

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, December 19, 2019

12:00 PM

HACA Central Offices

1124 S. IH 35 Austin, TX

Austin, TX

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

**TO BE HELD AT
HACA Central Offices
1124 S. IH 35 Austin, TX
Austin, TX
(512.477.4488)**

**Thursday, December 19, 2019
12:00 PM**

The Program Review Committee will meet from 10:30 am - 12:00 noon

HACA's Program Review 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 Review Committee consists of all members of HACA's Board of Commissioners. No votes on any matter shall be taken during Program Review Committee Meetings.

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Program Review Committee - At this meeting the Program Review Committee will:

1. Receive an update on HACA's Strategic Plan
2. Receive an update on AAHC Activities and Programs

The HACA Regular Board Meeting will meet beginning at 12:00 noon

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

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

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on November 21, 2019

ACTION ITEMS

2. Update on AAHC's acquisition and development programs
3. Presentation, Discussion, and Possible Action regarding Resolution No. 02628 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 Governmental Note (Bridge at Loyola Lofts), Series 2020 (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Bridge at Loyola Lofts

4. Update on HACA's Rental Assistance Demonstration Program
5. Presentation, Discussion and Possible Action Regarding Resolution No. 02629: Approval of Revisions to the Housing Choice Voucher Administrative Plan
6. Presentation, Discussion, and Possible Action regarding Resolution No. 02630: Approval to Submit the 2020 Public Housing Authority Annual Plan and 2020-2024 Five-Year Plan to the U.S. Department of Housing and Urban Development
7. Presentation, Discussion, and Possible Action on Resolution No. 02631, authorizing the President and CEO of the Housing Authority of the City of Austin (HACA) to enter into an Interlocal Cooperation Agreement with the Housing Authority of Travis County (HATC) to allow HATC to develop an affordable multifamily property within HACA's jurisdiction at a certain property located at or near the intersection of Interstate 35 and Tech Ridge Boulevard

EXECUTIVE SESSION

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

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

OPEN SESSION

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

REPORTS

The Board accepts the following reports:

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

ADJOURNMENT

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

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

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

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

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

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call 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 x 2104.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
EXECUTIVE
ITEM NO. 1.

MEETING DATE: December 19, 2019

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Receive an update on HACA's Strategic Plan

BUDGETED ITEM: N/A

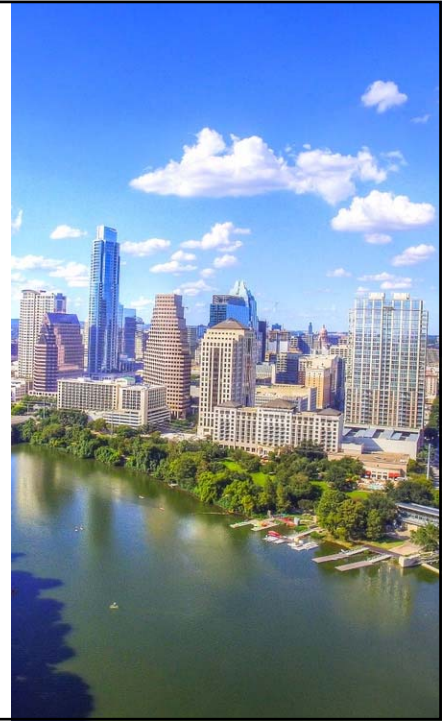
TOTAL COST: N/A

ACTION

Board Members will receive an update on HACA's 2019 Strategic Planning Initiative from Melanie Campbell with CVR Associates.

Strategic Planning

**Housing Authority of the City of
Austin**
December 19, 2019



CVR Team

- Melanie (Villalobos) Campbell, *Sr. Vice President*
- Liz Vega, *Associate*



Update on Strategic Planning Process

Key Activities

- **July** – Strategic Planning launched.
- **August** – Met with Board; issued SWOT surveys.
- **September** – Analyzed SWOT surveys; held 2-day staff session.
- **October** – Refined goals and objectives.
- **November** – Further refined goals and objectives; Austin Pathways planning continued.
- **December** – Finalize goals, objectives and responsible parties.
- **January/February** – Development of Implementation/Execution Strategy

Strategic Goals

An aerial photograph of a city skyline, likely Pittsburgh, featuring a river, a bridge, and various skyscrapers under a blue sky with scattered clouds. The CVR logo is visible in the bottom left corner of the image.

HACA Vision and Mission

Vision

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

Mission

To cultivate sustainable affordable housing communities and partnerships that inspire self-reliance, growth, and optimism.

HACA's 7 Strategic Goals



1. Increase housing choices and opportunities throughout the Austin community and Central Texas region.
2. Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential.
3. Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability and workplace safety.
4. Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability.
5. Fully transition to an asset-based business model to improve organizational effectiveness.
6. Support a culture of innovation and continuous improvement to optimize customer service, organizational efficiency and environmental sustainability.
7. Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs and partnerships.

CVR

Review Objectives and Assign Responsible Departments

S.M.A.R.T. Objectives



- **SPECIFIC** – Who, What, Where, When, & Why?
- **MEASURABLE** – How much? How many? How will you know the goal is accomplished?
- **ATTAINABLE** – A goal an agency is willing and able to work towards. You must truly believe that it can be accomplished.
- **RELEVANT** – Does this goal relate to the agency's mission and vision and how does it move the agency forward?
- **TIME BOUND** – Set a target date for the goal's completion to ensure you are motivated

Key for Responsible and Supporting Departments



AAHC – Austin Affordable Housing Corporation – Ron Kowal, Vice President
ADM – Admissions – Laura Bodai, Director
AH – Assisted Housing, aka Section 8/Housing Choice Voucher – Lisa Garcia, Vice President
AP – Austin Pathways – Pilar Sanchez, Vice President
COMP – Compliance Oversight, aka QC – Kelly Crawford, Director
EXEC – Executive – Michael Gerber, President and CEO
FIN – Finance – Martha Ross, CFO
HR – Human Resources – Gloria Morgan, Director
LIH – Low Income Housing (formerly public housing) – Sylvia Blanco, Chief Operating Officer
P&D – Planning and Development – Jimi Teasdale, Director
PR – Public Relations/Communications – Ken Bodden, Public Relations Manager/Public Information Officer
OPS – Operations and Procurement Services (formerly Purchasing) – Nora Morales, Director
SHCC – Southwest Housing Compliance Corporation – Michael Cummings, Vice President
TMI – Technology Management and Innovation (formerly MIS) – Andrea Galloway, Director

Goal 1: Increase housing choices and opportunities throughout the Austin community and Central Texas region.



(Lead: Ron Kowal; Support: Lisa Garcia)

Objectives		Responsible Dept	Supporting Dept
A	Adopt agency-wide guiding policy/principles for housing expansion by 2021.	AAHC	AH Finance
B	Create a redevelopment strategy/plan for our PBRA portfolio to maximize additional affordable housing units by 2021.	LIH	AAHC P&D FIN AH
C	Increase use of Down Payment Assistance program to 10 families/year and Six Star program to 5 families/year by 2024, to include units in high opportunity areas.	AAHC	AP AH LIH

Goal 1: Increase housing choices and opportunities throughout the Austin community and Central Texas region. (continued)



Objectives		Responsible Dept	Supporting Dept
D	Implement at least 3 initiatives to retain and expand housing opportunities for rental assistance participants by 2022.	AH	COM AAHC
E	Expand AAHC portfolio to 10,000 units, with emphasis on higher opportunity areas, by 2023.	AAHC	FIN

Goal 2: Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential. (Lead: Pilar Sanchez; Support: Lisa Garcia)



Objectives		Responsible Dept	Supporting Dept
A	Improve participation in resident service programs by December 2021 and through 2024.	AP	AH PR LIH
B	Consolidate the Austin Pathways and Community Development programs by Q2 2020.	AP	EXEC FIN HR TMI
C	Develop and implement a community development service model that can be replicated and scaled by December 2023.	AP	LIH PR AH
	i. Integrate resident-led programs to enhance self-reliance and independence.	AP	LIH TMI AH PR

Goal 2: Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential. (continued)



Objectives		Responsible Dept	Supporting Dept
D	Develop resident-led safety program to promote resident awareness, education and participation in safety by December 2023.	AP	LIH PR
E	Determine best methods to connect with residents in ways they prefer to get info (text/email) by 2020 and maximize use of those methods by 2024.	AP(DI)	PR TMI LIH AH
	i. Launch an online resident portal (Rent Café) by December 2020.	LIH	TMI AP
	ii. Increase participation in digital inclusion classes that focus on resident interests to 300 participants by 2023.	AP	LIH AH
	iii. Transition resident newsletter to online delivery reaching 10% of residents by 2020 and 75% by 2024.	PR	TMI LIH AP

Goal 3: Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability and workplace safety.



(Lead: Gloria Morgan; Support: Andrea Galloway)

Objectives		Responsible Dept	Supporting Dept
A	Develop a plan to further strengthen succession planning throughout HACA by 2020.	HR EXEC	ALL DEPTS
	i. Launch a mentorship and/or leadership program by 2022.	HR	ALL DEPTS
B	Create an annual staff survey by 2020 to assess HACA's work environment and identify areas of strengths and areas for improvement.	HR	SHCC PR COMP TMI

Goal 3: Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability and workplace safety.(continued)



Objectives		Responsible Dept	Supporting Dept
C	Enhance staff training opportunities to improve job performance, safety, technological efficiencies, and upward mobility by 2021.	HR	ALL DEPTS
	i. Implement updated safety training program for all HACA staff by 2021. a) Research available safety tools for staff who work with the public.	COMP	OPS HR LIH
	ii. Develop a comprehensive and effective process for on-boarding new employees.	HR	ALL DEPTS

Goal 3: Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability and workplace safety. (continued)



Objectives		Responsible Dept	Supporting Dept
C	iii. Develop a program for staff continuing education in technology by 2022.	TMI	ALL DEPTS
	iv. Enhance HACA's recognition/incentives program for exceptional performance and goal achievement by 2021.	HR	ALL DEPTS ERC
D	Implement a pilot program that offers more flexible work arrangements by 2020.	HR	TMI EXEC

Goal 4: Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability.



(Lead: Martha Ross; Support: Ron Kowal)

Objectives		Responsible Dept	Supporting Dept
A	Aggressively pursue external, sustainable funding sources for Austin Pathways to become 50% self-sufficient by 2023.	AP	EXEC PR BOARD FIN
	i. Develop a business plan to include a five-year funding plan of sources, services and outcomes.	AP	FIN EXEC PR
B	Model financial and sustainability scenarios (acquisitions, partnerships, and future HUD funding trends) for AAHC, SHCC and LIH by March 2020.	FIN	AAHC SHCC LIH EXEC



Goal 4: Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability. (continued)

Objectives		Responsible Dept	Supporting Dept
C	Refine the corporate Financial Policy (debt service coverage, operating reserves, balanced growth and investments) by December 2021.	FIN	EXEC AAHC RAD LIH



Goal 5: Fully transition to a site-based business model to improve organizational effectiveness.

(Lead: Ann Gass; Support: Sylvia Blanco)

Objectives		Responsible Dept	Supporting Dept
A	Create and implement new Standard Operating Procedures (SOPs) and Supplemental Processing Guidelines (SPGs) that provide staff with guidance to eliminate redundancies and perform currently centralized tasks at the site-based level by 2021.	LIH	TMI ADMISSIONS COMP P&D OPS
B	Identify and implement ways to leverage technology, as well as staff knowledge and experience, to streamline processes while increasing job satisfaction by 2022.	LIH TMI	ADMISSIONS FIN OPS AP



Goal 5: Fully transition to a site-based business model to improve organizational effectiveness. (continued)

Objectives		Responsible Dept	Supporting Dept
C	Align Pathways Asset Management's staffing and compensation model with industry-standard practices, while ensuring financial sustainability for each asset, by 2020.	LIH	HR Finance



Goal 6: Support a culture of innovation and continuous improvement to optimize customer service, organizational efficiency, and environmental sustainability.

(Lead: Andrea Galloway; Support: Jimi Teasdale)

Objectives		Responsible Dept	Supporting Dept
A	Identify and implement three impactful corporate initiatives to achieve operational efficiencies by 2024.	EXEC TMI COMP	ALL DEPTS
	Launch technology enhancements to improve operating efficiencies by 2021.	TMI	ALL DEPTS
	i. a) Customer portals.	TMI	AH, AP SHCC
	b) Data analytic tools to assess key performance indicators.	TMI	ALL DEPTS
B	Create a customer service assessment program by 2022.	COMP	ALL DEPTS

Goal 6: Support a culture of innovation and continuous improvement to optimize customer service, organizational efficiency, and environmental sustainability. (continued)



Objectives		Responsible Dept	Supporting Dept
C	Identify and implement best practices to enhance internal and external communication and collaboration by 2022.	PR	TMI, HR, AP OPS, AH
	i. Develop tools and related training to improve internal and external communications by 2020.	TMI	PR HR
D	Explore the option to rebrand the organization, to expand awareness and partnerships by 2022.	EXEC	PR
	i. Share resident success stories with the public by creating a “resident of the quarter” video that shows the impact of our programs by Q2 2020.	PR	AP LIH AH
	ii. Increase social media presence by 15% by 2021.	PR	AP, LIH, AH AAHC, HR SHCC

Goal 6: Support a culture of innovation and continuous improvement to optimize customer service, organizational efficiency, and environmental sustainability. (continued)



Objectives		Responsible Dept	Supporting Dept
E	Implement opportunities to promote energy efficiency and environmental sustainability by 2021.	P&D	LIH OPS
	i. Enhance compliance with commercial and residential recycling ordinances at all facilities by Q2 of 2020.	OPS	P&D LIH
	ii. Develop and implement training for staff, residents and developer/property management partners on recycling and energy conservation by Q4 2020.	P&D	LIH AP AAHC
	iii. Explore options with the agency vehicle fleet to reduce reliance on fossil fuels by Q4 2020.	P&D	OPS

Goal 6: Support a culture of innovation and continuous improvement to optimize customer service, organizational efficiency, and environmental sustainability. (continued)



Objectives		Responsible Dept	Supporting Dept
E	Implement opportunities to promote energy efficiency and environmental sustainability by 2021 (continued).		
	iv. Include environmental and energy sustainability standards for all modernization and new development projects by 2020.	P&D	AAHC LIH
	v. Minimize waste and maximize recycling in all construction-related projects by 2021.	P&D	AAHC LIH
	vi. Implement opportunities for sustainable energy generation, bulk energy rate purchasing, and rebates to optimize energy use by 2021.	P&D	OPS LIH

Goal 7: Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs and partnerships.



(Lead: Gloria Morgan; Support: Kelly Crawford)

Objectives		Responsible Dept	Supporting Dept
A	Develop a plan to promote diversity throughout HACA by 2020.	HR	EXEC
	i. Identify and implement best practices to share and celebrate equity by 2021.	HR	PR AP
	ii. Partner with a diverse coalition of community partners to increase diversity in new hires within the workforce by 10% by 2022.	HR	PR



Goal 7: Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs and partnerships. (continued)

Objectives		Responsible Dept	Supporting Dept
B	Expand college and other recruitment efforts to increase minority candidates by 2020.	HR	PR
C	Develop advancement opportunities for staff with diverse backgrounds by 2021.	HR	SHCC LIH AH
D	Establish diversity and cultural competency training by 2020.	HR	AP OPS

CVR

Next Steps



HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 2.

MEETING DATE: December 19, 2019

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

ITEM TITLE: Receive an update on AAHC Activities and Programs

BUDGETED ITEM: N/A

TOTAL COST: N/A

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: December 19, 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 November 21, 2019

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on November 21, 2019.

ATTACHMENTS:

- ▣ **20191121 HACA Minutes Summary**

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

NOVEMBER 21, 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, NOVEMBER 21, 2019, AND WERE HELD AT THE BRIDGE AT ASHER APARTMENTS CLUB ROOM, 10505 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 November 21, 2019, was called to order by Tyra Duncan-Hall, HACA 2nd Vice-Chairperson, at 10:36 a.m. The meeting was held at The Bridge at Asher Apartments Club Room, 10505 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
Charles Bailey, Commissioner

MEMBER(S) ABSENT:

Carl S. Richie, Jr., Commissioner

TOUR OF THE ASHER APARTMENTS

The Board of Commissioners Program Review Committee toured The Bridge at Asher Apartments.

Presentation and Committee training by Berman, Hopkins, Wright, and LaHam Independent Auditors, Brian Nemeroff and Sean Cedar.

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

The meeting adjourned at 11:54 a.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 November 21, 2019, was called to order by Charles Bailey, HACA Vice-Chairperson, at 12:22 p.m. The meeting was held at The Bridge at Asher Apartments Club Room, 10505 S. IH 35, Austin, TX.

Roll call certified a quorum was present.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

Carl S. Richie, Jr., Chairperson

ALSO IN ATTENDANCE:

Bill Walter, Coats Rose
Wilson Stoker, Cokinos, Bosien & Young

STAFF PRESENT:

Andrea Galloway, Ann Gass, Catherine Crago, Kelly Crawford, Ken Bodden, Leilani Lim-Villegas, Lisa Garcia, Martha Ross, Michael Gerber, Michael Roth, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

CITIZENS COMMUNICATION – None.

PUBLIC HEARING ON ESTATES AT NORWOOD DEVELOPMENT & BRIDGE AT LOYOLA LOFTS DEVELOPMENT

A Public Hearing to solicit commentary on the Estates at Norwood and the Bridge at Loyola Lofts developments was held.

No public Comment was received.

CITYWIDE ADVISORY BOARD (CWAB) – The CWAB did not report.

ITEMS WERE TAKEN OUT OF ORDER.

ITEM 3: Presentation, Discussion, and Acceptance of the Independent Auditor's Report for Fiscal Year Ending March 31, 2019

The Fiscal Year 2019 audited Financial Report for the Housing Authority of the City of Austin was presented for approval. Berman, Hopkins, Wright and LaHam CPAs and Associates, LLP performed the Audit. Brian Nemeroff, CPA, reported that one finding had been issued based on the Audit. The finding centered around HACA needing to make adjustments to Financial Statements following the normal period due to extensive work associated with RAD Program implementation and several end-of-year closings involving a number of properties. Berman Hopkins identified that, while significant, HACA had an acceptable Corrective Action Plan and this should not be an issue in future years.

Commissioner Apostolou moved the Approval of the Fiscal Year 2019 audited Financial Report for the Housing Authority of the City of Austin. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

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 October 17, 2019

Commissioner Apostolou moved the Approval of the Board Minutes Summary for the Board Meeting held on October 17, 2019. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 2: Presentation, Discussion, and Possible Action Resolution No. 02621: Approval of the Board of Commissioners Meeting Schedule for 2020

Per the HACA Bylaws, each year the Board of Commissioners is to adopt, by resolution, a meeting schedule for the following year. This schedule is to be posted and given to the City Clerk's office and posted on the HACA's website and all public housing management community bulletin boards.

A comprehensive list was created to show the 2020 Austin Independent School District's Spring Break and all 2020 future conference dates of state, regional and national associations. After a review of the updated 2020 list, staff found two dates (NAHRO Leadership Meeting and AISD Spring Break) that conflicted with the proposed 2020 HACA Board Meetings schedule; therefore, the Board of Commissioners Meeting Schedule was revised to reflect the date change of the January Meeting from the 3rd Thursday to the 2nd Tuesday of January, and the Annual Board meeting for 2020 has been moved to the 4th Thursday of March.

Commissioner Carrington reported that she will have conflicts with the February and March dates.

Commissioner Apostolou moved the Approval of Resolution No. 02621: Approval of the Board of Commissioners Meeting Schedule for 2020. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 02622: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards

On November 15, 2018, the payment standards were approved by the Board at 100% of published fair market rents. The rising Austin rental rates continue to make it difficult for housing choice voucher families to locate affordable homes in the Austin area. In analyzing the factors outlined below, staff's recommendation is to adjust the payment standards to 100% of the recently published fair market rents for all bedroom sizes. Staff will continue to exercise flexibility to approve payment standards up to 120% of the published fair market rents as a reasonable accommodation for persons with disabilities.

The recommendation is proposed in consideration of the following information:

- By adjusting the payment standards as recommended, HACA is helping to ensure that rental assistance provided is competitive with the rising rents in the Austin metropolitan area and that families can locate affordable housing.
- An analysis of the following reports reflect that proposed Payment Standards are below market rents:
 - GoSection 8 Payment Standards Analysis report
 - Austin Multi-Family Trend Report 3rd quarter 2019
 - Austin Board of Realtors Multiple Listing Service Analysis of market rate units

The approved Payment Standards will go into effect March 1, 2020.

2nd Vice-Chairperson Duncan-Hall moved to Approve Resolution No. 02622: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards. **Commissioner Apostolou** seconded the motion. The motion Passed (4-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: Presentation, Discussion, and Possible Action regarding Resolution No. 02624 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 (The Bridge at Canyon View Apartments), Series 2019A and its Taxable Multifamily Housing Revenue Bonds (The Bridge at Canyon View Apartments), Series 2019B (collectively, the "Bonds") and to take such other actions necessary or convenient to facilitate the development of the Bridge at Canyon View Apartments

Austin Affordable Housing Corporation was presented an opportunity to partner with LDG Development LLC on a 26.3 acre tract of land located at 4506 E. William Cannon Drive, Austin, Texas 78744. The project (Bridge at Canyon View) will consist of 215 family apartment units serving residents at or below 60% Area Median Income. The Board has seen this project three times before: December 2016 for the Bond Inducement and 3 year Carry Forward Resolution, March 2017 for the Public Hearing and March 2019 for the Tax Credit Application Resolution. The project was originally envisioned as a senior property, but when HUD changed their minimum qualifying senior age from 55 and above to 62 and above, it was determined that the demand was not as favorable for this project. In further research, market studies showed a higher demand and need for family units in the area. This research and eventual change (including configuration and unit count adjustment) is the reason for the additional time between presentations to the board. The two closest current projects AAHC owns are Urban Oaks and Bridge at South Point to the West.

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$53,000,000. The planned development will consist of 71 one bedroom/one bath units, 54 two bedroom/two bath units and 90 three bedroom/two bath units. As with all AAHC properties, 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 \$25,000,000 and a taxable tail not to exceed \$15,000,000. 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 Median Income, the Bridge at Canyon View meets these targeted affordability goals.

Unit Breakdown:

71 1-bedroom/1-bath 713-718 sq ft

54 2-bedroom/2-bath 949-954 sq ft

90 3-bedroom/2-bath 1,265-1,270 sq ft

Board approval allows Austin Affordable PFC, Inc. to issue Multifamily Housing Revenue Bonds (The Bridge at Canyon View Apartments), Series 2019A and its Taxable Multifamily Housing Revenue Bonds (The Bridge at Canyon View Apartments), Series 2019B and to take such other actions necessary or convenient to facilitate the development of the Bridge at Canyon View Apartments.

2nd Vice-Chairperson Duncan-Hall moved to Approve Resolution No. 02624 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (The Bridge at Canyon View Apartments), Series 2019A and its Taxable Multifamily Housing Revenue Bonds (The Bridge at Canyon View Apartments), Series 2019B and to take such other actions necessary or convenient to facilitate the development of the Bridge at Canyon View Apartments. HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$25,000,000. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion, and Possible Action on Resolution No. 02625 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 Governmental Note (Estates at Norwood), Series 2019 (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Estates at Norwood

Austin Affordable Housing Corporation was presented with an opportunity to partner with LDG Development LLC on a tract of land located at 916 & 918 Norwood Park Blvd, Austin, Texas 78753. The project (Estates at Norwood) will consist of 228 family apartment units serving residents at or below 60% Area Median Income. The Board has seen this project three times before: November 2018 for the Bond Inducement Resolution, February 2019 the Tax Credit Application Resolution, and July 2019 to amend the Inducement Resolution. The two closest current projects AAHC owns are Bridge at Granada to the Northeast and HACA RAD PBRA property Pathways at Georgian Manor farther Northeast.

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$44,000,000. The planned development will consist of 36 one bedroom/one bath units, 108 two bedroom/two bath units and 84 three bedroom/two bath units. As with all AAHC properties, 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 \$35,000,000. 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 Median Income, the Bridge at Canyon View meets these targeted affordability goals.

Unit Breakdown:

36 1-bedroom/1-bath 806 sq ft

108 2-bedroom/2-bath 1,033 sq ft

84 3-bedroom/2-bath 1,202sq ft

Board approval allows Austin Affordable PFC, Inc. to issue Multifamily Housing Governmental Note (Estates at Norwood), Series 2019 and to take such other actions necessary or convenient to facilitate the development of the Estates at Norwood.

Commissioner Apostolou moved to Approve Resolution No. 02625 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Estates at Norwood), Series 2019 and to take such other actions necessary or convenient to facilitate the development of the Estates at Norwood in a tax-exempt bond amount not to exceed \$35,000,000. **Commissioner Carrington** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEM 8: Presentation, Discussion, and Possible Action regarding Resolution No. 02623: Operating Budget Revision for fiscal year April 2019 to March 2020

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 agency's Operating Budget Revision.

Finance worked with Department managers to update the budget based on actual usage and forecast revenues and expenses through March 2020. The Operating Budget Revision primarily represents format changes to revenues and expenses, with no net bottom line increase or decrease, and also represents a \$3.4M net bottom line increase, representing an update to routine activity, similar to prior years. The format change is a process improvement as we update and standardize the look of our financials.

The Commissioners of the Housing Authority of the City of Austin reviewed the revised Operating Budgets and found:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
- 2) That the financial plan is reasonable in that: (a) It includes sources of funding adequate to cover all proposed expenditures and (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract.
- 3) That all proposed rental charges and expenditures are consistent with provisions of law and the Annual Contributions Contract.
- 4) That all statutory and regulatory requirements have been met.
- 5) That the Board of Commissioners of the Housing Authority of the City of Austin certify that the Housing Authority of the City of Austin is in compliance with the requirement of the Annual Contributions Contract, and that rents and utility allowance calculations have been, or will be, adjusted in accordance with current HUD requirements and regulations.

Commissioner Apostolou moved to Approve Resolution No. 02623: Operating Budget Revision for fiscal year April 2019 to March 2020. **Vice-Chairperson Bailey** moved to amend the motion to include a one-time holiday/end-of-year bonus for every staff member to be given at the determination of the CEO. **2nd Vice-Chairperson Duncan-Hall** seconded the Amendment. **Commissioner Apostolou** accepted the Amended motion. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS

The Board accepts the following reports from the President:

- In conjunction with the Texas Apartment Association, the Annual Turkey Drive is scheduled for Tuesday, November 26th. The Board, staff, and residents are invited to meet at Georgian Manor at 12 noon to assist with unloading the truck and delivering meals to residents.
- The HACA Holiday Luncheon is scheduled for Friday, December 6th at Fogo de Chao. The HACA Agency photo will be taken at Lakeside prior to the Luncheon.
- Board elections will take place at the January 2020 meeting.
- The Strategic Planning process is at the stage to come back to the Board at the December 2019 Meeting.

2nd Vice-Chairperson Duncan-Hall moved to Adjourn the meeting. **Commissioner Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).
The meeting adjourned at 2:09 p.m.

Michael G. Gerber, Secretary

Charles Bailey, Vice-Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 2.

MEETING DATE: December 19, 2019

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

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

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 AAHC's Portfolio.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02628

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 3.

MEETING DATE: December 19, 2019

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02628 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 Governmental Note (Bridge at Loyola Lofts), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Loyola Lofts

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02628 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving a resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Bridge at Loyola Lofts), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Bridge at Loyola Lofts.

SUMMARY

Background:

Austin Affordable Housing Corporation has been presented an opportunity to partner with NRP a certain tract of land located at 6420 Loyola Lane, Austin, Texas 78724. The project (Bridge at Loyola Lofts) will consist of 204 family apartment units serving residents at 40% to 80% Area Median Income. The development will use income averaging with an average of 60% for the development. The board has seen this project three times before: March 2019 for the bond inducement resolution, April 2019 the Tax Credit Application Resolution, and November 2019 for the public hearing. The closest current project AAHC owns Reserve at Springdale directly west on the opposite side of Ed Bluestein Blvd.

Process:

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$46,000,000. The planned development will consist of 19 one bedroom/one bath units, 79 two bedroom/two bath units, 90 three bedroom/two bath units and 16 four bedroom/two bath units. As

with all AAHC properties, 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 \$30,000,000. 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 Median Income, the Bridge at Loyola Lofts meets these targeted affordability goals.

Unit Breakdown:

19 1-bedroom/1-bath 666 sq ft
79 2-bedroom/2-bath 938-1,012 sq ft
90 3-bedroom/2-bath 1,127-1,135 sq ft
16 4-bedroom/2-bath 1,423 sq ft

Staff Recommendation:

Board approval will allow Austin Affordable PFC, Inc. to issue Multifamily Housing Governmental Note (Bridge at Loyola Lofts), Series 2020 (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Bridge at Loyola Lofts.

RESOLUTION NO. 02628

RESOLUTION APPROVING AUSTIN AFFORDABLE PFC, INC.'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (BRIDGE AT LOYOLA LOFTS) SERIES 2020; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, Austin Affordable PFC, Inc. (the "Governmental Lender") 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 issuance of the Governmental Lender's tax-exempt debt;

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 Sponsor authorizes the issuance by the Governmental Lender of its Austin Affordable PFC, Inc. Multifamily Housing Governmental Note (Bridge at Loyola Lofts) Series 2020 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$30,000,000, to finance the acquisition, construction, and development of a multifamily housing residential rental development together with limited mixed use space located at approximately 6400 Loyola Lane and 6800 Johnny Morris Road, Austin, Texas 78724, including, without limitation, utilities, foundation, structures and equipment and related amenities (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Note shall never constitute any 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 Governmental Note 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 Governmental Lender, the Sponsor, the City of Austin or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement, the Construction Phase Financing Agreement, and the Construction Continuing Covenant Agreement (as defined in the Governmental Lender Resolution or Funding Loan Agreement).

Section 4. The issuance of the Governmental Note 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, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 80% of median gross income for the Houston area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

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

Section 7. The President and CEO, Vice President 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, easements or papers, including without limitation, a ground lease between the Sponsor and Bridge at Loyola Lofts, LP (the “Partnership”), a ground lease non-disturbance, attornment and estoppel agreement between the Sponsor and KeyBank National Association, a national banking association (“KeyBank”), one or more deeds of trust from the Sponsor encumbering the Sponsor’s fee interest and the Partnership’s leasehold interest in the land upon which the Project is located securing the governmental note and financing from other lenders, including but not limited to KeyBank, and any other document deemed necessary by KeyBank or any other lender, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

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

PASSED, APPROVED AND ADOPTED this 19th day of December, 2019.

Chair

ATTEST:

Secretary

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

MEETING DATE: December 19, 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.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02629

ASSISTED HOUSING ITEM NO. 5.

MEETING DATE: December 19, 2019

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion and Possible Action Regarding Resolution No. 02629:
Approval of Revisions to the Housing Choice Voucher Administrative Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02629 adopting revisions to the Housing Choice Voucher Administrative Plan. These revisions were discussed at the October 17, 2019 Board Meeting.

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.

The proposed changes to the HCV Administrative Plan incorporate updates regarding a number of local policy items to clarify and streamline local policy. All changes are summarized in Exhibit 1 and reflected in Exhibit 2.

The following summarizes the proposed changes to the HCV Administrative Plan:

Summary of proposed revisions:

Change of head-of-household - Revised language to allow HACA to 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.

Increased the initial voucher term from 90 to 120 calendar days as families need extra time to search for a unit

due to the tight rental market.

Housing Quality Standards Inspection - Added language to allow HACA to charge a fee for failed re-inspections when the owner notifies HACA repairs have been made but the deficiency has not been corrected.

Rent Increases - Revised policy to streamline rent increase process and limit property owner's ability to request a rent increase to one-time a year.

Zero HAP families – Updated policy to state that HACA will not enter into a HAP contract on behalf of the family for the new unit if the HAP portion is zero.

Reexamination appointments - Updated annual reexamination appointment procedure to allow for flexibility to conduct reexamination appointments in person, by mail, or through an on-line certification process.

Changes in family household composition – Added policy regarding relatives or family members who may qualify as live-in aides, however, a pre-existing household member does not qualify as a live-in aide.

Payment Standards – Added statement that HACA will not voluntarily adopt the use of Small Area Fair Market Rents (SAFMRs.)

However, please note that HACA will explore whether SAFMRS is a viable option for the future to expand housing options in high opportunity areas.

Project-base vouchers selection from waiting list – 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.

Process:

HACA posted the revisions for public comment beginning Friday, October 18, 2019 through Monday, November 18, 2019. No comments were received.

Staff Recommendation:

Staff is asking the Board of Commissioners' approval of revisions to HACA's Housing Choice Voucher Administrative Plan. Proposed revisions will go into effect upon approval and adoption.

ATTACHMENTS:

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

RESOLUTION NO. 02629

**REVISIONS TO THE HOUSING CHOICE VOUCHER
ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of the City of Austin (HACA) is responsible for administering the Housing Choice Voucher Program; and

WHEREAS, the Housing Choice Voucher Program, as mandated by the Department of Housing and Urban Development (HUD), is required to adopt a Housing Choice Voucher Administrative Plan establishing its policies as required under federal regulations; and

WHEREAS, the Housing Authority of the City of Austin posted the proposed revisions to the HCV Administrative Plan for public comment beginning on October 18, 2019 and ending at 5:00 p.m. on November 18, 2019; and

WHEREAS, The Housing Authority of the City of Austin's Housing Choice Voucher Program seeks to formally adopt the revised Housing Choice Voucher Administrative Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin's Board of Commissioners approves and adopts the revised Housing Choice Voucher Administrative Plan.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2019.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

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. 02630

QUALITY CONTROL

ITEM NO. 6.

MEETING DATE: December 19, 2019

STAFF CONTACT: Kelly Crawford, Director of Compliance Oversight

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02630: Approval to Submit the 2020 Public Housing Authority Annual Plan and 2020-2024 Five-Year Plan to the U.S. Department of Housing and Urban Development

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve, adopt and submit the 2020 Public Housing Authority Annual Plan and Update to the Five-Year Plan to the U.S. Department of Housing and Urban Development.

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. A final follow up session was held on December 5th to present the draft goals to management staff that participated in the two-day session to ensure all key ideas were captured and discuss any needed revisions.

The following are the updates to the Plans:

Changes to Waiting Lists related to the RAD conversion and Organization of Certain Waiting Lists that are project-based VASH vouchers.

Updates to new activities to be undertaken in 2020 upon removal of Modernization and other Capital Grant Programs due to the RAD conversion.

Updates to reflect progress made under each goal in meeting HACA's mission over the last year.

Process:

A 45-day public comment period commencing on October 18, 2019 and concluding on December 2, 2019 was held to solicit comments regarding the 2020 Public Housing Authority Annual Plan and the 2020-2024 Five-Year Plan. Notices regarding the announcement of the public comment period for these plans were sent to various community organizations, posted at the City and County Clerk Offices, posted on the HACA website and each low income housing resident community board, and advertised in the Austin American Statesman, The Villager, El Mundo and La Prensa. A full copy of the draft 2020 Public Housing Authority Annual Plan was sent to HACA low income housing resident councils, the Austin Tenants' Council, the City of Austin Neighborhood Housing and Community Development department, ADAPT of Texas, ECHO, and Texas Rio Grande Legal Aid, along with other interested stakeholders. Additionally, three public hearings were held on November 12, 2019, November 15, 2019 and November 26, 2019. No comments were received this year.

Staff Recommendation:

Staff is asking the Board of Commissioners to approve, adopt and submit the 2020 Public Housing Authority Annual Plan and the 2020-2024 Five-Year Plan to the U.S. Department of Housing and Urban Development. Submission of the PHA Plan is due to HUD no later than 75 days prior to the start of each fiscal year.

ATTACHMENTS:

RESOLUTION NO. 02630

Approval to Submit the 2020 Public Housing Authority Annual Plan and the 2020-2024 Five Year Plan to the U.S. Department of Housing and Urban Development

WHEREAS, to be in compliance with the Quality Housing Work Responsibility Act of 1998, the Housing Authority of the City of Austin (HACA) has completed the 2019 Public Housing Authority (PHA) Annual Plan and the Five Year Plan for 2020-2024;

WHEREAS, to meet the requirements for public notification, HACA posted the notices with the County and City, advertised the announcement of the draft plan through the local media, sent notices of the draft plans to various community service providers, and conducted three public hearings;

WHEREAS, to meet the requirements for the public comment period, HACA made available copies of the draft plans at its Administration Building, all public housing and Project Based Rental Assistance housing management offices and on the agency's internet site for a forty-five day public comment period ending December 2, 2019.

WHEREAS, HACA received no comments relative to the draft plans; and

WHEREAS, HACA has completed the requirements to submit the FY 2020-2021 Annual Plan and the 2020-2024 Five Year Plan to the U.S. Department of Housing and Urban Development for final approval and adoption;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the agency's FY 2020-2021 Annual Plan and the 2020-2024 Five Year Plan effective December 19, 2019.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02631

EXECUTIVE

ITEM NO. 7.

MEETING DATE: December 19, 2019

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02631, authorizing the President and CEO of the Housing Authority of the City of Austin (HACA) to enter into an Interlocal Cooperation Agreement with the Housing Authority of Travis County (HATC) to allow HATC to develop an affordable multifamily property within HACA's jurisdiction at a certain property located at or near the intersection of Interstate 35 and Tech Ridge Boulevard

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve a Resolution that will allow HACA to enter into an Interlocal Cooperation Agreement with Housing Authority of Travis County (HATC) that enables HATC to proceed with a development project within HACA's jurisdiction.

SUMMARY

Background:

The Housing Authority of Travis County (HATC) has requested a Board Resolution from the Housing Authority of the City of Austin (HACA), as well as an Interlocal Cooperation Agreement, authorizing HATC and its subsidiary, Strategic Housing Finance Corporation, to develop a 311 unit affordable multifamily property. The property will be within HACA's jurisdiction – the City of Austin -- and federal and state laws and guidelines require HATC to seek HACA's approval and enter into an Interlocal Cooperation Agreement to develop or take on other activities in the City of Austin.

The property will be built near the intersection of North Interstate 35 and Tech Ridge Boulevard utilizing Private Activity Bonds and 4 percent Low Income Housing Tax Credits. HATC will partner with Embrey Partners to develop and operate the 21.7 acre site. The project is planned to be comprised of 3- and 4-story buildings with one, two, and three bedroom floor plans. The building type and approach is not dissimilar to developments completed by HACA and our subsidiary, Austin Affordable Housing Corporation (AAHC).

Process:

HACA and AAHC staff have reviewed the proposed development and we believe that it will not negatively impact our existing nearby properties (The Bridge at Tech Ridge and The Bridge at Center Ridge). We also do not believe HATC's proposed development will negatively impact other developments AAHC may wish to participate in in the future.

Staff Recommendation:

Approving this Resolution would continue the positive working relationship we have enjoyed with HATC for many years. In addition to long-standing Cooperation Agreements regarding Housing Assistance Payment Contracts, rental assistance, and other programs, recently HACA has assisted HATC residents find temporary housing while their properties undergo modernization improvements under RAD. We have also previously assisted HATC with unit inspection and repairs associated with HUD inspections, strategic planning, and other work.

Once the Board approves this Resolution, HACA's President and CEO will work with HATC to complete and sign an Interlocal Cooperation Agreement enabling HATC to move forward with the project.

ATTACHMENTS:

- ▣ **Letter from Commissioner Karam**
- ▣ **Apartments at Tech Ridge Overview**

RESOLUTION NO. 02631

**AUTHORIZING A COOPERATION AGREEMENT UNDER TEXAS LOCAL
GOVERNMENT CODE SECTION 392.059 BETWEEN THE HOUSING AUTHORITY OF
TRAVIS COUNTY, TEXAS AND THE HOUSING AUTHORITY OF THE CITY OF AUSTIN
IN ORDER FOR THE HOUSING AUTHORITY OF TRAVIS COUNTY TO PARTICIPATE
IN THE TECH RIDGE APARTMENT DEVELOPMENT**

WHEREAS, the Housing Authority of the City of Austin (“HACA”) and The Housing Authority of Travis County, Texas (“HATC”) have previously entered into Cooperative Agreements to exercise their powers within both common jurisdictions regarding certain Housing Assistance Payment (HAP) contracts, housing projects and for HATC to purchase and occupy property for administrative purposes within the City of Austin, Texas;

WHEREAS, it is required by Texas Local Government Code 392.017 for HACA and HATC to enter into an additional Cooperative Agreement authorizing HATC to exercise its power within Austin, Texas to participate in a housing project to be located at Tech Ridge Boulevard and Interstate 35, Austin, Texas for a housing project to be known as Tech Ridge Apartments (the “Property”);

NOW, THEREFORE, BE IT RESOLVED that the HACA Board of Commissioners declares a one-time need for HATC to exercise its powers in the City of Austin and authorizes the President and CEO to enter into a Cooperation Agreement with the HATC authorizing the participation in the Project by HATC.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Carl S. Richie Jr., Esq.
Chairman
Housing Authority of the City of Austin
1124 South IH-35
Austin, Texas 78704

Re: Cooperation Agreement with Housing Authority of Travis County (“HATC”)

Dear Mr. Richie:

This letter is to request resolutions from the Housing Authority of the City of Austin (“HACA”) and the City of Austin and an Interlocal Cooperation Agreement between HACA and HATC concerning an opportunity that HATC has to participate in a new multifamily residential project to be located at Tech Ridge Boulevard and IH-35 in north Austin. The requested resolutions and agreement are necessary pursuant to Chapter 392.017(a) of the Texas Local Government Code.

HATC is proposing to partner with Embrey Partners to develop and operate a 311-unit multifamily residential development on approximately 21.7 acres at the southeast corner of Tech Ridge Boulevard and IH-35. The development will provide an affordable housing option in north Austin that is convenient to retail and job centers in north Austin. The project is planned to be comprised of 3- and 4-story buildings with one, two and three bedroom floor plans. HATC will be happy to provide any additional information that you might need to respond to our request.

We will be happy to provide you with draft resolutions and Interlocal Cooperation Agreement. We appreciate your assistance in this important endeavor to provide affordable housing in Austin and Travis County.

Very Truly Yours,

Eddie Karam, Commissioner

APARTMENTS AT TECH RIDGE

CLASS A MULTIFAMILY DEVELOPMENT

AUSTIN, TEXAS



EMBREY
Development | Construction | Management

PROJECT OVERVIEW

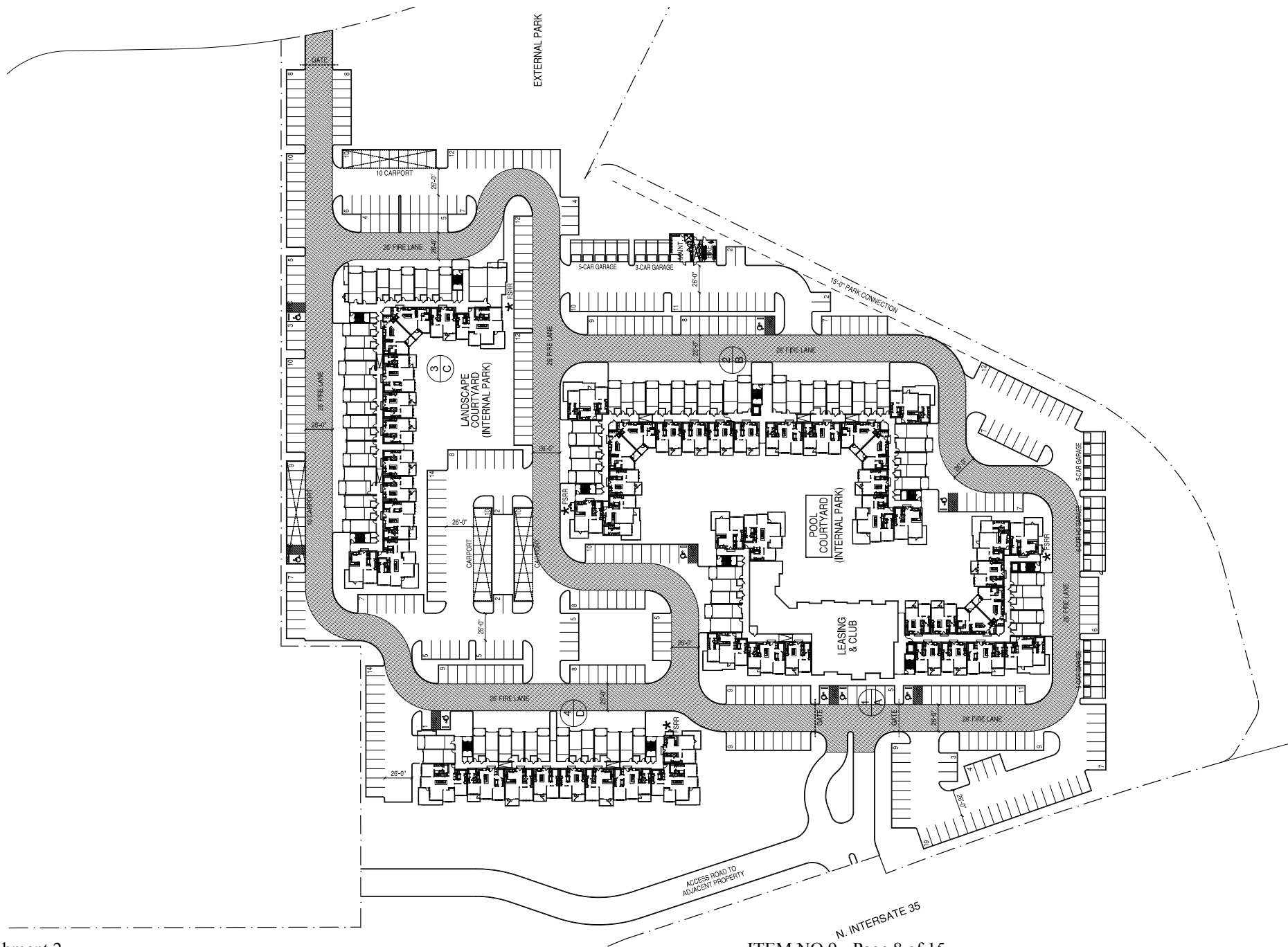
Apartments at Tech Ridge is a 311-unit Class A multifamily development located in Austin, Texas at the intersection of I-35 and Tech Ridge Blvd. North Austin is a high-growth area offering convenient access to nearby retail and job centers that includes The Domain and the newly announced \$1 billion Apple campus. The project will be surface parked, with 3 and 4-story buildings consisting of one, two, and three-bedroom floor plans.

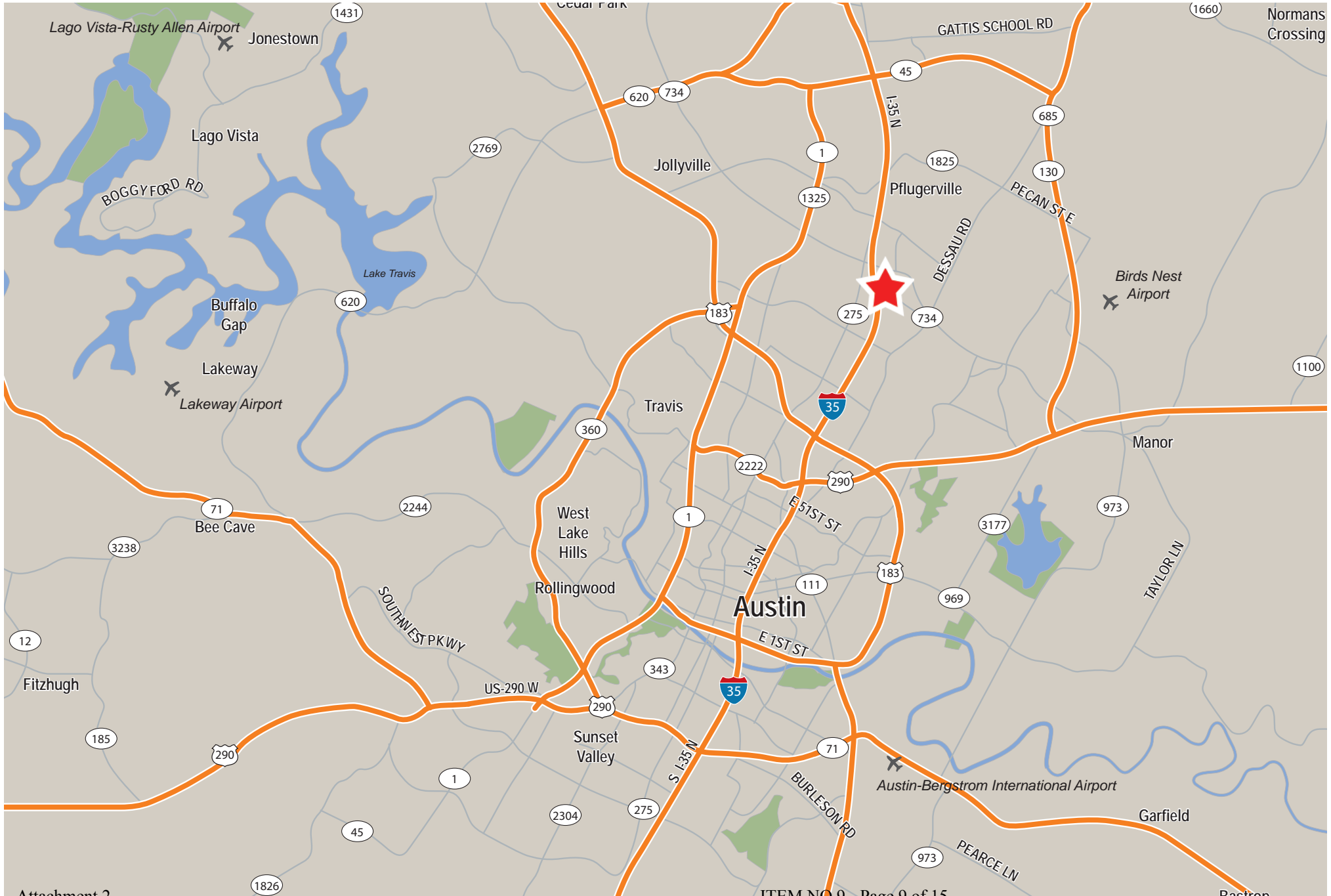


LOCATION	Tech Ridge Blvd and I-35, Austin, TX
BUILDING / PARKING	3-4 Stories 565 Total Spaces
NUMBER OF UNITS	311 Units
NET RENTABLE SQUARE FEET	274,047 Total SF 881 SF Average
TOTAL PROJECT COST	\$61,053,064

UNIT MIX			
FLOOR PLAN	TYPE	SIZE	TOTAL UNITS
A1	1-Bed	696	115
A2	1-Bed	790	36
A3	1-Bed	837	26
A4	1-Bed	854	27
B1	2-Bed	1,054	61
B2	2-Bed	1,108	26
B3	2-Bed	1,261	4
C1	3-Bed	1,391	16
TOTAL UNITS			311

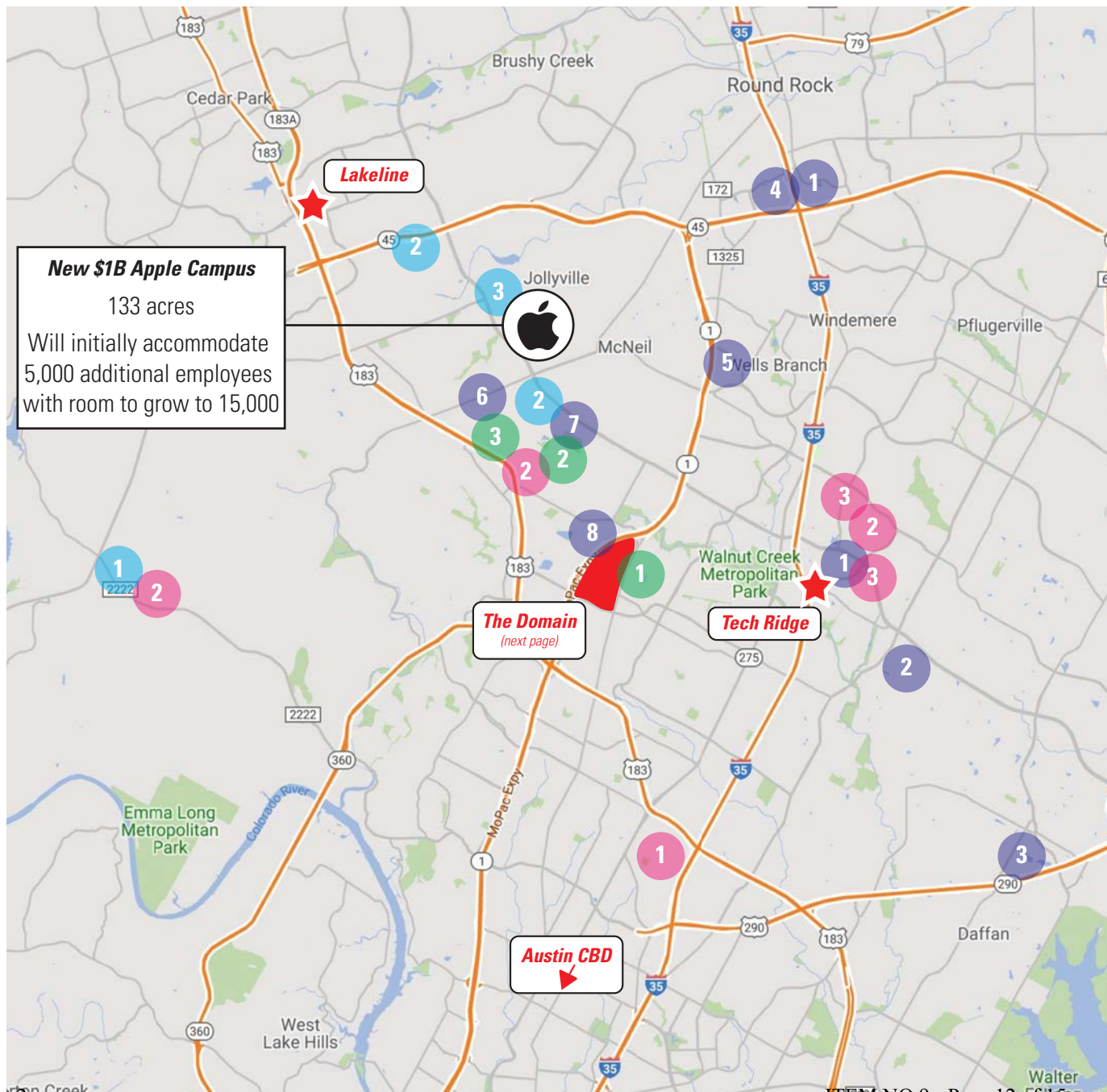
EXHIBIT A - SITE PLAN











Advanced Manufacturing

- 1 **DELL** 13,000 Employees
- 2 **SAMSUNG** 9,000 Employees
- 3 **APPLIED MATERIALS** 3,200 Employees
- 4 **NXP** 4,000 Employees
- 5 **hp** 1,100 Employees
- 6 **flex** 1,600 Employees
- 7 **Apple** 6,200 Employees
- 8 **NATIONAL INSTRUMENTS** 2,200 Employees

Software Development

- 1 **vmware** 800 Employees
- 2 **ORACLE** 2,500 Employees
- 3 **EA** 2,500 Employees

Financial Services

- 1 **charles SCHWAB** 2,400 Employees
- 2 **accenture** 3,200 Employees
- 3 **VISA** 1,700 Employees

Other

- 1 **AT&T** Communications 2,800 Employees
- 2 **3M** Conglomerate 600 Employees
- 3 **GM** Auto Manufacturing 2,300 Employees





