiting list is not first come-first serve. Families will be **selected at random** from this waiting list, so that each family is provided an equal opportunity to receive a voucher. Families will remain on the waiting list, if not initially selected.
- Eligible families can request to be added to the Choice Mobility HCV waiting list at any time, as long as they continue to live at the same RAD property. There is **no expiration date** for when the family can sign up.
- If the Housing Choice Voucher wait list is open, families are eligible to apply and can be on both waiting lists.

Additional information on the Choice Mobility HCV waiting list and the HCV program can be found in the attached Choice Mobility Information Sheet and online at www.hacanet.org. The full Choice Mobility Policy is also available at your management office. You may also contact your Property Manager with questions regarding the Choice Mobility Program or the HACA Admissions Department at 512-477-4488.

Sincerely,

The Housing Authority of the City of Austin & Pathways Asset Management



Pathways Asset Management

A Subsidiary of the Housing Authority of the City of Austin

CHOICE MOBILITY VOUCHER APPLICATION PACKET

CHOICE MOBILITY PROGRAM

The Choice Mobility program provides eligible residents the opportunity to request a Housing Choice Voucher. HACA will maintain a separate Choice Mobility Voucher waiting list and will randomly select 1/3 of its total monthly voucher draw from this list. The random sort provides each family an equal opportunity.

ELIGIBILITY

To be eligible for this program, a resident must have resided at the same HACA-owned PBRA property for at least 24 months after its conversion to the PBRA program.

If a resident was a tenant at a HACA property prior to the property's conversion to the PBRA program, the 24-month eligibility clock will start at the time of PBRA conversion.

The resident must reside at the same PBRA property for the entire 24 months. If a resident moves from one PBRA property to another, the 24-month eligibility clock will start over.

APPLICATION PROCESS

If you are eligible for the program and would like to request a Housing Choice Voucher, please complete the attached page and **submit it to your property manager**. The application must be submitted by the Head or Co-Head of Household. Once your application is received and your eligibility for the program is approved, you will receive a letter from the Admissions Department confirming your placement on the Choice Mobility Voucher list.

If your name is chosen in the monthly random lottery, you will be invited to a voucher interview at the HACA Central Office. The invitation letter will be sent by mail including the interview date and time and the documents required for the eligibility process.



Pathways Asset Management

A Subsidiary of the Housing Authority of the City of Austin

CHOICE MOBILITY VOUCHER APPLICATION

APPLICATION MUST BE COMPLETED BY THE HEAD OR CO-HEAD OF HOUSEHOLD. Applications submitted by other family members will not be accepted.

If you are eligible for the Choice Mobility program and would like to request a voucher, please complete this page and **submit it to your property manager.** Incomplete applications will not be accepted.

Head of Household Full Name (print): _____

HOH Date of Birth: _____ **Last four numbers of SSN (if applicable):** _____

Present Address: _____

Primary Phone # : _____ **Alternate Phone # :** _____

Read the following statements and initial on the corresponding line:

_____ I understand that by submitting this application, I am not guaranteed a Housing Choice Voucher

_____ I understand that if I am selected in the random Choice Mobility draw, I must be determined eligible for the voucher program and comply with program requirements

_____ I understand that if I decide to move to another HACA PBRA property, my 24-month eligibility clock for this program will start over

_____ I understand that only household members listed on my PBRA lease at the time of voucher processing will be included in the voucher household

Signature (HOH or Co-HOH)

Date

DO NOT WRITE IN THIS BOX – FOR OFFICE USE ONLY!

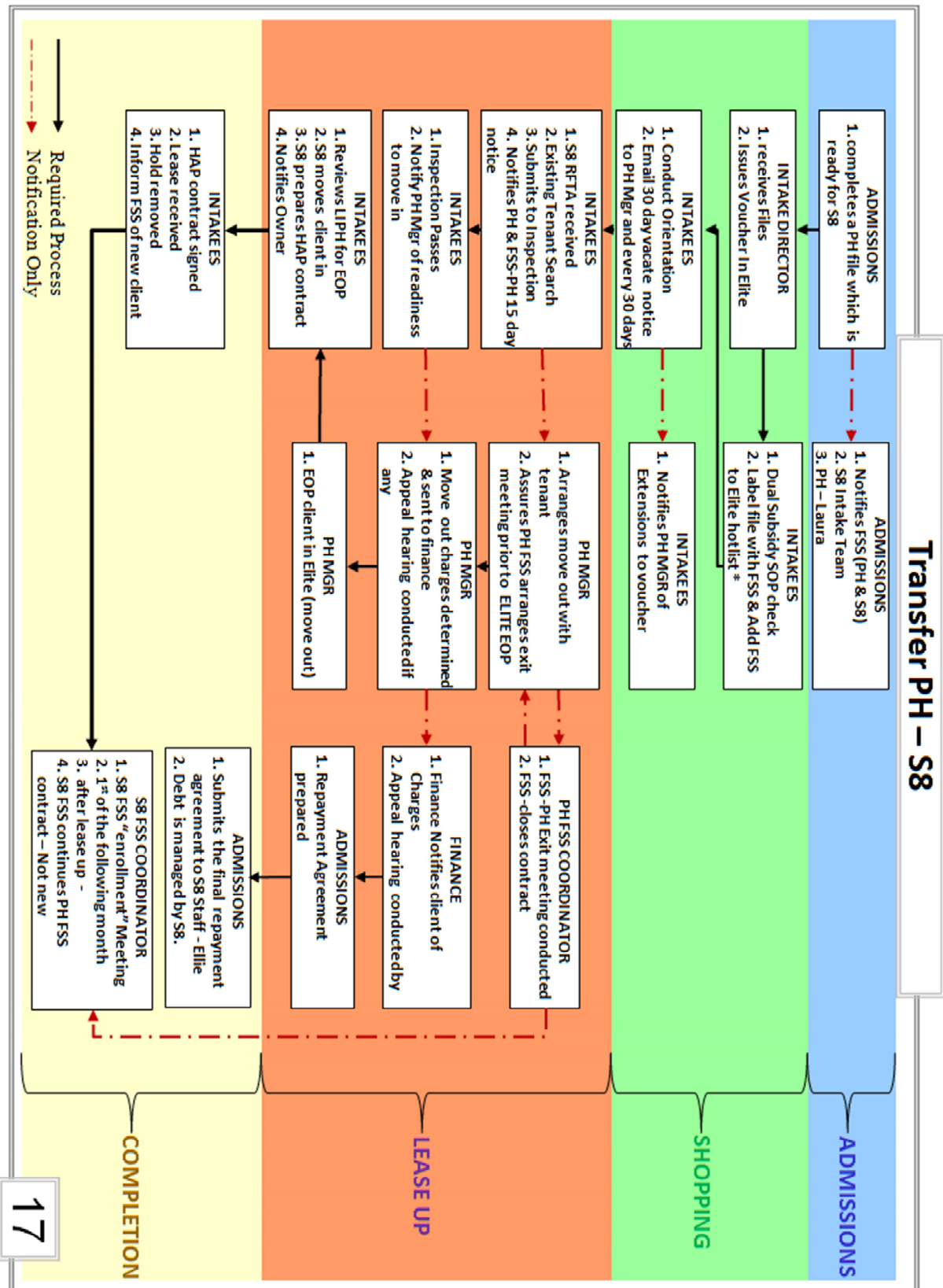
Property Name: _____ **Date of PBRA conversion:** _____

Date of move-in for above client: _____ **Eligible?** ☐ YES ☐ NO

Manager Name (printed)

Manager Signature

Appendix 3: Transfer Process from PBRA to HCV



Housing Authority of the City of Austin

2020-2024 PUBLIC HOUSING AUTHORITY FIVE-YEAR PLAN



A 45-Day Public Comment Period for the draft 2020 PHA Annual Plan and 2020-2024 Five-year Plan will commence on Friday, October 18, 2019 and conclude on Monday, December 2, 2019. Three Public Hearings will be held: November 12, 2018 at 10:00AM (Pathways at Thurmond Heights 8426 Goldfinch Ct, 78758) in conjunction with the Citywide Advisory Board Meeting, Friday, November 15, 2019 at 12:00 PM at the HACA Central Office (1124 S. IH-35 78704), and Tuesday, November 26, 2019, at 5:30PM at the Henry Flores Education Training Center (1201 W. Live Oak 78704) to receive public input for the draft 2020 Annual Plan and 2020-2024 Five Year Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 19, 2019 Board of Commissioners meeting.

A.	PHA Information.																																				
A.1	PHA Name: The Housing Authority of the City of Austin				PHA Code: TX001																																
	PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2020 PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission																																				
	Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.																																				
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	Copies of the 2020 Annual Plan and 2020-2024 Five-year Plan are available at all HACA Housing sites, the HACA Central Office and on the HACA website, www.hacanet.org . All supporting documentation is available at the HACA Central Office or via the HACA website.																																				
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)																																					
<table border="1"> <thead> <tr> <th data-bbox="180 911 399 974" rowspan="2">Participating PHAs</th> <th data-bbox="404 911 524 974" rowspan="2">PHA Code</th> <th data-bbox="529 911 805 974" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="810 911 1122 974" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1127 911 1464 947">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1127 953 1273 974">PH</th> <th data-bbox="1278 953 1464 974">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 980 399 1100">Lead PHA:</td> <td data-bbox="404 980 524 1100"></td> <td data-bbox="529 980 805 1100"></td> <td data-bbox="810 980 1122 1100"></td> <td data-bbox="1127 980 1273 1100"></td> <td data-bbox="1278 980 1464 1100"></td> </tr> <tr> <td data-bbox="180 1106 399 1247"></td> <td data-bbox="404 1106 524 1247"></td> <td data-bbox="529 1106 805 1247"></td> <td data-bbox="810 1106 1122 1247"></td> <td data-bbox="1127 1106 1273 1247"></td> <td data-bbox="1278 1106 1464 1247"></td> </tr> <tr> <td data-bbox="180 1253 399 1394"></td> <td data-bbox="404 1253 524 1394"></td> <td data-bbox="529 1253 805 1394"></td> <td data-bbox="810 1253 1122 1394"></td> <td data-bbox="1127 1253 1273 1394"></td> <td data-bbox="1278 1253 1464 1394"></td> </tr> <tr> <td data-bbox="180 1400 399 1541"></td> <td data-bbox="404 1400 524 1541"></td> <td data-bbox="529 1400 805 1541"></td> <td data-bbox="810 1400 1122 1541"></td> <td data-bbox="1127 1400 1273 1541"></td> <td data-bbox="1278 1400 1464 1541"></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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				PH	HCV																																
Lead PHA:																																					

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The Housing Authority of the City of Austin's mission is to cultivate sustainable affordable housing communities and partnerships that inspire self-reliance, growth, and optimism.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>We are committed to Affordable Housing</p> <ul style="list-style-type: none"> • Obtain additional rental assistance vouchers • Revitalize HACA's housing assets • Increase number of affordable housing units • Improve collaboration with community and national partners • Increase number of HACA residents who reach homeownership <p>We are committed to Resident Self-Sufficiency and Quality of Life</p> <p><u>Workforce Development</u></p> <ul style="list-style-type: none"> • Coordinate services for the Housing Choice Voucher residents that will lead to self-sufficiency. <p><u>Education</u></p> <ul style="list-style-type: none"> • Students will receive scholarships to assist with the cost of higher education. <p><u>Safety</u></p> <ul style="list-style-type: none"> • Provide health service screening and education to vulnerable populations. • Ensure for close relationship with the Austin Police Department. • Provide HIV/AIDS education. <p>We are committed to Exceptional Service</p> <ul style="list-style-type: none"> • Improve customer service to residents, partners and other customers. • Increase opportunities for staff to better understand the people we serve. • Improve communication and collaboration with partners. <p>We are committed to Employee Engagement</p> <ul style="list-style-type: none"> • Increase methods to communicate with employees. • Increase staff tenure. • Decrease health insurance utilization rate. • Increase leadership/professional growth opportunities. <p>We are committed to Corporate and Environmental Sustainability</p> <ul style="list-style-type: none"> • Increase sustainable cash flows through Southwest Housing Compliance Corporation. • Increase sustainable cash flows through Austin Affordable Housing Corporation. • Increase number of foundation or other grant funding. • Decrease HACA's impact on the environment. • Increase efficiency through the use of technology. • Increase value of investments and reduce the interest expense. • Ensure a sustainable and competitive salary structure. <p>We are committed to Equal Opportunity for Housing</p> <ul style="list-style-type: none"> • Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status. • Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity and or marital status; • Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; • Comply with the Violence Against Women Act (Victims of Domestic Violence) and any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault or stalking. • Continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers. • Provide Fair Housing training to HACA employees and community housing partners • Provide HACA clients with an opportunity to provide input and to evaluate HACA customer service.

B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <hr/> <p>We are committed to Affordable Housing: We will revitalize our public housing assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions.</p> <ul style="list-style-type: none"> • Obtain additional rental assistance vouchers • Revitalize HACA's 19 public housing sites • Increase the number of affordable housing units • Improve collaboration with community and national partners • Increase the number of HACA residents who reach homeownership <p>HACA currently administers 489 VASH tenant-based (Veterans Affairs Supportive Housing) vouchers. In addition, we have 50 project-based VASH vouchers in partnership with Integral Care at Housing First at Oak Springs that opened in the Spring of 2019 (25 VASH and 25 HCV project-based vouchers for a total of 50 permanent supportive housing units) and 25 VASH project-based vouchers at Elysium Grand to open in late Fall 2019. In addition, HACA was awarded 89 more mainstream vouchers, bringing the total to 148 vouchers to serve persons with disabilities.</p> <p>Austin Affordable Housing Corporation, a nonprofit subsidiary of HACA, currently provides over 5,400 additional affordable housing units in Austin, as well as almost 700 more units under construction, helping to meet our community's need for additional affordable housing opportunity. AAHC has another 3,457 units in its pipeline for possible future acquisition and/or development.</p> <p>In 2017-18, thanks to a partnership with Google Fiber, HACA activated free 1,000Mbps internet at four properties, serving 350 households and more than 1100 residents. In 2019, HACA continued to serve as a mentor for ConnectHome cities, often advising on broadband options on how to obtain, refurbish and distribute computer equipment, and how to establish public private partnerships.</p> <p>HACA continues its Work Study Internship with Austin Community College; the program provides hands-on learning and experience to IT interns, who have helped provide basic computer classes, and helped prepare and deploy more than 400 computers to HACA residents.</p> <p>Unlocking the Connection - Phase I of this program focused on basic digital literacy. Since 2015, over 1,300 residents have completed over 30,000 hours of digital literacy training to earn refurbished desktops, laptops and phones. For 60%, this was their first computer. Phase II applies digital literacy skills and digital infrastructure to overcome the systemic barriers that keep HACA residents from achieving self-sufficiency: education, transportation and financial literacy. Due to this program's focus, 2,312 residents now have free in-home internet. That is 53% of our residents, up from 4% in 2014. To expand HCV device ownership, HACA plans to maintain desktop and laptop equipment partnerships with Austin Community College, PC Community Loan Program, a local technology professional association and a major local company.</p> <p>Smart Work Learn Play - Lack of transportation, knowledge about how to use "smart city" transit, and inability to use new transportation options can keep families from being self-sufficient. Grants from Next Century Cities and the Transit Empowerment Fund help enable HACA resident Mobility Ambassadors: 1) apply digital tools and the Digital Ambassador concept to the problem of transportation, 2) advocate for meaningful transportation partnerships, and 3) share transportation data and recommendations to transportation decision makers. By October, 2017 14 HACA residents had earned stipends for participating in the program by collecting transit needs and data from fellow residents, learning about key issues and assessing the impact to HACA residents, sharing data and insights with City officials and liaising with local transportation partners. In 2018-2019, Ten Mobility Ambassadors provided 240 families more than 1,000 transit data points, and Five Vision Zero Ambassadors hosted 15 events reaching 5,200 Austin residents with vital information on keeping our roads safe and saving lives.</p> <p>Ambassadors Programs – Ambassadors are HACA residents who teach other residents to navigate digital tools, engage City officials on our most pressing issues, and advocate for partnerships with impact. In 2018, HACA received a NAHRO Award of Merit for The Ambassador Programs: Residents as Change Agents for Innovation. Resident Digital, Energy and Mobility Ambassadors provide high quality, cost-effective program design and development build professional skills and the community. Hundreds of HACA residents, dozens of city decision makers and public, private, philanthropic partners have benefitted from HACA Ambassadors work to solve residents' everyday problems. Over 500 residents received over 2,000 hours of computer lab support from HACA Digital Ambassadors and Lab Apprentices.</p> <p>HACA has successfully assisted 109 homeowners through its \$10,000 down payment assistance program administered by Austin Affordable Housing Corporation.</p> <hr/> <p>We are committed to Resident Self Sufficiency and Quality of Life: We will promote individual responsibility and high expectations, and foster results-based community partnerships and programs focused on workforce development, wellness, safety and education.</p> <hr/> <p>Workforce Development</p> <ul style="list-style-type: none"> • Public Housing residents will participate in job training and be placed in jobs. • Public Housing residents will participate in educational opportunities focused on employment. • Public Housing residents will participate in educational opportunities. • Public Housing residents will obtain training on financial literacy. • Coordinate other services for Public Housing residents that will lead to self-sufficiency. • Coordinate services for the Housing Choice Voucher residents that will lead to self-sufficiency. • Improve the employment skills and education level of Public Housing residents. <p>Earn A Device A critical component of Unlocking the Connection is access to a computer device. Austin Community College has committed to donating its retired devices to this initiative for all Public Housing residents who enroll in the "Earn a Device" program. This program provides residents an opportunity to earn a free refurbished computer upon completion of digital literacy education.</p> <p>Child Inc./Mainspring School: HACA partners with Child Inc. and Mainspring School to provide Early Head start programming to HACA children age infant to 3 years. Child Inc. provides the federal Head Start grant; Mainspring Schools provides the teachers and curriculum and HACA provides the building at Meadowbrook. Through HACA's childcare voucher system, significant support is provided for these families to maintain employment and work toward self-sufficiency.</p>
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B.3	<p>Jobs Plus Pilot Program- Booker T Washington and Chalmers Courts</p> <p>The Jobs Plus ATX program was established by a four-year, \$2.7 million grant from HUD, and will expand job opportunities to residents at Chalmers Courts and Booker T. Washington. This is the largest competitive grant HACA has ever received for resident services. The Jobs Plus Pilot Program kicked off on July 1, 2016 with a celebration at Chalmers Courts. Special guests included community partners collaboratively as part of the Jobs Plus program: Workforce Solutions Capital Area, the African American Youth Harvest Foundation, Austin Area Urban League, Austin Community College, BiG Austin, Capital IDEA, Economic Growth Business Incubator, Goodwill of Central Texas, Literacy Coalition, and Skillpoint Alliance. Many BTW and Chalmers residents attended and learned about the employment and training services available to them through Jobs Plus partners.</p> <p>Job Plus ATX Success to date:</p> <ul style="list-style-type: none"> • 342 residents enrolled • 91 started new employment • 233 residents started new employment or increased their earnings • 93 residents have attended financial literacy classes • 25 residents have served as Community Liaisons, earning a stipend to reach out and encourage their neighbors, family and friends. • Over \$22,900 paid in childcare assistance to help working residents with the cost of childcare services • \$6,254 increase in average earned income at both properties <p>Freedom Schools</p> <p>During summer programming, HACA youth accrued 1,482 hours of summer programming provided by Freedom Schools. During the six weeks of programming provided to HACA youth grades 1st thru 8th at Oak Springs Elementary School, the students focused on literacy and STEM (Science, Technology, Engineering and Mathematics).</p> <p>Goodwill Industries:</p> <p>HACA contracted with Goodwill for one full-time Career Navigator who maintained office hours at the Job Source Center at Rosewood, as well as at Meadowbrook, Booker T. Washington, Chalmers Courts and Georgian Manor. Goodwill was awarded funds through HACA's Workforce Development Continuum RFP to provide services to residents and is a key partner in HACA's Jobs Plus initiative. A new Career Navigator was hired to work with HACA residents, replacing a staff member who left Goodwill to become part of the HACA Jobs Plus team. HACA currently collaborates with Goodwill through the Workforce Development Continuum RFP. The goal is to provide services to adult residents related to training, educational courses, job readiness, resume writing, and is a key partner in HACA's Jobs Plus initiative.</p> <p>Austin Community College (ACC):</p> <p>ACC provides services at several HACA locations, offering High School Equivalency Levels 1, 2 and 3, as well as ESL classes.</p> <p>Education</p> <ul style="list-style-type: none"> • Public Housing residents will reach their full educational potential. Certifications that improve employability will be obtained. • Children will participate in case management in school and after school programming. • Children will participate in after school enrichment programming. • Students in higher education will participate in supportive services. • Students will receive scholarships to assist with the cost of higher education. • Parents will participate in parenting classes. • Children will receive high scores on their report cards. <p>Scholarships</p> <p>In 2018-2019, Austin Pathways, HACA's non-profit subsidiary, with SHCC and AAHC, and 220+ corporate and individual donors provided 37 HACA residents with college scholarships worth over \$60,000. In 2018, HACA Scholars received a loaned refurbished laptop from by the City of Austin's PC Community Loan Program. In 2019, HACA Scholars have the opportunity to participate in periodic mentoring provided by corporate scholarship fund donors such as Capstone Title employees. Since 2001, 637 scholarships have been awarded to HACA residents.</p> <p>YES! Incentive Program:</p> <p>The Youth Educational Success (YES) Program supports children's success in school, provides fun and enriching after-school and summer programs, and develops social, communication and problem-solving skills. HACA provides a gift card as an award to HACA youth who have achieved A/B honor roll and/or perfect attendance. In 2018-2019, HACA staff rewarded 319 youth who achieved A/B honor roll and/or perfect attendance. To celebrate their academic achievements, an end of year incentive trip is provided.</p> <p>Creative Action Program:</p> <p>Through transformative power of creative expression and social and emotional learning, Creative Action provides after school programs for HACA youth at Thurmond Heights and Booker T. Washington.</p> <p>Boys & Girls Club Programs:</p> <p>The Boys & Girls Club provides on-site, off-site, afterschool, school break and summer activities for HACA youth. Programs include educational, cultural, drug-prevention, technology and recreational activities at the clubs throughout the year. During the summer months, they generally attend 4 or more field trips. During 2018-2019, 227 HACA youth participated in the summer programming across three sites: Chalmers, Meadowbrook and Thurmond Heights.</p> <p>CIS SmartKids Tutoring and Compass to College Programs:</p> <p>Communities in Schools (CIS) SmartKids provides after school tutoring and enrichment activities at six HACA sites: Meadowbrook, Santa Rita, Booker T. Washington, Chalmers Courts, Bouldin Oaks, and Salina. The Compass to College program assists HACA youth with successful completion of high school to transition to college degree or certification attainment.</p> <p>Fatherhood Initiative:</p> <p>I-DADS (Involved Dads of Action, Development, and Success) identifies fathers and father figures living on and/or frequently visiting HACA properties, and provides connections to job search, education, mentorship and resources for building healthy relationships. An overarching goal of the program is to provide support to fathers or important male figures who may have been absent from their children's lives for some time, but who are making efforts to reengage with their children and their children's mother, to receive the resources necessary to do that. The program provides support for positive family growth, healthy relationships, managing family expectations and positive choices.</p>
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B.3	<p>In 2018, The I-DAD program at HACA won the National Award of Merit from the National Association of Housing and Redevelopment Officials (NAHRO) for this innovative approach to strengthening families in low-income housing.</p> <p>The HealthStart Foundation: As the leading partner of the youth summer lunch program, The HealthStart Foundation provides HACA youth with nutrition education classes at: Bouldin Oaks, Coronado Hills, Georgian Manor, Manchaca Village, Northgate, Santa Rita Courts, and Shadowbend.</p> <p>Any Baby Can: Any Baby Can (ABC) provides parenting and leadership opportunities to HACA residents and their children. During the summer, Any Baby Can provides parenting classes.</p> <p>Girl Scouts of Central Texas Girl Scouts of Central Texas serves HACA youth from several HACA communities.</p> <p>Elderly/Safety</p> <ul style="list-style-type: none"> • Senior Residents will participate in supportive services. • Provide health service screening and education to vulnerable populations. • Ensure for close relationship with the Austin Police Department. • Ensure all public housing properties have HACA-paid patrols by peace officers at Public Housing sites. • Ensure all public housing properties have a safety initiative. • Provide HIV/AIDS education. <p>SENIOR WELLNESS / AGING IN PLACE PROGRAM HIGHLIGHTS: HACA's Elders Living Well program, in partnership with Family Eldercare, continues to promote a community in which older adults are active and engaged and the barriers to aging in place are proactively addressed. On-site Service Coordinators provide services that include: needs assessment, service coordination, case management, educational seminars, benefits counseling, and referral to evidence-based practices at each of HACA's Elderly/Disabled designated properties.</p> <p>Bringing Health Home (BHH): HACA launched BHH to bring health and wellness education to residents at Booker T. Washington in 2018-2019. BHH was implemented with a grant from St. David's Foundation as well as a partnership with UT Dell Medical School. This is an innovative program bringing wellness awareness directly to residents where they live through services of Community Health Workers. Both CHW's are also residents of 2 HACA properties.</p> <p>Smoke-Free Public Housing HACA implemented a smoke-free public housing policy effective September 1, 2015 prohibiting smoking all forms of tobacco and e-cigarettes within public housing units and common areas. HACA follows guidelines provided by the U.S. Department of Housing and Urban Development (HUD) Public and Indian Housing (PIH) Notice 2012-25 and PIH Notice 2017-03, and continues with the Smoke-Free Policies in Public Housing to include a policy barring the use of prohibited tobacco products in all public housing living units, interior common areas and outdoor areas within 25 feet from public housing and administrative office buildings. HACA is committed to assisting residents who are working to stop smoking with health resources.</p> <p>Central Texas Food Bank (CTFB) – Summer Lunch Program HACA partners with the Central Texas Food Bank to participate in the USDA's Summer Lunch Program.</p> <p>Austin Police Department: HACA contracts with the Austin Police Department one full-time officer to serve as a community liaison for all HACA programs. HACA contracts with officers to patrol its low income housing properties and to maintain public safety.</p> <p>Resident Safety Meetings: Public Housing resident councils and the Citywide Advisory Board meet on a monthly basis to voice safety concerns. These meetings are also attended by HACA staff and APD's police liaison who provide input and proactively address the needs of the residents. Residents also engage in AROW (Apartment Residents on Watch), a HACA neighborhood watch and safety campaign in partnership with the Austin Police Department that helps reduce criminal activity on property while strengthening the relationship between law enforcement and HACA families.</p> <p>National Night Out For over 17 years, HACA has participated and hosted National Night Out at many of its Low Income Housing properties. National Night Out is designed to heighten crime and drug prevention awareness; generate support and participation in crime efforts; and strengthen neighborhood spirit and police community relations.</p> <p>We are committed to Exceptional Service: We will ensure a resident, partner and customer focused environment where all are treated with dignity and respect.</p> <ul style="list-style-type: none"> • Improve customer service to residents, partners and other customers. • Increase opportunities for staff to better understand the people we serve. • Improve communication and collaboration with partners. <p>Customer Survey Since 2004, HACA has conducted a customer survey for all Public Housing residents, Section 8 clients, Section 8 landlords and agency vendors, looking to increase customer satisfaction scores. HACA values input from our customers and clients, as well as vendors, to improve our operations and services.</p> <p>Employee Volunteer Opportunities HACA encourages all full-time employees to participate in agency-related and agency-promoted volunteer opportunities during working hours. Employees may volunteer up to eight (8) hours per month.</p> <p>Partner Communication HACA seeks the input of many partners to be successful. HACA sought partner collaboration for the September 2018 opening of the Housing Choice Voucher waitlist, seeks partner input, and continues to collaborate on digital inclusion and other important initiatives.</p>
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B.3	<p>We are committed to Employee Engagement: We will invest in our staff, ensure accountability and effective communication, and promote an innovative, healthy and safe work environment, with training and leadership development opportunities.</p> <ul style="list-style-type: none"> • Increase methods to communicate with employees. • Decrease the number of employee accidents. • Increase staff tenure. • Decrease health insurance utilization rate. • Increase leadership/professional growth opportunities. <p>HACA's communication to employees has expanded from a monthly newsletter to weekly electronic updates, a "Week in Review," and instantaneous postings on social media, i.e. Facebook, Twitter. HACA is in the process of redesigning its current website.</p> <p>Safety: Monthly safety meetings are held to address current safety issues. Annual driver safety awareness class is provided to all staff to reduce the number of HACA vehicle accidents. HACA has engaged with the Austin Police Department to provide active shooter/terroristic threat training for all employees and is in the process of finalizing its revised Emergency Action Plan.</p> <p>Staff Tenure: HACA currently has 245 employees. The average length of employment at HACA is 7.00 years, an increase from 6.87 years in 2016. All HACA employees participate in a 401(a) defined contribution plan. Employees are vested at the rate of 20% per year and are fully vested after 5 years.</p> <p>Health Insurance Utilization Rate HACA holds on annual basis a Biometric screening for all employees and on-site flu shots. HACA encourages all employees to take advantage of various health programs provided on-site or through partnering vendors. In 2018, HACA partnered with Gold's Gym to offer on-site health classes to all employees.</p> <p>Tuition Reimbursement/Growth HACA provides tuition reimbursement designed to help full-time employees of HACA and its subsidiaries pay for job-related or prospective job-related courses. HACA continues to fund this program to allow employees to take individual courses that are directly related to improving the knowledge and skills needed to perform the critical elements of the employee's current job at HACA, or needed for special job assignments or prospective job duties deemed mutually beneficial to HACA and the employee.</p> <hr/> <p>We are committed to Corporate and Environmental Sustainability: We will pursue new funding sources and entrepreneurial opportunities, ensure stewardship, maximize efficiency and promote environmentally friendly initiatives.</p> <ul style="list-style-type: none"> • Increase sustainable cash flows through Southwest Housing Compliance Corporation. • Increase sustainable cash flows through Austin Affordable Housing Corporation. • Increase number of foundation or other grant funding. • Decrease HACA's impact on the environment. • Increase efficiency through the use of technology. • Increase value of investments and reduce the interest expense. • Ensure a sustainable and competitive salary structure. <p>Southwest Housing Compliance Corporation (SHCC) SHCC was founded by HACA in 2000 to serve as the Performance Based Contract Administrator for Texas and Arkansas providing administrative oversight for HUD's Project-Based Section 8 housing portfolio.</p> <p>In this highly specialized work, SHCC has built a reputation for excellence, creativity and integrity in the multifamily industry. Further, SHCC has been widely recognized for its work with owners and agents to meet challenging HUD and other federal program requirements. Annually, SHCC administers approximately \$400 million of housing subsidy on behalf of HUD. Revenue generated from SHCC operations is used by HACA to support critical community development and self-sufficiency programming, including education, job training and health and wellness programs.</p> <p>Blueprint Housing Solutions In its fifth year, HACA and SHCC launched Blueprint Housing Solutions, a national consulting and services company, that assists public and private sector clients to deliver exceptional affordable housing and community development programs. Blueprint provides a full range of services for public housing authorities (PHAs), owners and agents of HUD subsidized multifamily housing and other affordable housing programs. The team is comprised of highly skilled and experienced HACA and SHCC senior level administrators with decades of experience, creativity and technical knowledge.</p> <p>Austin Affordable Housing Corporation Recent studies underscore that Austin is the most expensive rental market in Texas. The need for affordable rental housing far outweighs the current supply. Recognizing this critical need, HACA, through AAHC, is doing its part with a goal to increase its affordable housing inventory. AAHC currently has over 5,400 units in its portfolio and 700 more under construction. AAHC continues to grow, with 3,457 units in the pipeline for possible future acquisition and/or development and partnering to preserve affordable housing units throughout the Austin area. In addition to serving as the catalyst for additional affordable housing, AAHC provides another source of revenue to fund HACA self-sufficiency programs.</p> <p>Recycling/Paperless Initiative HACA is a recognized Waste Smart partner with the City of Austin. HACA ensures the proper disposal of fluorescent lamps, light ballasts and batteries and has a robust recycling program at its properties. HACA continues progress in our "go paperless" by incorporating Laserfiche for the creation and retrieval of documents. Since its inception, millions of pages have been electronically filed, reducing the need for onsite storage of paper files. When completed, this initiative will eliminate the need to store thousands of files and provide quick and convenient access to the customers we serve.</p>
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B.3	<p>We are committed to Equal Opportunity for Housing: We will create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations.</p> <ul style="list-style-type: none"> • Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status. • Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity and or marital status; • Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; • Comply with the Violence Against Women Act (Victims of Domestic Violence) and any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence sexual assault or stalking. • Continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers. • Provide Fair Housing training to HACA employees and community housing partners • Provide HACA clients with an opportunity to provide input and to evaluate HACA customer service. <p>HACA is committed to full compliance with federal, state and local fair housing laws and ordinances. HACA staff and the staff of our subsidiaries continue to attend fair housing training programs and workshops to deepen understanding with fair housing rules and procedures, as well as the rules and guidance related to Section 3 opportunities for public housing residents and rental assistance clients.</p> <p>With the suspension of the Assessment of Fair Housing process, HACA worked with 9 regional partners to produce the Central Texas Fair Housing Assessment, proceeding with a Regional Analysis of Impediments format while including many aspects of the AFH process. The overall goal of this approach is to help communities improve housing and economic conditions for all residents, in a way that best fits the community. Updates are available to interested parties at the website www.centraltexasfairhousing.org.</p> <p>With our new construction of units under RAD, we have added accessibility features and doubled the number of ADA-accessible units for persons with disabilities.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <ul style="list-style-type: none"> • HACA has adopted multiple policies including: <ul style="list-style-type: none"> ○ Emergency Transfer Move Plan ○ Notice to Housing Choice Voucher Owners and Managers ○ VAWA Policy and Standard Operating Procedures to follow upon an applicant, resident or participant claim ○ VAWA Notice of Occupancy Rights under the Violence Against Women Act ○ Extensive Coverage in HACA's Housing Choice Voucher Program's Administrative Plan
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Housing Authority of the City of Austin defines the following circumstances will constitute as a significant amendment/modification to this agency's PHA plan:</p> <ul style="list-style-type: none"> • Changes made to the admissions policies, organization of the waiting list and/or tenant rent payments; • Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserve funds under the Capital Fund in the amount of 20% or more of the annual grant; • Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities. <p>A substantial deviation may be defined as a loss and/or inadequate funding for a program, reallocation of funding to sustain programs and/or a change in regulatory requirements governing a program, thus requiring the PHA to amend its agency plan.</p> <p>As part of the Rental Assistance Demonstration (RAD), HACA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items per PIH Notice 2012-32, Rev-2:</p> <ol style="list-style-type: none"> The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds; Changes to the construction and rehabilitation plan for each approved RAD conversion; and Changes to the financing structure for each approved RAD conversion.
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Attachment B.6
Resident Advisory Board (RAB) Comments

Attachment B.7
Certification by State of Local Officials

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date

Instructions for Preparation of Form HUD-50075-5Y

5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB provide comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
ASSISTED HOUSING
ITEM NO.

MEETING DATE: October 17, 2019

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation and Discussion of Proposed Revisions to Housing Choice Voucher Administrative Plan

BUDGETED ITEM: No

TOTAL COST: NA

ACTION

No voting action is required at this time.

SUMMARY

Background:

The Housing Choice Voucher (HCV) Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in HACA's agency plan. The Administrative Plan is a supporting document to HACA's agency plan, and is available for public review as required by CFR 24 Part 903. The HACA Board of Commissioners must approve the original policy and any subsequent changes to comply with HUD regulations.

Process:

Proposed changes to the Housing Choice Voucher (HCV) Administrative Plan will go out for public comment for 30 days beginning Friday, October 18, 2019.

The proposed changes to the HCV Administrative Plan incorporate updates summarized in Exhibit 1 and reflected in Exhibit 2.

Staff Recommendation:

At this time no vote action is required by the Board. The Board is being asked to review the proposed revisions to the Housing Choice Voucher Administrative Plan as presented. Staff will post the document for a 30-day public comment period. Staff will present the proposed revised Housing Choice Voucher Administrative Plan to the Board for final consideration and approval at the December 19, 2019 Board Meeting.

ATTACHMENTS:

- ▣ **Exhibit 1 HCV summary of changes**
- ▣ **Exhibit 2 HCV Admin Plan Revisions**

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 3: 3-I.D. Head of Household	55	<p>Change: Revised language and added the following statement:</p> <p>HACA may deny the request to change the head-of-household if it determines that the requested change is for the purpose of circumventing the HCV wait list or other limitations and requirements of the HCV program, federal statute, regulation or HACA Policy.</p>
Chapter 5-II.E. Voucher Term and Extensions	129-130	<p>Change: The initial voucher term from 90 to 120 calendar days.</p> <p>Rationale: Families need extra time to search due to the tight rental market. This change also reduces the administrative burden associated with approving extensions. An additional extension may be approved up to 150 days maximum for a reasonable accommodation or for extenuating circumstances.</p>
Chapter 8: Housing Quality Standards	226	<p>Change: Added the following language</p> <p>HACA may charge a fee for failed re-inspections when the owner notifies HACA that a repair has been made but the deficiency has not been corrected.</p>
Chapter 8: Housing Quality Standards 8 III B – When Rent Reasonableness Determinations are required Owner-Initiated Rent Determinations	234-235	<p>Change: Owner rent request procedure to streamline process and limit property owner's ability to request a rent increases more than one-time per year.</p>
Chapter 9-I.H. Changes in Lease or Rent	252-253	
Chapter 10-I.C. Moving Process	259	<p>Added: Policy regarding Zero HAP Families who wish to move that a voucher will be issued, but if no subsidy will be paid at the new unit, HACA will not enter into a HAP contract on behalf of the family for the new unit.</p>

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 11-I.C. Scheduling annual reexaminations	276-278	Change: Updated annual reexamination appointment procedure to allow for flexibility to conduct reexamination appointments in person, by mail, or through an on-line certification process.
11-I.F. Reexamination Effective Dates	280-281	Change: Added statement that if a family causes a delay in processing the annual reexamination, the decrease in family share of rent will be applied the first of the month after the documents have been provided.
11-II.B. Changes in Family and household composition	283	Added: Relatives or family members may qualify as live-in aides, however, a pre-existing household member does not qualify as a live-in aide.
	284	Deleted few statements that were defined in another area of the HCV Admin Plan. Change: Revised language and added the following statement: HACA may deny the request to change the head-of-household if it determines that the requested change is for the purpose of circumventing the HCV wait list or other limitations and requirements of the HCV program, federal statute, regulation or HACA Policy.
	286	Change: revised zero income appointment policy
11-II.D. Processing the interim reexamination	288	Added: for method of reporting added "the on-line certification portal"
	289	Added: If the family causes a delay in processing the interim by not providing the requested documentation, <i>decreases</i> in the family share of the rent will be applied the first of the month after the documents have been provided.

Section	Page Numbers	Summary of Changes Made in Admin Plan
16-II.B. Payment Standards	351	Added: PHAs that are not required to adopt Small area FMRs (SAFMRs) may voluntarily adopt for one or more zip code areas. At this, time HACA will not voluntarily adopt the use of SAFMRs. Note: HACA will explore whether SAFMRS is a viable option for the future to expand housing options in high opportunity areas.
17-VI.D. Project-base voucher selection from waiting list	435-436	Added: Selection criteria for Pathways at Chalmers Court East that will project-base 50 vouchers to include 8 VASH vouchers and added selection criteria for Cambrian East Riverside that will project-base 8 vouchers.

3-I.D. HEAD OF HOUSEHOLD [24 CFR 5.504(b)]

Head of household means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

HACA Policy

The family may request a change of head of household. The head of household must have the legal capacity to enter into a lease under state and local law. An emancipated minor under state law may be designated as head of household. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

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HACA may deny the request to change the head-of-household if it determines that the requested change is for the purpose of circumventing the HCV wait list or other limitations and requirements of the HCV program, federal statute, regulation or HACA Policy.

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~~The family may designate any qualified family member as the head of household.~~

~~The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.~~

3-I.E. SPOUSE, CO-HEAD, AND OTHER ADULT

A family may have a spouse or co-head, but not both [HUD-50058 IB, p. 13].

Spouse means the marriage partner of the head of household.

HACA Policy

A *marriage partner* includes the partner in a "common law" marriage as defined in Texas state law. The term "spouse" does not apply to friends, roommates, or significant others who are not marriage partners. A minor who is emancipated under state law may be designated as a spouse.

A *co-head* is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one co-head.

HACA Policy

Minors who are emancipated under state law may be designated as a co-head.

Other adult means a family member, other than the head, spouse, or co-head, who is 18 years of age or older. Foster adults and live-in aides are not considered other adults.

3-I.F. DEPENDENT [24 CFR 5.603]

A *dependent* is a family member who is under 18 years of age or a person of any age who is a

HACA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after HACA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

HACA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

HACA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, HACA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

HACA Policy

Prior to issuing any vouchers, HACA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If HACA determines that there is insufficient funding after a voucher has been issued, HACA may rescind the voucher and place the affected family back on the waiting list.

5-II.E. VOUCHER TERM AND EXTENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

HACA Policy

The initial voucher term will be ~~90~~ 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the ~~90~~120-day period unless HACA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b)]

HACA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that HACA can approve. Discretionary policies related to extension and expiration of search time must be described in HACA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of HACA's decision to approve or deny an extension. HACA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

HACA Policy

HACA may approve one 30-day extension beyond ~~120~~90 days upon written request from the family if funding is available.

HACA will consider additional extensions ~~only~~ in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities. ~~It is necessary due to reasons beyond the family's control, as determined by HACA.~~

Following is a list of extenuating circumstances that HACA may consider in making its decision. ~~The presence of these circumstances does not guarantee that an extension will be granted.~~

- Serious illness or death in the family
- Other family emergency
- Obstacles due to employment
- Whether the family has already submitted requests for tenancy approval that were not approved by HACA
- Whether family size or other special circumstances make it difficult to find a suitable unit
- Obstacles because of limited English proficiency
- Obstacles due to transportation difficulties
- Unable to locate an affordable unit
- Obstacles due to portability

Any request for an additional extension must include the reason(s) an additional extension is necessary. HACA may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to HACA prior to the expiration date of the voucher (or extended term of the voucher).

HACA will decide whether to approve or deny an extension request within 10 calendar days of the date the request is received, and will ~~immediately~~ provide the family written notice of its decision.

There will not be extensions approved beyond ~~15~~20 days, unless as a reasonable accommodation for a person with a disability and approved in writing by the Housing Choice Voucher Director, Intake and Special Programs Director, or Assisted Housing Vice President.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for HACA approval of the tenancy until the date the HACA notifies the family in writing whether the request has been approved or denied.

Quality Control Inspections. HUD requires that a sample of units be inspected by a supervisor or other qualified individual to evaluate the work of the inspector(s) and to ensure that inspections are performed in compliance with HQS.

Inspection of PHA-owned Units [24 CFR 982.352(b)]

HACA must obtain the services of an independent entity to perform all HQS inspections in cases where an HCV family is receiving assistance in a HACA-owned unit. A HACA-owned unit is defined as a unit that is owned by HACA that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by HACA). The independent agency must communicate the results of each inspection to the family and HACA. The independent agency must be approved by HUD, and may be the unit of general local government for HACA jurisdiction (unless HACA is itself the unit of general local government or an agency of such government).

Inspection Costs[Notice PIH 2016-05]

HACA may not charge the family for unit inspections [24 CFR 982.405(e)]. In the case of inspections of PHA-owned units, HACA may compensate the independent agency from ongoing administrative fee for inspections performed. HACA and the independent agency may not charge the family any fee or charge for the inspection [24 CFR.982.352(b)].

The PHA may not charge the owner for the inspection of the unit prior to the initial term of the lease or for a first inspection during assisted occupancy of the unit. However, the PHA may charge a reasonable fee to owners for reinspections in two situations: when the owner notifies the PHA that a repair has been made but the deficiency has not been corrected; and when the time for repairs has elapsed and the deficiency has not been corrected. Fees may not be imposed for tenant-caused damages, for cases in which the inspector could not gain access to the unit, or for new deficiencies discovered during a reinspection.

The owner may not pass the cost of a reinspection fee to the family. Reinspection fees must be added to the PHA's administrative fee reserves and may only be used for activities related to the provision of tenant-based assistance.

HACA Policy

HACA may will not charge a fee for failed reinspections when the owner notifies HACA that a repair has been made but the deficiency has not been corrected.

Notice and Scheduling

The family must allow HACA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)].

HACA Policy

Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a life threatening emergency, reasonable notice is considered to be not less than 48 hours. Inspections may be scheduled between 8:00 a.m. and 5:00 p.m. Generally inspections will be conducted on business days only. In the case of a life threatening

more for assisted units than for comparable units on the premises. This part explains the method used to determine whether a unit's rent is reasonable.

PHA-Owned Units [24 CFR 982.352(b)]

In cases where an HCV family is receiving assistance in a HACA-owned unit, HACA must obtain the services of an independent entity to determine rent reasonableness in accordance with program requirements, and to assist the family in negotiating the contract rent when the family requests assistance. A HACA-owned unit is defined as a unit that is owned by HACA that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by HACA). The independent agency must communicate the results of the rent reasonableness determination to the family and HACA. The independent agency must be approved by HUD, and may be the unit of general local government for HACA jurisdiction (unless HACA is itself the unit of general local government or an agency of such government).

8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED

Owner-Initiated Rent Determinations

HACA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.

The owner and family first negotiate the rent for a unit. HACA (or independent agency in the case of PHA-owned units) will assist the family with the negotiations upon request. At initial occupancy, HACA must determine whether the proposed rent is reasonable before a HAP Contract is signed. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family. Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.

HACA Policy

After the initial occupancy period, the owner may request a rent adjustment ~~in accordance with the owner's lease.~~

For rent increase requests after initial lease-up, HACA may request owners to provide information about the rents charged for other units on the premises. In evaluating the proposed rents in comparison to other units on the premises, HACA will consider unit size and length of tenancy in the other units.

~~HACA will determine whether the requested increase is reasonable within 10 business days of a "Passed" HQS inspection, or if no inspection is due, within 14 business days of receipt of the request. The owner will be notified of the determination in writing. After the initial occupancy period, all rents adjustments will be effective the first of the month following 60 days after HACA's receipt of the owner's request for increase or on the date specified by the owner, and in accordance with the owner's lease.~~

Owners are required to request rent increases in writing through the method determined by HACA. HACA will determine whether the rent increase is reasonable and notify the owner in writing. HACA will process only one rent increase in a 12 month period.

Effective dates for rent increases will be determined as follows:

If the request is received 60 to 180 days before the annual recertification effective date, the rent increase will be made effective with the next annual recertification.

If the request is received less than 60 days before the annual recertification date, the rent increase will go into effect on the first of the month following the 60 day period after the owner requests the rent increase.

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PHA- and HUD-Initiated Rent Reasonableness Determinations

HUD requires HACA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 10 percent decrease in the fair market rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct HACA to make a determination at any other time. HACA may decide that a new determination of rent reasonableness is needed at any time.

HACA Policy

In addition to the instances described above, HACA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) HACA determines that the initial rent reasonableness determination was in error or (2) HACA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.

LIHTC- and HOME-Assisted Units [24 CFR 982.507(c)]

For units receiving low-income housing tax credits (LIHTCs) or units assisted under HUD's HOME Investment Partnerships (HOME) Program, a rent comparison with unassisted units is not required if the voucher rent does not exceed the rent for other LIHTC- or HOME-assisted units in the project that are not occupied by families with tenant-based assistance.

For LIHTCs, if the rent requested by the owner does exceed the LIHTC rents for non-voucher families, the PHA must perform a rent comparability study in accordance with program regulations. In such cases, the rent shall not exceed the lesser of: (1) the reasonable rent as determined from the rent comparability study; or (2) the payment standard established by the PHA for the unit size involved.

8-III.C. HOW COMPARABILITY IS ESTABLISHED

Factors to Consider

HUD requires PHAs to take into consideration the factors listed below when determining rent comparability. HACA may use these factors to make upward or downward adjustments to the rents of comparison units when the units are not identical to the HCV-assisted unit.

9-I.H. CHANGES IN LEASE OR RENT [24 CFR 982.308]

If the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give HACA a copy of such changes. The lease, including any changes, must remain in accordance with the requirements of this chapter.

Generally, PHA approval of tenancy and execution of a new HAP contract are not required for changes in the lease. However, under certain circumstances, the execution of a new lease and HAP contract are required. These circumstances include:

Changes in lease requirements governing tenant or owner responsibilities for utilities or appliances

Changes in lease provisions governing the term of the lease

In these cases, if the HCV assistance is to continue, the family or owner must submit a written document reflecting the changes, signed by the tenant and owner. The following are acceptable documents to reflect changes in the lease: a new Request for Tenancy Approval (RTA), a lease addendum, or a revised lease. A new HAP Contract signed by the owner and HACA with the new terms is also required. When a family moves to a new unit, even if the unit is in the same building or complex, a new RFTA, Lease and HAP Contract would be required.

Where the owner is changing the amount of rent, the owner must notify HACA at least 60 days before any such changes go into effect [24 CFR 982.308(g)(4)]. HACA will agree to such an increase only if the amount of the rent to owner is considered reasonable according to the rent reasonableness standards discussed in Chapter 8. If the requested rent is not found to be reasonable, the owner must either reduce the requested rent increase, or give the family notice in accordance with the terms of the lease.

No rent increase is permitted during the initial term of the lease [24 CFR 982.309(a)(3)].

HACA Policy

Owners are required to request rent increases in writing through the method determined by HACA. Where the owner is requesting a rent increase, HACA will determine whether the requested increase is reasonable and notify the owner in writing, within 14 business days of receiving the request from the owner. The owner will be notified of the determination in writing. HACA will process only one rent increase in a 12 month period.

Effective dates for rent increases will be determined as follows:

Rent increases will go into effect on the first of the month following the 60 day period after the owner notifies HACA of the rent change or on the date specified by the owner, and in accordance with the owner's lease.

If the request is received 60 to 180 days before the annual recertification effective date, the rent increase will be made effective with the next annual recertification.

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If the request is received less than 60 days before the annual recertification date, the rent increase will go into effect on the first of the month following the 60 day period after the owner requests the rent increase.

CHAPTER 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY INTRODUCTION

Freedom of choice is a hallmark of the housing choice voucher (HCV) program. In general, HUD regulations impose few restrictions on where families may live or move with HCV assistance. This chapter sets forth HUD regulations and PHA policies governing moves within or outside HACA's jurisdiction in two parts:

Part I: Moving with Continued Assistance. This part covers the general rules that apply to all moves by a family assisted under HACA's HCV program, whether the family moves to another unit within HACA's jurisdiction or to a unit outside HACA's jurisdiction under portability.

Part II: Portability. This part covers the special rules that apply to moves by a family under portability, whether the family moves out of or into HACA's jurisdiction. This part also covers the special responsibilities that HACA has under portability regulations and procedures.

PART I: MOVING WITH CONTINUED ASSISTANCE

10-I.A. ALLOWABLE MOVES

HUD lists six regulatory conditions under which an assisted family is allowed to move to a new unit with continued assistance. Permission to move is subject to the restrictions set forth in section 10-I.B.

The family has a right to terminate the lease on notice to the owner (for the owner's breach or otherwise) and has given a notice of termination to the owner in accordance with the lease [24 CFR 982.35(b)(3)]. If the family terminates the lease on notice to the owner, the family must give HACA a copy of the notice at the same time [24 CFR 982.35(d)(1)].

The lease for the family's unit has been terminated by mutual agreement of the owner and the family [24 CFR 982.35(b)(1)(ii)].

HACA Policy

The following defines HACA's policy on approving moves with continued assistance:

If the family and the owner mutually agree to terminate the lease for the family's unit, the family must give the HACA a copy of the termination agreement.

The owner has given the family a notice to vacate, has commenced an action to evict the family, or has obtained a court judgment or other process allowing the owner to evict the

Zero HAP Families Who Wish to Move [24 CFR 982.455]

A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. The PHA must issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if the PHA determines no subsidy would be paid at the new unit, the PHA may refuse to enter into a HAP contract on behalf of the family.

HACA Policy

If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, HACA will not enter into a HAP contract on behalf of the family for the new unit.

Notification of and Participation in the Annual Reexamination Process

HACA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of HACA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].

HACA Policy

Annual reexamination interviews

~~Families generally are required to participate in an annual reexamination interview, which must be attended by the head of household, spouse, or co-head. If participation in an in-person interview poses a hardship, the family should contact HACA to request to complete the annual reexamination by mail. If the reexamination is conducted by mail the policy below will apply.~~

HACA may choose to conduct annual reexaminations in person, by mail, or through an on-line certification process. Notification of the annual reexamination will be sent by mail, email or through the certification portal. Documents will be accepted by mail, by fax, email, though the on-line certification portal or in-person.

~~Approximately, 90 days prior to the family's reexamination anniversary date, notification of annual reexamination interviews will be sent by first class mail and will contain the date, time, and location of the interview. In addition, it will inform the family of the information and documentation that must be brought to the interview.~~

If the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, as well as to any alternate address provided in the family's file.

If the family is unable to attend a scheduled interview, the family should contact HACA at least 2 business days in advance of the interview to schedule a new appointment or request an alternative reexamination method. If a family does not attend the first scheduled interview, HACA will automatically send a second reexamination notification with a new interview appointment time.

If a family fails to attend two scheduled reexamination interviews without HACA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination will be sent to the family's address of record in accordance with the policies in Chapter 12.

An advocate, interpreter, or other assistant may assist the family in the interview process. The family and HACA must execute a certification attesting to the role and the assistance provided by any such third party.

Annual reexamination ~~conducted by mail~~

~~HACA may choose to conduct reexaminations by mail for some participants and in person for others. HACA may decide to conduct reexaminations by mail for elderly or disabled participants, or for participants with specified income sources (for example, participants whose only source of income is Social Security/SSI or TANF). Notification of the annual reexamination will be sent by first-class mail and will inform the family of the information and documentation that must be provided to HACA, and the deadline for providing it. Documents will be accepted by mail, by fax, or in person.~~

~~If the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, as well as to any alternate address provided in the family's file.~~

~~An interview will be scheduled if the family requests assistance in providing information or documentation requested by HACA.~~

~~If the family is unable to attend a scheduled interview, the family should contact HACA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, HACA will send a second notification with a new interview appointment time.~~

~~Families that fail to attend two scheduled interviews without HACA approval will be sent a notice of termination in accordance with policies contained in Chapter 12.~~

~~An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and assistance of any such third party.~~

11-I.D. CONDUCTING ANNUAL REEXAMINATIONS

As part of the annual reexamination process, families are required to provide updated information to HACA regarding the family's income, expenses, and composition [24 CFR 982.551(b)].

HACA Policy

~~Each participant resident will be required re-certify using HACA's current recertification form or other format required by HACA, at the time of reexamination to submit a signed HCV certification packet on HACA's current form. All entries in the form are to be made in ink or by typewriter. Corrections or changes are to be made by lining through the original entry and substituting the correct data. Such changes are to be dated and initialed by the person recording the changed data, the resident, the reasons, and authority for such changes incorporated in the record. If someone assisted the head of household or co-head in completing the certification packet, it should be noted in writing and signed by the~~

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~~individual who assisted.~~

Families ~~must bring~~ will be asked to bring all required information, ~~(as described in the reexamination notice) to the reexamination appointment. The required information will include a HACA designated reexamination certification packet, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or related to the family's income, expenses, and family composition.~~

Any required documents ~~or information that the family is unable to provide at the time of the interview~~ must be provided within 14 calendar days of the recertification interview. A 14-day letter that details what documentation or information must be submitted will be issued to the head of household ~~at the interview~~. If the family is unable to obtain the information or materials within the required time-frame, the family may request one extension in writing addressed to the housing eligibility specialist. If the family does not provide the required documents or information within the required time-frame plus any approved extensions, the family will be sent a notice of termination in accordance with the policies in Chapter 12.

Additionally, HUD recommends that at annual reexaminations PHAs ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state [Notice PIH 2012-28].

HACA Policy

At the annual reexamination, HACA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state. HACA Staff will periodically conduct a sex offender search by using the Texas Public Sex Offender Registry and/or the National Sex Offender Public Website (NSOPW).

If HACA proposes to terminate assistance based on lifetime sex offender registration information, HACA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to termination. [24 CFR 5.903(f) and 5.905(d)]. (See Chapter 12.)

The information provided by the family generally must be verified in accordance with the policies in Chapter 7. Unless the family reports a change, or the agency has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:

- Legal identity
- Age
- Social security numbers

vulnerable youth based on the policies in Sections 3-II.E and 7-II.E, the parents' income will not be reviewed.

If the student is no longer income eligible based on his/her own income or the income of his/her parents, the student's assistance will be terminated in accordance with the policies in Section 12-I.D.

If the student continues to be income eligible based on his/her own income and the income of his/her parents (if applicable), HACA will process a reexamination in accordance with the policies in this chapter.

11-I.F. EFFECTIVE DATES

HACA must establish policies concerning the effective date of changes that result from an annual reexamination [24 CFR 982.516].

HACA Policy

In general, an *increase* in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date, and the family will be notified at least 30 days in advance.

If less than 30 days remain before the scheduled effective date, the increase will take effect on the first of the month following the end of the 30-day notice period.

If a family moves to a new unit, the increase will take effect on the effective date of the new lease and HAP contract, and no 30-day notice is required.

If HACA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by HACA, but will always allow for the 30-day notice period.

If the family causes a delay in processing the annual reexamination, *increases* in the family share of the rent will be applied retroactively, to the scheduled effective date of the annual reexamination. The family's tenant file will be documented to reflect how the family caused the delay in processing and explain why the family did not receive the full 30 days notice of increase. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.

In general, a *decrease* in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date.

If a family moves to a new unit, the decrease will take effect on the effective date of the new lease and HAP contract.

If HACA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by HACA.

If the family causes a delay in processing the annual reexamination, *decreases* in the family share of the rent will be applied the first of the month after the

~~documents have been provided prospectively, from the first day of the month following completion of the reexamination processing.~~ The family's tenant file will be documented to reflect how the family caused the delay in processing.

Delays in reexamination processing are considered to be caused by the family if one or more of the following occurs: the family fails to attend the scheduled annual reexamination interview; the family fails to attend the rescheduled annual reexamination interview; the family fails to sign paperwork or provide information and/or documentation requested by HACA by the date specified, and

this delay prevents HACA from completing the reexamination as scheduled.

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PART II: INTERIM REEXAMINATIONS [24 CFR 982.516]

11-II.A. OVERVIEW

Family circumstances may change between annual reexaminations. HUD and PHA policies dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances HACA must process interim reexaminations to reflect those changes. HUD regulations also permit HACA to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted [HCV GB, p. 12-10].

In addition to specifying what information the family must report, HUD regulations permit the family to request an interim determination if other aspects of the family's income or composition changes. HACA must complete the interim reexamination within a reasonable time after the family's request.

This part includes HUD and PHA policies describing what changes families are required to report, what changes families may choose to report, and how HACA will process both PHA- and family-initiated interim reexaminations.

11-II.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

The family is required to report all changes in family composition. HACA must adopt policies prescribing when and under what conditions the family must report changes in income and family composition. However, due to family obligations under the program, HACA has limited discretion in this area.

HACA Policy

HACA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations. All changes in family composition must be reported in writing within 30 days from the date of occurrence. The participant must complete an update form and provide necessary documentations to support the change.

New Family Members Not Requiring Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does

residence. (4) custodial affidavit signed by one of the parents authorizing the head of household to maintain custody of the minor and one of the documents identified in 1-3 above.

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A letter from the head of household's landlord agreeing to add family member(s).

All the add-on's immigration information if they were not born in the U.S. (Any INS documents with your registration number, such as: Passports, Permanent or Temporary Resident Cards, I-94, Arrival-Departure Records, Work Permits, or Temporary Registration Cards, etc.)

For a Live-in Aide provide documentation from a physician to indicate the need for a live-in aide is required. The live-in aide's presence must be determined essential for the care and well being of the elderly or disabled family member and the live-in aide would not be living in the unit except to provide the necessary care.

Relatives or family members may qualify as live-in aides, however, a pre-existing household member does not qualify as a live-in aide.

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~~For a blood-related adult (except for head of household's children) — require legal guardianship paperwork, proof of disability or age (62 or older), or a letter from a doctor stating the person requires assistance because of health reasons.~~

HACA will not approve the addition of a new family or household member unless the individual meets HACA's admissions eligibility screening criteria (see Chapter 3)

HACA will not approve the addition of new family or household members other than by birth, adoption, court-awarded custody or marriage, if it will require the family to receive a larger voucher size, unless the family can demonstrate that there are medical needs or other extenuating circumstances, including reasonable accommodation that should be considered by HACA. Exceptions will be made on a case-by-case basis.

HACA will not approve requests for additions to family composition where the request intends to provide housing assistance to extended families or multiple households. Information will be provided to the participant regarding other housing alternatives for the second household. ~~For the addition of children, the head of household must provide documentation to reflect legal custody, a letter from the parents or school records to indicate the address of the child/children and responsible guardian.~~

If HACA determines that a unit does not meet the HQS space standards (two persons per living/sleeping space) because of an increase in family size or change in family composition, HACA may issue the family a new voucher, based on the subsidy standards, and process the family to move.

HACA will notify the family in writing of the approval or denial of the additional family or household member within 15 calendar days of receiving all information required to verify the individual's eligibility. If HACA denies approval, the reasons for the denial will be provide in the written notice.

Departure of a Family or Household Member

Draft Revised February 21, 2019 October 4, 2019

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Families must promptly notify HACA if any family member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], HACA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

HACA Policy

Program participants must report to HACA in writing within 30 calendar days, any members absent from the household for a period more than 30 consecutive days. This includes any household member, live-in aides, foster child, foster adult who ceases to reside in the unit.

Household members will be removed at the request of the Head of Household, unless the reason for removal, in HACA's sole discretion, is to attempt to circumvent a limitation or requirement of federal statute, regulation, or PHA Policy, such as an imminent increase in rent portion due to new income.

In such cases, documentation of the removal of the family member may include one of the following:

A new lease showing a new address for the removed family member.

Any documentation (such a bill, agency, employment records, school, etc) showing a new address for the removed family member.

Written and signed noticed by the head of household explaining the reason for the removal.

If the change in family size requires a decrease in payment standard, this will occur at the next scheduled re-examination.

Head-of-Household Changes

The family may request a change of head of household. The head of household must have the legal capacity to enter into a lease under state and local law. An emancipated minor under state law may be designated as head of household. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse.

HACA may deny the request to change the head-of-household if it determines that the requested change is for the purpose of circumventing the HCV wait list or other limitations and requirements of the HCV program, federal statute, regulation or HACA Policy.

Family absent from the Unit

A family receiving Housing Choice Voucher (HCV) assistance may be absent from their unit for brief periods. However, at no time shall a family be absent from their HCV subsidized unit for a period exceeding (90) days. This includes families facing work-related transfers, incarceration, rehabilitation, or hospitalization. If the assisted family leaves the unit for 90 consecutive days, their (HCV) subsidy will be processed for termination.

the subsidy, then the decision of the court shall be final. A written decision will be provided to the family, and the family will be provided a right to appeal the decision.

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11-IL.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because HACA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, HACA may take different actions depending on whether the family reported the change voluntarily, or because they were required to do so.

PHA-Initiated Interim Reexaminations

PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by HACA. They are not scheduled because of changes reported by the family.

HACA Policy

HACA will conduct interim reexaminations in each of the following instances:

Interims as a result of Earned Income Disallowance (EID)

For families receiving the Earned Income Disallowance (EID), HACA will conduct an interim reexamination at the start and conclusion of the 24-month eligibility period.

Zero Income

If the family has reported zero income, HACA ~~may will~~ conduct ~~follow-up appointments an~~ ~~interim reexamination every~~ ~~90 days as long as the family continues to report that they have no income.~~ During the appointment, the family's income and expenses will be reviewed. The family will be supplied with information on how to secure income. If the family still claims 0 (zero) income, they will be required to fill out a 0 (zero) income form and provide information on how they pay for expenses. If it is determined that the family had income and failed to report it, the interim increase would be made effective immediately, the family would be processed for fraud and required to pay back any over-paid subsidies and their assistance may be processed for termination.

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Seasonal or cyclic income

For a family member who has temporary or seasonal income, HACA may calculate the next 12 months earnings using an average of the past 12 months of earnings. If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months, HACA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

Other examples of HACA initiated Interim Reexaminations

If at the time of the annual reexamination, tenant-provided documents were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, HACA will conduct an interim reexamination.

Method of Reporting

HACA Policy

The participant must complete an update form and provide necessary information to support the change. The participant must submit any required information or documents within 14 calendar days of receiving a request from HACA. This time-frame may be extended for good cause with HACA approval. HACA will accept required documentation by mail, email, fax, [the on-line certification portal](#) or in person. When all necessary verification is complete, the housing eligibility specialist will complete a Rent Change Notice reflecting the change in rent portions and the effective date. A notice will be sent to the family and owner. Generally, the family will not be required to attend an interview for an interim reexamination. However, if HACA determines that an interview is warranted, the family may be required to attend.

Effective Dates

HACA must establish the time-frames in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)]. The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

HACA Policy

If the family share of the rent is to increase:

When the change is reported in a timely manner (within 30 calendar days from the effective date of the income increase), the family will be given a 30-day notice prior to the first of the month for any increase in tenant rent.

Cost of living adjustments to recipients of Social Security or SSI, Welfare and Veterans Assistance or increased amounts of other current unearned income will be calculated at the next annual re-examination.

Increases in assets will be calculated at the next re-examination.

Increases in current earned income will be calculated at the next re-examination (i.e. increase in pay rate or hours worked).

Interim increases will be processed as a result of new earned income or new unearned income if the increase is greater than \$600.00 a month or equal to or greater than \$7,200 annually.

Monthly income increases that total less than \$600.00 a month or less than \$7,200 annually will be calculated at the next re-examination.

Interim increases, regardless of the amount, will be processed when current household income is zero.

If a family reports an increase in income within 4 months of their next annual re-

examination, HACA will include the interim change at the annual re-examination.

If HACA experiences a change in HCV administrative fees or staffing, the Vice President of Assisted Housing, with the approval of the President and CEO, has the discretion to make changes regarding the procedures to process interim increases by providing a written notice to staff outlining which interim increases will be processed and when to process interims.

In the event an increase in income was not reported in a timely manner, HACA may:

Retroactively establish the correct Housing Assistance Payment and require the tenant to repay any amounts owed to HACA for the period they earned higher income but did not report;

Terminate the participant from the program for willful intent to commit fraud; or

Report the violation to the HUD Office of Inspector General and or local authorities for prosecution.

The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 14 and 16.

If the family share of the rent is to decrease:

Changes will be made only after the tenant reports the change in writing by completing an update form and providing proper information or documentation. If the tenant reports the change in writing with proper documentation, the change will be effective the first of the following month. If staff is unable to process the change by the first of the month, retroactive rent will be paid back to the appropriate effective date.

If the family causes a delay in processing the interim by not providing the requested documentation, decreases in the family share of the rent will be applied the first of the month after the documents have been provided. The family's tenant file will be documented to reflect how the family caused the delay in processing.

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If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

No adjustments will be made for temporary family conditions not exceeding 30 days. Families experiencing a temporary loss of income shall be referred to various social service agencies for possible assistance.

PART III: RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT

Any changes to payment standard amounts will be approved by the Board of Commissioners and the effective date will be provided in writing to staff and program participants.

Exception Payment Standards [982.503(c)]

The HACA must request HUD approval to establish payment standards that are higher than the basic range. At HUD's sole discretion, HUD may approve a payment standard amount that is higher than the basic range for a designated part of the FMR area. HUD may approve an exception payment standard amount (in accordance with program requirements) for all units, or for all units of a given size, leased by program families in the exception area. Any PHA with jurisdiction in the exception area may use the HUD-approved exception payment standard amount. The total population of all HUD-approved exception areas in an FMR area may not include more than 50 percent of the population of the FMR area.

Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01]

PHAs that administer vouchers in a metropolitan area where the adoption of small area FMRs (SAFMRs) is not required may request approval from HUD to voluntarily adopt SAFMRs. SAFMRs may be voluntarily adopted for one or more zip code areas.

HACA Policy

HACA will not voluntarily adopt the use of SAFMRs.

de more than 50 percent of the population of the FMR area.

Unit-by-Unit Exceptions [24 CFR 982.503, 24 CFR 982.505(d), Notice PIH 2010-26, Streamlining Rule 3/8/2016 and Notice PIH 2016-05]

Unit-by-unit exceptions to HACA's payment standards are generally not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect HACA's payment standard schedule.

When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size [24 CFR 982.503(b)]. The PHA may request HUD approval for an exception to the payment standard for a particular family if the required amount exceeds 120 percent of the FMR.

HACA Policy

A family that requires a reasonable accommodation may request a higher payment

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC Lead Agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a non-specified voucher unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Pathways at Chalmers Court East

HACA will project-base 50 vouchers at Chalmers Court East, eight (8) will be Project-based VASH Vouchers. The property is located at 1700 E 3rd Street, Austin Texas.

Tenant Selection

Eight (8) Project-based VASH Vouchers

For the eight PBV VASH vouchers. HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

Forty-two (42) regular Project-based Vouchers

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program for the 42 regular PBV units.

Draft Revised February 21, 2019 October 4, 2019

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Applicants on the Housing Choice Voucher programs tenant-base waiting list will be given the opportunity to be added to Pathways at Chalmers Court East project-based voucher waiting list. If the Housing Choice Voucher waiting list doesn't provide enough referrals to fill the available project-based voucher units, referrals would come directly from Pathways at Chalmers Court East to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Pathways at Chalmers Court East for a project-based voucher unit.

Eligible applicants must meet Pathways at Chalmers Court East tenant selection screening criteria.

If the applicant was previously on the Housing Choice Voucher waiting and decides not to lease a unit at Pathways at Chalmers Court East, the applicant will remain on the HCV tenant-base voucher waiting list.

If the applicant was not previously on the Housing Choice Voucher waiting list and was referred to apply by Pathways at Chalmers Court East and refuses an offer of PBV assistance or does not meet Pathways at Chalmers Court East's screening criteria, they will not be eligible to remain on the regular tenant-base Housing Choice Voucher waiting list.

Cambrian East Riverside

HACA will project-base 8 vouchers at Cambrian East Riverside located at 1806 Clubview Avenue, Austin TX 78741

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program.

Applicants on the Housing Choice Voucher programs tenant-base waiting list will be given the opportunity to be added to the Cambrian East Riverside project-based voucher waiting list. If the Housing Choice Voucher waiting list does not provide enough referrals to fill the available project-based voucher units, referrals would come directly from Cambrian East Riverside to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Cambrian East Riverside for a project-base voucher unit.

Eligible applicants must meet Cambrian East Riverside's tenant selection screening criteria.

If the applicant was previously on the Housing Choice Voucher waiting and decides not to lease a unit at Cambrian East Riverside, the applicant will remain on the waiting list for HCV tenant-

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HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02620

EXECUTIVE

ITEM NO. 1.

MEETING DATE: October 17, 2019

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 September 19, 2019

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 September 19, 2019.

ATTACHMENTS:

- ▣ **20190919 HACA Board Minutes Summary**

RESOLUTION NO. 02620

HOUSING AUTHORITY OF THE CITY OF AUSTIN PROGRAM REVIEW COMMITTEE AND BOARD OF COMMISSIONERS REGULAR BOARD MEETING

SEPTEMBER 19, 2019

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS PROGRAM REVIEW COMMITTEE WAS POSTED FOR 10:30 A.M. AND THE REGULAR PUBLIC MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON THURSDAY, SEPTEMBER 19, 2019, AND WERE HELD AT THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

The Board of Commissioners Program Review Committee of the Housing Authority of the City of Austin, of September 19, 2019, was called to order by Tyra Duncan-Hall, HACA 2nd Vice-Chairperson, at 10:36 a.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

PROGRAM REVIEW COMMITTEE

Roll call certified a quorum was present.

MEMBERS PRESENT:

Dr. Tyra Duncan-Hall, Chairperson
Mary Apostolou, Vice-Chairperson
Edwina Carrington, 2nd Vice-Chairperson

MEMBER(S) ABSENT:

The Board of Commissioners Program Review Committee received an overview of the youth services program that Communities in Schools provides for several HACA properties. Communities in School/SmartKids staff in attendance: Cammie Warren, Alexa Johnson, Ashika Raval, Ida Ramirez, Itza Ramirez, Erin Jones and Daniel Campos (recent graduate).

The meeting adjourned at 12:08 p.m.

REGULAR BOARD MEETING

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 September 19, 2019, was called to order by Chuck Bailey, HACA Vice-Chairperson, at 12:17 p.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson (arrived at 12:28 p.m.)
Charles Bailey, Vice-Chairperson
Dr. Tyra Duncan-Hall, 2nd Vice-Chairperson
Edwina Carrington, Commissioner
Mary Apostolou, Commissioner

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

Barry Palmer, Coats Rose
Bill Walter, Coats Rose
Wilson Stoker, Cokinos, Bosien & Young
Patrick Caballero, Cokinos, Bosien & Young

STAFF PRESENT:

Andrea Galloway, Ann Gass, Catherine Crago, Gloria Morgan, Jimi Teasdale, Kelly Crawford, Lisa Garcia, Michael Cummings, Michael Gerber, Nidia Hiroms, Nora Morales, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

CITIZENS COMMUNICATION – Mr. Gavino Fernandez with LULAC signed up to speak, however, he had to leave and was not able to speak at the meeting. He handed out information on National Voter Registration Day to the Commissioners, and said he would come back at a later date to speak.

Officers Justin Cummings and Paula Aguilar with the Austin Police Department provided active shooter training for the

Commissioners and meeting attendees.

CITYWIDE ADVISORY BOARD (CWAB) –•**Felicia Vargas**, CWAB President, reported that the September CWAB Meeting was held on September 10, 2019 at the Santa Rita Courts. •**Erica Reyes**, (GAVA) GO Austin/Vamos Austin, informed residents that GAVA provides a voice for people living in south and north Austin neighborhoods. •**Domonica Foster**, Austin Area Urban League (AAUL), reported that the annual GALA will be held on September 21, 2019. •**Sylvia Blanco**, HACA Chief Operating Officer, discussed the updated ideas of the changes to the screening criteria and background check process for residents who wish to live at a HACA community. •**Michael Gerber**, HACA President & CEO, provided information on the strategic plan survey for HACA residents, and asked the residents to provide feedback on the programs HACA offers. •**Mr. Gerber** provided RAD updates. •**Tracey Yetter**, HACA Program Coordinator, informed the residents that former HACA resident Gerardo Castillo made a \$10,000 donation to Austin Pathways. •**Tracey** reported that Chalmers will have Digital literacy training in October and mid-November. •**Becky Summersett**, HACA FSS Supervisor, informed residents that the FSS and Homeownership Graduation Luncheon will be held on November 8th. •**Becky** also reported that HACA/FSS is waiting on answers from HUD so that the FSS program can be open to public housing residents. •**Leilani Lim-Villegas**, HACA Director of Community Affairs, informed the residents about the importance of resident feedback for the strategic plan resident surveys. The deadline for responses is October 11th. •**Leilani** also requested residents to sign a petition to support the background check resolution. •**Barbara Jackson**, HACA Jobs Plus Director, shared Jobs Plus updates. •**Murphy Roland**, HACA Workforce Development Manager, shared Workforce Development updates. •AROW reports were given by **Thelma Pannell** from North Loop and **Floyd** from Northgate.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on August 29, 2019

Commissioner Apostolou moved to Approve the Board Minutes Summary for the Board Meeting held on August 29, 2019. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 02611: Approval to Renew In-Schools Case Management and Property-Based Tutoring Services

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:

Schools		HACA Properties
Oaksprings Elementary	Kealing Middle	Meadowbrook
Zavala Elementary	Martin Middle	Santa Rita
Becker Elementary	Eastside Memorial High School	Bouldin Oaks
Dawson Elementary	Travis High School	Booker T. Washington
Fulmore Elementary		

HACA has contracted with Communities in Schools (CIS) since 2001. CIS has consistently met or exceeded their contract outcomes each year. The program is one of the top evidence-based dropout 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:

After school programming (2-4 days a week per site)

- Educational enrichment
- Home visits
- Supportive guidance
- Enrichment activities
- Family engagement
- Summer transition camps

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 request, an Independent Cost Estimate (ICE) was also submitted for HUD review.

On Tuesday, May 8, 2018, Nora Morales, Director of Operations & Procurement, was informed via e-mail by the HUD field office in San Antonio that HACA's request for CIS to be a sole source provider was noted in their file, and that HACA could proceed 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 recommended that Communities in Schools be awarded the contract renewal to provide in-school case management and tutoring services to HACA youth grades K-12 from October 1, 2019 through September 30, 2020 in the amount of \$600,000.

2nd Vice-Chairperson Duncan-Hall moved to Approve Resolution No. 02611: Approval to Renew In-Schools Case Management and Property-Based Tutoring Services contract to provide services to HACA youth grades K-12 from October 1, 2019 through September 30, 2020 in the amount of \$600,000. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion and Possible Action regarding Resolution No. 02610: Approval of Changes to the Tenant Selection Plans for all Project Based Rental Assistance (PBRA) Properties

During the past several months, HACA has seen an increase in aggressive behavior and activity on property. This has included a resident involved homicide, resident guest vandalism, aggressive behavior between residents and aggressive behavior toward staff. HACA has taken several steps to address these issues:

1. Property staff has addressed each individual issue with appropriate lease enforcement, up to and including eviction.
2. HACA provided Mental Health First Aid training to all staff to help them learn to identify and diffuse issues that may arise.
3. HACA provided Active Shooter / Active Incident training to all staff.

Staff has undertaken a review of policies including the look back periods for criminal background checks at admission, as well as, the grievance hearing process.

In the Project Based Rental Assistance (PBRA) program, the criminal look back periods are identified in the Tenant Selection Plan (TSP). When changes are made to the TSP, they go into effect for all new applicants. Applicants are screened based on the policy that was in place at the time they applied.

HACA believes that transparency is important and values the input received in the past. Therefore, HACA did the following:

1. Provided a copy of the proposed changes to Texas Rio Grande Legal Aid and the Austin Tenants Council.
2. Met with the Director of the Austin Tenants Council to review the proposed changes.
3. Sought input from the City Wide Advisory Board of HACA residents.

Texas Rio Grande Legal Aid did not respond with any comments. However, the Austin Tenants Council did respond.

On September 10th, the proposed changes were presented to the City Wide Advisory Board. The residents passed a resolution supporting the changes.

If approved by the Board of Commissioners, the changes would become effective in the 11/1/2019 Tenant Selection Plans.

The proposed changes would gather all criminal look backs into four categories: Lifetime Look Back, 7 Year Look Back, 4 Year Look Back or a 5 Year Look Back for a pattern of certain activities. In the proposal:

1. The Lifetime Look Backs would remain unchanged;
2. The previous category of 4 Year Look Backs for drug-related and violent criminal activity would be separated into 2 categories. The 7 year Look Back would be for Felony drug-related and violent criminal activity, while the 4 year Look Back would be for Misdemeanor drug-related and violent criminal activity.
3. The pattern category would change from "3 incidents in 5 years with at least 2 in the last 3 years" to "3 incidents in 5 years with at least 1 in the last 3 years."

Vice-Chairperson Bailey moved to Approve Resolution No. 02610: Approval of Changes to the Tenant Selection Plans for all Project Based Rental Assistance (PBRA) Properties. **Commissioner Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02609: Approval of the acceptance and reallocation of 15 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA)

Central Texas Council of Governments (CTCOG) has agreed to transfer 15 tenant-based VASH Vouchers to the Housing Authority of the City of Austin (HACA) due to under-utilization in the Temple area and an emergent need to provide affordable housing to homeless Veterans in the Austin area.

CTCOG's Board of Commissioners need to approve the transfer of 15 VASH Vouchers to HACA and HACA's Board of Commissioners need to approve the acceptance of the 15 VASH Vouchers.

Both approved Resolutions will be submitted to the Department of Housing and Urban Development to approve the re-allocation of 15 tenant-based VASH vouchers from CTCOG to HACA.

2nd Vice-Chairperson Duncan-Hall moved to Approve Resolution No. 02609: Approval of the acceptance and reallocation of 15 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA). **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 5: Update on HACA's Rental Assistance Demonstration Program

Ann Gass, HACA Director of Strategic Housing Initiatives, 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.

ITEM 6: Update on AAHC's acquisition and development programs

Ron Kowal, Vice President of Austin Affordable Housing Corporation (AAHC) provided an update to the Board regarding progress with AAHC's acquisition and development programs.

ITEM 7: Presentation, Discussion, and Possible Action on Resolution No. 02612 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of SOCO II

AAHC has been presented an opportunity to partner with the NRP Group to develop a property on South Congress called SOCO II. AAHC and NRP have previously partnered to develop a property called Harris Ridge in Northeast Austin and wish to further their partnership with the development of the SOCO II apartments. Once built, 50% of this property's units will target individuals and families making 80% median family income and below. Located in a high opportunity area, this property meets AAHC's goals of providing housing in proximity to jobs, schools, grocers and transit.

SOCO II will provide 270 units: 26 studios (558 sq. ft.), 141-one bedroom/one bath (633-917 sq. ft.), 97-two bedroom/two bath (1093-1273 sq. ft.), and 6-three bedroom/two bath (1363 sq. ft.). Located at 8104 South Congress Avenue, Austin, Texas 78745 (South Congress between William Cannon and Slaughter Lane). Community amenities will include a swimming pool with a gazebo and outdoor kitchen, a large clubhouse with full kitchen and business center, a 24-hour fitness center, three 24-hour laundry facilities and covered parking. The property is close to many major employers in and around the area. The property will accept Housing Choice Vouchers upon completion. The closest apartment in the AAHC portfolio currently is Urban Oaks Apartments located at 6725 Circle S Road, Austin, Texas 78745, which is 1.4 miles north.

The PFC financing structure will facilitate a lease of both the land and the improvements to a newly formed partnership. South Congress PFC will be the landlord and lease both the land and the improvements to the partnership for 75 years. At the end of 75 years both the land and improvements will revert back to the South Congress PFC.

The property will be developed using a combination of equity from NRP and Prudential and conventional debt through Regions Bank. The anticipated close and construction start is October/November of 2019.

Commissioner Apostolou moved to Approve Resolution No. 02612 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of SOCO II. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS

The Board accepts the following reports from the President:

- NONE

ADJOURNMENT

2nd Vice-Chairperson Duncan-Hall moved to Adjourn the meeting. **Commissioner Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

The meeting adjourned at 3:32 p.m.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02613

FINANCE ITEM NO. 2.

MEETING DATE: October 17, 2019

STAFF CONTACT: Martha Ross, Vice President & Chief Financial Officer

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02613 Approving Write-off of the Uncollectible Accounts of Vacated Tenants

BUDGETED ITEM: Yes

TOTAL COST: \$92,392

ACTION

Motion to Approve Resolution No. 02613 Approving Write-off of the Uncollectible Accounts of Vacated Tenants for the six-month Period Ending August 31, 2019.

SUMMARY

Background:

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the write-off of the uncollectible accounts of vacated tenants under Low Income Public Housing. While write-offs are not required to be approved by the Commissioners for properties in the Section 8 - PBRA program (the RAD - Rental Assistance Demonstration) properties, the RAD write-offs are also included for review.

Process:

The attached list represents amounts due by tenants who moved from the developments, and covers the six-month period ending August 31, 2019, except for recent RAD conversions, shown with write-offs since RAD inception (November or December 2018). The Finance Department sent notification to the former tenants by certified mail of the amounts due and informed them that they will be reported to the credit bureau. None of the tenants listed have responded.

Staff Recommendation:

Approval is recommended.

ATTACHMENTS:

- ▣ **LIPH and PBRA (RAD) Write-Offs**

▢ **PBRA Write-Offs**

RESOLUTION NO. 02613

**WRITE-OFF OF THE UNCOLLECTIBLE ACCOUNTS OF VACATED TENANTS FOR
THE SIX-MONTH PERIOD ENDING
August 31, 2019**

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the write-off of vacated tenants accounts designated as uncollectible, and;

WHEREAS, a reasonable effort has been made to collect the balance due to the Housing Authority by notifying the former tenants by certified mail of the amounts due and informing them that they will be reported to the credit bureau;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Austin that the Chief Executive Officer is authorized to write off the amount of **TWO HUNDRED AND SEVEN DOLLARS** (\$207) under Low Income Public Housing and **NINETY-TWO THOUSAND AND ONE HUNDRED EIGHT-FIVE DOLLARS** (\$92,185), the total of the attached documentation considered to be uncollectible, from the books of the Housing Authority of the City of Austin for the six-month period ending August 31, 2019.

PASSED, APPROVED AND ADOPTED this 17th day of October 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Write-Off Balances for Public Housing Properties (Move Out Balances as as of 8/31/19)

No.	FullName	Move Out Date	Rent	Legal	Maintna nce	Other	Utility	Fee	Current Elite Account Balance
Chalmers Courts									
Total for Chalmers Courts Project Number 001 :			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Goodrich Place									
Total for Goodrich Place Project Number 013 :			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lakeside Apartments									
1	Lacy B.	07/03/2019	\$25	\$0	\$5	\$0	\$0	\$10	\$40
2	Carlos H.	05/28/2019	\$131	\$0	\$0	\$37	\$0	\$0	\$168
		12/12/2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total for Lakeside Apartments Project Number 007 :			\$156	\$0	\$5	\$37	\$0	\$10	\$207
Rosewood Courts									
Total for Rosewood Courts Project Number 002 :			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Salina Apartments Projec Number 008:									
Total for Salina Apartments Project Number 008 :			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Santa Rita Courts									
Total for Santa Rita Courts Project Number 003 :			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Thurmond Heights Apartments									
Total for Thurmond Heights Apartments Project Number: 011			\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Grand Total for all Developments			<u>\$156</u>	<u>\$0</u>	<u>\$5</u>	<u>\$37</u>	<u>\$0</u>	<u>\$10</u>	<u>\$207</u>
			75%	0%	2%	18%	0%	5%	100%
Metrics this Period:									
Total Unit Months in Public Housing this Period for these Properties: (LIPH units for six months, March 2019 to August 2019)									1,840
Percentage of Units Written Off this period:									0.1%
vs. Percentage of Units Written Off last period:									0.5%
Total \$ Rent Months due in Public Housing this Period, these properties, all months, combined: (e.g., March 2019 to August 2019)									413,670
Percentage of Rent Written Off vs. Rent Due									0.1%
vs. Percentage of Rent Written Off vs. Rent Due last period:									1.5%

Write-Off Balances for PBRA (RAD) with Move Out Balances 03/01/19 - 08/31/19 (except for recent conversions)

No.	FullName	Move Out Date	Rent	Legal	Maintnance	Other	Utility	Fee	Current Account Balance
Pathways at Rosewood (tx 002). This is more than six month; data pulled since conversion, December 01, 2018 to August 31, 2019.									
1	Joe M.	8/13/2019	\$539	\$286	\$0	\$0	\$0	\$24	\$849
2	Mattie G.	5/5/2019	\$26	\$0	\$324	\$0	\$0	\$0	\$350
Total for Project Number 002 :			\$565	\$286	\$324	\$0	\$0	\$24	\$1,199
Pathways at Santa Rita(tx 003). This is more than six months; data pulled since conversion, December 01, 2018 to August 31, 2019.									
3	Dominique B.	1/18/2019	\$0	\$0	\$200	\$0	\$0	\$0	\$200
4	Sierra M.	8/8/2019	\$2,372	\$0	\$229	\$84	\$0	\$34	\$2,719
5	Selinda E.	3/4/2019	\$7,426	\$0	\$0	\$10,197	\$0	\$6	\$17,629
6	Monique S.	2/22/2019	\$878	\$0	\$350	\$0	\$13	\$16	\$1,257
7	Adrianna T.	8/14/2019	\$205	\$0	\$60	\$0	\$0	\$12	\$277
8	Graciela P.	2/26/2019	\$0	\$0	\$213	\$0	\$0	\$0	\$213
Total for Project Number 003 :			\$10,880	\$0	\$1,052	\$10,281	\$13	\$68	\$22,294
Pathways at Meadowbrook (tx 004)									
9	Jasmine G.	3/1/2019	\$0	\$0	\$171	\$150	\$0	\$0	\$321
10	Jose P.	5/8/2019	\$90	\$0	\$455	\$75	\$0	\$5	\$625
11	Erica R.	7/9/2019	\$1,650	\$1,500	\$1,135	\$150	\$0	\$18	\$4,453
12	Shelli B.	2/28/2019	\$0	\$0	\$249	\$0	\$0	\$0	\$249
13	Rhonda H.	5/13/2019	\$1,253	\$286	\$546	\$75	\$0	\$21	\$2,182
14	Devin I.	5/1/2019	\$673	\$0	\$0	\$0	\$0	\$5	\$678
15	Brittany G.	3/13/2019	\$383	\$0	\$0	\$0	\$0	\$59	\$442
16	Contessa W.	5/9/2019	\$0	\$0	\$184	\$150	\$0	\$0	\$334
17	Alicia M.	8/12/2019	\$1,548	\$287	\$754	\$150	\$0	\$23	\$2,762
18	Bergundie M.	2/11/2019	\$586	\$0	\$813	\$0	\$0	\$60	\$1,459
Total for Project Number 004 :			\$6,184	\$2,073	\$4,308	\$750	\$0	\$191	\$13,506

No.	FullName	Move Out Date	Rent	Legal	Maintnance	Other	Utility	Fee	Current Account Balance
	Pathways at Booker T. Washington (tx005)								
19	Anndrena F.	3/18/2019	\$0	\$0	\$289	\$0	\$0	\$0	\$289
20	Rachell H.	8/5/2019	\$0	\$0	\$13	\$0	\$0	\$0	\$13
21	Morris S.	8/26/2019	\$198	\$0	\$158	\$0	\$0	\$5	\$361
22	Erica S.	8/19/2019	\$0	\$0	\$374	\$0	\$0	\$0	\$374
23	Amy V.	3/15/2019	\$0	\$0	\$130	\$0	\$0	\$6	\$136
24	Jessica J.	8/6/2019	\$77	\$0	\$578	\$0	\$0	\$12	\$666
25	Crystal O.	7/17/2019	\$286	\$286	\$590	\$416	\$0	\$13	\$1,591
26	Bianca S.	8/28/2019	\$0	\$97	\$48	\$0	\$0	\$0	\$145
27	Kimdricka H.	2/28/2019	\$327	\$121	\$0	\$130	\$0	\$11	\$589
	Total for Project Number 005 :		\$888	\$504	\$2,179	\$546	\$0	\$47	\$4,164
	Pathways at Bouldin Oaks (tx010)								
28	Josephine G.	8/29/2019	\$640	\$0	\$365	\$0	\$0	\$14	\$1,018
29	Jennifer C.	2/14/2019	\$0	\$2,450	\$932	\$0	\$0	\$0	\$3,382
30	Lisa V.	2/11/2019	\$678	\$286	\$539	\$0	\$179	\$53	\$1,734
31	Serena N.	5/21/2019	\$2,053	\$286	\$30	\$0	\$0	\$27	\$2,396
32	Martin P.	4/1/2019	\$28	\$0	\$553	\$250	\$0	\$17	\$848
	Total for Project Number 010 :		\$3,399	\$3,022	\$2,419	\$250	\$179	\$111	\$9,379

No.	FullName	Move Out Date	Rent	Legal	Maintnance	Other	Utility	Fee	Current Account Balance
Pathways at Thurmond Heights (tx 011). This is greater than six months; data pulled since conversion November 01, 2018 to August 31, 2019.									
33	Mary G.	1/11/2019	\$197	\$0	\$307	\$0	\$0	\$0	\$504
34	Mayfrances B.	6/10/2019	\$332	\$0	\$0	\$0	\$0	\$0	\$332
35	Lavar L.	8/13/2019	\$313	\$121	\$0	\$0	\$61	\$5	\$500
36	Ronisha W. V.	8/16/2019	\$1,656	\$0	\$788	\$0	\$30	\$17	\$2,491
37	Yolanda H.	4/30/2019	\$0	\$0	\$53	\$0	\$0	\$0	\$53
38	Anthony M.	6/6/2019	\$0	\$0	\$149	\$0	\$0	\$0	\$149
39	Nagham A. M.	8/29/2019	\$0	\$0	\$574	\$0	\$0	\$0	\$574
	Total Project Number 011 :		\$2,499	\$121	\$1,870	\$0	\$91	\$22	\$4,603
Pathways at Georgian Manor (tx012)									
40	Mary V.	4/15/2019	\$453	\$0	\$0	\$125	\$0	\$13	\$591
41	Billy M.	7/11/2019	\$4,375	\$286	\$375	\$183	\$0	\$32	\$5,251
42	Pamela M.	7/11/2019	\$164	\$1,201	\$375	\$150	\$0	\$0	\$1,890
43	Shawnta J.	6/3/2019	\$0	\$0	\$74	\$0	\$0	\$0	\$74
44	Angela J.	3/25/2019	\$158	\$0	\$0	\$200	\$0	\$5	\$363
	Total Project Number 012 :		\$5,149	\$1,487	\$824	\$658	\$0	\$50	\$8,168
Pathways at North Loop (tx015)									
45	Grace S.	5/31/2019	\$0	\$0	\$609	\$0	\$0	\$0	\$609
46	Tony B.	2/8/2019	\$1,270	\$2,474	\$498	\$131	\$0	\$5	\$4,378
47	Rodell H.	7/10/2019	\$0	\$0	\$570	\$0	\$0	\$0	\$570
	Total for Project Number 015 :		\$1,270	\$2,474	\$1,677	\$131	\$0	\$5	\$5,557

No.	FullName	Move Out Date	Rent	Legal	Maintnance	Other	Utility	Fee	Current Account Balance
	Pathways at Northgate (tx016)								
48	Irene R.	7/31/2019	\$913	\$286	\$372	\$0	\$0	\$26	\$1,597
49	Glen N.	4/26/2019	\$0	\$0	\$368	\$0	\$0	\$0	\$368
	Total Project Number 016 :		\$913	\$286	\$740	\$0	\$0	\$26	\$1,965
	Pathways at Shadowbend Ridge (tx017)								
50	Nona G.	8/16/2019	\$5,618	\$0	\$15	\$0	\$0	\$65	\$5,698
	Total Project Number 017 :		\$5,618	\$0	\$15	\$0	\$0	\$65	\$5,698
	Pathways at Coronado Hills (tx022)								
51	Thomas W.	3/12/2019	\$732	\$286	\$509	\$0	\$0	\$26	\$1,553
52	Andrea S.	6/4/2019	\$674	\$1,136	\$0	\$130	\$642	\$1	\$2,583
53	Charisse W.	7/31/2019	\$7,313	\$0	\$375	\$0	\$0	\$1	\$7,689
54	Dorothy M.	6/4/2019	\$0	\$3,828	\$0	\$0	\$0	\$0	\$3,828
	Total Project Number 022:		\$8,719	\$5,250	\$884	\$130	\$642	\$28	\$15,653
	Total RAD Write-Offs		\$46,084	\$15,503	\$16,290	\$12,746	\$925	\$637	\$92,185
	Write-Off type percent of Total		50%	17%	18%	14%	1%	1%	100%

No.	FullName	Move Out Date	Rent	Legal	Maintnance	Other	Utility	Fee	Current Account Balance
	<u>Metrics this Period</u>								
	Average Write-Off per Tenant This Period:								\$1,707
	Highest Write-Off per Tenant								\$17,629
	Lowest Write-Off per Tenant								\$13
	Average Write-Off per Tenant excluding high and low:								\$1,380
	<u>Total Tenant Units in this Period:</u>								8,704
	Percentage of Units Written Off								0.6%
	Total \$ Rent due this Period (all units, all months, combined):								2,389,032
	Percentage of \$Rent Written Off vs. Rent Due								3.9%
	<i>(Percent of \$Rent Written Off excluding \$17k fraud from LIPH)</i>								3.1%

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02614

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 3.

MEETING DATE: October 17, 2019

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02614 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Bridge at Granada Apartments), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Granada Apartments

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02614 approving the resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Bridge at Granada Apartments), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Granada Apartments.

SUMMARY

Background:

Austin Affordable Housing Corporation has been presented an opportunity to partner with JCI Residential LLC on a certain tract of land located at 500 E Wonsley Dr., Austin, Texas 78753. The project (Bridge at Granada) will consist of 258 family apartment units; Two Hundred Thirty-Three (233) serving tenants at or below 60% of median family income and Twenty-Five (25) market rate units. The board has seen this project three times before: November 2018 for the Bond Inducement Resolution, March 2019 for the Tax Credit Application Resolution and August 2019 for the Public Hearing. The two closest current projects we have are Pathways at Georgian Manor to the northwest and Bridge at Cameron to the Northeast.

Process:

The development will use a mix of 4% tax credits and bonds to finance the development with a total project cost of approximately \$37,000,000. The planned development will consist of 39 efficiency units, 180 one bedroom and one bath units, 36 two bedroom and two bath units and 3 three bedroom and two bath units. All units will be marketed to HACA’s Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$26,000,000. In the January 30, 2019 HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By serving families with incomes at 60% and below Area Family Median Income, the Bridge at Granada meets these targeted affordability goals.

Unit Breakdown:	39 0-bedroom/1-bath units	510 sq ft
	180 1-bedroom/1-bath units	600 sq ft
	36 2-bedroom/2-bath units	900 sq ft
	3 3-bedroom/2-bath units	1,085 sq ft

Staff Recommendation:

Board approval will allow Austin Affordable PFC, Inc. to issue Multifamily Housing Revenue Bonds (Bridge at Granada Apartments), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Granada Apartments.

RESOLUTION NO. 02614

RESOLUTION APPROVING RESOLUTION OF AUSTIN AFFORDABLE PFC, INC. PROVIDING FOR THE ISSUANCE OF ITS MULTIFAMILY HOUSING REVENUE BONDS (BRIDGE AT GRANADA APARTMENTS), SERIES 2019 (THE “BONDS”) AND TO TAKE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE BRIDGE AT GRANADA APARTMENTS

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 President and CEO of the Sponsor and/or his designee and the other officers of the Sponsor are hereby authorized, jointly and severally, to review, approve, execute and deliver all certificates, affidavits, agreements, documents and other writings as such officers shall deem to be necessary or desirable in the consummation of the transactions herein contemplated to carry out the intent and purposes of this Resolution.

Section 2. The Resolution authorizing the issuance of the Issuer’s Multifamily Housing Revenue Bonds (Bridge at Granada Apartments) Series 2019 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 3. The Bonds, which will be issued in an aggregate principal amount not to exceed \$26,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 414 E. Wonsley Drive, Austin, Texas 78753 as described in the Issuer Resolution including, without limitation, utilities, foundation, structures and equipment, and owned and operated by Bridge at Granada, LLC, a Texas limited liability company (the “Project”) are hereby approved pursuant to Section 303.071 of the Act.

Section 4. 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 an 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 5. 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 6. 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 7. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

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

PASSED, APPROVED AND ADOPTED this 17th day of October, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02615

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 4.

MEETING DATE: October 17, 2019

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02615 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Fannie Mae MBS Collateralized Pass-Through - Oaks on North Plaza), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Oaks on North Plaza.

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02615 approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (Fannie Mae MBS Collateralized Pass-Through - Oaks on North Plaza), Series 2019 (the “Bonds”) and to take such other actions necessary or convenient to facilitate the development of the Oaks on North Plaza.

SUMMARY

Background:

Austin Affordable Housing Corporation is being presented with an opportunity to partner with The Related Affordable Companies (RA) on a purchase and rehab to extend the affordability of a 62 unit development located at 9125 North Plaza, Austin, Texas 78753 in Northeast Austin. The project (North Plaza Apartments) consists of 16 one bedroom/one bath units; 40 two bedroom/two bath units; and 6 three bedroom/two bath units contained in 23 buildings spread out across 5 acres. A Section 8 Housing Assistance Payments (HAP) contract covers all 62 units and was renewed in April of 2015 for a period of 20 years. The nearest property in AAHC’s current portfolio is Bridge at Cameron located at 9201 Cameron Road, Austin, TX 78754 (to the Southeast and under construction). The Board saw this project for the first time in May 2019 for the Tax Credit Application Resolution and then again in June 2019 for the Bond Inducement Resolution.

Process:

The development will use a mixture of 4% tax credits and bonds to finance the redevelopment with a total project cost of approximately \$24,000,000. The redevelopment will include energy and water efficiency upgrades, improvements to resident amenities and quality of life and replacement of aging systems currently on the site. Painting, flooring, energy efficient lighting, electrical panel upgrades and new doors and windows are among a few of the items being addressed. All units will be marketed to HACA's Housing Choice Voucher residents. HACA, through its Public Facility Corporation will issue tax-exempt bonds in an amount not to exceed \$15,000,000.

Staff Recommendation:

Board approval will allow Austin Affordable PFC Inc. to issue Multifamily Housing Revenue Bonds (Fannie Mae MBS Collateralized Pass-Through - Oaks on North Plaza), Series 2019 (the "Bonds") and to take such other actions necessary or convenient to facilitate the development of the Oaks on North Plaza.

RESOLUTION NO. 02615

RESOLUTION APPROVING RESOLUTION OF AUSTIN AFFORDABLE PFC, INC. PROVIDING FOR THE ISSUANCE OF ITS MULTIFAMILY HOUSING REVENUE BONDS (FANNIE MAE MBS COLLATERALIZED PASS-THROUGH-OAKS ON NORTH PLAZA), SERIES 2019 AND TO TAKE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE OAKS ON NORTH PLAZA

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, the Sponsor plans to acquire the site on which the Project (as defined below) is located (the “Land”);

WHEREAS, the Sponsor and Oaks on North Plaza, LP (the “Partnership”) desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Partnership;

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 President and Chief Executive Officer of the Sponsor and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the President shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

Section 2. The Resolution authorizing the issuance of Austin Affordable PFC, Inc. Multifamily Housing Revenue Bonds (Fannie Mae MBS Collateralized Pass-Through-Oaks on North Plaza), Series 2019, 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 3. The Bonds, which are issued in an aggregate principal amount not to exceed \$15,000,000, to finance the acquisition, rehabilitation and equipping of a multifamily housing residential rental development located at approximately 9125 North Plaza, Austin, Texas 78753 including, without limitation, utilities, foundation, structures and equipment, and owned and operated by the Partnership (the “Project”), are hereby approved pursuant to Section 303.071 of the Act.

Section 4. 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 defined in the Issuer Resolution).

Section 5. 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, 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 6. 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 7. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 8. 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 9. This resolution shall be in full force and effect from and upon its adoption.

PASSED, APPROVED AND ADOPTED this 17th day of October, 2019.

[End of Resolution.]

Exhibit A

ISSUER RESOLUTION

[To be attached]

RESOLUTION NO. 00049

Resolution Declaring Intent to Issue Bonds to Provide Financing for a Multifamily Residential Rental Development for Persons of Low and Moderate Income (North Plaza); Prescribing Certain Terms and Conditions of such Bonds; Authorizing the Filing of an Application for Allocation of Private Activity Bonds with the Texas Bond Review Board; and Containing Other Provisions Relating to the Subject

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Austin (the "**Unit**") has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "**Act**"), approved and created the Austin Affordable PFC, Inc., a nonprofit corporation (the "**Issuer**");

WHEREAS, on November 5, 2012, the Issuer's Certificate of Formation was filed with the Secretary of State of the State of Texas;

WHEREAS, the Issuer, on behalf of the Unit is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within the Unit's boundaries, including Austin, Texas;

WHEREAS, Oaks on North Plaza, LP, a Texas limited partnership, or such other limited partnership as the sole member of the general partner of the User designates (the "**User**"), has requested that the Issuer finance a low income multifamily housing project consisting of up to approximately 62 units to be located at approximately 9125 North Plaza, Austin, Texas 78753 (the "**Project**"), and further that the Issuer adopt this Resolution with respect to the acquisition and construction of the Project;

WHEREAS, the User has advised the Issuer that a contributing factor which would further induce the User to proceed with providing for the acquisition and construction of the Project would be a commitment and agreement by the Issuer to issue revenue bonds pursuant to the Act (the "**Bonds**") to finance and pay for the Project;

WHEREAS, in view of a shortage of decent, safe and sanitary housing for persons and families of low income at prices or rentals that they can afford, it is considered essential that construction of the Project be completed at the earliest practicable date, but at the same time, the User wishes to begin construction of the Project after satisfactory assurances from the Issuer, subject to the conditions set forth herein, that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the costs of the Project will be made available to finance the Project; and

WHEREAS, the Issuer finds, intends, and declares that this Resolution shall constitute its official action, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum aggregate principal amount up to \$15,000,000 for tax-exempt obligations and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, in order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "**Code**"), the Issuer must submit an Application for Allocation of Private Activity Bonds or an Application for Carryforward for Private Activity Bonds (the "**Application**") to the Texas Bond Review

Board (the "TBRB") for a reservation of state ceiling available to "private activity bonds" (as defined in the Code) for a calendar year;

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AUSTIN AFFORDABLE PFC, INC. THAT:

Section 1. Subject to the terms hereof, the Issuer agrees that it will:

- (a) Issue the Bonds, and if the User and the Issuer agree, other evidences of indebtedness providing temporary financing of the Project, which will be issued after the date hereof and be refunded by the Bonds pursuant to the Act, or any other Texas legislation heretofore or hereafter enacted which may provide a suitable method of financing in addition to or in substitution for the Act.
- (b) Cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefor satisfactory to the User and the Issuer can be made, the Issuer will take such action and authorize the execution of such documents and will take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary or desirable by the User or the Issuer in connection with the issuance of the Bonds (collectively, the "**Contracts**"), providing among other things for payment of the principal of, interest on, redemption premiums, paying agents' charges, and Trustee's fees, if any, on the Bonds; payment of fees and charges of the Issuer or the Unit; acquisition, construction, and improvement of the Project or reimbursement of Project costs; and use, operation, and maintenance of the Project (and the execution of any appropriate and necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be mutually satisfactory to the Issuer, the Unit, and the User.
- (c) If the proceeds from the sale of the Bonds are insufficient, take such actions and execute such documents as may be necessary to permit the issuance from time to time in the future of additional bonds on terms which shall be set forth therein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition and construction of the Project, as requested by the User and within then applicable limitations.
- (d) Take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

The Bonds shall specifically provide that neither the State of Texas, the Unit, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the same or the interest thereon and that neither the faith and credit nor the taxing power of the State of Texas, the Unit, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

The obligation of the Issuer to issue the Bonds is specifically subject to satisfaction of each of the following conditions:

- (i) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;
- (ii) approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the Mayor of the City of Austin, Texas, the Attorney General of the State of Texas and any other applicable governmental authority; and

(iii) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer hereby authorizes the submission of an Application to the TBRB for a reservation of the state ceiling for "private activity bonds" for program year 2019 (or other available bond funds administered by the TBRB) and each subsequent calendar year at the User's request to finance the Project. Any officer of the Issuer is hereby authorized to execute and submit an Application to the TBRB in such form as may be approved by the TBRB for such purpose.

Section 3. It is understood by the Issuer and the Unit, and the User has represented to the Issuer, that in consideration of this Resolution and by filing the Application, and subject to the terms and conditions hereof, the User has agreed that:

- (a) Prior to the sale of the Bonds in one or more series or issues from time to time as the Issuer and the User shall hereafter agree to in writing, the User will enter into the Contracts with the Issuer under the terms of which the User will obligate itself to pay to the Issuer (or to a Trustee, as the case may be) sums sufficient in the aggregate to pay the principal of, interest on, redemption premiums, paying agents' fees, and Trustee's fees, if any, on the Bonds, as and when the same become due and payable, with such contract to contain the provisions described in Section 1 hereof and such other provisions as may be required or permitted by law and to be mutually acceptable to the Issuer and the User.
- (b) The User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of the Bonds and (2) at all times, indemnify and hold harmless the Issuer against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the issuance, offering, sale, or delivery of the Bonds, or the design, construction, operation, use, occupancy, maintenance, or ownership of the Project.
- (c) The User will provide to the Issuer all information required to be submitted to the TBRB and any other governmental agencies for approval of the Project or the Bonds and will execute all necessary documents in connection therewith.

Section 4. The Issuer finds, determines, recites and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe and sanitary housing at rentals they can afford.

Section 5. Neither the User nor any other party is entitled to rely on this Resolution as a commitment to loan funds, and the Issuer reserves the right not to issue the Bonds either with or without cause and with or without notice, and in such event the Issuer shall not be subject to any liability or damages of any nature. Neither the User nor any one claiming by, through or under the User, nor any investment banking firm or potential purchaser of the Bonds shall have any claim against the Issuer whatsoever as a result of any decision by the Issuer not to issue the Bonds.

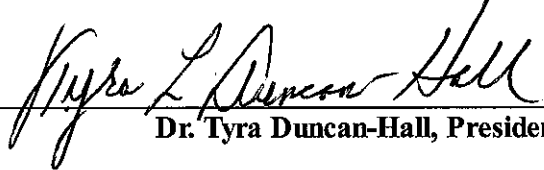
Section 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. This Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds within the meaning of Sections 1.1038(a)(5)(i) and (ii) and 1.150-2, Title 26, Code of Federal Regulations, as amended, and applicable rulings of the Internal Revenue Service thereunder, to the end that Bonds issued to reimburse Project costs may qualify for the exemption provisions of Section 142(a)(7) of the Code and that the interest on the Bonds will therefore be excludable from the gross incomes of the holders thereof under the provisions of Section 103(a)(1) of the Code.

Section 8. The Issuer hereby authorizes the filing and any resubmission of an Application with the TBRB, and that Coats Rose, P.C. be designated as the authorized representative of the Issuer for purposes of an Application ("**Bond Counsel**"). Any officer of the Issuer is hereby authorized and directed to execute an Application on behalf of the Issuer and to take any and all other actions related to such Application or necessary or desirable to carry out the provisions of this Resolution, including any further revisions to this Resolution.

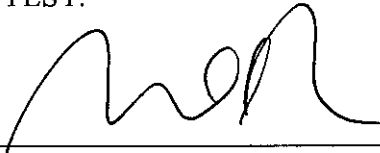
Section 9. Notwithstanding any other provision of this Resolution, the officers of the Issuer are each hereby authorized to make or approve such revisions to this Resolution and in the form of the documents hereby approved, in the opinion of Bond Counsel, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Issuer shall be indicated by such officers' execution of the documents.

PASSED this 26th day of June, 2019.



Dr. Tyra Duncan-Hall, President

ATTEST:



Michael Gerber, Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02616

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 5.

MEETING DATE: October 17, 2019

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02616 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the refinancing of the Pathways at Thurmond Heights

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02616 to take such actions necessary or convenient to facilitate the refinancing of the Pathways at Thurmond Heights.

SUMMARY

Background:

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, benefiting 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 conversion process to RAD will allow each property to address the needed repairs and renovations determined by a third party physical needs assessment. Throughout the first phase of HACA's RAD rehab work, Thurmond Heights units have been utilized as relocation "hotel" units in order to minimize the impact on HACA families and keep relocation costs down. These "hotel" units remained in vacant status over an extended period to allow for the rotation of numerous temporarily relocated families from other properties. As a result, Pathways at Thurmond Heights, LLC., was unable to secure financing through Fannie Mae due to the number of units showing as vacant for underwriting purposes.

Process:

In order to facilitate the closing and conversion of Thurmond Heights Apartments to the Rental Assistance Demonstration Program (RAD), on September 20th, 2018, the Board of Directors of the Austin Affordable Housing Corporation (AAHC) approved a loan from Plains Capital Bank in an amount not to exceed \$5,000,000.

These funds were then loaned Pathways at Thurmond Heights, LLC. to cover the closing costs and initial replacement reserves required by the U.S. Department of Housing and Urban Development.

Thurmond Heights is now stable and able to meet the loan qualifications to achieve a Fannie Mae loan and AAHC will be able to pay off the existing loan with Plains Capital Bank.

The new loan, in an amount not to exceed \$6,300,000.00, will result in a much lower interest rate and will also allow the current secured property to this loan, Eastland Plaza to be debt free.

Staff Recommendation:

Board approval will allow AAHC to take all actions necessary to refinance Pathways at Thurmond Heights.

RESOLUTION NO. 02616

Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the refinancing of the Pathways at Thurmond Heights (the “Project”)

WHEREAS, the Authority owns fee title to the site containing the Project (the “Land”);

WHEREAS, the Authority and Pathways at Thurmond Heights, LLC (the “Company”) have entered into a ground lease (the "Ground Lease") granting site control of the Land to the Company;

WHEREAS, the Authority has conveyed title to the improvements comprising the Project to the Company via a bill of sale;

WHEREAS, the Company financed its acquisition and redevelopment of the Project through a loan from Austin Affordable Housing Corporation (the “AAHC Loan”);

WHEREAS, the Company now desires to refinance the Project, and in connection therewith pay off the AAHC Loan, and obtain a loan (the “Bellwether Loan”) from Bellwether Enterprise Mortgage Investments, LLC (or an affiliate thereof) (“Lender”);

WHEREAS, pursuant to approval of the United States Department of Housing and Urban Development (“HUD”) under the Rental Assistance Demonstration (“RAD”) Program, certain units within the Project have been designated as RAD units, and the Authority and the Company have implemented such RAD units;

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

BE IT RESOLVED, that the President and CEO of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings, including, without limitation, any modifications or amendments to the Ground Lease and all documents relating to the RAD units which may be required in connection with the refinancing (collectively, the "Agreements"), the President and CEO 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 President and CEO of the Authority or his designee, 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 President and CEO 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 President and CEO shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and CEO 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 17th day of October, 2019.

CHAIR

ATTEST:

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02617

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 6.

MEETING DATE: October 17, 2019

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02617 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development and rehabilitation of the Bridge at Bent Tree

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02617 to take such actions necessary or convenient to facilitate the development and rehabilitation of the Bridge at Bent Tree.

SUMMARY

Background:

Austin Affordable Housing Corporation purchased Bent Tree Apartments located at 8405 Bent Tree Road, Austin, 78759 in August 2004. The project consists of 126 apartment units. The property has 70-one bedroom/one bath units, 40-two bedroom/one bath units, and 16-two bedroom/two bath units. Even though the property was one of our market rate acquisitions, the current household income breakdown is: 7% less than 30% AMI (\$28,770), 4% less than 40% AMI (\$38,360), 13% less than 50% AMI (\$47,950), 26% less than 60% AMI (\$57,540), 26% less than 80% AMI (\$76,620) and 24% Greater than 80% AMI (\$76,621). The nearest property in AAHC’s current portfolio is Bridge at Terracina just south of the property.

Process:

AAHC is seeking to refinance not to exceed \$4,000,000 the current balance of the loan, set up a capital reserve account and do some rehabilitation work to the property. Included in this scope of work would be replacing windows, roofs, gutters, 4-5 patios, sealcoat and restripe the parking lot and update handicapped access to common areas.

Bent Tree Apartments is the last property owned out right by AAHC. The refinance would change the ownership structure to a single purpose entity, where HACA would take ownership of the land and lease it back to the single purpose entity. This would be in line with the structure on all of AAHC’s acquisition properties and would also impose income limits of 50% of units at 80% AMI and below. In January 30, 2019

HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By restricting 50% of units to 80% AMI and below, this falls in line with the goals of AAHC.

Staff Recommendation:

Board approval will allow AAHC to take such actions necessary or convenient to facilitate the development and rehabilitation of the Bridge at Bent Tree.

RESOLUTION NO. 02617

Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development and rehabilitation of the Bridge at Bent Tree (the “Project”)

WHEREAS, Austin Affordable Housing Corporation (“AAHC”) owns the Project and the site containing the Project (the “Land”);

WHEREAS, in order to facilitate the acquisition and rehabilitation of the Project, HACA desires to acquire the Land from AAHC;

WHEREAS, the Authority and AAHC Bridge at Bent Tree, LLC, a Texas limited liability company (the “Company”), desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Company;

WHEREAS, AAHC desires to convey title to the improvements comprising the Project to the Company via a bill of sale;

NOW, THEREFORE, in connection with the rehabilitation and equipping of the Project, the Board of Commissioners hereby adopt the following resolutions:

BE IT RESOLVED, that the President and CEO of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings, including, without limitation, the Ground Lease (collectively, the "Agreements"), the President and CEO 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 President and CEO of the Authority or his designee, 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 President and CEO 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 President and CEO shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and CEO 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 17th day of October, 2019.

CHAIR

ATTEST:

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02618

PURCHASING ITEM NO. 7.

MEETING DATE: October 17, 2019

STAFF CONTACT: Nora Morales, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02618 Approving the award of a renewal contract for agency wide trash disposal and recycling services to Waste Management of Texas, Inc.

BUDGETED ITEM: Yes

TOTAL COST: \$284,000

ACTION

The Board is asked to approve the award of a renewal contract for agency wide trash and recycling services to Waste Management of Texas, Inc. This is the fourth and final renewal with the increase of 1.65% over all.

SUMMARY

Background:

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.

Process:

HACA issued an Invitation for Bid HACA-15-B-0196 on April 10, 2015 for Agency Wide trash disposal and recycling services. It 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 2:00 PM. Waste Management was determined to be the lowest and most responsive bidder. On July 16, 2015, this Board approved the negotiating and awarding of a contract to Waste Management of Texas. After the negotiation of terms, the contract was signed on January 14, 2016, with a four year renewal option. This will be the fourth and final year of the renewal option.

Staff Recommendation:

Based on the satisfactory past and current performance of Waste Management and their responsiveness to our needs and timely service, our staff recommends 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

\$284,000 for the fourth and final year option.

ATTACHMENTS:

- ▣ **EXHIBIT 1: WASTE MANAGEMENT ORIGINAL BID**
- ▣ **EXHIBIT 2: TABULATIONS**
- ▣ **EXHIBIT 3: BIDDERS' QUALIFICATIONS**
- ▣ **EXHIBIT 4: WASTE MANAGEMENT RENEWAL INCREASE LETTER**
- ▣ **EXHIBIT 5: RENEWAL PRICING**

RESOLUTION NO. 02618

Approving the Award of Renewal Contract for Agency Wide Trash Disposal and Recycling Services

WHEREAS, on January 14, 2016 the Housing Authority of the City of Austin awarded a contract to Waste Management of Texas, Inc for Agency wide trash disposal and recycling services, and

WHEREAS, performance by Waste Management of Texas has been satisfactory; and

WHEREAS, it is the recommendation of the President & CEO that this contract with Waste Management of Texas, Inc. be renewed for the fourth and final year option . Total contract amount not to exceed \$284,000 per year.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Housing Authority of the City of Austin Board of Commissioners agree to renew the contract with Waste Management of Texas, Inc. to provide agency wide trash disposal and recycling services this 17th day of October, 2019.

PASSED, APPROVED AND ADOPTED this 17th day of October, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

**HOUSING AUTHORITY
OF THE CITY OF AUSTIN**

**TRASH DISPOSAL SERVICES
HACA-B-15-0196**

**Purchasing Department
1124 S. IH 35
Austin, TX 78704**

BID PROPOSAL

Having carefully examined the bid packet for the above referenced Project, for the Owner, the Housing Authority of the City of Austin, as well as the premises and conditions affecting this work and all other contract documents, I propose to furnish all labor, equipment and materials necessary to complete the work as follows:

Note: Amounts shown shall be in both written & figure forms, in case of discrepancy between the written amount and the figure, the written amount will govern.

ITEM NO.	DESCRIPTION*	# OF ON SITE DUMPSTERS	SIZE	FREQUENCY OF PICKUPS	FRONT OR SIDE LOADER	UNIT COST PER MONTH
1.	Administrative Offices 1124 South IH-35 Austin, TX 78704	1	8yd	3 per week M/W/F	FRONT	<u>\$ 253.09</u>

\$ Written Amt. Two Hundred Fifty Three and 09/100

2.	Administrative Offices 1124 South IH-35 Austin, TX 78704	1	6yd	3 per week M/W/F	FRONT RECYCLE	<u>\$ 207.32</u>
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\$ Written Amt. Two Hundred Seven and 32/100

3.	Eastland Plaza 1144 Airport Austin, Texas 78702	1	6 yd	2 per week T/F	FRONT RECYCLE	<u>\$ 139.22</u>
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\$Written Amt. one hundred thirty nine and 22/100

4.	Administration Offices 1640B E. 2 nd Street Austin, TX 78702	1	6yd	2 per week M/TH	FRONT	<u>\$ 139.22</u>
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\$ Written Amt. one hundred thirty nine and 22/100

5.	Austin Affordable Corp 1507 S. I-35 Austin, TX 78741	1	4yd	1 per week T	FRONT	<u>\$ 54.85</u>
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\$ Written Amt fifty four and 85/100

BID PROPOSAL CON'T

<u>ITEM NO.</u>	<u>DESCRIPTION*</u>	<u># OF ON SITE DUMPSTERS</u>	<u>SIZE</u>	<u>FREQUENCY OF PICKUPS</u>	<u>FRONT OR SIDE LOADER</u>	<u>UNIT COST PER MONTH</u>
6.	HACA Vehicle Pen 1203 Cumberland Austin, TX 78702	1	4 yd	2 per week M/TH	FRONT	\$ <u>109.69</u>

\$ Written Amt. one hundred nine and 69/100

7.	Chalmers Courts 1801 E. 4 th St. Austin, TX 78702	13	4 yd	4 per week M/T/W/F	SIDE	\$ <u>2808.03</u>
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\$ Written Amt. two thousand eight hundred eight and 03/100

8.	Rosewood Courts 2001 Rosewood Austin, TX 78702	9	4 yd	4 per week M/T/TH/S	SIDE	\$ <u>1944.02</u>
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\$ Written Amt. one thousand nine hundred forty four and 02/100

9.	Santa Rita Courts 2341 Corta St. Austin, TX 78702	10	4 yd	4 per week M/T/W/F	SIDE	\$ <u>2160.02</u>
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\$ Written Amt. two thousand one hundred sixty and 02/100

10.	Meadowbrook Homes 1201 W. Live Oak St. Austin, TX 78704	15	4 yd	4 per week M/T/W/F	SIDE	\$ <u>3231.91</u>
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\$ Written Amt. two thousand four hundred sixty eight and 35/100

11.	Booker T. Washington 905 Bedford St. Austin, TX 78702	17	4 yd	4 per week M/T/TH/F	SIDE	\$ <u>3545.06</u>
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\$ Written Amt. three thousand five hundred forty five and 06/100

BID PROPOSAL CON'T

ITEM NO.	DESCRIPTION*	# OF ON SITE DUMPSTERS	SIZE	FREQUENCY OF PICKUPS	FRONT OR SIDE LOADER	UNIT COST PER MONTH
12.	Lakeside Apts. 85 Trinity St. Austin, TX 78701	6	2yd rolling/casters	4 per week M/T/TH/F	SIDE	\$ <u>648.04</u>

\$ Written Amt. six hundred forty eight and 04/100

13.	Gaston Place 1941 Gaston Place Austin, TX 78723	1	8yd	4 per week M/W/TH/F	FRONT	\$ <u>337.46</u>
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\$ Written Amt. three hundred thirty seven and 46/100

14.	Thurmond Heights 8426 Goldfinch St. Austin, TX 78758	7	4 yd	4 per week M/T/W/F	FRONT	\$ <u>1178.45</u>
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\$Written Amt. one thousand one hundred seventy eight and 45/100

15.	Georgian Manor 110 Bolles Circle Austin, TX 78753	6	8yd	2 per week T/F	FRONT	\$ <u>1012.35</u>
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\$ Written Amt one thousand twelve and 35/100

16.	Goodrich Place 2126 Goodrich Place Austin, TX 78704	2	4yd	4 per week M/T/TH/F		\$ <u>432.00</u>
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\$ Written Amt. four hundred thirty two and 00/100

17.	Northloop Apts. 2300 W. Northloop Austin, TX 78756	1	4yd	3 per week M/W/F	FRONT	\$ <u>164.55</u>
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\$Written

Amt: one hundred sixty four and 55/100

*This facility has a Philadelphia Tram Rail Mini Compactor. HACA owns 2 each 2-yard open top detachable container.

2	2yd Casters	3 per week M/W/F	FRONT COMPACTOR	\$ <u>177.21</u>
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\$ Written Amt. one hundred seventy seven and 21/100

18.	Northgate West Apts. 9120 Northgate St Austin, TX 78758	5	4 yd	2 per week M/TH	SIDE	<u>\$ 540.03</u>
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\$ Written Amt. five hundred forty and 03/100

19.	Manchaca Village 3628 Manchaca Rd. Austin, TX 78704	4	4 yd	2 per week T/F	SIDE	<u>\$ 432.03</u>
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\$ Written Amt. four hundred thirty two and 03/100

21.	Coronado Hills 1438 Coronado Hill Austin, TX 78752	3	4 yd	3 per week M/W/F	SIDE	<u>\$ 486.12</u>
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\$ Written Amt. four hundred eighty six and 12/100

22.	Salinas Courts 1143 Salinas Austin, TX 78702	1	4 yd	3 per week M/W/F	SIDE	<u>\$ 162.00</u>
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\$ Written Amt. one hundred sixty two and 00/100

Total Cost Per Month For All Properties \$ 20,162.67

\$ Total Cost Written Amt. twenty thousand one hundred sixty two and 67/100

Cost per extra Pick-up \$ 55.00

Written Amt: fifty five and 00/100

Annual Renewal Percentage Increase $\frac{\text{cpi-water, sewer}}{\text{and trash index}}$ %

RECYCLING

<u>Name/Address</u>	<u>96-Gallon Recycling Toters</u>	<u>Monthly Rate</u>
Administration 1124 S. IH 35 -78704	5	\$ 106.24
Administration 1640 B E. 2 nd Street	1	\$ 21.25
Chalmers 1801 E. 2 nd Street-770002	11	\$ 233.74
Rosewood 2001 Rosewood-78702	4	\$ 85.00
Santa Rita 2341 Corta-78702	7	\$ 148.74
Meadowbrook 1201 W. Live Oak-78704	5	\$ 106.24
BTW 905 Bedford-78702	7	\$ 148.74
Lakeside 85 Trinity-78701	6	\$ 127.49
Gaston 1941 Gaston-78723	4	\$ 85.00
Bouldin 1203 Cumberland-78702	5	\$ 106.25
Thurmond 8426 Goldfinch-78757	10	\$ 212.49
Georgian Manor 110 Bolles Circle-78753	4	\$ 85.00
Goodridge Place 2126 Goodridge Place-78704	2	\$ 42.50
Northloop 2300 W. Northloop-78756	4	\$ 85.00
Northgate Apartments 9120 Northgate -78758	2	\$ 42.50
Shadowbend Aprmts 6238 Shadow Bend-78745	2	\$ 42.50
Manchaca Village 3628 Manchaca Village-78704	2	\$ 42.50
Coronado Hills 1438 Coronado Hills-78752	2	\$ 21.25
Emerging Enterprises 1144 Airport # 200 787	1	\$ 21.25
Leisure Time 1921 Gaston Place- 78723	2	\$ 42.50

Total Cost Per Week

\$ 1,806.18

\$ Total Cost Written Amt. one thousand eight hundred six and 18/100

Cost For Extra Pick-up: \$ 21.25 \$ Written Amt. twenty one and 25/100

Annual Renewal Percentage Increase cpi-water, sewer %
and trash index

Bidder acknowledges receipt of the following addenda: Number N/A Number N/A
Respectfully submitted of:

Company Name: Waste Management of Texas, Inc.

Address: 9708 Giles Road, Austin, Texas 78754

By: Paul Daugereau Title: Public Sector Manager

Telephone: 512-696-0363 Fax: 512-272-8960

BID TABULATION SHEET
 CA-15-B-0196 TRASH DISPOSAL SERVICE
 May 20, 2015 2:00PM/CST

	Location	Vendor	Vendor	Vendor
		Texas Disposal Systems TDS	Waste Management	
1.	Administrative Offices 1124 South IH-35	318	253.09	
2.	Administrative Offices 1124 South IH-35	203	207.32	
3.	Eastland Plaza 1144 Airport	145	139.22	
4.	Administration Offices 1640B E. 2 nd Street	182	139.22	
5.	Austin Affordable Corporation 1507 S. I-35	102	54.85	
6.	HACA Vehicle Pen 1203 Cumberland	148	109.69	
7.	Chalmers Courts 1801 E. 4 th St.	3,295	2,808.03	
8.	Rosewood Courts 2001 Rosewood	2,336	1,944.02	
9.	Santa Rita Courts 2341 Corta St.	2,591	2,160.02	
10.	Meadowbrook Homes 1201 W. Live Oak St.	3,845	3,231.91	
11.	Booker T. Washington 905 Bedford St	4,369	3,545.06	
12.	Lakeside Apts. 85 Trinity St.	1,268	648.04	
13.	Gaston Place 1941 Gaston Place	482	337.46	
14.	Thurmond Heights 8426 Goldfinch St	1,550	1,178.45	
15.	Georgian Manor 110 Bolles Circle	1,114	1,012.35	
16.	Goodrich Place 2126 Goodrich Place	505	432.00	
17.	Northloop Apts. 2300 W. Northloop	216	164.55	
	Mini Compactor Northloop	574	177.21	
18.	Northgate West Apts. 9120 Northgate St	792	540.03	
19.	Manchaca Village 3628 Manchaca Rd.	537	432.03	
20.	Coronado Hills 1438 Coronado Hill	729	486.12	
21.	Salinas Courts 1143 Salinas	270	162.00	
	TOTAL COST PER MO:	25,571	20,162.67	
	Cost per extra Pick-up	96 gal recycle \$20 2 yd trash \$75 2 yd compact \$135 4 yd trash \$85 6yd recycle \$85 6 yd trash \$ 95 8 yd trash 105	55.00	
	Annual % increase	5	CPI	

Location	# Toters	Vendor	Vendor	Vendor
		Texas Disposal Systems TDS	Waste Management	
Admin 1124	5	102	106.24	
Admin 1640B	1	42	21.25	
Chalmers	11	194	233.74	
Rosewood	4	88	85.00	
Santa Rita	7	134	148.74	
Meadowbrook	5	104	106.24	
BTW	7	135	148.74	
Lakeside	6	118	127.49	
Gaston	4	89	85.00	
Bouldin	5	103	106.25	
Thurmond	10	183	212.49	
Georgian Manor	4	90	85.00	
Goodrich	2	58	42.50	
Northloop	4	90	85.00	
Northgate	2	58	42.50	
Shadowbend	2	57	42.50	
Manchaca Village	2	57	42.50	
Coronado Hills	2	58	21.25	
Emerging Ent.	1	42	21.25	
Leisure Time	2	58	42.50	
Total Cost per Week:			417.14	

Total cost per month: **1,860** **1,806.18**

Cost for Extra Pickup: \$ 20 21.25 _____

Annual renewal % Increase 5 CPI _____

BID OFFICIAL Nora Morales DATE: 5/21/15

OFFICIAL WITNESS Tina Benson DATE: 5/21/15

Waste Management Introduction

Waste Management is the largest publicly owned company providing integrated environmental services in North America and the industry leader in providing comprehensive waste management services. Waste Management serves commercial, industrial, municipal, and residential customers throughout the United States and Canada.

Waste Management is headquartered in Houston, Texas, employs 42,700 people and operates an extensive network that includes:

- 262 Active solid waste landfill disposal sites
- 5 Hazardous waste landfill sites
- 390 Collection operations
- 137 Beneficial-use landfill gas projects
- 140 Material recovery facilities, including 50 single stream recycling facilities
- 310 Transfer stations
- 36 Organics processing facilities

These resources allow Waste Management to offer a wide range of environmental services to almost 21 million customers nationwide.

Waste Management's resources and organizational structure make it possible to respond quickly and tailor our services to meet the City of Austin Housing Authority's needs. Waste Management makes a total commitment to environmental compliance, assuring our customers that their wastes will be managed safely, in compliance with laws and regulations, and, most importantly, in a manner protective of the public's health and natural resources.

The bottom line? Waste Management has the knowledge, experience, and resources to continue providing the most reliable and responsible environmental service available.

In the event that Waste Management is awarded the bid, we will replace all requested HACA containers within a reasonably agreed upon time period. Waste Management is more than willing to work together with HACA to put a plan in place that will help the replacement process go as smoothly as possible.

There is some confusion if a bid bond or financial assurance is required with this bid. If this is required Waste Management agrees to provide all necessary documents at the City's Request.

We look forward to a continued successful relationship with the City of Austin Housing Authority.

Sincerely,



Paul Daugereau
Public Sector Sales Representative
Waste Management of Texas, Inc.
512-696-0363



THINK GREEN

Statement of Bidder's Qualifications

Name of Bidder:
Waste Management of Texas, Inc.

Permanent main office address:
9708 Giles Lane
Austin, TX 78754

When organized:
1966

State whether bidder is a Corporation, Partnership, or Sole Proprietor.
Corporation

A breakdown of the minority ownership of the business (Gender, White, Black, Hispanic, American Hispanic, American Indian/Eskimo, Asian/Pacific Islander, etc.) Who owns what percent of the business, and any other related information.
Not applicable

Number of years engaged in contracting business under present name:
45 years

Contract in progress (gross amounts of contracts, estimated completion dated, project owner, architect.
Austin Housing Authority, 23,000 Estimated Monthly Revenue, Completion Date: July 1st 2015

General character of work performed by your company.
Solid waste and recycling collection, transportation, and disposal services.

Report on any failures to complete work awarded to you (where, when & why). Report any contracts you have defaulted on.
None to our knowledge

Name & address of bonding company and name and address of agent.
Waste Management has a comprehensive surety program with multiple surety companies participating offering large amounts of capacity.

List of three (3) currently completed projects, including name, address, phone number, and type of work.

City of Harker Heights
Mark Hyde-Public Works Director
305 Millers Crossing
Harker Heights, TX 76548
254-953-5641

City of Lampasas
Finley deGraffenried-City Manager
312 E. Third Street
Lampasas, TX 76550
512-556-6831



THINK GREEN

Housing Authority of the City of Austin
Trash Disposal Services

Solicitation #HACA-B-15-0196
5/20/2015

City of Belton
Mike Huber-Public Works Director
333 Water Street
Belton, TX 76513
254-933-5800

List any previous contracts, including dated executed with HACA:
Austin Housing Authority, 23,000 Estimated Monthly Revenue, Completion Date: July 1st 2015



THINK GREEN.



WASTE MANAGEMENT

9708 Giles Road
Austin, TX 78754
512-696-0363

July 25, 2019

Austin Housing Authority
C/o Nora Morales

RE: Annual CPI Rate Modification

Dear Ms. Morales,

Waste Management of Texas, in reference to the yearly review per our existing contractual agreement, requests implementation of the annual rate increase based on the most recently published U.S. Cities Average Annual Consumer Price Index for Water and Sewer and Trash Collection services. The most recent available annual Consumer Price Index reflects a 1.65% increase from June 2018 to June 2019.

The rate increase should become effective September 1, 2019.

Please see rate sheet attached to email.

We appreciate your business and if we can be of further assistance, please feel free to contact me at 512-696-0363 or pdaugere@wm.com.

Sincerely,

A handwritten signature in blue ink that reads 'Paul Daugereau'.

Paul Daugereau
Public Sector Solutions Manager
Waste Management of Texas

Row Labels	TRASH	RECYCLING	TRASH & RECYCLING	Total Monthly	Total Yearly
HACA Central		\$214.72	\$375.85	\$590.57	\$7,086.84
Eastland Plaza			\$421.16	\$421.16	\$5,053.92
Emerging Enterprises (Eastland Plaza)		\$23.38		\$23.38	\$280.56
Horizon Environmental			\$117.33	\$117.33	\$1,407.96
Chalmers Cts	\$2,997.08	\$288.22		\$3,285.30	\$39,423.60
Rosewood Cts / Salina Apts	\$2,250.14	\$200.08		\$2,450.22	\$29,402.64
Santa Rita Cts	\$2,305.44	\$155.62		\$2,461.06	\$29,532.72
Meadowbrook Apts	\$3,010.89	\$266.77		\$3,277.66	\$39,331.92
Booker T. Washington (BTW)	\$3,814.99	\$333.46		\$4,148.45	\$49,781.40
Lakeside Apts	\$691.67	\$222.31		\$913.98	\$10,967.76
Gaston Place	\$360.18	\$155.62		\$515.80	\$6,189.60
Thurmond Heights	\$1,197.89	\$222.31		\$1,420.20	\$17,042.40
Georgian Manor Apts	\$1,080.51	\$88.92		\$1,169.43	\$14,033.16
Northloop Apts	\$357.47	\$177.85		\$535.32	\$6,423.84
Northgate West Apts	\$576.39	\$111.15		\$687.54	\$8,250.48
Manchaca Village Apts	\$461.11	\$88.92		\$550.03	\$6,600.36
Coronado Hills Apts	\$518.85	\$88.92		\$607.77	\$7,293.24
Salina Apts	\$214.40			\$214.40	\$2,572.80
Shadowbend Ridge / Manchaca II		\$44.46		\$44.46	\$533.52
Bouldin Oaks		\$111.15		\$111.15	\$1,333.80
HACA Vehicle Pen (Bouldin Oaks)	\$121.03			\$121.03	\$1,452.36
Grand Total	\$19,958.04	\$2,793.86	\$914.34	\$23,666.24	\$283,994.88

RECYCLING

Booker T. Washington (BTW)	\$333.46
Bouldin Oaks	\$111.15
Chalmers Cts	\$288.22
Coronado Hills Apts	\$88.92
Emerging Enterprises (Eastland Plaza)	\$23.38
Gaston Place	\$155.62
Georgian Manor Apts	\$88.92
HACA Central	\$214.72
Lakeside Apts	\$222.31
Manchaca Village Apts	\$88.92
Meadowbrook Apts	\$266.77
Northgate West Apts	\$111.15
Northloop Apts	\$177.85
Rosewood Cts / Salina Apts	\$200.08
Santa Rita Cts	\$155.62
Shadowbend Ridge / Manchaca II	\$44.46
Thurmond Heights	\$222.31

TRASH

Booker T. Washington (BTW)	\$3,814.99
Chalmers Cts	\$2,997.08
Coronado Hills Apts	\$518.85
Gaston Place	\$360.18
Georgian Manor Apts	\$1,080.51
HACA Vehicle Pen (Bouldin Oaks)	\$121.03
Lakeside Apts	\$691.67
Manchaca Village Apts	\$461.11
Meadowbrook Apts	\$3,010.89
Northgate West Apts	\$576.39
Northloop Apts	\$357.47
Rosewood Cts / Salina Apts	\$2,250.14
Salina Apts	\$214.40
Santa Rita Cts	\$2,305.44
Thurmond Heights	\$1,197.89

TRASH & RECYCLING

Eastland Plaza	\$421.16
HACA Central	\$375.85
Horizon Environmental	\$117.33

Grand Total	\$23,666.24
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HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02619

PLANNING AND DEVELOPMENT

ITEM NO. 8.

MEETING DATE: October 17, 2019

STAFF CONTACT: Jimi Teasdale, Planning & Development Director

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02619
Roofing Replacements for Pathways at Shadowbend Ridge

BUDGETED ITEM: Yes

TOTAL COST: \$178,000.00

ACTION

The Board is being asked to approve a contract for Roofing Replacements for Pathways at Shadowbend Ridge.

SUMMARY

Background:

All twenty-seven (27) residential buildings and management office include the full removal of all existing roofing, as specified in the bid documents, disposal off-site of all debris, decking replacements as needed under unit pricing, new vent stacks, heater flues, and flashing, and new shingle roofing, with ridge vent systems. This is the first large, Reserve For Replacement project to be initiated from the initial two (2) year schedules for all sites.

Process:

An Invitation for Bid was advertised in The Austin American Statesman on Sunday, September 1, 2019 and again on Sunday, September 15, 2019, and faxed Friday, September 4, 2019 to the minority/small business organizations designated in the HACA Procurement Policy.

Nineteen (19) Project Manuals were distributed and Nine (9) Bid Proposals were submitted. Sealed bids were received, opened and read aloud on September 27, 2019 at 2:00 p.m., local time.

Staff Recommendation:

Based on satisfactory reference verifications, staff recommends award of contract to JJ Red Commercial Roofing, LLC.

ATTACHMENTS:

- ▣ **Bid Process/Summary of Bids**
- ▣ **References**

RESOLUTION NO. 02619

**APPROVING THE AWARD OF CONTRACT FOR ROOFING REPLACEMENTS FOR
PATHWAYS AT SHADOWBEND RIDGE**

WHEREAS, on September 27, 2019, the Housing Authority of the City of Austin opened and publicly read bids for Roofing Replacements for Pathways at Shadowbend Ridge Apartments; and

WHEREAS, it is the recommendation of the President and CEO that the bid submitted by JJ Red Commercial Roofing, LLC be accepted as the most responsible and responsive bid; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority Board of Commissioners authorizes the President and CEO to accept the bid as submitted by JJ Red Commercial Roofing, LLC and award such contract,

PASSED, APPROVED AND ADOPTED this 17th day of October 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

BID PROCESS: The Invitation for Bid was advertised in *The Austin American Statesman* on Sunday, September 1, 2019 and again on Sunday, September 15, 2019, and faxed Friday September 4, 2019 to the minority/small business organizations designated in the HACA Procurement Policy.

Nineteen (19) Project Manuals were distributed and Nine (9) Bid Proposals were submitted. Sealed bids were received, opened and read aloud on September 27, 2019 at 2:00 p.m., local time.

Plan Holder	Bid Amount	MBE/WBE
Virtual Builders Exchange 4047 Naco-Perrin Suite 100 San Antonio, TX 78217 210-564-6900; Contact: Heather Hope	<u>NO BID RECEIVED</u>	NO
McGraw Hill Construction Dodge Reports 4300 Beltway Place Suite 180 Arlington, TX 76018 817-375-2955; Contact: Plan Center/Kirstin Klutch	<u>NO BID RECEIVED</u>	NO
Reed Construction Data 30 Technology Parkway South Suite 500 Norcross, GA 30092-2912 800-876-4045; Contact: Lourd Abad/Document Processing Center	<u>NO BID RECEIVED</u>	NO
Associated General Contractors of America San Antonio Chapter 10806 Gulfdale San Antonio, TX 78216 210-349-4921; Contact: Mary Lugo/Dana Marsh	<u>NO BID RECEIVED</u>	NO
Construction Data-CDC-News 4201 West Parmer Lane Bldg. # Suite 200 Austin, TX 78727 800-872-7878; Contact: Plan Room Center/Toni Lawson	<u>NO BID RECEIVED</u>	NO
AGC Austin 609 South Lamar Austin, TX 78704 512-804-2796; Contact: Toni Osberry	<u>NO BID RECEIVED</u>	NO
CMD 333 E. Butterfield Road, Suite 600 Lombard, IL 60148 630-258-7983; Contact: Sherwin De Peralta/Fonda Rosenfeldt	<u>NO BID RECEIVED</u>	NO
iSqFt Plan Room 4500 Lake Forest Drive, Suite 502 Cincinnati, OH 45242 1-800-364-2059, ext 702; Contact: Kyle Bellomy	<u>NO BID RECEIVED</u>	NO
AMTEK Information Services (Austin Plan Room) 7801 N. Lamar, Suite-A137 Austin, TX 78752 512-323-0508; Contact: John Rugh	<u>NO BID RECEIVED</u>	NO
Vincent's Roofing, Inc. 7000 S US Hwy 77 La Grange, TX 78945 979-247-4587; Contact: Theresa Chovanec	<u>\$265,000.00</u> Completion Time: 75 Calendar Days	MBE

All American Exteriors Specialists, Inc. 1421 North Loop 12 Irving, TX 75061 972-254-2654; Contact: Adela Rodriguez and Marco Rios	<u>\$207,433.00</u> Completion Time: 120 Calendar Days	MBE/WBE
123 Remodeling & Roofing 307 S McDonald Street, Suite 400 McKinney, TX 75069 214-718-4484; Contact: David Vandecar	<u>\$219,980.00</u> Completion Time: <u>45 Calendar Days</u>	MBE
Unity Contractor Services, Inc. 6448 E Highway 290 Suite F-113 Austin, TX 78723 512-926-8065; Contact: Samantha House/Pat Carter	<u>\$182,000.00</u> Completion Time: 90 Calendar Days	MBE
Busse Roofing 818 Arrowhead Trail Cedar Park, TX 78613 936-443-4927; Contact: Sean Busse	<u>NO BID RECEIVED</u>	NO
Mammoth Services, LLC 2045 Space Park Drive, Ste., 290 Houston, Texas 77058; 832-416-1566; Contact: Mirna Medrano	<u>\$278,688.00</u> Completion Time: 120 Calendar Days	MBE/WBE
GG's Construction, LLC 13276 North Highway 183, Ste. 207 Austin, Texas 78750 512-257-8075; Contact: Rolando Osorio	<u>\$299,214.00</u> Completion Time: 30-40 Maximum Calendar Days	MBE
Roofing Designs by JR, LLC 15120 Lee Road, Ste., 602 Humble, Texas 77396 832-758-5108; Contact: Chyna Gragg	<u>\$138,420.80</u> Completion Time: 45 Calendar Days	MBE/WBE
JJ Red Commercial Roofing, LLC 618 East Centre Park Lane Desoto, Texas 75115 972-685-3956; Contact: Robert Edwards	<u>\$178,000.00</u> Completion Time: 60 Calendar Days	MBE
RYCARS Construction, LLC P.O. Box 370 Kenner, Louisiana 70063 504-305-5309; Contact: Ryan Burks	<u>\$297,295.00</u> Completion Time: <u>60 Calendar Days</u>	MBE

- **AWARD OF CONTRACT:** Bids were opened and read aloud by James Teasdale, Planning & Development Director, recorded by Christina Huerta, Modernization Specialist and witnessed by Brad Kothmann, Director of Property Standards.
- A Low Bid was received from *Roofing Designs by JR, LLC*, however, reference verifications for this firm were less than satisfactory, and they are NOT RECOMMENDED.
- The 2nd lowest bidder, *JJ Red Commercial Roofing, LLC* was determined to be responsive – Bid Proposal, Non-Collusive Affidavit, Representations, Certifications, and Other Statements of Bidders, Certification of Bidder Regarding Equal Employment Opportunity, and Contractor's Qualification Statement, Section 3 Certification were complete & executed, as required.
- Reference verifications for JJ Red Commercial Roofing, LLC, were performed, with all positive results.

REFERENCE VERIFICATION:

COMPANY: JJ Red Commercial Roofing, LLC

PROJECT: **#2019-10- Pathways @ Shadowbend Roofing, Under R4R-2019**

Source:

1. Collin County Detention Center-Phone: 972-547-5370

Contact: Mr. David Dooley - Amount of Contract \$2,142,000 - Date performed: 2018-19

Comments: Project was a large job, all TPO, over several buildings. Contractor had a large, adequate crew size staff. Contractor carried appropriate insurances and bonded job, as required. All work was of good quality. No significant Change orders, and in fact the Contractor worked to minimize such costs. Company and its workers respectful, good to work with. Very good company. Would work with them again.

2. Lewisville ISD – Phone: 972-233-1323

Contact: Mr. Harold Stephens, Facilities Consultants – Amount of Contract \$138,000 –Date performed 2013

Comments: The project was roofing of three elementary schools in the district, listed at approx. \$138,000 in cost and consisted of replacement of 750 SQ's of roofing. Project completed on schedule and we returned unused portions of the owner's contingency and allowances. This was our first project with them. They managed the job in a very professional manner. There was only a deductive change order returning unused allowances back to the owner. The contractor's crew sized appropriately and were very professional. The Contractor did provide required insurance, builders' risk coverage, and bonds for the project. No issues regarding full warranty or a need for warranty call in the first year, post completion. Yes, would be happy to work with them again. It was a pleasure to work with this company and would do so again.

3. Denton Housing Authority – Phone: 930-383-3039

Contact: Ms. Sherri McDade, by reference letter provided – Amount of Contract \$375,000 – Date performed 2014:

Comments: Project was re-roofing of Heritage Oaks Apartments comprising 24 bldg.'s of shingle roof replacements and other roofing work, for 1,640 squares. CEO of the PHA writes, "Extremely satisfied with the service, quality, and efficient work performed..." JJ Red has provided DHA with roofing services on several occasions and found them to be professional, reliable, and courteous. Workmen were mindful and courteous of residents, who also praised the workers for their professionalism and friendliness. Highly recommended for commercial roofing projects.

4. University of Texas Arlington – Phone: 817-272-3460

Contact: Mr. Duane Grove, Project Coordinator – Amount of Contract \$138,000 Date performed 2017:

Comments: JJ RED did reroof three buildings, approximately 138,000 sq. ft. The project was completed on time within the budget. They were very efficient with timeframe, being here when they said they would, and getting the job completed. This was our first project with JJ Red roofing. They won the bid for all three roofs. They were very easy to work with and made sure all their forms were submitted with their pay apps. We did not have any change orders on the job. This is a very experienced crew and very professional on the job site. They had a good size crew for the job and kept the area clean at all times, and secured for safety of our students, and there selves. Yes, we require the contractor to have insurance and bonds for the project. We have had no issues since the roofing was complete. I would defiantly use JJ red in the future on and roofing projects that we have. I am very happy with the pricing and performance of JJ Red on the project on our campus. They were very responsive and professional, and friendly to work with they were very conscious of keep the work area clean and secure for safety of the students/faculty.

Additional letters of strong support and favorable recommendations received from satisfied prior roofing project customers of JJ Red, including:

Ofelia Garcia-Benavides
Quality Assurance Manager
Dallas Area Rapid Transit
36,000sf Roof Replacement on Senate Street Facility

Bill Burke
Director of Construction Projects
Collin County, TX
Collin County Wells Building Roof Replacement

Harold Stephens
Facilities Consultant
PBK Architecture, Engineering, Planning & Facility Consulting

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 9.

MEETING DATE: October 17, 2019

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.