

# **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**

### **Annual Board Meeting**

**Thursday, March 26, 2020**

**12:00 PM**

**Conference Call**

**1 (646) 749-3122**

**Access Code: 283-714-653**

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

**Thursday, March 26, 2020  
12:00 PM**

**TO BE HELD VIA CONFERENCE CALL  
1 (646) 749-3122; Access Code: 283-714-653**

A recording of the meeting will be posted on HACA's website  
[www.hacanet.org/board](http://www.hacanet.org/board) within two business days after the meeting date

**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 February 20, 2020
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02639: Approval to ratify all actions taken by the Board of Commissioners during FYE 2019-2020, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolutions
3. Presentation, Discussion and Possible Action regarding Resolution No. 02642: Approval of the adoption of the revised Housing Choice Voucher Utility Allowance Schedules

**ACTION ITEMS**

4. Presentation, Discussion and Possible Action regarding Resolution No. 02640: Operating Budgets for the Fiscal Year April 1, 2020 to March 31, 2021
5. Presentation, Discussion, and Possible Action regarding Resolution No. 02641: Proposed Changes to Benefits and Compensation for Fiscal Year beginning April 01, 2020
6. Presentation, Discussion, and Possible Action regarding Resolution No. 02643, authorizing the President and CEO, the Chief Operating Officer, the Chief Financial Officer, the Vice President of the Austin Affordable Housing Corporation, the Vice President for Assisted housing, and the Vice President of Southwest Housing Compliance Corporation to take any and all necessary actions regarding procurement and contracting, human resources, finance, and program management and operations to ensure the continuity in operations of the Housing Authority of the City of Austin and all subsidiaries during the COVID-10 pandemic and the activation of emergency and disaster declarations issued by city, state or federal officials
7. Presentation, discussion and possible action regarding Resolution No. 02644: Award of a contract in an amount not to exceed \$187,650 to CVR to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance Demonstration Program

## **EXECUTIVE SESSION**

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

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

## **OPEN SESSION**

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

## **REPORTS**

The Board accepts the following reports:

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

## **ADJOURNMENT**

On March 16, 2020, the Governor of Texas suspended certain open meeting laws in response to the Coronavirus (COVID-19) disaster. This action allows governmental bodies, including the Housing Authority of the City of Austin and its subsidiaries, to conduct meetings by telephone or video conference to advance the public health goal of limiting face-to-face meetings to slow the spread of COVID-19.

Accordingly, the Housing Authority of the City of Austin (HACA) and its subsidiaries will be conducting their Annual Board Meetings via telephone conference at 12:00 PM on Thursday, March 26, 2020.

The public is invited to access and participate in the Board Meetings by dialing in using your phone. 1 (646) 749-3122 Access Code: 283-714-653

HACA will provide online written notice containing a public toll-free dial-in number, as well as an electronic copy of the agenda packet, in advance of the telephonic conference meetings at [www.hacanet.org/board](http://www.hacanet.org/board). The public will have a means to participate in the meetings through two-way audio connections. Additionally, HACA will post an audio recording of the meetings on our website.

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### EXECUTIVE ITEM NO. 1.

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**MEETING DATE:** March 26, 2020

**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 February 20, 2020

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

### ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on February 20, 2020.

### ATTACHMENTS:

- ▣ **20200220 HACA Minutes Summary**



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

**February 20, 2020**

**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, FEBRUARY 20, 2020, AND WERE HELD AT THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX**

**CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM**

Tyra Duncan-Hall, HACA 2nd Vice-Chairperson, called the Board of Commissioners Program Review Committee of the Housing Authority of the City of Austin, of February 20, 2020, to order at 10:45 a.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

**PROGRAM REVIEW COMMITTEE**

Roll call certified a quorum was present.

**MEMBERS PRESENT:**

Dr. Tyra Duncan-Hall, Chairperson  
Mary Apostolou, Vice-Chairperson  
Edwina Carrington, 2<sup>nd</sup> Vice-Chairperson

**MEMBER(S) ABSENT:**

Carl S. Richie, Jr., Commissioner  
Charles Bailey, Commissioner

**RECEIVED AN UPDATE ON HACA'S STRATEGIC PLAN**

The meeting adjourned at 12:05 p.m.

**REGULAR BOARD MEETING**

**CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM**

Carl S. Richie, Jr., HACA Chairperson called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of February 20, 2020, to order, at 12:26 p.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present.

**MEMBERS PRESENT:**

Carl S. Richie, Jr., Chairperson  
Mary Apostolou, 2<sup>nd</sup> Vice-Chairperson  
Dr. Tyra Duncan-Hall, Commissioner  
Edwina Carrington, Commissioner

**MEMBER(S) ABSENT:**

Charles Bailey, Vice-Chairperson

**ALSO IN ATTENDANCE:**

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

**STAFF PRESENT:**

Andrea Galloway, Ann Gass, Genesis Davila, Gloria Morgan, Kelly Crawford, Leilani Lim-Villegas, Martha Ross, Michael Cummings, Michael Gerber, Michael Roth, Nidia Hiroms, Pilar Sanchez, Suzanne Schwertner, and Sylvia Blanco

Chairman Richie reported that, although Public Notices were posted for the Housing Authority of the City of Austin (HACA), Austin Affordable Housing Corporation (AAHC), Austin Affordable PFC, Inc. (AAPFC), and Southwest Housing Compliance Corporation (SHCC), HACA would be the only meeting taking place. No action would be taken for any other entity.

**CITIZENS COMMUNICATION – Mary Aleshire**, Gaston resident, is concerned about facial recognition being used at Gaston Apartments. Although facial recognition is in place to ensure the safety of the residents, **Ms. Aleshire** is concerned that private conversations and activities are being monitored by Gaston office staff and could possibly be shared with others. **Ms. Aleshire** is uncomfortable with this situation and does not want to leave her apartment. **Michael Gerber**, HACA President & CEO asked **Michael Roth**, HACA Director of Housing Operations and Policy to continue this conversation with **Ms. Aleshire** to gather more information about her concerns. In response to this topic, it should be known that HACA does not utilize any form of facial recognition software at any of its properties.

## **CITYWIDE ADVISORY BOARD (CWAB)**

●**Felicia Vargas**, CWAB President, reported that the December CWAB Meeting was held on February 11, 2020 at Northgate. ●**Hiten Patel**, Travis County Voter Registration Office, provided information to residents about registering to vote. ●**Stephanie Chavarria** shared the Foundation Communities Prosper Centers dates and locations for residents to file their taxes. ●**Domonica Foster**, Austin Area Urban League (AAUL), stated that the next Pathways to Careers classes will begin at Chalmers South, and reported that AAUL is also a voting location. ●**Michael Roth**, HACA Director of Housing Operations and Policy, provided RAD updates and encouraged residents to read the One Voice article regarding the 30 days to report changes. ●**Catherine Crago**, HACA Strategic Initiatives and Resource Development Manager, mentioned Smart City Ambassadors. ●**Pilar Sanchez**, HACA Vice-President of Community Development, informed residents of program consolidation within community development. ●**Sylvia Blanco**, HACA Chief Operating Officer shared the site-based pilot program. ●**Leilani Lim-Villegas**, HACA Director of Community Development, mentioned Family Elder Care 80 over 80 nomination Gloria from Lakeside. ●**Barbara Jackson**, HACA Jobs Plus Director, provided Job Plus and IDads updates. ●Murphy Roland, HACA Workforce Development Manager shared updates for Workforce Development. ●AROW reports were given by **Thelma** at North Loop and **Floyd** at Northgate.

**THE EMPLOYEE OF THE QUARTER WILL BE ANNOUNCED AT THE MARCH MEETING.**

## **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 January 14, 2020**

**Commissioner Duncan-Hall** moved the Approval of the Board Minutes Summary for the Board Meeting held on January 14, 2020. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

**ITEM 2: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Commissioner Training held on February 11, 2020**

**Commissioner Duncan-Hall** moved the Approval of the Board Minutes Summary for the Commissioner Training held on February 11, 2020. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

## **ACTION ITEMS**

### **APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS**

#### **ITEMS WERE TAKEN OUT OF ORDER.**

**ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 02638: Approval to proceed with submission of an application for 9% low income housing tax credits for Chalmers Courts West to the Texas Department of Housing and Community Affairs (TDHCA)**

In October 2016, the U.S. Department of HUD awarded a Commitment to Enter into a Housing Assistance Contract (CHAP) for Chalmers Courts under the Rental Assistance Demonstration (RAD) Program. In March 2018, HACA submitted a successful application for 9% competitive low-income housing tax credits to the Texas Department of Housing and Community Affairs (TDHCA) for the redevelopment of Chalmers Courts East. Demolition of Chalmers Courts East began in the fall of 2019.

To complete the RAD conversion for Chalmers Courts, HACA intends to submit an application to the TDHCA under the 2020 9%, competitive, low-income housing tax credit program for Chalmers Courts West. If HACA were successful with this application, the current property would be upgraded to a larger property with additional units and modern amenities. This will significantly improve the quality of life for the residents of Chalmers Courts West and allow HACA to provide more affordable housing by increasing density.

In August 2016, the HACA Board of Commissioners approved the selection of Carleton Residential to serve as the developer partner for the redevelopment of Chalmers Courts. Carleton served as HACA's partner of the first two phases of the Chalmers redevelopment - Chalmers South and Chalmers East. Staff members have been working with Carleton to prepare the application for Chalmers West, which is due to TDHCA on March 1.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved to approve Resolution No. 02638: Approval to proceed with submission of an application for 9% low income housing tax credits for Chalmers Courts West to the Texas Department of Housing and Community Affairs (TDHCA). **Commissioner Carrington** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

**ITEM 5: Presentation, Discussion and Possible Action regarding Resolution No. 02636: Approval of the renewal of the Contract for Employee Dental Insurance**

As part of its comprehensive package, the Housing Authority of the City of Austin currently provides its employees with two options for dental coverage through United Healthcare: a Dental Health Maintenance Organization (DHMO) and Preferred Provider Plan (PPO), a buy-up plan. This is HACA's fourth and final year renewal under the current four (4) year contract with United Healthcare.

On November 6, 2019, HACA staff met with the Gallagher Group, HACA's insurance brokers, regarding the renewal rates from

United Healthcare for HACA's dental insurance coverage. United Healthcare initially proposed a 6.34% premium increase to the DHMO plan and 6.32% premium increase to the PPO/buy-up plan for the plan year 2020-2021. Through a series of negotiations between United Healthcare and the Gallagher Group, United decreased the proposed premium rate increase to the DHMO to 3.7% and the PPO/buy-up plan to 3.8%.

The DHMO plan has not received a premium rate increase since 2017; however, the PPO/buy-up plan did receive a 2% rate increase for 2019-2020 fiscal year.

In order to continue to provide employees with the best available and affordable dental coverage and based upon the renewal rates provided by United Healthcare, the agency recommends that United Healthcare be awarded the renewal contract to provide employee dental coverage for the 2020-2021 fiscal year.

**Commissioner Duncan-Hall** moved to approve Resolution No. 02636: Approval of the renewal of the Contract for Employee Dental Insurance. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

**ITEM 6: Presentation, Discussion and Possible Action regarding Resolution No. 02637: Approval of renewal of Contract for Employee Medical Insurance**

As part of its compensation package, the Housing Authority of the City of Austin currently offers its regular full-time employees medical coverage through United Healthcare's Exclusive Provider Organization (EPO) plan. This is the fourth year renewal of a four-year contract with United Healthcare.

On November 6, 2019, HACA staff met with the Gallagher Group, HACA's insurance brokers, to discuss the upcoming insurance renewal for the 2020-2021 fiscal year. United Healthcare initially proposed a 15.4% premium rate increase for HACA's medical coverage. Through a series of negotiations between United Healthcare and the Gallagher Group, and based on HACA's demographics and claims experience, United Healthcare ultimately proposed a 5% rate increase in premium. Last year HACA received a rate pass and believes the proposed 5% rate increase is reasonable for this year.

In an effort to provide staff with children an additional affordable rate, HACA is proposing the implementation of a fourth tier of coverage. This fourth tier will allow employees to cover themselves and their children at a lower rate than the current employee and family tier, with no additional expense to HACA.

In addition, for the fiscal year 2020-2021, HACA will continue to impose the surcharge of \$50 per month, to employees who choose to continue to use tobacco products. Employees may participate in and complete a tobacco cessation program if they wish to avoid the surcharge.

In an effort to provide employees with the best affordable, available healthcare coverage, HACA recommends United Healthcare be awarded the renewal contract to provide employee health insurance coverage for the 2020-2021 fiscal year.

**Commissioner Carrington** moved to approve Resolution No. 02636: Approval of the renewal of the Contract for Employee Dental Insurance. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

**ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02635: Adoption of VISION 2025 - HACA's 2020-2025 Strategic Plan**

Periodically, HACA conducts strategic planning in order to set future priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, and assess and adjust the agency's direction in response to changing conditions.

HACA last engaged in comprehensive strategic planning in 2013. Now that these goals and objectives have been successfully implemented, along with the advanced implementation of converting the portfolio to RAD, leadership determined it was time to update the agency's strategic outlook.

In July 2019, 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. A final follow up session was held on January 30th to present the draft goals to management and staff that participated in the prior sessions to ensure all key ideas were captured and discuss any needed revisions.

The following are the strategic goals for the next five years:

1. Increase affordable housing choices and opportunities throughout Austin and the 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 agency workplace safety.
4. Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability.

5. Fully transition to a site-based business model to improve organizational sustainability.
6. Support a culture of innovation and continuous improvement to optimize customer service and organizational efficiency as well as to advance environmental sustainability.

Suggested changes/additions made during the Program Review Committee (PRC):

- 1a.4 Developing a guiding policy principles and revised RFQ for development and partnerships; including the purchase of a financial advisor.
- 1e Expand Austin Affordable Housing Corporation's portfolio to 10,000 units – change to read, expand Austin Affordable Housing Corporation's portfolio to 12,500 units with an emphasis on higher opportunity areas and targeting persons at 60% area family median income. Also proposing pushing back the date from March 21, 2023 to December 31, 2024 to accomplish this goal.

All other language in the Plan remained the same.

Other items of importance but not discussed during the PRC:

7. Creating and implementing a plan to advance inclusion, diversity and racial economic of social equity throughout the organization, our programs and partnerships. This issue has been raised in our community and by HACA staff.

During discussions with staff, ideas that were promoted and reflected in this plan are:.

- Conducting diversity trainings each year for all staff.
- Diversity, equity and inclusion training for supervisors (7a.1).
- Forming a Diversity, Equity and Inclusion Advisory Group from all areas of the agency (7a.2).
- Designating a member of the human resources team to serve as the Diversity Manager (7a.3).
- Broadening HACA partnerships with coalitions of community and job training partners to increase diversity in new hires (7b).
- Reviewing training best practices and mentoring approaches to identify opportunities to advance staff with diverse backgrounds (7c).

**Commissioner Duncan-Hall** suggested that the same diversity, equity and inclusion concept be included in Goal 7. Succession planning should address the fact that HACA staff are older and when they leave the agency there should be newer staff in the pipeline who will keep the diversity going. **Michael Gerber, HACA President & CEO** proposed to add a new item to address this. **Chairman Richie** and **Commissioner Duncan-Hall** accepted the language of the additional item.

The new item:

- (7a4) Develop a succession planning approach which incorporates principles of diversity, equity and inclusion.

**Commissioner Carrington** moved to approve Resolution No. 02635: Adoption of VISION 2025 - HACA's 2020-2025 Strategic Plan (to include all changes provided by the Program Review Committee). **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

### **ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02634: Election of new Officers for the Housing Authority of the City of Austin**

With the recent re-appointment of three board members, and per HACA Bylaws, the election of the Chairperson, Vice-Chairperson and 2nd Vice-Chairperson shall be elected at the annual meeting of the Authority, and shall hold office for two years or until their successors are elected and qualified.

#### **Nominations for HACA Board Officers:**

**Commissioner Carrington** nominated **Carl S. Richie, Jr.** for Chairperson; **Commissioner Duncan-Hall** seconded the nomination. The motion Passed (4-Ayes and 0-Nays).

**Commissioner Apostolou** nominated **Charles Bailey** for Vice-Chairperson; **Commissioner Duncan-Hall** seconded the nomination. The motion Passed (4-Ayes and 0-Nays).

**Commissioner Duncan-Hall** nominated **Mary Apostolou** for 2<sup>nd</sup> Vice-Chairperson, **Commissioner Carrington** seconded the nomination. The motion Passed (4-Ayes and 0-Nays).

Effective February 20, 2020 the Board of Commissioners for the Housing Authority of the City of Austin approves new board officers: **Carl S. Richie, Jr.**, Chairperson; **Charles Bailey**, Vice-Chairperson; **Mary Apostolou**, 2nd Vice-Chairperson

**Commissioner Duncan-Hall** moved to approve Resolution No. 02634: Election of new Officers for the Housing Authority of the City of Austin. **2<sup>nd</sup> Vice-Chairperson Apostolou** 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:

- **Chairman Richie** indicated that a new Budget and Audit sub-committee will be formed at a later date to address the budget more thoroughly. This sub-committee will be a committee of the whole Board.
- RAD Collaborative will be March 4-6 at the Sheraton Austin. **Richard Rothstein** will be the key-note speaker.
- March 5<sup>th</sup>- Amplify Austin

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

The meeting adjourned at 2:27 p.m.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02639

#### EXECUTIVE

#### ITEM NO. 2.

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**MEETING DATE:** March 26, 2020

**STAFF CONTACT:** Michael Gerber, President & CEO

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02639: Approval to ratify all actions taken by the Board of Commissioners during FYE 2019-2020, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolutions

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The Board is being asked to approve Resolution No. 02639: which ratifies all actions taken by the Board of Commissioners during the 2019-2020 Fiscal Year, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolutions.

#### SUMMARY

##### ***Background:***

Upon past advisement of legal counsel, Resolution No. 02639 was drafted to ensure all actions taken by the Board during FYE 2019-2020 be ratified, thus ensuring resolution of any irregularities during the voting process taken by the Commissioners. This is an action that will be presented for board action on an annual basis.

##### ***Process:***

This Resolution resolves any irregularities in the voting process found in the Board meeting minutes and/or resolutions, and all actions taken during the 2019-2020 Fiscal Year by the Board of Commissioners are fully enforceable.

##### ***Staff Recommendation:***

Staff recommends Board approval of Resolution No. 02639 to ratify all actions taken by the Board of Commissioners during the 2019-2020 Fiscal Year.

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**RESOLUTION NO. 02639**

**APPROVAL TO RATIFY ALL ACTIONS TAKEN BY THE BOARD OF COMMISSIONERS DURING FYE 2019-2020, IN ORDER TO RESOLVE ANY IRREGULARITIES WHICH MAY HAVE OCCURRED REGARDING A QUORUM OR VOTE BY THE COMMISSIONERS AS REFLECTED WITHIN THE APPROVED MINUTES AND RESOLUTIONS**

**WHEREAS**, in the event that there were any irregularities in any action or vote taken by HACA's Board of Commissioners during the 2019-2020 Fiscal Year, the Housing Authority of the City of Austin desires to ratify and affirm all of the actions and votes taken by the Board of Commissioners regardless of the irregularity, as each action and vote taken represents the true intention of a quorum or more of HACA's Board of Commissioners.

**WHEREAS**, the purpose of this resolution is to give full legal force and effect to each action or vote of the Board of Commissioners taken during the 2019-2020 Fiscal Year as if each action was taken by a quorum of the board without any irregularity, and therefore, every action taken by the Board of Commissioners during the 2019-2020 Fiscal Year is fully enforceable.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, the Housing Authority of the City of Austin Board of Commissioners hereby ratifies and affirms all actions and votes taken by the Board of Commissioners during 2019-2020 Fiscal Year.

**PASSED, APPROVED AND ADOPTED** on this 26th day of March 2020.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02642

#### ASSISTED HOUSING ITEM NO. 3.

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**MEETING DATE:** March 26, 2020

**STAFF CONTACT:** Lisa Garcia, Vice President of Assisted Housing

**ITEM TITLE:** Presentation, Discussion and Possible Action regarding Resolution No. 02642: Approval of the adoption of the revised Housing Choice Voucher Utility Allowance Schedules

**BUDGETED ITEM:** No

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to approve Resolution No. 02642: Approval of the revised Housing Choice Voucher Program Utility Allowance Schedules. This is a routine annual action item.

#### **SUMMARY**

##### ***Background:***

Per 24 CFR 982.517, HUD regulations require housing authorities to review utility allowance schedules annually and adjust the schedules if there has been a 10% or more rate change per category since the last revision.

##### ***Process:***

Residential Utility Allowances, a Division of the Nelrod Company, completed the annual utility allowance review for HACA's Housing Choice Voucher Program. A comparison was made of the utility rates utilized in the previous study compared to the current utility rates.

The review indicated that overall rates and charges changed more than 10%, therefore the current utility allowance schedules should be adjusted.

##### ***Staff Recommendation:***

Staff recommends adjusting the utility allowance rates based on current utility rates. The proposed revisions are reflected in Exhibit 1 Proposed Utility Allowance Schedules 2020.

The revised utility allowance schedules will be effective June 1, 2020 for participants who are issued new vouchers and for annual re-examinations.



## **ATTACHMENTS:**

- ▣ **Exhibit 1 Proposed 2020 Utility Allowance Schedules**
- ▣ **Exhibit 2 Utility Allowance Comparison 2019 2020**

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**RESOLUTION NO. 02642**

**Approval of the adoption of the revised Housing Choice Voucher Utility Allowance Schedules**

**WHEREAS**, Federal Regulations require housing authorities to review utility allowance schedule(s) annually and adjust the schedule(s) if there has been a 10% or more rate change per category since the last revision; and

**WHEREAS**, Residential Utility Allowances, a Division of the Nelrod Company completed the utility allowance review for the Housing Choice Voucher Program and as required by HUD regulations 24 CFR 982.517, a comparison was made of the utility rates utilized in the previous study compared to the current utility rates; and

**WHEREAS**, the utility allowance review indicated that utility providers' rates have changed more than 10%, therefore, staff recommends revising the utility allowance schedules as reflected in Exhibit 1; and

**WHEREAS**, Federal Regulations require the use of the revised utility allowance schedules at the next annual reexamination; and

**WHEREAS**, the Housing Authority of the City of Austin will use the revised utility allowance schedules for new families assisted under the Housing Choice Voucher Program and current participants with reexaminations effective June 1, 2020 or later.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Authority of the City of Austin's Board of Commissioners approves and adopts the revised Utility Allowance Schedules for the Housing Choice Voucher Program.

**PASSED, APPROVED, AND ADOPTED** this 26th day of March 2020.

\_\_\_\_\_  
Carl S. Richie, Jr., Chairperson

\_\_\_\_\_  
Michael G. Gerber, Secretary

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):													
Locality: <b>Housing Authority of the City of Austin, TX</b>	Unit Type: <b>Multi-Family (Elevator)</b>												
Utility or Service:	<table border="1"> <tr> <th>0 BR</th> <th>1 BR</th> <th>2 BR</th> <th>3 BR</th> <th>4 BR</th> <th>5 BR</th> </tr> <tr> <td colspan="6">Monthly Dollar Allowances</td> </tr> </table>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Monthly Dollar Allowances					
0 BR	1 BR	2 BR	3 BR	4 BR	5 BR								
Monthly Dollar Allowances													
<b>Heating</b>													
a. Natural Gas	\$5.00 \$6.00 \$7.00 \$8.00 \$9.00 \$9.00												
b. Bottle Gas/Propane													
c. Electric	\$6.00 \$7.00 \$9.00 \$11.00 \$13.00 \$14.00												
d. Oil / Other													
<b>Cooking</b>													
a. Natural Gas	\$1.00 \$1.00 \$2.00 \$3.00 \$4.00 \$4.00												
b. Bottle Gas/Propane													
c. Electric	\$3.00 \$4.00 \$6.00 \$7.00 \$9.00 \$11.00												
<b>Other Electric &amp; Cooling</b>													
Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$22.00 \$24.00 \$30.00 \$36.00 \$41.00 \$47.00												
Air Conditioning	\$10.00 \$12.00 \$16.00 \$21.00 \$25.00 \$30.00												
<b>Water Heating</b>													
a. Natural Gas	\$3.00 \$3.00 \$5.00 \$6.00 \$7.00 \$9.00												
b. Bottle Gas/Propane													
c. Electric	\$7.00 \$9.00 \$11.00 \$13.00 \$16.00 \$18.00												
d. Oil / Other													
<b>Water, Sewer, Trash Collection</b>													
Water	\$37.00 \$38.00 \$45.00 \$53.00 \$60.00 \$67.00												
Sewer	\$71.00 \$72.00 \$85.00 \$99.00 \$112.00 \$125.00												
Trash Collection	\$25.00 \$25.00 \$25.00 \$27.00 \$27.00 \$32.00												
<b>Tenant-supplied Appliances</b>													
Range / Microwave Tenant-supplied	\$11.00 \$11.00 \$11.00 \$11.00 \$11.00 \$11.00												
Refrigerator Tenant-supplied	\$12.00 \$12.00 \$12.00 \$12.00 \$12.00 \$12.00												
<b>Other--specify: Monthly Charges</b>													
Natural Gas Charge \$21.43	\$21.00 \$21.00 \$21.00 \$21.00 \$21.00 \$21.00												
<b>Actual Family Allowances</b>													
To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service per month cost												
Name of Family	Heating \$												
	Cooking \$												
	Other Electric \$												
	Air Conditioning \$												
	Water Heating \$												
Address of Unit	Water \$												
	Sewer \$												
	Trash Collection \$												
	Range / Microwave \$												
	Refrigerator \$												
	Other \$												
	Other \$												
Number of Bedrooms	Total \$												



The Nelrod Company 1/2020 Update

adapted from form HUD-52667  
(7/2019)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

Housing Authority of the City of Austin, TX

Unit Type: **Multi-Family (Apartment)**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00	\$9.00
b. Bottle Gas/Propane						
c. Electric	\$6.00	\$7.00	\$9.00	\$11.00	\$13.00	\$14.00
d. Oil / Other						

## Cooking

a. Natural Gas	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00
b. Bottle Gas/Propane						
c. Electric	\$3.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$22.00	\$24.00	\$30.00	\$36.00	\$41.00	\$47.00
Air Conditioning	\$10.00	\$12.00	\$16.00	\$21.00	\$25.00	\$30.00

## Water Heating

a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$7.00	\$9.00
b. Bottle Gas/Propane						
c. Electric	\$7.00	\$9.00	\$11.00	\$13.00	\$16.00	\$18.00
d. Oil / Other						

## Water, Sewer, Trash Collection

Water	\$37.00	\$38.00	\$45.00	\$53.00	\$60.00	\$67.00
Sewer	\$71.00	\$72.00	\$85.00	\$99.00	\$112.00	\$125.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$32.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Natural Gas Charge \$21.43	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
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## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



adapted from form HUD-52667  
(7/2019)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

**Housing Authority of the City of Austin, TX**

Unit Type: **Row House/Townhouse**

Utility or Service:

**0 BR**

**1 BR**

**2 BR**

**3 BR**

**4 BR**

**5 BR**

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$8.00	\$9.00	\$10.00	\$10.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00
d. Oil / Other						

## Cooking

a. Natural Gas	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00
b. Bottle Gas/Propane						
c. Electric	\$3.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$26.00	\$28.00	\$35.00	\$42.00	\$50.00	\$59.00
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Air Conditioning	\$10.00	\$11.00	\$20.00	\$28.00	\$36.00	\$46.00
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## Water Heating

a. Natural Gas	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00
d. Oil / Other						

## Water, Sewer, Trash Collection

Water	\$37.00	\$38.00	\$45.00	\$53.00	\$60.00	\$67.00
Sewer	\$71.00	\$72.00	\$85.00	\$99.00	\$112.00	\$125.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$32.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Natural Gas Charge \$21.43	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
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## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family	Utility or Service	per month cost
	Heating	\$
Address of Unit	Cooking	\$
	Other Electric	\$
	Air Conditioning	\$
	Water Heating	\$
	Water	\$
Number of Bedrooms	Sewer	\$
	Trash Collection	\$
	Range / Microwave	\$
	Refrigerator	\$
	Other	\$
	Other	\$
	Total	\$



The Nelrod Company 1/2020 Update

adapted from form HUD-52667  
(7/2019)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

Housing Authority of the City of Austin, TX

Unit Type: **Semi-Detached/Duplex**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$8.00	\$9.00	\$10.00	\$10.00	\$11.00	\$12.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00
d. Oil / Other						

## Cooking

a. Natural Gas	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00
b. Bottle Gas/Propane						
c. Electric	\$3.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$26.00	\$28.00	\$35.00	\$42.00	\$50.00	\$59.00
Air Conditioning	\$10.00	\$11.00	\$20.00	\$28.00	\$36.00	\$46.00

## Water Heating

a. Natural Gas	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00
d. Oil / Other						

## Water, Sewer, Trash Collection

Water	\$37.00	\$38.00	\$45.00	\$53.00	\$60.00	\$67.00
Sewer	\$71.00	\$72.00	\$85.00	\$99.00	\$112.00	\$125.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$32.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Natural Gas Charge \$21.43	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
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## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

**Housing Authority of the City of Austin, TX**

Unit Type: **Single-Family (Detached House)**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$8.00	\$10.00	\$10.00	\$11.00	\$12.00	\$13.00
b. Bottle Gas/Propane						
c. Electric	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00
d. Oil / Other						

## Cooking

a. Natural Gas	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00
b. Bottle Gas/Propane						
c. Electric	\$3.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$28.00	\$31.00	\$39.00	\$48.00	\$58.00	\$70.00
Air Conditioning	\$8.00	\$9.00	\$20.00	\$31.00	\$44.00	\$59.00

## Water Heating

a. Natural Gas	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00
d. Oil / Other						

## Water, Sewer, Trash Collection

Water	\$24.00	\$25.00	\$32.00	\$48.00	\$61.00	\$73.00
Sewer	\$65.00	\$66.00	\$81.00	\$96.00	\$111.00	\$127.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$32.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Natural Gas Charge \$21.43	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
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## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



The Nelrod Company 1/2020 Update

adapted from form HUD-52667  
(7/2019)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

**Housing Authority of the City of Austin, TX**

Unit Type: **Manufactured/Mobile Home**

Utility or Service:

**0 BR**

**1 BR**

**2 BR**

**3 BR**

**4 BR**

**5 BR**

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$7.00	\$8.00	\$9.00	\$10.00	\$10.00	\$11.00
b. Bottle Gas/Propane						
c. Electric	\$14.00	\$16.00	\$17.00	\$17.00	\$17.00	\$18.00
d. Oil / Other						

## Cooking

a. Natural Gas	\$1.00	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00
b. Bottle Gas/Propane						
c. Electric	\$3.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (Includes Monthly Charge)	\$28.00	\$31.00	\$39.00	\$48.00	\$58.00	\$70.00
Air Conditioning	\$9.00	\$11.00	\$19.00	\$26.00	\$34.00	\$43.00

## Water Heating

a. Natural Gas	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
b. Bottle Gas/Propane						
c. Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00
d. Oil / Other						

## Water, Sewer, Trash Collection

Water	\$24.00	\$25.00	\$32.00	\$48.00	\$61.00	\$73.00
Sewer	\$65.00	\$66.00	\$81.00	\$96.00	\$111.00	\$127.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$27.00	\$27.00	\$32.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Natural Gas Charge \$21.43	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
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## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



The Nelrod Company 1/2020 Update

adapted from form HUD-52667  
(7/2019)



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Multi Family Walk-up

Comparison 2019 to 2020

	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Heating - Natural Gas</b>						
Current	\$8	\$9	\$10	\$11	\$12	\$13
Proposed	\$5	\$6	\$7	\$8	\$9	\$9
Increase(Decrease)	(\$3)	(\$3)	(\$3)	(\$3)	(\$3)	(\$4)
<b>Heating - Electric</b>						
Current	\$6	\$7	\$9	\$11	\$12	\$14
Proposed	\$6	\$7	\$9	\$11	\$13	\$14
Increase(Decrease)	\$0	\$0	\$0	\$0	\$1	\$0
<b>Air Conditioning</b>						
Current	\$10	\$11	\$16	\$20	\$25	\$29
Proposed	\$10	\$12	\$16	\$21	\$25	\$30
Increase(Decrease)	\$0	\$1	\$0	\$1	\$0	\$1
<b>Cooking - Natural Gas</b>						
Current	\$2	\$2	\$3	\$4	\$5	\$6
Proposed	\$1	\$1	\$2	\$3	\$4	\$4
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$1)	(\$1)	(\$2)
<b>Cooking - Electric</b>						
Current	\$3	\$4	\$5	\$7	\$9	\$10
Proposed	\$3	\$4	\$6	\$7	\$9	\$11
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>						
Current	\$22	\$24	\$30	\$35	\$41	\$46
Proposed	\$22	\$24	\$30	\$36	\$41	\$47
Increase(Decrease)	\$0	\$0	\$0	\$1	\$0	\$1
<b>Monthly Base Gas Charge</b>						
Current	\$20	\$20	\$20	\$20	\$20	\$20
Proposed	\$21	\$21	\$21	\$21	\$21	\$21
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Water Heating - Natural Gas</b>						
Current	\$4	\$4	\$6	\$8	\$10	\$12
Proposed	\$3	\$3	\$5	\$6	\$7	\$9
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$2)	(\$3)	(\$3)
<b>Water Heating - Electric</b>						
Current	\$7	\$8	\$11	\$13	\$15	\$18
Proposed	\$7	\$9	\$11	\$13	\$16	\$18
Increase(Decrease)	\$0	\$1	\$0	\$0	\$1	\$0



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

### Tenant Furnished Utilities and other Services

Multi Family Walk-up

Comparison

2019 to 2020

Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$37	\$38	\$45	\$53	\$60	\$67
Proposed	\$37	\$37	\$45	\$53	\$60	\$67
Increase(Decrease)	\$0	(\$1)	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$69	\$71	\$84	\$97	\$111	\$124
Proposed	\$71	\$72	\$85	\$99	\$112	\$125
Increase(Decrease)	\$2	\$1	\$1	\$2	\$1	\$1
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$30
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	\$2
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$224	\$231	\$266	\$301	\$337	\$370
Proposed	\$218	\$224	\$259	\$297	\$329	\$367
Increase(Decrease)	(\$6)	(\$7)	(\$7)	(\$4)	(\$8)	(\$3)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$206	\$215	\$252	\$289	\$326	\$361
Proposed	\$204	\$213	\$250	\$290	\$326	\$367
Increase(Decrease)	(\$2)	(\$2)	(\$2)	\$1	\$0	\$6



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Multi Family Elevator

Comparison 2019 to 2020

	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Heating - Natural Gas</b>						
Current	\$8	\$9	\$10	\$11	\$12	\$13
Proposed	\$5	\$6	\$7	\$8	\$9	\$9
Increase(Decrease)	(\$3)	(\$3)	(\$3)	(\$3)	(\$3)	(\$4)
<b>Heating - Electric</b>						
Current	\$6	\$7	\$9	\$11	\$12	\$14
Proposed	\$6	\$7	\$9	\$11	\$13	\$14
Increase(Decrease)	\$0	\$0	\$0	\$0	\$1	\$0
<b>Air Conditioning</b>						
Current	\$10	\$11	\$16	\$20	\$25	\$29
Proposed	\$10	\$12	\$16	\$21	\$25	\$30
Increase(Decrease)	\$0	\$1	\$0	\$1	\$0	\$1
<b>Cooking - Natural Gas</b>						
Current	\$2	\$2	\$3	\$4	\$5	\$6
Proposed	\$1	\$1	\$2	\$3	\$4	\$4
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$1)	(\$1)	(\$2)
<b>Cooking - Electric</b>						
Current	\$3	\$4	\$5	\$7	\$9	\$10
Proposed	\$3	\$4	\$6	\$7	\$9	\$11
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>						
Current	\$22	\$24	\$30	\$35	\$41	\$46
Proposed	\$22	\$24	\$30	\$36	\$41	\$47
Increase(Decrease)	\$0	\$0	\$0	\$1	\$0	\$1
<b>Monthly Base Gas Charge</b>						
Current	\$20	\$20	\$20	\$20	\$20	\$20
Proposed	\$21	\$21	\$21	\$21	\$21	\$21
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Water Heating - Natural Gas</b>						
Current	\$4	\$4	\$6	\$8	\$10	\$12
Proposed	\$3	\$3	\$5	\$6	\$7	\$9
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$2)	(\$3)	(\$3)
<b>Water Heating - Electric</b>						
Current	\$7	\$8	\$11	\$13	\$15	\$18
Proposed	\$7	\$9	\$11	\$13	\$16	\$18
Increase(Decrease)	\$0	\$1	\$0	\$0	\$1	\$0



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Multi Family Elevator

Comparison 2019 to 2020

Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$37	\$38	\$45	\$53	\$60	\$67
Proposed	\$37	\$38	\$45	\$53	\$60	\$67
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$69	\$71	\$84	\$97	\$111	\$124
Proposed	\$71	\$72	\$85	\$99	\$112	\$125
Increase(Decrease)	\$2	\$1	\$1	\$2	\$1	\$1
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$36
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	(\$4)
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$224	\$231	\$266	\$301	\$337	\$376
Proposed	\$218	\$225	\$259	\$297	\$329	\$367
Increase(Decrease)	(\$6)	(\$6)	(\$7)	(\$4)	(\$8)	(\$9)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$206	\$215	\$252	\$289	\$326	\$367
Proposed	\$204	\$214	\$250	\$290	\$326	\$367
Increase(Decrease)	(\$2)	(\$1)	(\$2)	\$1	\$0	\$0



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Single Family Detached

Comparison 2019 to 2020

	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Heating - Natural Gas</b>						
Current	\$11	\$13	\$15	\$16	\$17	\$18
Proposed	\$8	\$10	\$10	\$11	\$12	\$13
Increase(Decrease)	(\$3)	(\$3)	(\$5)	(\$5)	(\$5)	(\$5)
<b>Heating - Electric</b>						
Current	\$12	\$14	\$16	\$18	\$20	\$22
Proposed	\$13	\$15	\$17	\$19	\$21	\$23
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Air Conditioning</b>						
Current	\$8	\$9	\$20	\$31	\$43	\$58
Proposed	\$8	\$9	\$20	\$31	\$44	\$59
Increase(Decrease)	\$0	\$0	\$0	\$0	\$1	\$1
<b>Cooking - Natural Gas</b>						
Current	\$2	\$2	\$3	\$4	\$5	\$6
Proposed	\$1	\$1	\$2	\$3	\$4	\$4
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$1)	(\$1)	(\$2)
<b>Cooking - Electric</b>						
Current	\$3	\$4	\$5	\$7	\$9	\$10
Proposed	\$3	\$4	\$6	\$7	\$9	\$11
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>						
Current	\$28	\$31	\$39	\$47	\$57	\$69
Proposed	\$28	\$31	\$39	\$48	\$58	\$70
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1
<b>Monthly Base Gas Charge</b>						
Current	\$20	\$20	\$20	\$20	\$20	\$20
Proposed	\$21	\$21	\$21	\$21	\$21	\$21
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Water Heating - Natural Gas</b>						
Current	\$4	\$6	\$8	\$11	\$13	\$15
Proposed	\$3	\$4	\$6	\$8	\$9	\$11
Increase(Decrease)	(\$1)	(\$2)	(\$2)	(\$3)	(\$4)	(\$4)
<b>Water Heating - Electric</b>						
Current	\$9	\$11	\$14	\$16	\$19	\$22
Proposed	\$9	\$11	\$14	\$17	\$20	\$23
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

### Tenant Furnished Utilities and other Services

Single Family Detached

Comparison

2019 to 2020

Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$24	\$25	\$32	\$48	\$61	\$73
Proposed	\$24	\$25	\$32	\$48	\$61	\$73
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$63	\$65	\$80	\$95	\$110	\$125
Proposed	\$65	\$66	\$81	\$96	\$111	\$127
Increase(Decrease)	\$2	\$1	\$1	\$1	\$1	\$2
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$36
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	(\$4)
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$212	\$223	\$269	\$325	\$379	\$443
Proposed	\$206	\$215	\$259	\$316	\$370	\$433
Increase(Decrease)	(\$6)	(\$8)	(\$10)	(\$9)	(\$9)	(\$10)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$199	\$211	\$258	\$315	\$372	\$438
Proposed	\$198	\$209	\$257	\$316	\$374	\$441
Increase(Decrease)	(\$1)	(\$2)	(\$1)	\$1	\$2	\$3



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Semi-Detached/Duplex

Comparison 2019 to 2020

	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Heating - Natural Gas</b>						
Current	\$11	\$13	\$14	\$15	\$16	\$17
Proposed	\$8	\$9	\$10	\$10	\$11	\$12
Increase(Decrease)	(\$3)	(\$4)	(\$4)	(\$5)	(\$5)	(\$5)
<b>Heating - Electric</b>						
Current	\$9	\$11	\$13	\$15	\$17	\$19
Proposed	\$9	\$11	\$13	\$15	\$17	\$19
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Air Conditioning</b>						
Current	\$10	\$11	\$19	\$27	\$35	\$45
Proposed	\$10	\$11	\$20	\$28	\$36	\$46
Increase(Decrease)	\$0	\$0	\$1	\$1	\$1	\$1
<b>Cooking - Natural Gas</b>						
Current	\$2	\$2	\$3	\$4	\$5	\$6
Proposed	\$1	\$1	\$2	\$3	\$4	\$4
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$1)	(\$1)	(\$2)
<b>Cooking - Electric</b>						
Current	\$3	\$4	\$5	\$7	\$9	\$10
Proposed	\$3	\$4	\$6	\$7	\$9	\$11
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>						
Current	\$25	\$28	\$35	\$42	\$49	\$58
Proposed	\$26	\$28	\$35	\$42	\$50	\$59
Increase(Decrease)	\$1	\$0	\$0	\$0	\$1	\$1
<b>Monthly Base Gas Charge</b>						
Current	\$20	\$20	\$20	\$20	\$20	\$20
Proposed	\$21	\$21	\$21	\$21	\$21	\$21
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Water Heating - Natural Gas</b>						
Current	\$4	\$6	\$8	\$11	\$13	\$15
Proposed	\$3	\$4	\$6	\$8	\$9	\$11
Increase(Decrease)	(\$1)	(\$2)	(\$2)	(\$3)	(\$4)	(\$4)
<b>Water Heating - Electric</b>						
Current	\$9	\$11	\$14	\$16	\$19	\$22
Proposed	\$9	\$11	\$14	\$17	\$20	\$23
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

### Tenant Furnished Utilities and other Services

Semi-Detached/Duplex

Comparison

2019 to 2020

Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$37	\$38	\$45	\$53	\$60	\$67
Proposed	\$37	\$38	\$45	\$53	\$60	\$67
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$69	\$71	\$84	\$97	\$111	\$124
Proposed	\$71	\$72	\$85	\$99	\$112	\$125
Increase(Decrease)	\$2	\$1	\$1	\$2	\$1	\$1
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$36
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	(\$4)
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$230	\$241	\$280	\$322	\$362	\$411
Proposed	\$225	\$232	\$272	\$314	\$353	\$400
Increase(Decrease)	(\$5)	(\$9)	(\$8)	(\$8)	(\$9)	(\$11)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$214	\$226	\$267	\$310	\$353	\$404
Proposed	\$213	\$223	\$266	\$311	\$354	\$405
Increase(Decrease)	(\$1)	(\$3)	(\$1)	\$1	\$1	\$1



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

	Row/Townhouse				Comparison	2019 to 2020	
	0 BR	1BR	2BR	3BR	4BR	5BR	
<b>Heating - Natural Gas</b>							
Current	\$11	\$13	\$14	\$15	\$16	\$17	
Proposed	\$8	\$9	\$10	\$10	\$11	\$12	
Increase(Decrease)	(\$3)	(\$4)	(\$4)	(\$5)	(\$5)	(\$5)	
<b>Heating - Electric</b>							
Current	\$9	\$11	\$13	\$15	\$17	\$19	
Proposed	\$9	\$11	\$13	\$15	\$17	\$19	
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Air Conditioning</b>							
Current	\$10	\$11	\$19	\$27	\$35	\$45	
Proposed	\$10	\$11	\$20	\$28	\$36	\$46	
Increase(Decrease)	\$0	\$0	\$1	\$1	\$1	\$1	
<b>Cooking - Natural Gas</b>							
Current	\$2	\$2	\$3	\$4	\$5	\$6	
Proposed	\$1	\$1	\$2	\$3	\$4	\$4	
Increase(Decrease)	(\$1)	(\$1)	(\$1)	(\$1)	(\$1)	(\$2)	
<b>Cooking - Electric</b>							
Current	\$3	\$4	\$5	\$7	\$9	\$10	
Proposed	\$3	\$4	\$6	\$7	\$9	\$11	
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1	
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>							
Current	\$25	\$28	\$35	\$42	\$49	\$58	
Proposed	\$26	\$28	\$35	\$42	\$50	\$59	
Increase(Decrease)	\$1	\$0	\$0	\$0	\$1	\$1	
<b>Monthly Base Gas Charge</b>							
Current	\$20	\$20	\$20	\$20	\$20	\$20	
Proposed	\$21	\$21	\$21	\$21	\$21	\$21	
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1	
<b>Water Heating - Natural Gas</b>							
Current	\$4	\$6	\$8	\$11	\$13	\$15	
Proposed	\$3	\$4	\$6	\$8	\$9	\$11	
Increase(Decrease)	(\$1)	(\$2)	(\$2)	(\$3)	(\$4)	(\$4)	
<b>Water Heating - Electric</b>							
Current	\$9	\$11	\$14	\$16	\$19	\$22	
Proposed	\$9	\$11	\$14	\$17	\$20	\$23	
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1	



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

### Tenant Furnished Utilities and other Services

Row/Townhouse			Comparison		2019 to 2020	
Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$37	\$38	\$45	\$53	\$60	\$67
Proposed	\$37	\$38	\$45	\$53	\$60	\$67
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$69	\$71	\$84	\$97	\$111	\$124
Proposed	\$71	\$72	\$85	\$99	\$112	\$125
Increase(Decrease)	\$2	\$1	\$1	\$2	\$1	\$1
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$36
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	(\$4)
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$230	\$241	\$280	\$322	\$362	\$411
Proposed	\$225	\$232	\$272	\$314	\$353	\$400
Increase(Decrease)	(\$5)	(\$9)	(\$8)	(\$8)	(\$9)	(\$11)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$214	\$226	\$267	\$310	\$353	\$404
Proposed	\$213	\$223	\$266	\$311	\$354	\$405
Increase(Decrease)	(\$1)	(\$3)	(\$1)	\$1	\$1	\$1



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

	Manufactured Home			Comparison		2019 to 2020
	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Heating - Natural Gas</b>						
Current	\$9	\$11	\$12	\$13	\$15	\$16
Proposed	\$7	\$8	\$9	\$10	\$10	\$11
Increase(Decrease)	(\$2)	(\$3)	(\$3)	(\$3)	(\$5)	(\$5)
<b>Heating - Electric</b>						
Current	\$13	\$16	\$16	\$17	\$17	\$17
Proposed	\$14	\$16	\$17	\$17	\$17	\$18
Increase(Decrease)	\$1	\$0	\$1	\$0	\$0	\$1
<b>Air Conditioning</b>						
Current	\$9	\$11	\$18	\$26	\$34	\$42
Proposed	\$9	\$11	\$19	\$26	\$34	\$43
Increase(Decrease)	\$0	\$0	\$1	\$0	\$0	\$1
<b>Cooking - Natural Gas</b>						
Current	\$4	\$6	\$8	\$11	\$13	\$15
Proposed	\$1	\$1	\$2	\$3	\$4	\$4
Increase(Decrease)	(\$3)	(\$5)	(\$6)	(\$8)	(\$9)	(\$11)
<b>Cooking - Electric</b>						
Current	\$9	\$11	\$14	\$16	\$19	\$22
Proposed	\$3	\$4	\$6	\$7	\$9	\$11
Increase(Decrease)	(\$6)	(\$7)	(\$8)	(\$9)	(\$10)	(\$11)
<b>Other Electric (electric lighting, refrigerator, fans, etc.)</b>						
Current	\$28	\$31	\$39	\$47	\$57	\$69
Proposed	\$28	\$31	\$39	\$48	\$58	\$70
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1
<b>Monthly Base Gas Charge</b>						
Current	\$20	\$20	\$20	\$20	\$20	\$20
Proposed	\$21	\$21	\$21	\$21	\$21	\$21
Increase(Decrease)	\$1	\$1	\$1	\$1	\$1	\$1
<b>Water Heating - Natural Gas</b>						
Current	\$4	\$6	\$8	\$11	\$13	\$15
Proposed	\$3	\$4	\$6	\$8	\$9	\$11
Increase(Decrease)	(\$1)	(\$2)	(\$2)	(\$3)	(\$4)	(\$4)
<b>Water Heating - Electric</b>						
Current	\$9	\$11	\$14	\$16	\$19	\$22
Proposed	\$9	\$11	\$14	\$17	\$20	\$23
Increase(Decrease)	\$0	\$0	\$0	\$1	\$1	\$1



# Housing Authority of the City of Austin

## Section 8 Monthly Utility Allowance

Manufactured Home

Comparison 2019 to 2020

Project	0 BR	1BR	2BR	3BR	4BR	5BR
<b>Water</b>						
Current	\$24	\$25	\$32	\$48	\$61	\$73
Proposed	\$24	\$25	\$32	\$48	\$61	\$73
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sewer</b>						
Current	\$63	\$65	\$80	\$95	\$110	\$125
Proposed	\$65	\$66	\$81	\$96	\$111	\$127
Increase(Decrease)	\$2	\$1	\$1	\$1	\$1	\$2
<b>Trash Collection</b>						
Current	\$29	\$29	\$29	\$30	\$30	\$30
Proposed	\$25	\$25	\$25	\$27	\$27	\$32
Increase(Decrease)	(\$4)	(\$4)	(\$4)	(\$3)	(\$3)	\$2
<b>Range</b>						
Current	\$11	\$11	\$11	\$11	\$11	\$11
Proposed	\$11	\$11	\$11	\$11	\$11	\$11
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Refrigerator</b>						
Current	\$12	\$12	\$12	\$12	\$12	\$12
Proposed	\$12	\$12	\$12	\$12	\$12	\$12
Increase(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Heating, Cooking and Water Heating- Natural Gas</b>						
Current	\$213	\$227	\$269	\$324	\$376	\$428
Proposed	\$206	\$215	\$257	\$310	\$358	\$415
Increase(Decrease)	(\$7)	(\$12)	(\$12)	(\$14)	(\$18)	(\$13)
<b>Heating, Cooking and Water Heating- Electric</b>						
Current	\$207	\$222	\$265	\$318	\$370	\$423
Proposed	\$200	\$212	\$256	\$309	\$360	\$420
Increase(Decrease)	(\$7)	(\$10)	(\$9)	(\$9)	(\$10)	(\$3)



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02640

#### FINANCE ITEM NO. 4.

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**MEETING DATE:** March 26, 2020

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

**ITEM TITLE:** Presentation, Discussion and Possible Action regarding Resolution No. 02640: Operating Budgets for the Fiscal Year April 1, 2020 to March 31, 2021

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The Board is being asked to approve the proposed operating budgets for HACA and its subsidiaries for Fiscal Year 2020-2021.

#### SUMMARY

##### ***Background:***

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the agency's Operating Budget revision.

##### ***Process:***

Staff evaluated the current Fiscal Year 2020 Budget and Actual spend versus forecast expenditures for Fiscal Year 2021 and concluded the following revenue and expenses are necessary:

<b>All Programs</b>	<b>Millions</b>
FY21 Revenue	\$566
FY21 Expense	<u>\$558</u>
Provision for Reserve	\$ 8
Less Principal on Debt and Reserve Additions (\$ <u>2</u> )	
Net Estimated Cash Flows	\$ 6

This budget was prepared before the COVID 19 (Coronavirus) developments and is considered a normal baseline. Our bottom line is likely to be impacted this fiscal year; we will monitor and keep the Board

updated.

***Staff Recommendation:***

Approval is recommended.

**ATTACHMENTS:**

- ▣ **Budget**

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**RESOLUTION NO. 02640**

**Resolution Approving the Operating Budgets  
For the Fiscal Year April 1, 2020 to March 31, 2021**

**WHEREAS**, the regulations of the U. S. Department of Housing and Urban Development require the Commissioners of a Public Housing Agency to approve Operating Budgets; and

**WHEREAS**, the Commissioners of the Housing Authority of the City of Austin have reviewed the Operating Budgets and do find:

- 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; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the city of Austin is in compliance with the Annual Contributions Contract; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Austin hereby 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.

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2018 Revised Operating Budgets, copies of such budgets attached be hereby approved by the Board of Commissioners of the Housing Authority of the City of Austin.

**PASSED, APPROVED AND ADOPTED** this 26th day of March, 2020.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**



# Housing Authority of the City of Austin

*Established in 1937*

## INTEROFFICE MEMORANDUM

**DATE:** March 26, 2020

**TO:** Board of Commissioners  
Michael Gerber, President & CEO

**FROM:** Martha Ross, CFO

**SUBJECT:** FY21 Operating Budget, Management Summary and Assumptions

### Management Summary:

The **Operating Budget** for the Fiscal Year (FY) ending March 31, 2020 is enclosed for your review. This consolidated Housing Authority of the City of Austin (HACA) budget, with tax credit properties has Provision for Reserve (excess revenue) for the twelve month operating cycle ending March 31, 2021 of \$7.5M (rounded to \$8M in the chart below). The proposed FY21 Provision for Reserve is a \$1.7M or 18 percent decrease from last year's Budget Revision, including nine months of revenue on a key contract for conservatism (same presentation as prior years). After projected debt service and additions to reserves for replacement for FY21, the remaining balance is \$5.9M. The tax credit properties are shown from a stewardship perspective, as we have partial ownership. On the Balance Sheet, HACA has averaged \$11M - \$14M in unrestricted cash for ongoing operations, future needs and reserves. HACA's financial position is balanced to cover various strategic and operational goals, agreements with HUD and our partners. This budget was prepared before the COVID 19 (coronavirus) developments and is presented as a normal baseline; our bottom line is likely to decrease as events unfold, and we will monitor and keep the Board updated. The chart below is rounded to millions of dollars; as added information, the variance percentage is based on actual dollars shown in the attached Exhibits.

Budget (\$Millions)	FY20 Revision	FY21 Proposed	% Variance
Revenue	\$549	\$566	3%
Expenses:			
Administration	27	25	(11%)
Maintenance	5	6	11%
General	12	13	6%
Other Routine and Non Routine	7	7	(6%)
Other Expenses and Donations	488	509	5%
Total Expenses	540	558	4%
Provision for Reserve	9	8	(18%) *

\*Includes twelve months contract revenue in FY20 vs nine months revenue in FY21.



**Total Revenues** are comprised of both subsidized and un-subsidized affordable housing as owner and / or property manager, a project based contract administration entity, commercial leases, and a non-profit focused on tenant services and a consulting service for affordable housing. Approximately \$496M, or 88% of our revenues are passed through in expenses as Housing Assistance Payments (HAP), which net to zero on our bottom line. The majority of HAP is earned and passed through our project based contract administration entity, followed by our housing choice voucher program with private landlords, then our multi-family properties that were formerly in low income public housing.

Our Total Revenues increased \$16.6M, or three percent, compared to the prior year's budget revision. Although we have a contract budgeted at nine months in FY21, versus twelve months in FY20, the revenue increase is primarily due to higher HAP payments and a Gain on Sale of scattered sites budgeted at approximately \$2M. As COVID 19 unfolds, it is possible that the sale of the scattered sites will be postponed.

Revenues from the Housing Choice Voucher program are budgeted at a five percent increase compared to last year, from higher HAP and grant amounts. "Other Income" includes developer and other fees earned from Austin Affordable Housing Corporation (AAHC), budgeted the same as last year at \$3.5M. Although these fees are conservatively budgeted (lower than we expect), the timing of Future Developments could now be impacted by current events.

#### **Expenses:**

**Total Administrative** expenses are \$3M, or 11 percent lower, compared to the FY20 Budget primarily due to lower management fees and donations, and lower Sundry expenses almost offsetting higher Salaries. Higher salaries represent three added headcount in Finance as we continue to update the infrastructure for PBRA (RAD) needs, conversion of temporary positions to staff, and annual performance based merit increases across the organization.

**Total Maintenance** is \$.6M or 11% percent higher than prior year budget, primarily due to an increase in contract expenses in our portfolio due to recognizing the costs of maintaining older properties (and associated overtime) and the cost of maintenance contracts, partly offset by newer renovated properties requiring less maintenance in FY21. Some staff maintenance position were consolidated in a reorganization.

**Total General Expenses** are expected to increase \$.7M or six percent, primarily due to higher benefits and insurance expenses. Slightly lower interest expense represents conversion of debt related to Thurmond, Eastland Plaza, Salina, Santa Rita and Rosewood.

**Total Other Routine Expenses** are budgeted at \$.4M or six percent lower than the prior year, primarily due to lower protective service fees from using security guards versus off-duty police officers.

**Other Expenses / Donations** are \$24.4M or five percent higher than last year's budget, primarily due to higher pass-through HAP expenses, referenced in the Total Revenue section above. Donations reflect intercompany transfers from SHCC and AAHC to support various programs.

The assumptions for this Budget are included in Exhibit 1.

## **Exhibit 1: FY20 Budget Assumptions**

### **Overview**

This comprehensive annual budget includes all programs, Central Office Cost Center, all public housing properties, all Pathways Asset Management properties, Austin Affordable Housing Corporation (AAHC), tax credit properties, Southwest Housing Compliance Corporation (SHCC), Blueprint Consulting and Austin Pathways. Low Income Public Housing Capital Grant budgets are not included in this budget presentation; while those budgets are not part of the Operating Budget, material capital expenditures are approved by the Board separately. As part of the budget process this year, each of our property sites and departments prepared a budget and this information was assembled into the agency-wide Operating Budget. This enabled us to make more accurate projections of our Operating Budget and ensure HACA's compliance with HUD's asset based funding model and third party agreements.

HACA's consolidated budget includes revenue and expenses from the tax credit partnerships, from a stewardship standpoint. The budget for revenue and expenses is based on an accrual approach that matches revenues and expenses for the 12 months shown, except for one contract shown at nine months of revenue for conservatism. In this year's budget in the "Expenditures" section, we show principal on debt for informational purposes as well as the annual additions the properties make to Reserves for Replacement for planned capital improvements and replacements.

This budget does not reflect the impact of COVID 19; which could be material to this fiscal year. We have reserves in place and the Board will be updated as events are known.

### **Fee Model**

All programs and properties are charged a management fee to support common central office functions. Each site is charged fees as appropriate and as recommended by HUD. The properties full budget is shown in this presentation. Per agreement with partners and lenders, in monthly reporting we reclassify some expenses to the COCC, such as educational computer labs, additional security or benefits. Expenditures to support allowed resident programs, security, benefits and other expenses are incorporated into the site-based budgets, or as part of the COCC if it deemed an owner expense or part of HACA's mission. Due to the program deficit, no management fee is charged to the Housing Choice Voucher program. SHCC and AAHC are charged both management fees (for central support) and donations to support various tenant services and operations.

### **Key Assumptions**

The FY20 budget reflects an average 3% annual performance evaluation merit increase. Benefits remained relatively the same, with medical having the highest increase at only five percent.

### **Housing and Community Development (HCD)**

During FY21, HACA will continue its conversion from the conventional LIPH program to the PBRA program through RAD. Half of Chalmers (78 units of Chalmers West) remains to be converted. RAD conversions will provide long-term financial stability for HACA while also improving the quality of HACA's properties. This combination helps HACA achieve its goal of providing quality housing with excellent services that bring new opportunities home to residents. At the time this budget was prepared, we reflect selling the scattered sites during this coming year.

Both types of HUD subsidy payments (Section 9, Low Income Public Housing [LIPH] and Section 8, Project Based Rental Assistance [PBRA]) are based on a calendar year (CY), January to December. As referenced in prior years, RAD accounting impacts the way HACA budgets for the properties. There are new and different sources of revenue and expenses, unique challenges and additional transition expenses:

1) CAPITAL:

When the properties convert to RAD, the top line (revenue) subsidy from HUD is higher and includes capital, starting January of each year. “Replacement Reserve” are shown as an added cash outflow line item on the bottom of the summary “All Programs” sheet. This represents annual additions to reserves.

In contrast, under LIPH, the Capital Fund is an annual grant from HUD shown on the Balance Sheet, first as cash, then as an asset. (Said another way, the annual Capital Fund Grant received from HUD is not part of this annual operating budget, which only shows twelve months of accrual-based revenues earned, matched to expenses incurred, to produce those same revenues.) Although the Capital Fund Grant cash expenditures are not in this annual operating budget, the Capital Fund Grant uses are individually approved by the Board for larger expenditures, and in total, are disclosed in monthly reporting to the Board. We are using the last few Capital Fund Grants as we exit the LIPH program.

2) LUMP SUM:

The monthly per unit Market Rent contract amount under PBRA is also different; it lacks itemization of discrete components and is shown as one lump sum for market rent, which includes HAP (Housing Assistance Payments). For reference purposes, the HAP payments include operations, utilities (including a portion of grandfathered EPC), *and capital*, as referenced in item (1) above.

Consistent with last year, the Low Income Housing department budget is divided into two separate budgets – one for the properties still in LIPH (the Low Rent Public Housing section of the budget) and one for the converted PBRA properties (the Pathways Asset Management section of the budget). As referenced above, in FY21, only Chalmers West is left to convert.

As HACA’s portfolio continues to evolve with a RAD business model, we will continue to update our budget presentation so it is more like our annual audited statements, showing accrued revenues and expenses similar to those shown to third parties. HUD allows each agency discretion in how to show the Budget, and this format has evolved over the years to include changes based on RAD, and to show pass-through HAP in revenues and expenses.

## HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1  
ALL PROGRAMS  
BUDGET ANALYSIS

	2019/2020 Approved	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget		2020/2021 Less Tax Credit	2020/2021 Requested
<b>REVENUE:</b>							
Rental & Rental Related Income	\$ 15,374,446	\$ 15,655,801	\$ 16,547,295	\$ 172,850		\$ 1,621,415	\$ 13,625,880
Interest	243,955	127,441	17,779	(226,176)		(133,469)	151,248
HAP Reimbursements	478,726,448	481,412,536	496,374,085	17,647,647		(75,268)	496,450,363
HUD Subsidy, Fees and Grants	31,289,603	29,405,127	26,418,196	(4,851,407)		0	29,418,196
COC Fees and Revenues	6,668,492	6,231,897	3,593,716	(2,974,776)		44,669	3,549,047
Gain/Loss on Sale of Scattered Sites	0	0	2,000,000	2,000,000		0	2,000,000
Public Donations	4,024,711	2,679,879	1,143,463	(2,881,249)		0	1,143,463
Non Federal Donations	560,060	531,925	12,057,908	11,467,848		2,191,992	9,865,916
Other Income	12,021,226	5,302,408	8,299,801	(3,721,425)		0	8,299,801
<b>Total Revenues</b>	<b>\$ 548,818,941</b>	<b>\$ 541,347,115</b>	<b>\$ 585,452,253</b>	<b>\$ 16,633,312</b>	3.0%	<b>\$ 3,648,339</b>	<b>\$ 861,803,914</b>
<b>EXPENSE:</b>							
<b>Administrative:</b>							
Salaries	\$ 12,392,533	\$ 13,900,192	\$ 13,640,836	\$ 1,248,302		\$ 400,656	\$ 13,240,180
Performance Incentive	0	463,439	0	0		0	0
Legal	403,209	222,187	394,250	(8,959)		25,000	368,250
Travel & Training	551,465	353,097	570,586	19,080		16,166	564,400
Audit Fees	246,758	288,329	298,476	51,718		40,428	258,048
Office Rent/Utilities	216,288	216,288	216,287	(1)		0	216,287
Sundry Administrative	6,714,443	3,445,767	5,030,713	(1,683,730)		269,103	4,761,610
Property General & Admin. Costs	350,695	929,465	730,031	379,336		0	730,031
Mgmt Fees & Commissions	6,568,492	4,438,885	3,593,716	(2,974,776)		207,133	3,386,583
Promotions & Advertising	0	73,550	0	0		0	0
<b>Total Administrative</b>	<b>\$ 27,443,904</b>	<b>\$ 24,332,229</b>	<b>\$ 24,474,875</b>	<b>\$ (2,969,029)</b>	-10.8%	<b>\$ 959,486</b>	<b>\$ 23,515,389</b>
<b>Maintenance:</b>							
Labor	\$ 1,598,348	\$ 1,708,033	\$ 1,426,080	\$ (172,268)		\$ 279,177	\$ 1,146,903
Materials	668,967	599,084	606,377	(62,590)		109,257	497,120
Contracts	2,910,391	3,231,991	3,724,829	814,438		314,787	3,410,042
<b>Total Maintenance</b>	<b>\$ 5,177,706</b>	<b>\$ 5,539,108</b>	<b>\$ 5,757,286</b>	<b>\$ 579,580</b>	11.2%	<b>\$ 703,221</b>	<b>\$ 5,054,065</b>
<b>General Expense:</b>							
Insurance	\$ 860,275	\$ 906,117	\$ 961,010	\$ 100,735		\$ 133,842	\$ 827,168
Employee Benefit Contributions	6,948,749	6,267,025	7,563,167	814,418		305,923	7,257,244
Collection Losses	17,835	1,413	0	(17,635)		0	0
Performance Contracting (Interest)	0	0	0	0		0	0
Interest Expense	4,015,310	4,404,283	3,982,119	(33,192)		420,060	3,562,059
Property / Franchise Taxes	97,294	205,581	115,838	18,544		0	115,838
<b>Total General Expenses</b>	<b>\$ 11,939,263</b>	<b>\$ 11,784,420</b>	<b>\$ 12,622,134</b>	<b>\$ 682,871</b>	5.7%	<b>\$ 859,825</b>	<b>\$ 11,762,309</b>
<b>Other Routine Expenses:</b>							
Tenant Services	\$ 2,628,638	\$ 687,845	\$ 2,413,311	\$ (215,328)		\$ 11,425	\$ 2,401,886
Utilities	3,193,744	3,560,684	3,293,291	99,547		608,662	2,684,429
Protective Services	919,843	597,665	617,290	(302,553)		106,198	511,082
<b>Total Other Routine Expenses</b>	<b>\$ 6,742,226</b>	<b>\$ 4,826,195</b>	<b>\$ 6,323,892</b>	<b>\$ (418,334)</b>	-6.2%	<b>\$ 726,485</b>	<b>\$ 5,597,407</b>
<b>Non-Routine Expenses:</b>							
Capital Expenditures	0	0	0	0		0	0
Prior Yr Carryforward / EO Expense	0	17,785	0	0		0	0
Other/ Land Lease	65,334	125,209	66,767	1,433		0	66,767
Extraordinary Maintenance	53,211	0	75,000	0		0	0
<b>Total Non-Routine Expenses</b>	<b>\$ 118,545</b>	<b>\$ 142,995</b>	<b>\$ 141,767</b>	<b>\$ 1,433</b>		<b>\$ 0</b>	<b>\$ 66,767</b>
<b>Housing Assistance Payments</b>	<b>\$ 482,695,555</b>	<b>\$ 481,449,229</b>	<b>\$ 496,374,085</b>	<b>\$ 17,647,647</b>		<b>\$ 496,374,085</b>	<b>\$ 496,374,085</b>
Scholarships/ Digital Inclusion	6,000	2,667	0	(6,000)		0	0
Utility Assistance	8,609	0	0	(8,609)		0	0
Employee Contributions Match	0	20,000	0	0		0	0
Tenant Education Program	0	0	0	0		0	0
Landlord Incentive/Appreciation	0	0	0	0		0	0
Fin. Lit. ED & Hm. Ownership/ Other	3,000	0	3,000	0		0	3,000
Down payment Assistance	80,000	0	100,000	20,000		0	100,000
Homeownership Center	0	0	0	0		0	0
Community Initiatives/ Other	133,500	91,523	125,000	(8,500)		0	125,000
Donations to Housing Programs	5,326,956	6,795,657	12,057,908	6,730,952		0	12,057,908
<b>Other Expenses/Donations</b>	<b>\$ 488,263,620</b>	<b>\$ 488,359,076</b>	<b>\$ 508,660,003</b>	<b>\$ 24,375,490</b>	5.0%	<b>\$ 0</b>	<b>\$ 508,660,003</b>
<b>Total All Expenses</b>	<b>\$ 539,675,263</b>	<b>\$ 534,984,023</b>	<b>\$ 557,979,956</b>	<b>\$ 22,252,010</b>	4.1%	<b>\$ 3,249,017</b>	<b>\$ 564,666,939</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 9,143,678</b>	<b>\$ 6,363,092</b>	<b>\$ 7,472,297</b>	<b>\$ (1,671,380)</b>	-18.3%	<b>\$ 399,322</b>	<b>\$ 7,147,975</b>
<b>Other Expenditures in FY20 Budget</b>							
Debt Principal	0	0	936,609	936,609		0	936,609
Replacement Reserve	\$ 549,472	\$ 509,235	\$ 590,305	\$ 40,833		\$ 169,173	\$ 421,132
<b>Total Other Expenditures in FY18 Budget</b>	<b>549,472</b>	<b>509,235</b>	<b>1,526,914</b>	<b>977,442</b>		<b>169,173</b>	<b>1,367,741</b>
<b>REMAINING BALANCE</b>	<b>\$ 8,594,206</b>	<b>\$ 8,853,857</b>	<b>\$ 6,945,383</b>	<b>\$ (2,648,822)</b>		<b>\$ 230,149</b>	<b>\$ 5,790,234</b>

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1A CENTRAL OFFICE BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
COCC Fees and Revenue	\$ 6,568,492	\$ 4,673,923	\$ 6,231,897	\$ 3,593,716	\$ (2,974,776)
Interest	243,955	49,313	65,751	17,779	(226,176)
Non-Federal Donations	0	0	0	8,053,844	
Other Income	4,819,209	3,663,637	4,884,849	1,128,509	(3,690,700)
<b>Total Revenues</b>	<b>\$ 11,631,656</b>	<b>\$ 8,386,873</b>	<b>\$ 11,182,497</b>	<b>\$ 12,793,848</b>	<b>\$ (6,891,652)</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 4,887,539	\$ 3,602,370	\$ 4,803,160	\$ 5,485,080	\$ 597,541
Performance Incentive	0	347,579	483,439	0	0
Legal	59,700	52,510	70,013	54,500	(5,200)
Travel & Training	226,294	93,563	124,751	201,980	(24,314)
Audit Fees	110,000	164,000	218,667	154,000	44,000
Sundry Administrative	2,509,185	1,652,703	2,203,604	2,070,606	(438,579)
<b>Total Administrative</b>	<b>\$ 7,792,718</b>	<b>\$ 5,912,725</b>	<b>\$ 7,883,633</b>	<b>\$ 7,966,166</b>	<b>\$ 173,448</b>
Maintenance:					
Labor	\$ 251,382	\$ 230,699	\$ 307,599	\$ 286,045	\$ 34,663
Materials	122,980	17,834	23,779	108,880	(14,100)
Contracts	338,691	39,566	52,755	343,200	4,509
<b>Total Maintenance</b>	<b>\$ 713,053</b>	<b>\$ 288,099</b>	<b>\$ 384,132</b>	<b>\$ 738,125</b>	<b>\$ 25,072</b>
General Expense:					
Insurance	\$ 105,000	\$ 77,900	\$ 103,867	\$ 115,500	\$ 10,500
Employee Benefit Contributions	2,415,293	1,658,703	2,211,604	2,684,224	268,931
Scholarships	6,000	2,000	2,667	0	(6,000)
Utility Assistance	4,305	0	0	0	(4,305)
Employee Contributions Match		15,000	20,000		0
Fin. Lit. ED & Hm. ownership	3,000	0	0	3,000	0
Down payment Assistance	80,000	0	0	100,000	20,000
Interest on Notes	222,963	36,814	49,085	118,024	(104,939)
<b>Total General Expenses</b>	<b>\$ 2,836,660</b>	<b>\$ 1,790,417</b>	<b>\$ 2,387,223</b>	<b>\$ 3,020,748</b>	<b>\$ 184,187</b>
Other Routine Expenses:					
Utilities	\$ 252,800	\$ 150,514	\$ 200,685	\$ 219,049	\$ (33,751)
Protective Services	264,800	148,054	197,405	62,000	(202,800)
Community Initiatives	53,500	45,811	61,081	45,000	(8,500)
<b>Total Other Routine Expenses</b>	<b>\$ 571,100</b>	<b>\$ 344,379</b>	<b>\$ 459,172</b>	<b>\$ 326,049</b>	<b>\$ (245,051)</b>
Non-Routine Expenses:					
Extraordinary Maintenance	\$ 53,211	\$ 24,659	\$ 32,879	\$ 75,000	\$ 21,789
Donations Transfers	0	26,593	35,457	0	0
<b>Total Non-Routine Expenses</b>	<b>\$ 53,211</b>	<b>\$ 51,252</b>	<b>\$ 68,336</b>	<b>\$ 75,000</b>	<b>\$ 21,789</b>
<b>Total-All Expenses</b>	<b>\$ 11,966,642</b>	<b>\$ 8,386,872</b>	<b>\$ 11,182,496</b>	<b>\$ 12,126,087</b>	<b>\$ 159,445</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ (334,987)</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 667,761</b>	<b>\$ (7,051,097)</b>

# Low Income Housing COCC Budget

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
<b>OTHER INCOME</b>	\$ 834,522	\$ -	\$ 628,509	\$ -	\$ 628,509	\$ (206,013)
<b>TOTAL REVENUE</b>	\$ 834,522	\$ -	\$ 628,509	\$ -	\$ 628,509	\$ (206,013)
<b>Administrative Salaries</b>	\$ 1,168,115	\$ 928,636	\$ 1,249,325	\$ -	\$ 1,249,325	\$ 81,210
<b>Administrative Salaries - O/T</b>	\$ 5,000	\$ 1,505	\$ -	\$ -	\$ -	\$ (5,000)
<b>Admin Temp</b>		\$ 49,402	\$ -	\$ -	\$ -	
<b>TOTAL SALARIES</b>	\$ 1,173,115	\$ 929,543	\$ 1,249,325	\$ -	\$ 1,249,325	\$ 76,210
<b>LEGAL EXPENSE</b>		\$ 20,698	\$ -	\$ -	\$ -	
<b>STAFF TRAINING</b>	\$ 24,800	\$ 16,608	\$ 13,725	\$ 27,963	\$ 41,688	\$ (11,075)
<b>TRAVEL-CONVENTION &amp; MEETING</b>	\$ 8,000	\$ 1,720	\$ 6,795	\$ -	\$ 6,795	\$ (1,205)
<b>TRAVEL - OUT OF TOWN</b>	\$ 18,000	\$ 2,235	\$ 12,500	\$ -	\$ 12,500	\$ (5,500)
<b>TRAVEL - LOCAL</b>	\$ 3,000	\$ 2,376	\$ 2,500	\$ -	\$ 2,500	\$ (500)
<b>Office Supplies</b>	\$ 5,000	\$ 4,188	\$ 2,800	\$ -	\$ 2,800	\$ (2,200)
<b>POSTAGE EXPENSE</b>	\$ 100	\$ 90	\$ 50	\$ -	\$ 50	\$ (50)
<b>MEMBERSHIP DUES &amp; FEES</b>	\$ 1,100	\$ 501	\$ 500	\$ -	\$ 500	\$ (600)
<b>Telephone</b>	\$ 5,000	\$ 4,618	\$ 9,204	\$ 30,509	\$ 39,713	\$ 4,204
<b>Office Equipment (Under \$2500)</b>	\$ 2,000	\$ -	\$ 600	\$ -	\$ 600	\$ (1,400)
<b>Admin Contractor</b>		\$ 4,349	\$ -	\$ -	\$ -	
<b>Meeting Expense</b>	\$ 5,000	\$ 2,472	\$ 2,000	\$ -	\$ 2,000	\$ (3,000)
<b>Misc. Expenses</b>	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ (250)
<b>Subscriptions</b>	\$ -	\$ 6,163	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
<b>Consultants</b>	\$ 25,000	\$ 28,340	\$ 20,000	\$ -	\$ 20,000	\$ (5,000)
<b>Criminal Checks</b>	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ (24,000)
<b>Employee Physical/Drug Tests</b>			\$ 170	\$ -	\$ 170	
<b>Interpreter Fees</b>	\$ 250	\$ 462	\$ 250	\$ -	\$ 250	\$ -
<b>Software</b>	\$ 6,000	\$ 15,333	\$ 11,500	\$ 31,098	\$ 42,598	\$ 5,500
<b>Permits, Licenses &amp; Certificates</b>	\$ 150	\$ -	\$ 100	\$ -	\$ 100	\$ (50)
<b>Inspections</b>			\$ -	\$ 33,920	\$ 33,920	
<b>TOTAL SUNDRY</b>	\$ 73,850	\$ 66,516	\$ 48,174	\$ 95,527	\$ 143,701	\$ (25,446)
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 1,300,765	\$ 1,089,596	\$ 1,313,079	\$ 123,490	\$ 1,456,509	\$ 32,984
<b>Maintenance - Labor</b>	\$ 93,450	\$ 101,826	\$ 117,382	\$ -	\$ 117,382	\$ 23,932
<b>Maintenance - Labor - Standby OT</b>		\$ 2,316	\$ -	\$ -	\$ -	
<b>Maintenance - Labor (OT)</b>		\$ 11,042	\$ -	\$ -	\$ -	
<b>Maintenance Labor - Temp</b>		\$ 4,236	\$ -	\$ -	\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	\$ 93,450	\$ 119,420	\$ 117,382	\$ -	\$ 117,382	\$ 23,932
<b>Gas &amp; Oil</b>	\$ 8,000	\$ 6,078	\$ 7,800	\$ -	\$ 7,800	\$ (200)
<b>Auto Parts</b>	\$ 200	\$ 27	\$ 50	\$ -	\$ 50	\$ (150)
<b>Safety Equipment (Gloves, Belts &amp; Goggles)</b>	\$ 200	\$ -	\$ 50	\$ -	\$ 50	\$ (150)
<b>Maint. Licenses &amp; Fees</b>	\$ 80	\$ 93	\$ 80	\$ -	\$ 80	\$ -
<b>MAINTENANCE MATERIALS</b>	\$ 8,480	\$ 6,198	\$ 7,980	\$ -	\$ 7,980	\$ (500)
<b>Custodial Contracts</b>			\$ -	\$ 26,266	\$ 26,266	
<b>Vehicle Repairs</b>	\$ 10,000	\$ (692)	\$ 4,000	\$ -	\$ 4,000	\$ (6,000)
<b>MAINTENANCE CONTRACTS</b>	\$ 10,000	\$ (692)	\$ 4,000	\$ 26,266	\$ 30,266	\$ (5,000)
<b>TOT. ORD. MAINT. &amp; OPER.</b>	\$ 111,930	\$ 124,926	\$ 129,362	\$ 26,266	\$ 155,628	\$ 17,432
<b>Police Officers</b>		\$ -	\$ -	\$ 206,404	\$ 206,404	
<b>HACA/POLICE LIASON</b>			\$ -	\$ 26,859	\$ 26,859	
<b>TOTAL PROTECTIVE SERVICES</b>	\$ -	\$ -	\$ -	\$ 233,263	\$ 233,263	
<b>Workers Compensation</b>		\$ 415	\$ -	\$ -	\$ -	
<b>Employee Benefits</b>	\$ 595,286	\$ 508,251	\$ 642,352	\$ 314,594	\$ 956,946	\$ 47,066
<b>Other/ Land Lease</b>			\$ -	\$ 66,767	\$ 66,767	
<b>TOTAL GENERAL EXPENSES</b>	\$ 595,286	\$ 508,666	\$ 642,352	\$ 381,361	\$ 1,023,713	\$ 47,066
<b>TOTAL ROUTINE EXPENSES</b>	\$ 2,007,980	\$ 1,723,288	\$ 2,104,733	\$ 764,380	\$ 2,869,113	\$ 96,583
<b>TOTAL EXPENDITURES</b>	\$ 2,007,980	\$ 1,723,288	\$ 2,104,733	\$ 764,380	\$ 2,869,113	\$ 96,583
<b>Net Income</b>	\$ (1,173,458)	\$ (1,723,288)	\$ (1,476,224)	\$ (764,380)	\$ (2,240,604)	\$ (302,596)

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1B LOW RENT PUBLIC HOUSING BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Dwelling Rentals	\$ 905,942	\$ 608,478	\$ 812,837	\$ 261,977	\$ (643,965)
Nondwelling Rental	50,936	51,616	68,821	0	(50,936)
Excess Utilities Usage	21,480	14,168	18,891	0	(21,480)
Interest		0	0		0
Other Income	168,333	28,513	38,017	(11,564)	(179,897)
Inter AMPS Transfer		0	0		0
Non Federal Donations	0	817	1,089	0	0
HUD Subsidy	1,187,751	956,729	1,275,639	528,352	(659,399)
<b>Total Revenues</b>	<b>\$ 2,334,442</b>	<b>\$ 1,661,321</b>	<b>\$ 2,215,095</b>	<b>\$ 778,765</b>	<b>\$ (1,555,677)</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 216,972	\$ 187,772	\$ 250,363	\$ 39,000	\$ (177,972)
Legal	21,909	9,789	13,052	7,500	(14,409)
Travel & Training	6,825	0	0	825	(6,000)
Audit Fees	5,298	1,875	2,500	1,191	(4,107)
Management Fee	306,134	186,501	248,668	60,828	(245,306)
Sundry Administrative	71,438	55,648	74,197	14,671	(56,767)
					0
<b>Total Administrative</b>	<b>\$ 628,576</b>	<b>\$ 441,585</b>	<b>\$ 588,780</b>	<b>\$ 124,015</b>	<b>\$ (504,561)</b>
Maintenance:					
Labor	\$ 233,975	\$ 158,715	\$ 211,620	\$ 53,038	\$ (180,937)
Materials	71,377	33,183	44,244	8,750	(62,627)
Contracts	197,798	170,042	226,723	50,114	(147,684)
<b>Total Maintenance</b>	<b>\$ 503,150</b>	<b>\$ 361,940</b>	<b>\$ 482,587</b>	<b>\$ 111,902</b>	<b>\$ (391,248)</b>
General Expense:					
Insurance	\$ 32,576	\$ 28,451	\$ 37,935	\$ 13,766	\$ (18,810)
Employee Benefit Contributions	211,945	163,223	217,631	43,258	(168,687)
Collection Losses	17,635	1,060	1,413	0	(17,635)
<b>Total General Expenses</b>	<b>\$ 262,156</b>	<b>\$ 192,734</b>	<b>\$ 256,979</b>	<b>\$ 57,024</b>	<b>\$ (205,132)</b>
Other Routine Expenses:					
Tenant Services	\$ 8,810	\$ 5,135	\$ 6,847	\$ 2,500	\$ (6,110)
Utilities	365,300	357,375	476,500	93,000	(272,300)
Protective Services	102,361	33,704	44,939	18,239	(84,122)
<b>Total Other Routine Expenses</b>	<b>\$ 476,271</b>	<b>\$ 396,214</b>	<b>\$ 528,285</b>	<b>\$ 113,739</b>	<b>\$ (362,532)</b>
Non-Routine Expenses:					
Extraordinary Maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Expenditures	23,916	0	0	0	(23,916)
Interest Expense	0	331,713	442,284	0	0
Inter AMPS Transfer	0	817	1,089	0	0
<b>Total Non-Routine Expenses</b>	<b>\$ 23,916</b>	<b>\$ 332,530</b>	<b>\$ 443,373</b>	<b>\$ 0</b>	<b>\$ (23,916)</b>
<b>Total-All Expenses</b>	<b>\$ 1,894,070</b>	<b>\$ 1,725,003</b>	<b>\$ 2,300,004</b>	<b>\$ 406,680</b>	<b>\$ (1,487,389)</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 440,372</b>	<b>\$ (63,682)</b>	<b>\$ (84,909)</b>	<b>\$ 372,085</b>	<b>\$ (68,287)</b>

## TX1 Chalmers

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAM Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 398,493	\$ 274,303	\$ 261,977		\$ 261,977	\$ (136,516)
Excess Utilities	\$ 1,648	\$ (109)				\$ (1,648)
Legal Charges	\$ 2,213	\$ -	\$ 830		\$ 830	\$ (1,383)
Maintenance Charges	\$ 1,733	\$ 1,399	\$ 1,080		\$ 1,080	\$ (653)
Bad Debt Collections	\$ 2,533	\$ 2,744	\$ (15,313)		\$ (15,313)	\$ (17,846)
HUD/HAP Subsidy	\$ 633,522	\$ 644,357	\$ 503,695		\$ 503,695	\$ (129,827)
<b>OTHER INCOME</b>	\$ 153,175	\$ 5,787	\$ 1,839		\$ 1,839	\$ (151,336)
<b>TOTAL REVENUE</b>	\$ 1,193,517	\$ 928,481	\$ 754,108	\$ -	\$ 754,108	\$ (439,409)
Administrative Salaries	\$ 87,909	\$ 88,956	\$ 39,000		\$ 39,000	\$ (48,909)
Administrative Salaries - O/T	\$ 500	\$ 90	\$ -		\$ -	\$ (500)
<b>TOTAL SALARIES</b>	\$ 88,409	\$ 89,046	\$ 39,000	\$ -	\$ 39,000	\$ (49,409)
<b>LEGAL EXPENSE</b>	\$ 9,000	\$ 7,277	\$ 7,500		\$ 7,500	\$ (1,500)
<b>STAFF TRAINING</b>		\$ -	\$ 825	\$ 619	\$ 206	
<b>TRAVEL - LOCAL</b>	\$ 838	\$ -				\$ (838)
Accounting & Auditing Fees	\$ 2,413	\$ -	\$ 1,191		\$ 1,191	\$ (1,222)
Office Supplies	\$ 2,000	\$ 1,429	\$ 400		\$ 400	\$ (1,600)
<b>POSTAGE EXPENSE</b>	\$ 350	\$ 303	\$ 200		\$ 200	\$ (150)
Printing	\$ 200	\$ -				\$ (200)
<b>MEMBERSHIP DUES &amp; FEES</b>	\$ 550	\$ -				\$ (550)
Telephone	\$ 14,971	\$ 12,948	\$ 8,276	\$ 1,655	\$ 6,620	\$ (6,695)
Court Costs	\$ 600	\$ -	\$ 500		\$ 500	\$ (100)
Equipment Leases	\$ 1,800	\$ 2,045	\$ 1,800		\$ 1,800	\$ -
Office Equipment (Under \$2500)	\$ 250	\$ -	\$ 150		\$ 150	\$ (100)
Meeting Expense	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 950	\$ 908	\$ 500		\$ 500	\$ (450)
Employee Physical/Drug Tests	\$ 244	\$ -	\$ 150		\$ 150	\$ (94)
Interpreter Fees	\$ 750	\$ 343	\$ 200		\$ 200	\$ (550)
Software		\$ 33	\$ -		\$ -	
Document Shredding	\$ 250		\$ 150		\$ 150	\$ (100)
Permits, Licenses & Certificates	\$ 369		\$ 225		\$ 225	\$ (144)
Inspections	\$ 3,160	\$ -	\$ 1,560	\$ 1,560		\$ (1,600)
<b>TOTAL SUNDRY</b>	\$ 26,644	\$ 18,008	\$ 14,111	\$ 3,215	\$ 10,895	\$ (12,533)
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 127,904	\$ 114,331	\$ 62,622	\$ 3,834	\$ 58,792	\$ (65,509)
Property Management Fee	\$ 100,109	\$ 74,898	\$ 36,115		\$ 36,115	\$ (63,994)
Bookkeeping Fee	\$ 14,220	\$ 10,180	\$ 5,130		\$ 5,130	\$ (9,090)
Admissions	\$ 30,924	\$ 22,016	\$ 11,156		\$ 11,156	\$ (19,768)
<b>TOTAL DOC FEES AND CHARGES</b>	\$ 145,253	\$ 107,094	\$ 52,401	\$ -	\$ 52,401	\$ (92,852)
Tenant Participation - Resident Council	\$ 3,950	\$ 2,473	\$ 1,170		\$ 1,170	\$ (2,780)
Tenant Participation - HACA			\$ 780		\$ 780	
<b>TOTAL TENANT SERVICES</b>	\$ 3,950	\$ 2,473	\$ 1,950	\$ -	\$ 1,950	\$ (2,780)
Water	\$ 80,000	\$ 91,439	\$ 55,000		\$ 55,000	\$ (25,000)
Electric	\$ 20,000	\$ 27,289	\$ 16,000		\$ 16,000	\$ (4,000)
Gas	\$ 34,000	\$ 44,512	\$ 22,000		\$ 22,000	\$ (12,000)
<b>TOTAL UTILITY</b>	\$ 134,000	\$ 163,241	\$ 93,000	\$ -	\$ 93,000	\$ (41,000)
Maintenance - Labor	\$ 87,814	\$ 49,863	\$ 52,703		\$ 52,703	\$ (35,111)
Maintenance - Labor - Standby OT			\$ 335		\$ 335	
Maintenance - Labor (OT)	\$ 4,000	\$ 362				\$ (4,000)
Maintenance Labor - Temp	\$ -	\$ 34,722				\$ -
<b>TOTAL MAINTENANCE LABOR</b>	\$ 91,814	\$ 84,946	\$ 53,038	\$ -	\$ 53,038	\$ (39,131)
Custodial	\$ 880	\$ 32	\$ 400		\$ 400	\$ (480)
Electrical	\$ 2,500	\$ 1,408	\$ 1,200		\$ 1,200	\$ (1,300)
Plumbing	\$ 1,900	\$ 323	\$ 1,900		\$ 1,900	\$ -
Lawn Care & Grounds	\$ 500	\$ 17	\$ 250		\$ 250	\$ (250)
Tools & Equipment	\$ 1,200	\$ 364	\$ 300		\$ 300	\$ (900)
Air conditioning, HVAC Parts & Freon	\$ 750	\$ 1,561	\$ 150		\$ 150	\$ (600)
Gas & Oil	\$ 1,200	\$ 562	\$ 100		\$ 100	\$ (1,100)
Exterior Lighting	\$ 200	\$ -	\$ 100		\$ 100	\$ (100)
Auto Parts	\$ 123	\$ -	\$ -		\$ -	\$ (123)
Paint & Supplies	\$ 1,700	\$ 387	\$ 100		\$ 100	\$ (1,600)
Flooring (Tile, Bricks & Cement)	\$ 220	\$ -	\$ 100		\$ 100	\$ (120)
Glass & Window	\$ 350	\$ -	\$ 100		\$ 100	\$ (250)
Pest Control	\$ 250	\$ -	\$ 150		\$ 150	\$ (100)
Appliance Parts	\$ 250	\$ 266	\$ 250		\$ 250	\$ -
Alarms/Extinguishers/Sprinklers	\$ 550	\$ 1,128	\$ 300		\$ 300	\$ (250)
Roofing	\$ 300	\$ -	\$ 150		\$ 150	\$ (150)
Hardware (Locks, Nuts & Bolts)	\$ 1,100	\$ -	\$ 500		\$ 500	\$ (600)



## TX1 Chalmers

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Safety Equipment (Gloves, Belts & Goggles)	\$ 300	\$ 57	\$ 150		\$ 150	\$ (150)
Window Coverings	\$ 1,000	\$ -	\$ 500		\$ 500	\$ (500)
Refrigerators			\$ 1,800		\$ 1,800	
Reasonable Accommodation Materials	\$ 400	\$ -	\$ 250		\$ 250	\$ (150)
MAINTENANCE MATERIALS	\$ 15,579	\$ 6,104	\$ 8,750	\$ -	\$ 8,750	\$ (6,723)
Trash Removal	\$ 30,702	\$ 37,833	\$ 29,174		\$ 29,174	\$ (1,528)
Custodial Contracts	\$ 250	\$ -	\$ -		\$ -	\$ (250)
Plumbing Contracts	\$ -	\$ 6,333	\$ 3,000		\$ 3,000	\$ 3,000
Grounds Contracts	\$ 9,414	\$ 26,185	\$ 3,375		\$ 3,375	\$ (6,039)
HVAC Contracts	\$ 1,200	\$ -	\$ -		\$ -	\$ (1,200)
Maintenance Temp	\$ -	\$ 2,273				\$ -
Fire Protection	\$ 930	\$ 493	\$ 465		\$ 465	\$ (465)
Vehicle Repairs	\$ 500	\$ 10	\$ -		\$ -	\$ (500)
ACM ABATEMENT	\$ -	\$ 331	\$ 200		\$ 200	\$ 200
Make-Ready/Cleaning	\$ 5,000	\$ 4,223	\$ -		\$ -	\$ (5,000)
Pest Control Contract	\$ 8,000	\$ 15,135	\$ 4,800		\$ 4,800	\$ (3,200)
Electrical Contracts	\$ 1,000	\$ 903	\$ 750		\$ 750	\$ (250)
Keys & Locks Services	\$ 200	\$ -	\$ 150		\$ 150	\$ (50)
Uniforms	\$ 1,100	\$ 652	\$ 300		\$ 300	\$ (800)
Equipment Rental	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Tree Trimming	\$ 4,000	\$ -	\$ 1,500		\$ 1,500	\$ (2,500)
In-House Trash Removal	\$ 10,000	\$ 4,950	\$ 6,000		\$ 6,000	\$ (4,000)
Reasonable Accommodation Contracts	\$ 500	\$ -	\$ 300		\$ 300	\$ (200)
MAINTENANCE CONTRACTS	\$ 77,896	\$ 99,319	\$ 60,124	\$ -	\$ 60,124	\$ (22,762)
TOTAL ORD. MAINT. & OPER.	\$ 180,383	\$ 190,369	\$ 111,902	\$ -	\$ 111,902	\$ (74,611)
Crime Prevention and Safety	\$ 38,746	\$ 18,423				
Police Officers			\$ 15,000	\$ 11,250	\$ 3,750	
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -		\$ (250)
HACA/POLICE LIASON	\$ 2,368	\$ 277	\$ 1,239	\$ 1,239		\$ (1,129)
Security Contracts	\$ 2,000	\$ 1,628	\$ 2,000		\$ 2,000	\$ -
TOTAL PROTECTIVE SERVICES	\$ 43,364	\$ 20,328	\$ 18,239	\$ 12,489	\$ 5,750	\$ (1,279)
Insurance	\$ 15,290	\$ 10,664	\$ 11,475		\$ 11,475	\$ (3,815)
Employee Benefits	\$ 84,705	\$ 73,144	\$ 43,258	\$ 11,505	\$ 31,753	\$ (41,447)
Collection Loss	\$ 8,147	\$ 1,015				\$ (8,147)
TOTAL GENERAL EXPENSES	\$ 106,142	\$ 94,222	\$ 54,733	\$ 11,505	\$ 43,228	\$ (53,409)
TOTAL ROUTINE EXPENSES	\$ 742,397	\$ 682,658	\$ 394,852	\$ 27,828	\$ 367,023	\$ (327,539)
TOTAL EXPENDITURES	\$ 742,397	\$ 682,658	\$ 394,852	\$ 27,828	\$ 367,023	\$ (327,539)
Net Income	\$ 450,920	\$ 245,823	\$ 359,256	\$ (27,828)	\$ 387,085	\$ (111,570)

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1Ba PATHWAYS ASSET MANAGEMENT UNITS AVAILABLE - 1,057 OPERATING REVENUES & EXPENSES BUDGET WORKSHEET

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Dwelling Rentals	\$ 5,077,513	\$ 3,652,550	\$ 4,870,067	\$ 5,462,612	\$ 385,099
Vacancy	(675,924)	(124,824)	(166,432)	(536,312)	137,612
Bad Debts	(266,641)	(153,240)	(204,320)	(307,608)	(40,967)
Interest		5,912	7,883		0
Other Income	635,450	633,193	844,257	168,036	(467,414)
Inter AMPS Transfer		0	0		0
Non Federal Donations		0	0		0
HUD Subsidy	8,440,957	6,547,867	8,730,516	9,917,735	1,476,778
<b>Total Revenues</b>	<b>\$ 13,211,355</b>	<b>\$ 10,561,478</b>	<b>\$ 14,081,971</b>	<b>\$ 14,702,463</b>	<b>\$ 1,491,108</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 1,198,465	\$ 916,446	\$ 1,221,928	\$ 1,337,715	\$ 139,250
Legal	59,900	41,865	55,820	76,750	16,850
Travel & Training	65,128	6,275	8,367	38,167	(26,961)
Audit Fees	72,331	31,122	41,496	86,156	13,825
Management Fee	528,389	394,880	626,507	804,132	275,743
Sundry Administrative	463,946	293,849	391,799	484,875	20,929
<b>Total Administrative</b>	<b>\$ 2,388,159</b>	<b>\$ 1,684,437</b>	<b>\$ 2,245,916</b>	<b>\$ 2,827,795</b>	<b>\$ 439,636</b>
Maintenance:					
Labor	\$ 1,112,990	\$ 891,611	\$ 1,188,815	\$ 1,086,997	\$ (25,983)
Materials	463,839	392,463	523,284	476,947	13,108
Contracts	1,151,515	1,112,989	1,483,985	1,285,109	133,594
<b>Total Maintenance</b>	<b>\$ 2,728,344</b>	<b>\$ 2,397,063</b>	<b>\$ 3,196,084</b>	<b>\$ 2,849,053</b>	<b>\$ 120,709</b>
General Expense:					
Insurance	\$ 434,820	\$ 335,468	\$ 447,291	\$ 495,849	\$ 61,029
Employee Benefit Contributions	1,071,720	582,894	777,192	1,126,181	54,461
Property Taxes			0	12,732	
Collection Losses	0	0	0	0	0
<b>Total General Expenses</b>	<b>\$ 1,506,540</b>	<b>\$ 918,362</b>	<b>\$ 1,224,483</b>	<b>\$ 1,634,762</b>	<b>\$ 115,490</b>
Other Routine Expenses:					
Tenant Services	\$ 50,760	\$ 19,757	\$ 26,343	\$ 40,450	\$ (10,310)
Utilities	1,980,280	1,523,711	2,031,615	2,181,362	221,082
Protective Services	365,148	73,509	98,012	344,734	(20,414)
<b>Total Other Routine Expenses</b>	<b>\$ 2,376,188</b>	<b>\$ 1,616,977</b>	<b>\$ 2,155,969</b>	<b>\$ 2,566,546</b>	<b>\$ 190,358</b>
Non-Routine Expenses:					
Extraordinary Maintenance	\$ 2,000	\$ 0	\$ 0	\$ 0	\$ (2,000)
Capital Expenditures	525,556	381,926	509,235	590,305	64,749
Interest on Notes	2,204,854	1,643,383	2,191,177	2,343,828	138,974
Other - Land Lease Expense	65,334	93,907	125,209	66,767	1,433
<b>Total Non-Routine Expenses</b>	<b>\$ 2,797,744</b>	<b>\$ 2,119,216</b>	<b>\$ 2,825,621</b>	<b>\$ 3,000,900</b>	<b>\$ 203,156</b>
<b>Total-All Expenses</b>	<b>\$ 11,796,976</b>	<b>\$ 8,736,055</b>	<b>\$ 11,648,073</b>	<b>\$ 12,879,056</b>	<b>\$ 1,069,348</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 1,414,379</b>	<b>\$ 1,825,423</b>	<b>\$ 2,433,897</b>	<b>\$ 1,823,407</b>	<b>\$ 421,760</b>

TX2 Rosewood  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 370,804	\$ 377,508	\$ 376,987	\$ -	\$ 376,987	\$ 6,183
Rent Adjustments	\$ -	\$ (3,928)	\$ -	\$ -	\$ -	\$ -
Vacancy	\$ (57,758)	\$ (21,342)	\$ (41,330)	\$ -	\$ (41,330)	\$ 16,428
Excess Utilities	\$ 1,085	\$ 162	\$ -	\$ -	\$ -	\$ (1,085)
Non-Dwelling rental	\$ 8,550	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ (150)
Legal Charges	\$ 551	\$ 763	\$ -	\$ -	\$ -	\$ (551)
Maintenance Charges	\$ 5,802	\$ 4,471	\$ -	\$ -	\$ -	\$ (5,802)
Bad Debt Collections	\$ (23,103)	\$ (7,287)	\$ (23,617)	\$ -	\$ (23,617)	\$ (514)
HUD/HAP Subsidy	\$ 784,348	\$ 784,309	\$ 803,861	\$ -	\$ 803,861	\$ 19,513
OTHER INCOME	\$ 2,017	\$ 18,017	\$ 3,605	\$ -	\$ 3,605	\$ 1,588
<b>TOTAL REVENUE</b>	<b>\$ 1,052,296</b>	<b>\$ 1,161,075</b>	<b>\$ 1,127,906</b>	<b>\$ -</b>	<b>\$ 1,127,906</b>	<b>\$ 35,610</b>
Administrative Salaries	\$ 90,195	\$ 86,355	\$ 90,971	\$ -	\$ 90,971	\$ 776
Administrative Salaries - O/T	\$ 500	\$ 952	\$ 395	\$ -	\$ 395	\$ (105)
<b>TOTAL SALARIES</b>	<b>\$ 90,695</b>	<b>\$ 87,307</b>	<b>\$ 91,366</b>	<b>\$ -</b>	<b>\$ 91,366</b>	<b>\$ 671</b>
LEGAL EXPENSE	\$ 5,000	\$ 580	\$ 3,500	\$ -	\$ 3,500	\$ (1,500)
STAFF TRAINING	\$ 4,424	\$ 1,175	\$ 2,121	\$ 1,591	\$ 530	\$ (2,303)
TRAVEL - LOCAL	\$ 270	\$ -	\$ 40	\$ -	\$ 40	\$ (230)
Accounting & Auditing Fees	\$ 1,893	\$ -	\$ 1,893	\$ -	\$ 1,893	\$ -
Office Supplies	\$ 2,100	\$ 381	\$ 790	\$ -	\$ 790	\$ (1,310)
POSTAGE EXPENSE	\$ 425	\$ 245	\$ 300	\$ -	\$ 300	\$ (125)
Advertising	\$ 200	\$ 103	\$ 200	\$ -	\$ 200	\$ -
Printing	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
MEMBERSHIP DUES & FEES	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ (50)
Telephone	\$ 3,000	\$ 1,620	\$ 7,240	\$ 1,448	\$ 5,792	\$ 4,240
Court Costs	\$ 1,500	\$ 763	\$ 1,500	\$ -	\$ 1,500	\$ -
Office Custodial	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ (480)
Equipment Leases	\$ 2,600	\$ 976	\$ 1,356	\$ -	\$ 1,356	\$ (1,244)
Office Equipment (Under \$2500)	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -
Meeting Expense	\$ 50	\$ -	\$ 25	\$ -	\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ (150)
Answering Service	\$ 800	\$ 782	\$ 750	\$ -	\$ 750	\$ (50)
Employee Physical/Drug Tests	\$ 245	\$ -	\$ -	\$ -	\$ -	\$ (245)
Interpreter Fees	\$ 500	\$ 270	\$ 500	\$ -	\$ 500	\$ -
Software	\$ 9,226	\$ 5,988	\$ 7,873	\$ 2,383	\$ 5,489	\$ (1,353)
Document Shredding	\$ 100	\$ -	\$ 150	\$ -	\$ 150	\$ 50
Permits, Licenses & Certificates	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ (300)
Inspections	\$ 2,480	\$ -	\$ 2,480	\$ 2,480	\$ -	\$ -
<b>TOTAL SUPPLY</b>	<b>\$ 24,706</b>	<b>\$ 11,126</b>	<b>\$ 23,864</b>	<b>\$ 6,311</b>	<b>\$ 17,552</b>	<b>\$ (1,042)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 126,988</b>	<b>\$ 100,188</b>	<b>\$ 122,785</b>	<b>\$ 7,902</b>	<b>\$ 114,882</b>	<b>\$ (4,404)</b>
Property Management Fee	\$ 43,692	\$ 40,630	\$ 45,116	\$ -	\$ 45,116	\$ 1,424
Admissions	\$ -	\$ -	\$ 16,606	\$ -	\$ 16,606	\$ 16,606
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 43,692</b>	<b>\$ 40,630</b>	<b>\$ 61,722</b>	<b>\$ -</b>	<b>\$ 61,722</b>	<b>\$ 18,030</b>
Tenant Participation - Resident Council	\$ 3,100	\$ 1,607	\$ 1,860	\$ -	\$ 1,860	\$ (1,240)
Tenant Participation - HACA	\$ -	\$ -	\$ 1,240	\$ -	\$ 1,240	\$ 1,240
<b>TOTAL TENANT SERVICES</b>	<b>\$ 3,100</b>	<b>\$ 1,607</b>	<b>\$ 3,100</b>	<b>\$ -</b>	<b>\$ 3,100</b>	<b>\$ -</b>
Water	\$ 50,000	\$ 38,378	\$ 40,000	\$ -	\$ 40,000	\$ (10,000)
Electric	\$ 26,500	\$ 29,471	\$ 30,000	\$ -	\$ 30,000	\$ 3,500
Gas	\$ 40,000	\$ 48,666	\$ 40,000	\$ -	\$ 40,000	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 116,500</b>	<b>\$ 116,514</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ (6,500)</b>
Maintenance - Labor	\$ 87,103	\$ 55,731	\$ 88,032	\$ -	\$ 88,032	\$ 929
Maintenance - Labor - Standby OT	\$ -	\$ 2,762	\$ 3,000	\$ -	\$ 3,000	\$ -
Maintenance - Labor (OT)	\$ 3,000	\$ 3,568	\$ -	\$ -	\$ -	\$ -
Maintenance Labor - Temp	\$ -	\$ 49,144	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 90,103</b>	<b>\$ 111,205</b>	<b>\$ 91,032</b>	<b>\$ -</b>	<b>\$ 91,032</b>	<b>\$ 929</b>
Custodial	\$ 1,500	\$ 1,230	\$ 1,185	\$ -	\$ 1,185	\$ (315)
Electrical	\$ 2,500	\$ 3,022	\$ 2,500	\$ -	\$ 2,500	\$ -
Plumbing	\$ 7,000	\$ 6,805	\$ 6,000	\$ -	\$ 6,000	\$ (1,000)
Lawn Care & Grounds	\$ 2,250	\$ 124	\$ 395	\$ -	\$ 395	\$ (1,855)
Tools & Equipment	\$ 1,000	\$ 578	\$ 1,304	\$ -	\$ 1,304	\$ 304
Water Heaters, Boiler & parts	\$ 1,750	\$ 5,312	\$ 4,000	\$ -	\$ 4,000	\$ 2,250
Air conditioning, HVAC Parts & Freon	\$ 2,364	\$ 7,364	\$ 4,000	\$ -	\$ 4,000	\$ 1,636
Gas & Oil	\$ 1,750	\$ 1,129	\$ 1,500	\$ -	\$ 1,500	\$ (250)
Exterior Lighting	\$ 750	\$ -	\$ 750	\$ -	\$ 750	\$ -
Auto Parts	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ -
Paint & Supplies	\$ 5,000	\$ 4,240	\$ 5,000	\$ -	\$ 5,000	\$ -
Flooring (Tile, Bricks & Cement)	\$ 500	\$ 48	\$ 600	\$ -	\$ 600	\$ 100
Glass & Window	\$ 600	\$ 576	\$ 670	\$ -	\$ 670	\$ 70

**TX2 Rosewood**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Pest Control	\$ 300	\$ 96	\$ 198	\$ -	\$ 198	\$ (102)
Appliance Parts	\$ 1,000	\$ 3,118	\$ 1,100	\$ -	\$ 1,100	\$ 100
Alarms/Extinguishers/Sprinklers	\$ 3,935	\$ 5,246	\$ 4,000	\$ -	\$ 4,000	\$ 65
Roofing	\$ 160	\$ -	\$ 160	\$ -	\$ 160	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 2,500	\$ 1,342	\$ 2,100	\$ -	\$ 2,100	\$ (400)
Safety Equipment (Gloves, Belts & Goggles)	\$ 300	\$ 45	\$ 150	\$ -	\$ 150	\$ (150)
Window Coverings	\$ 3,500	\$ 3,723	\$ 3,000	\$ -	\$ 3,000	\$ (500)
Counter Tops/Cabinets	\$ 400	\$ 1,161	\$ 800	\$ -	\$ 800	\$ 400
Lumber & Sheetrock	\$ 300	\$ 285	\$ 300	\$ -	\$ 300	\$ -
Maint. Charges - Residents	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -
Maint. Licenses & Fees	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ -
Doors	\$ 1,500	\$ 832	\$ 1,250	\$ -	\$ 1,250	\$ (250)
Fencing Materials	\$ 100	\$ 125	\$ 100	\$ -	\$ 100	\$ -
Refrigerators	\$ -	\$ 1,880	\$ -	\$ -	\$ -	\$ -
Ranges	\$ -	\$ 9,081	\$ -	\$ -	\$ -	\$ -
Reasonable Accommodation Materials	\$ 2,000	\$ 94	\$ 800	\$ -	\$ 800	\$ (1,200)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 43,200</b>	<b>\$ 57,508</b>	<b>\$ 42,111</b>	<b>\$ -</b>	<b>\$ 42,111</b>	<b>\$ (1,097)</b>
Trash Removal	\$ 30,000	\$ 30,491	\$ 30,500	\$ -	\$ 30,500	\$ 500
Custodial Contracts	\$ -	\$ 2,467	\$ -	\$ -	\$ -	\$ -
Plumbing Contracts	\$ 47,500	\$ 79,240	\$ 40,000	\$ -	\$ 40,000	\$ (7,500)
Grounds Contracts	\$ 13,500	\$ 18,605	\$ 21,426	\$ -	\$ 21,426	\$ 7,926
HVAC Contracts	\$ 300	\$ 1,333	\$ 711	\$ -	\$ 711	\$ 411
Maintenance Temp	\$ -	\$ 1,026	\$ -	\$ -	\$ -	\$ -
Fire Protection	\$ 3,000	\$ 803	\$ 3,000	\$ -	\$ 3,000	\$ -
Vehicle Repairs	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
ACM ABATEMENT	\$ -	\$ 248	\$ 200	\$ -	\$ 200	\$ 200
Make-Ready/Cleaning	\$ 17,000	\$ 16,912	\$ 10,000	\$ -	\$ 10,000	\$ (7,000)
Contract Painting	\$ 4,500	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ (3,500)
Carpet/Flooring Clean & Repair	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ (400)
Pest Control Contract	\$ 6,000	\$ 6,259	\$ 8,300	\$ -	\$ 8,300	\$ 2,300
Water Treatment	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ (100)
Door/Window Repair Contracts	\$ 500	\$ -	\$ 250	\$ -	\$ 250	\$ (250)
Masonry Work	\$ 500	\$ -	\$ 200	\$ -	\$ 200	\$ (300)
Electrical Contracts	\$ 600	\$ 3,823	\$ 1,200	\$ -	\$ 1,200	\$ 600
Keys & Locks Services	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -
Building & Equipment Repair	\$ 2,300	\$ 1,609	\$ 2,300	\$ -	\$ 2,300	\$ -
Uniforms	\$ 800	\$ 513	\$ 711	\$ -	\$ 711	\$ (89)
Equipment Rental	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
Tree Trimming	\$ -	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000
In-House Trash Removal	\$ 2,300	\$ 2,837	\$ 2,500	\$ -	\$ 2,500	\$ 200
Reasonable Accommodation Contracts	\$ 1,000	\$ 2,333	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 131,550</b>	<b>\$ 168,439</b>	<b>\$ 132,548</b>	<b>\$ -</b>	<b>\$ 132,548</b>	<b>\$ 998</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 264,862</b>	<b>\$ 337,206</b>	<b>\$ 265,661</b>	<b>\$ -</b>	<b>\$ 265,661</b>	<b>\$ 840</b>
Crime Prevention and Safety	\$ 20,000	\$ 16,547				\$ (20,000)
Police Officers	\$ -	\$ -	\$ 17,380	\$ 13,035	\$ 4,345	\$ 17,380
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ (250)
HACA/POLICE LIAISON	\$ 1,859	\$ -	\$ 1,970	\$ 1,970	\$ -	\$ 111
Security Contracts	\$ 1,735	\$ 147	\$ -	\$ -	\$ -	\$ (1,735)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 23,844</b>	<b>\$ 16,693</b>	<b>\$ 19,350</b>	<b>\$ 15,005</b>	<b>\$ 4,345</b>	<b>\$ (4,494)</b>
Insurance	\$ 36,459	\$ 35,729	\$ 34,706	\$ -	\$ 34,706	\$ (1,753)
Employee Benefits	\$ 84,975	\$ 78,861	\$ 85,577	\$ 22,800	\$ 62,777	\$ 602
INTEREST EXPENSE	\$ 239,266	\$ 257,091	\$ 207,059	\$ -	\$ 207,059	\$ (32,207)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 360,701</b>	<b>\$ 371,682</b>	<b>\$ 327,342</b>	<b>\$ 22,800</b>	<b>\$ 304,542</b>	<b>\$ (33,359)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 939,687</b>	<b>\$ 984,521</b>	<b>\$ 909,990</b>	<b>\$ 45,707</b>	<b>\$ 864,282</b>	<b>\$ (29,897)</b>
REPLACEMENT RESERVES	\$ 43,400	\$ 56,805	\$ 44,564	\$ -	\$ 44,564	\$ 1,164
Debt Principal	\$ -	\$ -	\$ 56,972	\$ -	\$ 56,972	\$ -
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 43,400</b>	<b>\$ 56,805</b>	<b>\$ 101,536</b>	<b>\$ -</b>	<b>\$ 101,536</b>	<b>\$ 1,164</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 983,087</b>	<b>\$ 1,041,325</b>	<b>\$ 1,011,526</b>	<b>\$ 45,707</b>	<b>\$ 965,818</b>	<b>\$ (28,733)</b>
Net Income	\$ 109,209	\$ 119,748	\$ 116,380	\$ (45,707)	\$ 162,088	\$ 64,343

**TX3 Santa Rita**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 305,217	\$ 357,469	\$ 332,243		\$ 332,243	\$ 27,026
Rent Adjustments		\$ (1,429)	\$ -		\$ -	
Vacancy	\$ (52,678)	\$ (31,996)	\$ (37,733)		\$ (37,733)	\$ 14,945
Excess Utilities	\$ 948	\$ 1,283			\$ -	\$ (948)
Legal Charges	\$ 913	\$ 381	\$ -		\$ -	\$ (913)
Maintenance Charges	\$ 5,964	\$ 5,014	\$ -		\$ -	\$ (5,964)
Bad Debt Collections	\$ (21,071)	\$ (30,810)	\$ (21,562)		\$ (21,562)	\$ (491)
HUD/HAP Subsidy	\$ 748,344	\$ 713,869	\$ 745,856		\$ 745,856	\$ (2,488)
OTHER INCOME	\$ 3,468	\$ 14,666	\$ 2,165		\$ 2,165	\$ (1,303)
<b>TOTAL REVENUE</b>	<b>\$ 991,105</b>	<b>\$ 1,028,446</b>	<b>\$ 1,020,969</b>	<b>\$ -</b>	<b>\$ 1,020,969</b>	<b>\$ 29,864</b>
Administrative Salaries	\$ 63,260	\$ 74,081	\$ 97,240		\$ 97,240	\$ 33,980
Administrative Salaries - O/T	\$ 500	\$ 727	\$ 500		\$ 500	\$ -
Admin Temp		\$ 10,377	\$ -		\$ -	
<b>TOTAL SALARIES</b>	<b>\$ 63,760</b>	<b>\$ 85,185</b>	<b>\$ 97,740</b>	<b>\$ -</b>	<b>\$ 97,740</b>	<b>\$ 33,980</b>
LEGAL EXPENSE	\$ 2,500	\$ 891	\$ 2,500		\$ 2,500	\$ -
STAFF TRAINING	\$ 4,800	\$ 448	\$ 2,338	\$ 1,753	\$ 584	\$ (2,462)
TRAVEL - LOCAL	\$ 150	\$ -	\$ 25		\$ 25	\$ (125)
Accounting & Auditing Fees	\$ 1,481	\$ -	\$ 1,481		\$ 1,481	\$ -
Office Supplies	\$ 1,000	\$ 787	\$ 900		\$ 900	\$ (100)
POSTAGE EXPENSE	\$ 200	\$ 123	\$ 122		\$ 122	\$ (78)
Advertising	\$ -	\$ 81	\$ -		\$ -	\$ -
Printing	\$ 500	\$ -	\$ 100		\$ 100	\$ (400)
MEMBERSHIP DUES & FEES	\$ 50	\$ 127	\$ -		\$ -	\$ (50)
Telephone	\$ 7,690	\$ 7,127	\$ 9,795	\$ 1,959	\$ 7,836	\$ 2,105
Court Costs	\$ 500	\$ 381	\$ 500		\$ 500	\$ -
Equipment Leases	\$ 1,800	\$ 1,922	\$ 1,695		\$ 1,695	\$ (105)
Office Equipment (Under \$2500)		\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
Office Equipment Repairs	\$ 32	\$ -	\$ -		\$ -	\$ (32)
Collection Agency Fees	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Meeting Expense	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 500	\$ 613	\$ 466		\$ 466	\$ (34)
Employee Physical/Drug Tests	\$ 162	\$ -	\$ 85		\$ 85	\$ (77)
Interpreter Fees	\$ 1,000	\$ 1,439	\$ 1,750		\$ 1,750	\$ 750
Software	\$ 7,217	\$ 4,686	\$ 6,159	\$ 1,864	\$ 4,294	\$ (1,058)
Document Shredding	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Permits, Licenses & Certificates	\$ 300	\$ -	\$ -		\$ -	\$ (300)
Inspections	\$ 1,940	\$ -	\$ 1,940	\$ 1,940	\$ -	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 23,341</b>	<b>\$ 17,286</b>	<b>\$ 24,612</b>	<b>\$ 5,763</b>	<b>\$ 18,848</b>	<b>\$ 771</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 96,832</b>	<b>\$ 103,809</b>	<b>\$ 128,695</b>	<b>\$ 7,517</b>	<b>\$ 121,179</b>	<b>\$ 31,564</b>
Property Management Fee	\$ 39,644	\$ 27,691	\$ 40,839		\$ 40,839	\$ 1,195
Admissions		\$ -	\$ 12,990		\$ 12,990	\$ -
<b>TOTAL COCC, FEES AND CHARGES</b>	<b>\$ 39,644</b>	<b>\$ 27,691</b>	<b>\$ 53,829</b>	<b>\$ -</b>	<b>\$ 53,829</b>	<b>\$ 1,195</b>
Tenant Participation - Resident Council	\$ 2,425	\$ 2,178	\$ 1,455		\$ 1,455	\$ (970)
Tenant Participation - HACA		\$ -	\$ 970		\$ 970	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 2,425</b>	<b>\$ 2,178</b>	<b>\$ 2,425</b>	<b>\$ -</b>	<b>\$ 2,425</b>	<b>\$ (970)</b>
Water	\$ 95,000	\$ 107,148	\$ 100,000		\$ 100,000	\$ 5,000
Electric	\$ 16,500	\$ 20,819	\$ 23,000		\$ 23,000	\$ 6,500
Gas	\$ 32,000	\$ 41,015	\$ 36,000		\$ 36,000	\$ 4,000
<b>TOTAL UTILITY</b>	<b>\$ 143,500</b>	<b>\$ 168,982</b>	<b>\$ 159,000</b>	<b>\$ -</b>	<b>\$ 159,000</b>	<b>\$ 15,500</b>
Maintenance - Labor	\$ 101,338	\$ 57,458	\$ 72,242		\$ 72,242	\$ (29,096)
Maintenance - Labor - Standby OT		\$ 4,269	\$ -		\$ -	
Maintenance - Labor (OT)	\$ 3,500	\$ 1,898	\$ 3,500		\$ 3,500	\$ -
Maintenance Labor - Temp		\$ 26,240	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 104,838</b>	<b>\$ 89,865</b>	<b>\$ 75,742</b>	<b>\$ -</b>	<b>\$ 75,742</b>	<b>\$ (29,096)</b>
Custodial	\$ 2,000	\$ 4,510	\$ 3,000		\$ 3,000	\$ 1,000
Electrical	\$ 1,000	\$ 1,324	\$ 1,200		\$ 1,200	\$ 200
Plumbing	\$ 5,000	\$ 3,147	\$ 3,250		\$ 3,250	\$ (1,750)
Lawn Care & Grounds	\$ 12,953	\$ 294	\$ 500		\$ 500	\$ (12,453)
Tools & Equipment	\$ 750	\$ 1,627	\$ 1,500		\$ 1,500	\$ 750
Water Heaters, Boiler & parts	\$ 500	\$ -	\$ 900		\$ 900	\$ 400
UPCS Inspections		\$ 263	\$ -		\$ -	
Air conditioning, HVAC Parts & Freon	\$ 600	\$ 6,413	\$ 2,000		\$ 2,000	\$ 1,400
Gas & Oil	\$ 1,000	\$ 1,414	\$ 1,421		\$ 1,421	\$ 421
Exterior Lighting	\$ 600	\$ -	\$ -		\$ -	\$ (600)
Auto Parts	\$ 300	\$ -	\$ 150		\$ 150	\$ (150)
Paint & Supplies	\$ 3,500	\$ 4,885	\$ 3,905		\$ 3,905	\$ 405

TX3 Santa Rita  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Flooring (Tile, Bricks & Cement)	\$ 1,500	\$ 2,128	\$ 2,485		\$ 2,485	\$ 985
Glass & Window	\$ 1,000	\$ 3,365	\$ 1,500		\$ 1,500	\$ 500
Pest Control	\$ 300	\$ 1,021	\$ 500		\$ 500	\$ 200
Appliance Parts	\$ 1,800	\$ 4,028	\$ 2,500		\$ 2,500	\$ 700
Alarms/Extinguishers/Sprinklers	\$ 900	\$ 4,281	\$ 1,000		\$ 1,000	\$ 100
Roofing	\$ 500	\$ -	\$ 500		\$ 500	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 1,500	\$ 2,392	\$ 2,000		\$ 2,000	\$ 500
Safety Equipment (Gloves, Belts & Goggles)	\$ 250	\$ 625	\$ 250		\$ 250	\$ -
Window Coverings	\$ 2,500	\$ 3,070	\$ 2,500		\$ 2,500	\$ -
Counter Tops/Cabinets	\$ 500	\$ -	\$ 300		\$ 300	\$ (200)
Lumber & Sheetrock	\$ 450	\$ -	\$ 100		\$ 100	\$ (350)
Doors	\$ 800	\$ 1,384	\$ 1,400		\$ 1,400	\$ 600
Fencing Materials	\$ 500	\$ -	\$ 750		\$ 750	\$ 250
Reasonable Accommodation Materials	\$ 400	\$ 136	\$ 250		\$ 250	\$ (150)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 11,103</b>	<b>\$ 46,308</b>	<b>\$ 33,861</b>	<b>\$ -</b>	<b>\$ 33,861</b>	<b>\$ (7,242)</b>
Trash Removal	\$ 30,506	\$ 30,745	\$ 30,533		\$ 30,533	\$ 27
Custodial Contracts	\$ 250	\$ 200	\$ -		\$ -	\$ (250)
Plumbing Contracts	\$ 5,600	\$ 26,599	\$ 20,000		\$ 20,000	\$ 14,400
Grounds Contracts	\$ 10,000	\$ 12,094	\$ 17,422		\$ 17,422	\$ 7,422
HVAC Contracts	\$ 1,000	\$ 620	\$ 797		\$ 797	\$ (203)
Fire Protection	\$ 800	\$ 528	\$ 714		\$ 714	\$ (86)
Vehicle Repairs	\$ 500	\$ 93	\$ 250		\$ 250	\$ (250)
ACM ABATEMENT	\$ -	\$ 455	\$ 250		\$ 250	\$ 250
Make-Ready/Cleaning	\$ 10,000	\$ 9,297	\$ 6,000		\$ 6,000	\$ (4,000)
Contract Painting	\$ 250	\$ -	\$ -		\$ -	\$ (250)
Carpet/Flooring Clean & Repair		\$ 1,667	\$ -		\$ -	\$ -
Pest Control Contract	\$ 4,000	\$ 16,687	\$ 11,200		\$ 11,200	\$ 7,200
Water Treatment	\$ 500	\$ -	\$ 250		\$ 250	\$ (250)
Masonry Work	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Electrical Contracts	\$ 1,500	\$ 705	\$ 1,000		\$ 1,000	\$ (500)
Building & Equipment Repair	\$ 500	\$ 3,333	\$ 2,500		\$ 2,500	\$ 2,000
Uniforms	\$ 850	\$ 403	\$ 600		\$ 600	\$ (250)
Equipment Rental	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Tree Trimming	\$ 7,500	\$ 25,960	\$ 10,000		\$ 10,000	\$ 2,500
In-House Trash Removal	\$ 3,000	\$ 3,900	\$ 3,921		\$ 3,921	\$ 921
Reasonable Accommodation Contracts	\$ 300	\$ -	\$ -		\$ -	\$ (300)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 77,856</b>	<b>\$ 154,285</b>	<b>\$ 105,937</b>	<b>\$ -</b>	<b>\$ 105,937</b>	<b>\$ 28,341</b>
<b>TOT. ORCL. MAINT. &amp; OPER.</b>	<b>\$ 223,492</b>	<b>\$ 269,450</b>	<b>\$ 215,540</b>	<b>\$ -</b>	<b>\$ 215,540</b>	<b>\$ (7,152)</b>
Crime Prevention and Safety	\$ 29,458	\$ 3,262				
Police Officers		\$ -	\$ 20,000	\$ 15,000	\$ 5,000	
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -		\$ (250)
HACA/POLICE LIASON	\$ 1,454	\$ -	\$ 1,541	\$ 1,541		\$ 87
Security Contracts	\$ 12,000	\$ 1,785	\$ 3,000		\$ 3,000	\$ (9,000)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 43,162</b>	<b>\$ 5,647</b>	<b>\$ 24,541</b>	<b>\$ 16,541</b>	<b>\$ 8,000</b>	<b>\$ (9,163)</b>
Insurance	\$ 36,056	\$ 35,529	\$ 33,343		\$ 33,343	\$ (2,713)
Employee Benefits	\$ 79,241	\$ 67,597	\$ 81,603	\$ 21,685	\$ 59,918	\$ 2,362
INTEREST EXPENSE	\$ 199,850	\$ 207,292	\$ 185,999		\$ 185,999	\$ (13,851)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 315,147</b>	<b>\$ 310,418</b>	<b>\$ 300,945</b>	<b>\$ 21,685</b>	<b>\$ 279,260</b>	<b>\$ (14,202)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 863,407</b>	<b>\$ 887,583</b>	<b>\$ 884,975</b>	<b>\$ 45,743</b>	<b>\$ 839,233</b>	<b>\$ 16,067</b>
REPLACEMENT RESERVES	\$ 33,950	\$ 45,016	\$ 34,865		\$ 34,865	\$ 915
Debt Principal		\$ -	\$ 50,520		\$ 50,520	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 33,950</b>	<b>\$ 45,016</b>	<b>\$ 85,385</b>	<b>\$ -</b>	<b>\$ 85,385</b>	<b>\$ 915</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 897,357</b>	<b>\$ 932,599</b>	<b>\$ 970,360</b>	<b>\$ 45,743</b>	<b>\$ 924,618</b>	<b>\$ 16,982</b>
Net Income	\$ 93,748	\$ 95,947	\$ 50,608	\$ (45,743)	\$ 96,351	\$ 12,882

## TX4 Meadowbrook

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Rental Income	\$ 600,153	\$ 707,114	\$ 655,988	\$ -	\$ 655,988	\$ 55,835
Rent Adjustments	\$ -	\$ (6,787)	\$ -	\$ -	\$ -	\$ -
Vacancy	\$ (81,787)	\$ (16,778)	\$ (58,446)	\$ -	\$ (58,446)	\$ 23,341
Excess Utilities	\$ 1,933	\$ 2,772	\$ -	\$ -	\$ -	\$ (1,933)
Non-Dwelling rental	\$ -	\$ -	\$ 7,620	\$ -	\$ 7,620	\$ -
Legal Charges	\$ -	\$ 3,695	\$ -	\$ -	\$ -	\$ -
Maintenance Charges	\$ 9,438	\$ 23,435	\$ -	\$ -	\$ -	\$ (9,438)
Bad Debt Collections	\$ (32,715)	\$ (48,081)	\$ (33,398)	\$ -	\$ (33,398)	\$ (683)
HUD/HAP Subsidy	\$ 1,035,588	\$ 961,405	\$ 1,013,898	\$ -	\$ 1,013,898	\$ (21,690)
OTHER INCOME	\$ 6,304	\$ 23,599	\$ 5,738	\$ -	\$ 5,738	\$ (566)
<b>TOTAL REVENUE</b>	<b>\$ 1,538,914</b>	<b>\$ 1,690,574</b>	<b>\$ 1,393,400</b>	<b>\$ -</b>	<b>\$ 1,591,400</b>	<b>\$ 44,866</b>
Administrative Salaries	\$ 135,138	\$ 153,919	\$ 142,773	\$ -	\$ 142,773	\$ 7,635
Administrative Salaries - O/T	\$ 500	\$ 1,396	\$ 500	\$ -	\$ 500	\$ -
<b>TOTAL SALARIES</b>	<b>\$ 135,638</b>	<b>\$ 155,315</b>	<b>\$ 143,273</b>	<b>\$ -</b>	<b>\$ 143,273</b>	<b>\$ 7,635</b>
LEGAL EXPENSE	\$ 5,000	\$ 3,225	\$ 5,000	\$ -	\$ 5,000	\$ -
STAFF TRAINING	\$ 7,200	\$ 835	\$ 2,703	\$ 2,027	\$ 676	\$ (4,497)
TRAVEL - LOCAL	\$ 400	\$ 434	\$ 400	\$ -	\$ 400	\$ -
Accounting & Auditing Fees	\$ 2,443	\$ -	\$ 9,443	\$ -	\$ 9,443	\$ 7,000
Office Supplies	\$ 3,000	\$ 1,916	\$ 3,000	\$ -	\$ 3,000	\$ -
POSTAGE EXPENSE	\$ 600	\$ 503	\$ 500	\$ -	\$ 500	\$ (100)
Advertising	\$ 1,800	\$ 132	\$ 200	\$ -	\$ 200	\$ (1,600)
Printing	\$ 600	\$ -	\$ 300	\$ -	\$ 300	\$ (300)
MEMBERSHIP DUES & FEES	\$ 50	\$ -	\$ 50	\$ -	\$ 50	\$ -
Telephone	\$ 12,500	\$ 13,260	\$ 12,785	\$ 2,557	\$ 10,228	\$ 285
Court Costs	\$ 1,500	\$ 2,229	\$ 3,000	\$ -	\$ 3,000	\$ 1,500
Equipment Leases	\$ 2,726	\$ 1,887	\$ 1,743	\$ -	\$ 1,743	\$ (983)
Office Equipment (Under \$2500)	\$ 1,500	\$ -	\$ 250	\$ -	\$ 250	\$ (1,250)
Office Equipment Repairs	\$ 53	\$ -	\$ 53	\$ -	\$ 53	\$ -
Meeting Expense	\$ 50	\$ 48	\$ 25	\$ -	\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ (150)
Bank Charges	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -
Answering Service	\$ 1,032	\$ 1,006	\$ 1,032	\$ -	\$ 1,032	\$ -
Employee Physical/Drug Tests	\$ 245	\$ -	\$ 85	\$ -	\$ 85	\$ (160)
Interpreter Fees	\$ 1,000	\$ 501	\$ 800	\$ -	\$ 800	\$ (200)
Software	\$ 11,904	\$ 9,529	\$ 10,158	\$ 3,075	\$ 7,083	\$ (1,746)
Document Shredding	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ -
Permits, Licenses & Certificates	\$ 531	\$ 233	\$ -	\$ -	\$ -	\$ (531)
Inspections	\$ 3,200	\$ -	\$ 3,200	\$ 3,200	\$ -	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 42,741</b>	<b>\$ 31,336</b>	<b>\$ 17,481</b>	<b>\$ 6,802</b>	<b>\$ 28,649</b>	<b>\$ (5,260)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 193,422</b>	<b>\$ 191,144</b>	<b>\$ 198,301</b>	<b>\$ 10,859</b>	<b>\$ 187,441</b>	<b>\$ 4,878</b>
Property Management Fee	\$ 61,557	\$ 64,226	\$ 63,656	\$ -	\$ 63,656	\$ 2,099
Admissions	\$ -	\$ -	\$ 21,427	\$ -	\$ 21,427	\$ 21,427
<b>TOTAL COCE FEES AND CHARGES</b>	<b>\$ 61,557</b>	<b>\$ 64,226</b>	<b>\$ 85,083</b>	<b>\$ -</b>	<b>\$ 85,083</b>	<b>\$ 23,526</b>
Tenant Participation - Resident Council	\$ 4,150	\$ 1,246	\$ 2,400	\$ -	\$ 2,400	\$ (1,750)
Tenant Participation - HACA	\$ -	\$ -	\$ 1,600	\$ -	\$ 1,600	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 4,150</b>	<b>\$ 1,246</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ (1,750)</b>
Water	\$ 160,000	\$ 72,411	\$ 75,000	\$ -	\$ 75,000	\$ (85,000)
Electric	\$ 29,280	\$ 27,960	\$ 30,000	\$ -	\$ 30,000	\$ 720
Gas	\$ 45,000	\$ 60,317	\$ 60,000	\$ -	\$ 60,000	\$ 15,000
<b>TOTAL UTILITY</b>	<b>\$ 234,280</b>	<b>\$ 160,688</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ (69,280)</b>
Maintenance - Labor	\$ 104,541	\$ 74,396	\$ 110,098	\$ -	\$ 110,098	\$ 5,557
Maintenance - Labor - Standby OT	\$ -	\$ 5,084	\$ 7,500	\$ -	\$ 7,500	\$ -
Maintenance - Labor (OT)	\$ 10,000	\$ 2,836	\$ -	\$ -	\$ -	\$ -
Maintenance Labor - Temp	\$ -	\$ 80,465	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 114,541</b>	<b>\$ 162,782</b>	<b>\$ 117,598</b>	<b>\$ -</b>	<b>\$ 117,598</b>	<b>\$ 5,557</b>
Custodial	\$ 4,000	\$ 3,267	\$ 3,500	\$ -	\$ 3,500	\$ (500)
Electrical	\$ 5,000	\$ 5,915	\$ 5,000	\$ -	\$ 5,000	\$ -
Plumbing	\$ 7,000	\$ 5,910	\$ 7,000	\$ -	\$ 7,000	\$ -
Lawn Care & Grounds	\$ 3,000	\$ 4,307	\$ 2,500	\$ -	\$ 2,500	\$ (500)
Tools & Equipment	\$ 2,000	\$ 1,294	\$ 2,000	\$ -	\$ 2,000	\$ -
Water Heaters, Boiler & parts	\$ 2,700	\$ 604	\$ 2,000	\$ -	\$ 2,000	\$ (700)
Air conditioning, HVAC Parts & Freon	\$ 10,000	\$ 10,929	\$ 10,000	\$ -	\$ 10,000	\$ -
Gas & Oil	\$ 2,000	\$ 1,438	\$ 2,000	\$ -	\$ 2,000	\$ -
Exterior Lighting	\$ 1,700	\$ 6,631	\$ 4,000	\$ -	\$ 4,000	\$ 2,300
Auto Parts	\$ 900	\$ -	\$ 500	\$ -	\$ 500	\$ (400)
Paint & Supplies	\$ 11,000	\$ 9,087	\$ 10,000	\$ -	\$ 10,000	\$ (1,000)
Flooring (Tile, Bricks & Cement)	\$ 2,000	\$ 1,341	\$ 1,000	\$ -	\$ 1,000	\$ (1,000)
Glass & Window	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -

TX4 Meadowbrook  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Pest Control	\$ 250	\$ 30	\$ 200	\$ -	\$ 200	\$ (50)
Appliance Parts	\$ 2,000	\$ 4,791	\$ 3,000	\$ -	\$ 3,000	\$ 1,000
Alarms/Extinguishers/Sprinklers	\$ 1,200	\$ 7,056	\$ 3,000	\$ -	\$ 3,000	\$ 1,800
Roofing	\$ 50	\$ -	\$ 50	\$ -	\$ 50	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 2,500	\$ 5,993	\$ 4,000	\$ -	\$ 4,000	\$ 1,500
Safety Equipment (Gloves, Belts & Goggles)	\$ 500	\$ 1,082	\$ 500	\$ -	\$ 500	\$ -
Window Coverings	\$ 3,500	\$ 6,909	\$ 5,000	\$ -	\$ 5,000	\$ 1,500
Counter Tops/Cabinets	\$ 750	\$ 187	\$ 1,200	\$ -	\$ 1,200	\$ 450
Lumber & Sheetrock	\$ 2,000	\$ 673	\$ 1,000	\$ -	\$ 1,000	\$ (1,000)
Maint. Licenses & Fees	\$ 30	\$ -	\$ 30	\$ -	\$ 30	\$ -
Doors	\$ 4,300	\$ 7,978	\$ 4,300	\$ -	\$ 4,300	\$ -
Fencing Materials	\$ 300	\$ 208	\$ 300	\$ -	\$ 300	\$ -
Refrigerators	\$ -	\$ 2,507	\$ -	\$ -	\$ -	\$ -
Ranges	\$ -	\$ 1,808	\$ -	\$ -	\$ -	\$ -
Reasonable Accommodation Materials	\$ 1,000	\$ 322	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 70,680</b>	<b>\$ 60,282</b>	<b>\$ 74,000</b>	<b>\$ -</b>	<b>\$ 74,080</b>	<b>\$ 3,800</b>
Trash Removal	\$ 30,000	\$ 41,004	\$ 30,000	\$ -	\$ 30,000	\$ -
Custodial Contracts	\$ 16,296	\$ 12,460	\$ 16,296	\$ 14,666	\$ 1,630	\$ -
Plumbing Contracts	\$ 7,500	\$ 8,917	\$ 10,000	\$ -	\$ 10,000	\$ 2,500
Grounds Contracts	\$ 35,000	\$ 36,925	\$ 37,572	\$ -	\$ 37,572	\$ 2,572
HVAC Contracts	\$ -	\$ 851	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Maintenance Temp	\$ -	\$ 885	\$ -	\$ -	\$ -	\$ -
Fire Protection	\$ 5,000	\$ 3,005	\$ 5,000	\$ -	\$ 5,000	\$ -
Vehicle Repairs	\$ 3,500	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ (500)
ACM ABATEMENT	\$ -	\$ 324	\$ 250	\$ -	\$ 250	\$ 250
Make-Ready/Cleaning	\$ 17,000	\$ 26,813	\$ 17,000	\$ -	\$ 17,000	\$ -
Contract Painting	\$ 1,000	\$ 7,718	\$ 1,000	\$ -	\$ 1,000	\$ -
Carpet/Flooring Clean & Repair	\$ 100	\$ 2,200	\$ 100	\$ -	\$ 100	\$ -
Pest Control Contract	\$ 8,000	\$ 9,176	\$ 9,200	\$ -	\$ 9,200	\$ 1,200
Contract Labor	\$ -	\$ -	\$ 27,438	\$ -	\$ 27,438	\$ -
Door/Window Repair Contracts	\$ 3,100	\$ 11,076	\$ 3,100	\$ -	\$ 3,100	\$ -
Masonry Work	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
Electrical Contracts	\$ 3,500	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ (1,500)
Keys & Locks Services	\$ 800	\$ -	\$ 500	\$ -	\$ 500	\$ (300)
Building & Equipment Repair	\$ 7,000	\$ 1,140	\$ 5,000	\$ -	\$ 5,000	\$ (2,000)
Uniforms	\$ 1,200	\$ 659	\$ 900	\$ -	\$ 900	\$ (300)
Equipment Rental	\$ 50	\$ -	\$ 50	\$ -	\$ 50	\$ -
Damages - Tenant Property	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -
Tree Trimming	\$ 21,480	\$ 12,473	\$ 18,000	\$ -	\$ 18,000	\$ (3,480)
In-House Trash Removal	\$ 3,100	\$ 3,600	\$ 3,100	\$ -	\$ 3,100	\$ -
Reasonable Accommodation Contracts	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ 2,500</b>	<b>\$ 4,800</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 166,976</b>	<b>\$ 184,027</b>	<b>\$ 194,356</b>	<b>\$ 14,666</b>	<b>\$ 179,690</b>	<b>\$ (58)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 252,197</b>	<b>\$ 437,076</b>	<b>\$ 386,034</b>	<b>\$ 14,666</b>	<b>\$ 371,368</b>	<b>\$ 8,899</b>
Crime Prevention and Safety	\$ 30,000	\$ 24,259				
Police Officers		\$ -	\$ 30,000	\$ 22,500	\$ 7,500	
RESIDENT WATCH	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ (200)
HACA/POLICE LIASON	\$ 2,398	\$ -	\$ 2,542	\$ 2,542	\$ -	\$ 144
Security Contracts	\$ 3,000	\$ 4,020	\$ 3,000	\$ -	\$ 3,000	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 35,598</b>	<b>\$ 28,280</b>	<b>\$ 35,542</b>	<b>\$ 25,042</b>	<b>\$ 10,500</b>	<b>\$ (56)</b>
Insurance	\$ 54,590	\$ 54,699	\$ 58,454	\$ -	\$ 58,454	\$ 3,864
Employee Benefits	\$ 117,584	\$ 101,777	\$ 122,955	\$ 32,609	\$ 90,346	\$ 5,371
INTEREST EXPENSE	\$ 322,739	\$ 323,270	\$ 318,905	\$ -	\$ 318,905	\$ (3,834)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 494,913</b>	<b>\$ 473,747</b>	<b>\$ 500,314</b>	<b>\$ 32,609</b>	<b>\$ 467,705</b>	<b>\$ 5,401</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,376,117</b>	<b>\$ 1,362,406</b>	<b>\$ 1,374,274</b>	<b>\$ 83,176</b>	<b>\$ 1,291,097</b>	<b>\$ (28,382)</b>
REPLACEMENT RESERVES	\$ 57,378	\$ 70,878	\$ 58,503	\$ -	\$ 58,503	\$ 1,125
Debt Principal		\$ -	\$ 134,018	\$ -	\$ 134,018	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,378</b>	<b>\$ 70,878</b>	<b>\$ 192,521</b>	<b>\$ -</b>	<b>\$ 192,521</b>	<b>\$ 1,125</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,433,495</b>	<b>\$ 1,433,284</b>	<b>\$ 1,566,795</b>	<b>\$ 83,176</b>	<b>\$ 1,483,618</b>	<b>\$ (27,257)</b>
Net Income	\$ 105,419	\$ 217,090	\$ 24,605	\$ (83,176)	\$ 107,782	\$ 72,123



## TX5 Booker T Washington

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Rental Income	\$ 915,474	\$ 533,505	\$ 721,348	\$ -	\$ 721,348	\$ (194,126)
Rent Adjustments	\$ -	\$ (2,288)	\$ -	\$ -	\$ -	\$ -
Vacancy	\$ (116,000)	\$ (31,837)	\$ (82,861)	\$ -	\$ (82,861)	\$ 33,139
Excess Utilities	\$ 493	\$ 3,144	\$ -	\$ -	\$ -	\$ (493)
Legal Charges	\$ 165	\$ 1,027	\$ -	\$ -	\$ -	\$ (165)
Maintenance Charges	\$ 7,964	\$ 7,616	\$ -	\$ -	\$ -	\$ (7,964)
Bad Debt Collections	\$ (46,400)	\$ (10,109)	\$ (47,349)	\$ -	\$ (47,349)	\$ (949)
HUD/HAP Subsidy	\$ 1,404,532	\$ 1,794,019	\$ 1,646,102	\$ -	\$ 1,646,102	\$ 241,570
OTHER INCOME	\$ 427,826	\$ 40,956	\$ 3,382	\$ -	\$ 3,382	\$ (424,444)
<b>TOTAL REVENUE</b>	<b>\$ 2,594,054</b>	<b>\$ 2,336,833</b>	<b>\$ 2,240,622</b>	<b>\$ -</b>	<b>\$ 2,240,622</b>	<b>\$ (353,432)</b>
Administrative Salaries	\$ 146,628	\$ 136,909	\$ 161,437	\$ -	\$ 161,437	\$ 14,809
Administrative Salaries - O/T	\$ 800	\$ 1,357	\$ 1,000	\$ -	\$ 1,000	\$ 200
Admin Temp	\$ -	\$ 20,693	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SALARIES</b>	<b>\$ 147,428</b>	<b>\$ 158,960</b>	<b>\$ 162,437</b>	<b>\$ -</b>	<b>\$ 162,437</b>	<b>\$ 15,009</b>
LEGAL EXPENSE	\$ 1,800	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 200
STAFF TRAINING	\$ 8,000	\$ 1,969	\$ 3,028	\$ 2,271	\$ 757	\$ (4,972)
TRAVEL-CONVENTION & MEETING	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ (500)
TRAVEL - LOCAL	\$ 1,000	\$ -	\$ 25	\$ -	\$ 25	\$ (975)
Accounting & Auditing Fees	\$ 3,390	\$ -	\$ 10,298	\$ -	\$ 10,298	\$ 6,908
Office Supplies	\$ 4,000	\$ 1,502	\$ 2,000	\$ -	\$ 2,000	\$ (2,000)
POSTAGE EXPENSE	\$ 400	\$ 669	\$ 800	\$ -	\$ 800	\$ 400
Advertising	\$ 500	\$ 178	\$ 500	\$ -	\$ 500	\$ -
Printing	\$ 2,100	\$ -	\$ 750	\$ -	\$ 750	\$ (1,350)
MEMBERSHIP DUES & FEES	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ (231)
Telephone	\$ 12,615	\$ 3,597	\$ 13,841	\$ 2,768	\$ 11,073	\$ 1,226
Court Costs	\$ 1,200	\$ 1,188	\$ 1,500	\$ -	\$ 1,500	\$ 300
Office Custodial	\$ 11,256	\$ -	\$ -	\$ -	\$ -	\$ (11,256)
Equipment Leases	\$ 3,500	\$ 3,828	\$ 3,408	\$ -	\$ 3,408	\$ (92)
Office Equipment (Under \$2500)	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -
Office Equipment Repairs	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ (73)
Admin Contractor	\$ -	\$ 2,227	\$ -	\$ -	\$ -	\$ -
Collection Agency Fees	\$ -	\$ 513	\$ -	\$ -	\$ -	\$ -
Meeting Expense	\$ 50	\$ 119	\$ 25	\$ -	\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ 50	\$ -	\$ 50	\$ (100)
Answering Service	\$ 1,436	\$ 1,354	\$ 1,436	\$ -	\$ 1,436	\$ -
Consultants	\$ 3,250	\$ 1,227	\$ -	\$ -	\$ -	\$ (3,250)
Employee Physical/Drug Tests	\$ 327	\$ -	\$ -	\$ -	\$ -	\$ (327)
Interpreter Fees	\$ 1,000	\$ 466	\$ 600	\$ -	\$ 600	\$ (400)
Software	\$ 16,070	\$ 12,865	\$ 13,714	\$ 4,152	\$ 9,562	\$ (2,356)
Document Shredding	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ -
Permits, Licenses & Certificates	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ (600)
Inspections	\$ 4,320	\$ -	\$ 4,320	\$ 4,320	\$ -	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 63,378</b>	<b>\$ 25,733</b>	<b>\$ 43,444</b>	<b>\$ 11,240</b>	<b>\$ 12,204</b>	<b>\$ (20,134)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 225,496</b>	<b>\$ 190,662</b>	<b>\$ 221,232</b>	<b>\$ 13,511</b>	<b>\$ 207,721</b>	<b>\$ (4,464)</b>
Property Management Fee	\$ 103,762	\$ 91,736	\$ 89,625	\$ -	\$ 89,625	\$ (14,137)
Admissions	\$ -	\$ -	\$ 28,927	\$ -	\$ 28,927	\$ -
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 103,762</b>	<b>\$ 91,736</b>	<b>\$ 118,552</b>	<b>\$ -</b>	<b>\$ 118,552</b>	<b>\$ (14,137)</b>
Tenant Participation - Resident Council	\$ 5,550	\$ 4,290	\$ 3,240	\$ -	\$ 3,240	\$ (2,310)
Tenant Participation - HACA	\$ -	\$ -	\$ 2,160	\$ -	\$ 2,160	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 5,550</b>	<b>\$ 4,290</b>	<b>\$ 5,400</b>	<b>\$ -</b>	<b>\$ 5,400</b>	<b>\$ (2,310)</b>
Water	\$ 277,000	\$ 261,645	\$ 260,000	\$ -	\$ 260,000	\$ (17,000)
Electric	\$ 22,000	\$ 29,078	\$ 25,000	\$ -	\$ 25,000	\$ 3,000
Gas	\$ 62,000	\$ 75,696	\$ 70,000	\$ -	\$ 70,000	\$ 8,000
<b>TOTAL UTILITY</b>	<b>\$ 361,000</b>	<b>\$ 366,419</b>	<b>\$ 355,000</b>	<b>\$ -</b>	<b>\$ 355,000</b>	<b>\$ (6,000)</b>
Maintenance - Labor	\$ 137,391	\$ 104,176	\$ 139,541	\$ -	\$ 139,541	\$ 2,150
Maintenance - Labor - Standby OT	\$ -	\$ 10,155	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ 8,000	\$ 5,115	\$ -	\$ -	\$ -	\$ (8,000)
Maintenance Labor - Temp	\$ -	\$ 66,795	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 145,391</b>	<b>\$ 180,241</b>	<b>\$ 139,541</b>	<b>\$ -</b>	<b>\$ 139,541</b>	<b>\$ (5,850)</b>
Custodial	\$ 4,000	\$ 4,490	\$ 5,000	\$ -	\$ 5,000	\$ 1,000
Electrical	\$ 4,500	\$ 5,969	\$ 5,500	\$ -	\$ 5,500	\$ 1,000
Plumbing	\$ 4,500	\$ 6,457	\$ 7,000	\$ -	\$ 7,000	\$ 2,500
Lawn Care & Grounds	\$ 2,000	\$ 844	\$ 500	\$ -	\$ 500	\$ (1,500)
Tools & Equipment	\$ 5,800	\$ 1,054	\$ 2,000	\$ -	\$ 2,000	\$ (3,800)
Water Heaters, Boiler & parts	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
Air conditioning, HVAC Parts & Freon	\$ 7,500	\$ 8,326	\$ 7,500	\$ -	\$ 7,500	\$ -
Gas & Oil	\$ 4,000	\$ 3,494	\$ 4,000	\$ -	\$ 4,000	\$ -
Exterior Lighting	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -

## TX5 Booker T Washington

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Auto Parts	\$ 300	\$ 368	\$ 300		\$ 300	\$ -
Paint & Supplies	\$ 10,000	\$ 18,427	\$ 15,000		\$ 15,000	\$ 5,000
Flooring (Tile, Bricks & Cement)	\$ 6,000	\$ 2,771	\$ 4,500		\$ 4,500	\$ (1,500)
Glass & Window	\$ 4,000	\$ 4,809	\$ 5,500		\$ 5,500	\$ 1,500
Pest Control	\$ 2,300	\$ 743	\$ 750		\$ 750	\$ (1,550)
Appliance Parts	\$ 3,000	\$ 5,809	\$ 4,200		\$ 4,200	\$ 1,200
Alarms/Extinguishers/Sprinklers	\$ 750	\$ -	\$ 750		\$ 750	\$ -
Roofing	\$ 500	\$ 136	\$ 500		\$ 500	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 3,500	\$ 4,746	\$ 5,000		\$ 5,000	\$ 1,500
Safety Equipment (Gloves, Belts & Goggles)	\$ 600	\$ 78	\$ 600		\$ 600	\$ -
Window Coverings	\$ 5,000	\$ 5,332	\$ 6,000		\$ 6,000	\$ 1,000
Counter Tops/Cabinets	\$ 900	\$ -	\$ 900		\$ 900	\$ -
Lumber & Sheetrock	\$ 1,200	\$ -	\$ 1,200		\$ 1,200	\$ -
Doors	\$ 500	\$ 652	\$ 800		\$ 800	\$ 300
Fencing Materials	\$ 700	\$ -	\$ 700		\$ 700	\$ -
Ranges		\$ 452	\$ -		\$ -	\$ -
Reasonable Accommodation Materials	\$ 500	\$ -	\$ 500		\$ 500	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 74,050</b>	<b>\$ 71,356</b>	<b>\$ 80,700</b>		<b>\$ 80,700</b>	<b>\$ 6,650</b>
Trash Removal	\$ 50,282	\$ 51,131	\$ 50,981		\$ 50,981	\$ 699
Custodial Contracts	\$ 15,804	\$ 11,277	\$ 14,500	\$ 11,600	\$ 2,900	\$ (1,304)
Plumbing Contracts	\$ 30,000	\$ 19,792	\$ 20,000		\$ 20,000	\$ (10,000)
Grounds Contracts	\$ 52,495	\$ 53,443	\$ 46,851		\$ 46,851	\$ (5,644)
HVAC Contracts	\$ 9,000	\$ 1,520	\$ 3,000		\$ 3,000	\$ (6,000)
Maintenance Temp	\$ -	\$ 1,173	\$ -		\$ -	\$ -
Fire Protection	\$ 1,500	\$ 1,979	\$ 1,500		\$ 1,500	\$ -
Vehicle Repairs	\$ 1,500	\$ 3,229	\$ 2,500		\$ 2,500	\$ 1,000
ACM ABATEMENT	\$ -	\$ 207	\$ 200		\$ 200	\$ 200
Make-Ready/Cleaning	\$ 10,000	\$ 19,537	\$ 14,000		\$ 14,000	\$ 4,000
Contract Painting	\$ 1,000	\$ -	\$ -		\$ -	\$ (1,000)
Carpet/Flooring Clean & Repair	\$ -	\$ 1,797	\$ 2,500		\$ 2,500	\$ 2,500
Pest Control Contract	\$ 12,000	\$ 18,354	\$ 13,800		\$ 13,800	\$ 1,800
Electrical Contracts	\$ 2,500	\$ 3,592	\$ 3,000		\$ 3,000	\$ 500
Keys & Locks Services	\$ 500	\$ -	\$ 500		\$ 500	\$ -
Building & Equipment Repair	\$ 2,500	\$ 2,660	\$ 3,000		\$ 3,000	\$ 500
Uniforms	\$ 1,500	\$ 886	\$ 1,200		\$ 1,200	\$ (300)
Equipment Rental	\$ 1,000	\$ 1,567	\$ 1,000		\$ 1,000	\$ -
Tree Trimming	\$ 8,000	\$ 34,080	\$ 9,000		\$ 9,000	\$ 1,000
In-House Trash Removal	\$ 5,400	\$ 5,000	\$ 5,400		\$ 5,400	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 204,381</b>	<b>\$ 231,223</b>	<b>\$ 192,932</b>	<b>\$ 11,600</b>	<b>\$ 181,332</b>	<b>\$ (12,049)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 424,432</b>	<b>\$ 492,420</b>	<b>\$ 413,173</b>	<b>\$ 11,600</b>	<b>\$ 401,573</b>	<b>\$ (11,249)</b>
Crime Prevention and Safety	\$ 36,000	\$ 19,060				
Police Officers		\$ -	\$ 25,000	\$ 18,750	\$ 6,250	
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -		\$ (250)
HACA/POLICE LIASON	\$ 3,238	\$ -	\$ 3,432	\$ 3,432		\$ 194
Security Contracts	\$ 4,000	\$ 7,373	\$ 10,800		\$ 10,800	\$ 6,800
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 43,488</b>	<b>\$ 26,433</b>	<b>\$ 39,232</b>	<b>\$ 22,182</b>	<b>\$ 17,050</b>	<b>\$ 6,744</b>
Insurance	\$ 70,921	\$ 70,367	\$ 72,904		\$ 72,904	\$ 1,983
Employee Benefits	\$ 137,625	\$ 119,462	\$ 142,073	\$ 37,747	\$ 104,326	\$ 4,448
INTEREST EXPENSE	\$ 494,294	\$ 495,108	\$ 488,423		\$ 488,423	\$ (5,871)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 702,840</b>	<b>\$ 684,938</b>	<b>\$ 703,400</b>	<b>\$ 37,747</b>	<b>\$ 665,653</b>	<b>\$ 560</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,866,556</b>	<b>\$ 1,856,897</b>	<b>\$ 1,855,988</b>	<b>\$ 85,040</b>	<b>\$ 1,770,949</b>	<b>\$ (30,836)</b>
REPLACEMENT RESERVES	\$ 77,452	\$ 47,092	\$ 78,979		\$ 78,979	\$ 1,527
Debt Principal		\$ -	\$ 205,256		\$ 205,256	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 77,452</b>	<b>\$ 47,092</b>	<b>\$ 284,235</b>		<b>\$ 284,235</b>	<b>\$ 1,527</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,944,010</b>	<b>\$ 1,903,990</b>	<b>\$ 2,140,224</b>	<b>\$ 85,040</b>	<b>\$ 2,055,184</b>	<b>\$ (29,329)</b>
Net Income	\$ 650,044	\$ 432,044	\$ 100,398	\$ (85,040)	\$ 185,438	\$ (324,103)

## TX5 BTW Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 9,615	\$ 6,707				\$ (9,615)
Maintenance Charges		\$ 70				
Bad Debt Collections		\$ 3,290				
HUD/HAP Subsidy	\$ 19,572	\$ 43,044	\$ 12,467		\$ 12,467	\$ (7,105)
<b>OTHER INCOME</b>	\$ 3,660	\$ 660				\$ (3,660)
<b>TOTAL REVENUE</b>	<b>\$ 32,847</b>	<b>\$ 53,770</b>	<b>\$ 12,467</b>		<b>\$ 12,467</b>	<b>\$ (20,980)</b>
Administrative Salaries	\$ 4,358	\$ 27,585				\$ (4,358)
Administrative Salaries - O/T		\$ 9				
<b>TOTAL SALARIES</b>	<b>\$ 4,358</b>	<b>\$ 27,594</b>				<b>\$ (4,358)</b>
<b>LEGAL EXPENSE</b>	<b>\$ 69</b>	<b>\$ -</b>				<b>\$ (69)</b>
<b>TRAVEL-CONVENTION &amp; MEETING</b>	<b>\$ 126</b>	<b>\$ -</b>				<b>\$ (126)</b>
<b>TRAVEL - LOCAL</b>	<b>\$ 39</b>	<b>\$ -</b>				<b>\$ (39)</b>
Accounting & Auditing Fees	\$ 94	\$ -				\$ (94)
Office Supplies	\$ 145	\$ -				\$ (145)
<b>POSTAGE EXPENSE</b>	<b>\$ 11</b>	<b>\$ -</b>				<b>\$ (11)</b>
Advertising	\$ 55	\$ -				\$ (55)
Fiscal Agent Fees	\$ 58	\$ -				\$ (58)
Printing	\$ 58	\$ -				\$ (58)
<b>MEMBERSHIP DUES &amp; FEES</b>	<b>\$ 1</b>	<b>\$ -</b>				<b>\$ (1)</b>
Telephone	\$ 278	\$ 9				\$ (278)
Court Costs	\$ 33	\$ -				\$ (33)
Office Custodial	\$ 313	\$ -				\$ (313)
Equipment Leases	\$ 141	\$ -				\$ (141)
Office Equipment (Under \$2500)	\$ 33	\$ -				\$ (33)
Office Equipment Repairs	\$ 2	\$ -				\$ (2)
Answering Service	\$ 40	\$ 6				\$ (40)
Employee Physical/Drug Tests	\$ 9	\$ -				\$ (9)
Interpreter Fees	\$ 28	\$ -				\$ (28)
Document Shredding	\$ 8	\$ -				\$ (8)
Inspections	\$ 120	\$ -				\$ (120)
<b>TOTAL SUNDRY</b>	<b>\$ 1,333</b>	<b>\$ 14</b>	<b>\$ -</b>			<b>\$ (1,333)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 6,019</b>	<b>\$ 27,609</b>	<b>\$ -</b>			<b>\$ (6,019)</b>
Property Management Fee	\$ 1,901	\$ 3,532	\$ 1,584		\$ 1,584	\$ (317)
Bookkeeping Fee	\$ 270	\$ 480	\$ 225		\$ 225	\$ (45)
Admissions	\$ 587	\$ 1,038	\$ 489		\$ 489	\$ (98)
<b>TOTAL CODE FEES AND CHARGES</b>	<b>\$ 2,758</b>	<b>\$ 5,050</b>	<b>\$ 2,298</b>		<b>\$ 2,298</b>	<b>\$ (460)</b>
Tenant Participation - Resident Council	\$ 150	\$ -	\$ 90		\$ 90	\$ (60)
Tenant Participation - HACA		\$ -	\$ 60		\$ 60	\$ 60
<b>TOTAL TENANT SERVICES</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ 150</b>		<b>\$ 150</b>	<b>\$ -</b>
Gas		\$ 648				
<b>TOTAL UTILITY</b>	<b>\$ -</b>	<b>\$ 648</b>	<b>\$ -</b>			<b>\$ (648)</b>
Maintenance - Labor	\$ 2,964	\$ 3,392				\$ (2,964)
Maintenance - Labor - Standby OT		\$ 176				
Maintenance - Labor (OT)		\$ 114				
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 2,964</b>	<b>\$ 3,682</b>	<b>\$ -</b>			<b>\$ (2,964)</b>
Custodial	\$ 50	\$ -				\$ (50)
Electrical	\$ 208	\$ -				\$ (208)
Plumbing	\$ 111	\$ -				\$ (111)
Lawn Care & Grounds	\$ 56	\$ -				\$ (56)
Tools & Equipment	\$ 161	\$ 8				\$ (161)
Water Heaters, Boiler & parts	\$ 139	\$ -				\$ (139)
Air conditioning, HVAC Parts & Freon	\$ 208	\$ -				\$ (208)
Gas & Oil	\$ 111	\$ 1				\$ (111)
Exterior Lighting	\$ 56	\$ -				\$ (56)
Paint & Supplies	\$ 100	\$ -				\$ (100)
Flooring (Tile, Bricks & Cement)	\$ 67	\$ -				\$ (67)
Glass & Window	\$ 28	\$ -				\$ (28)
Pest Control	\$ 28	\$ -				\$ (28)
Appliance Parts	\$ 83	\$ -				\$ (83)
Alarms/Extinguishers/Sprinklers	\$ 56	\$ -				\$ (56)
Roofing	\$ 42	\$ -				\$ (42)
Hardware (Locks, Nuts & Bolts)	\$ 139	\$ -				\$ (139)
Safety Equipment (Gloves, Belts & Goggles)	\$ 28	\$ -				\$ (28)
Window Coverings	\$ 139	\$ -				\$ (139)
Counter Tops/Cabinets	\$ 25	\$ -				\$ (25)
Lumber & Sheetrock	\$ 33	\$ -				\$ (33)
Doors	\$ 28	\$ -				\$ (28)

## TX5 BTW Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Fencing Materials	\$ 42	\$ -				\$ (42)
Reasonable Accommodation Materials	\$ 22	\$ -				\$ (22)
<b>MAINTENANCE MATERIALS</b>	\$ 1,990	\$ -	\$ -			\$ (1,990)
Trash Removal	\$ 100	\$ -				\$ (100)
Custodial Contracts	\$ 90	\$ -				\$ (90)
Plumbing Contracts	\$ 305	\$ -				\$ (305)
Grounds Contracts	\$ 500	\$ -				\$ (500)
Vehicle Repairs	\$ -	\$ 0				\$ -
Make-Ready/Cleaning		\$ 867				
Pest Control Contract	\$ 2,120	\$ 636				\$ (2,120)
Electrical Contracts	\$ 139	\$ -				\$ (139)
Keys & Locks Services	\$ 14	\$ -				\$ (14)
Building & Equipment Repair	\$ 153	\$ -				\$ (153)
Uniforms	\$ 42	\$ -				\$ (42)
Equipment Rental	\$ 28	\$ -				\$ (28)
Damages - Tenant Property	\$ 56	\$ -				\$ (56)
Warehouse/Storage Rental	\$ 56	\$ -				\$ (56)
In-House Trash Removal	\$ 139	\$ -				\$ (139)
<b>MAINTENANCE CONTRACTS</b>	\$ 3,742	\$ 1,503	\$ -			\$ (3,742)
<b>TOT. ORD. MAINT. &amp; OPER.</b>	\$ 8,666	\$ 5,195	\$ -			\$ (8,666)
HACA/POLICE LIASON	\$ 90	\$ -				\$ (90)
<b>TOTAL PROTECTIVE SERVICES</b>	\$ 90	\$ 0	\$ -			\$ (90)
Insurance	\$ 1,500	\$ 1,025	\$ 625		\$ 625	\$ (875)
Employee Benefits	\$ 3,441	\$ 3,071				\$ (3,441)
<b>TOTAL GENERAL EXPENSES</b>	\$ 13,911	\$ 11,773	\$ 625		\$ 625	\$ (4,396)
TOTAL ROUTINE EXPENSES	\$ 22,624	\$ 42,598	\$ 3,073	\$ -	\$ 3,073	\$ (19,531)
TOTAL EXPENDITURES	\$ 22,624	\$ 42,598	\$ 3,073	\$ -	\$ 3,073	\$ (19,551)
Net Income	\$ 10,223	\$ 11,173	\$ 9,394	\$ -	\$ 9,394	\$ (830)

**TX7 Lakeside**  
**Budget Forecast for FY21**

Description	Approved FY20 Budget	FY20 Amended Budget	FY201 Budget Forecast	FY201 PAVN Budget	FY201 Property Budget	Variance between FY200 and FY201 Budget
<b>REVENUE</b>						
Rental Income	\$ 454,311	\$ 486,073	\$ 465,755		\$ 465,755	\$ 11,444
Vacancy		\$ (7,897)	\$ (54,302)		\$ (54,302)	
Excess Utilities	\$ 19,832	\$ 16,188				\$ (19,832)
Non-Dwelling rental	\$ 50,936	\$ 61,201	\$ 55,576		\$ 55,576	\$ 4,640
Legal Charges	\$ 580	\$ -				\$ (580)
Maintenance Charges	\$ 4,402	\$ 2,230				\$ (4,402)
Bad Debt Collections	\$ (366)	\$ 2,667	\$ (31,030)		\$ (31,030)	\$ (30,664)
Other Receipts - Grants		\$ 115,867				
HUD/HAP Subsidy	\$ 500,350	\$ 523,435	\$ 1,085,728		\$ 1,085,728	\$ 585,378
OTHER INCOME	\$ -	\$ 19,310	\$ 21,182		\$ 21,182	\$ 21,182
<b>TOTAL REVENUE</b>	<b>\$ 1,030,045</b>	<b>\$ 1,219,073</b>	<b>\$ 1,542,809</b>		<b>\$ 1,542,809</b>	<b>\$ 567,166</b>
Administrative Salaries	\$ 108,415	\$ 91,811	\$ 111,577		\$ 111,577	\$ 3,162
Administrative Salaries - O/T	\$ 500	\$ 1,326	\$ 1,000		\$ 1,000	\$ 500
Admin Temp		\$ 20,436				
<b>TOTAL SALARIES</b>	<b>\$ 108,915</b>	<b>\$ 113,573</b>	<b>\$ 112,577</b>		<b>\$ 112,577</b>	<b>\$ 3,662</b>
LEGAL EXPENSE	\$ 12,500	\$ 5,774	\$ 10,000		\$ 10,000	\$ (2,500)
STAFF TRAINING	\$ 5,600	\$ -	\$ 3,545	\$ 2,659	\$ 886	\$ (2,055)
TRAVEL - LOCAL	\$ 200	\$ -	\$ -		\$ -	\$ (200)
Accounting & Auditing Fees	\$ 2,500	\$ 2,500	\$ 2,489		\$ 2,489	\$ (11)
Office Supplies	\$ 2,500	\$ 1,437	\$ 1,847		\$ 1,847	\$ (653)
POSTAGE EXPENSE	\$ 200	\$ 179	\$ 150		\$ 150	\$ (50)
Advertising	\$ -	\$ -	\$ 174		\$ 174	\$ 174
Printing	\$ 500	\$ -	\$ 175		\$ 175	\$ (325)
MEMBERSHIP DUES & FEES	\$ 50	\$ -				\$ (50)
Telephone	\$ 11,150	\$ 9,572	\$ 12,967	\$ 2,593	\$ 10,374	\$ 1,817
Internet/Cable		\$ 28,575	\$ 22,632		\$ 22,632	
Court Costs	\$ 1,120	\$ -	\$ 1,480		\$ 1,480	\$ 360
Office Custodial	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Equipment Leases	\$ 3,464	\$ 2,030	\$ 1,742		\$ 1,742	\$ (1,722)
Office Equipment (Under \$2500)	\$ 1,000	\$ -	\$ 200	\$ -	\$ 200	\$ (800)
Collection Agency Fees	\$ -	\$ 205	\$ -		\$ -	\$ -
Meeting Expense	\$ 50	\$ 616	\$ 25		\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ 1,511	\$ 25		\$ 25	\$ (125)
Answering Service	\$ 1,000	\$ 1,028	\$ 1,000		\$ 1,000	\$ -
Employee Physical/Drug Tests	\$ 245	\$ -				\$ (245)
Interpreter Fees	\$ 1,150	\$ 354	\$ 650		\$ 650	\$ (500)
Software	\$ 12,202	\$ 9,530	\$ 10,349	\$ 3,133	\$ 7,216	\$ (1,853)
Document Shredding	\$ 300	\$ -	\$ 300		\$ 300	\$ -
Permits, Licenses & Certificates	\$ 531	\$ 336	\$ -		\$ -	\$ (531)
Inspections	\$ 3,280	\$ -	\$ 3,260	\$ 3,260	\$ -	\$ (20)
<b>TOTAL SUNDRY</b>	<b>\$ 38,992</b>	<b>\$ 55,374</b>	<b>\$ 56,976</b>	<b>\$ 8,986</b>	<b>\$ 47,990</b>	<b>\$ (4,648)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 188,797</b>	<b>\$ 177,221</b>	<b>\$ 185,582</b>	<b>\$ 11,645</b>	<b>\$ 173,942</b>	<b>\$ (5,752)</b>
Property Management Fee	\$ 103,910	\$ 87,501	\$ 61,072		\$ 61,072	\$ (42,838)
Bookkeeping Fee	\$ 14,760	\$ 11,210				\$ (14,760)
Admissions	\$ 32,098	\$ 24,243	\$ 21,829		\$ 21,829	\$ (10,269)
<b>TOTAL COC. FEES AND CHARGES</b>	<b>\$ 150,768</b>	<b>\$ 122,954</b>	<b>\$ 82,901</b>		<b>\$ 82,901</b>	<b>\$ (67,867)</b>
Tenant Participation - Resident Council	\$ 4,100	\$ 2,793	\$ 2,445		\$ 2,445	\$ (1,655)
Tenant Participation - HACA		\$ 1,581	\$ 1,630		\$ 1,630	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 4,100</b>	<b>\$ 4,374</b>	<b>\$ 4,075</b>		<b>\$ 4,075</b>	<b>\$ (1,025)</b>
Water	\$ 79,000	\$ 100,213	\$ 85,000		\$ 85,000	\$ 6,000
Electric	\$ 139,300	\$ 151,418	\$ 150,000		\$ 150,000	\$ 10,700
Gas	\$ 13,000	\$ 21,478	\$ 12,000		\$ 12,000	\$ (1,000)
<b>TOTAL UTILITY</b>	<b>\$ 231,300</b>	<b>\$ 273,109</b>	<b>\$ 247,000</b>		<b>\$ 247,000</b>	<b>\$ 15,700</b>
Maintenance - Labor	\$ 118,063	\$ 99,459	\$ 110,449		\$ 110,449	\$ (7,614)
Maintenance - Labor - Standby OT		\$ 8,435	\$ 6,000		\$ 6,000	
Maintenance - Labor (OT)	\$ 10,000	\$ 3,598				
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 128,063</b>	<b>\$ 111,492</b>	<b>\$ 116,449</b>		<b>\$ 116,449</b>	<b>\$ (7,614)</b>
Custodial	\$ 3,000	\$ 2,066	\$ 2,200		\$ 2,200	\$ (800)
Electrical	\$ 2,900	\$ 2,547	\$ 3,275		\$ 3,275	\$ 375
Plumbing	\$ 5,500	\$ 1,901	\$ 2,600		\$ 2,600	\$ (2,900)
Lawn Care & Grounds	\$ 500	\$ 31	\$ 60		\$ 60	\$ (440)
Tools & Equipment	\$ 2,000	\$ 1,366	\$ 1,400		\$ 1,400	\$ (600)
Water Heaters, Boiler & parts	\$ 1,500	\$ 2,600	\$ -		\$ -	\$ (1,500)
Air conditioning, HVAC Parts & Freon	\$ 13,500	\$ 7,695	\$ 10,500		\$ 10,500	\$ (3,000)
Gas & Oil	\$ 1,100	\$ 506	\$ 500		\$ 500	\$ (600)
Auto Parts	\$ 100	\$ -				\$ (100)
Paint & Supplies	\$ 3,700	\$ 2,279	\$ 2,000		\$ 2,000	\$ (1,700)
Flooring (Tile, Bricks & Cement)	\$ 800	\$ 476	\$ 625		\$ 625	\$ (175)
Glass & Window	\$ 500	\$ 1,440	\$ 500		\$ 500	\$ -

## TX7 Lakeside

## Budget Forecast for FY21

Description	FY2020 Actual	FY2020 Budget	FY2021 Budget	FY2021 Actual	FY2021 Property	Variance between FY2020 and FY2021
Pest Control	\$ 4,650	\$ 99	\$ 130		\$ 130	\$ (4,520)
Appliance Parts	\$ 2,000	\$ 1,841	\$ 2,250		\$ 2,250	\$ 250
Alarms/Extinguishers/Sprinklers	\$ 500	\$ 1,685	\$ 1,600		\$ 1,600	\$ 1,100
Roofing	\$ 500	\$ -	\$ -		\$ -	\$ (500)
Hardware (Locks, Nuts & Bolts)	\$ 1,082	\$ 1,990	\$ 2,240		\$ 2,240	\$ 1,158
Safety Equipment (Gloves, Belts & Goggles)	\$ 400	\$ 171	\$ 220		\$ 220	\$ (180)
Window Coverings	\$ 2,500	\$ 2,683	\$ 3,400		\$ 3,400	\$ 900
Counter Tops/Cabinets	\$ 500	\$ -	\$ -		\$ -	\$ (500)
Lumber & Sheetrock	\$ 500	\$ -	\$ -		\$ -	\$ (500)
Doors	\$ 300	\$ -	\$ 300		\$ 300	\$ -
Fencing Materials	\$ 150	\$ -				\$ (150)
Refrigerators	\$ 1,800	\$ 2,507	\$ -		\$ -	\$ (1,800)
Ranges	\$ 1,400	\$ 1,300	\$ -		\$ -	\$ (1,400)
Reasonable Accommodation Materials	\$ 500	\$ 1,475				\$ (500)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 51,882</b>	<b>\$ 36,657</b>	<b>\$ 33,800</b>	<b>\$ -</b>	<b>\$ 33,800</b>	<b>\$ (18,082)</b>
Elevator Contracts	\$ 22,500	\$ 19,772	\$ 22,500		\$ 22,500	\$ -
Trash Removal	\$ 15,000	\$ 13,841	\$ 13,601		\$ 13,601	\$ (1,399)
Custodial Contracts	\$ 1,500	\$ -	\$ -		\$ -	\$ (1,500)
Plumbing Contracts	\$ 8,200	\$ 5,261	\$ 9,800		\$ 9,800	\$ 1,600
Grounds Contracts	\$ 7,000	\$ 15,455	\$ 4,679		\$ 4,679	\$ (2,321)
HVAC Contracts	\$ 3,000	\$ 34	\$ 2,500		\$ 2,500	\$ (500)
Fire Protection	\$ 7,000	\$ 7,669	\$ 7,000		\$ 7,000	\$ -
Vehicle Repairs	\$ 150	\$ 789	\$ 500		\$ 500	\$ 350
ACM ABATEMENT	\$ -	\$ 820	\$ 200		\$ 200	\$ 200
Make-Ready/Cleaning	\$ 9,200	\$ 5,972	\$ 7,000		\$ 7,000	\$ (2,200)
Contract Painting	\$ 3,200	\$ -	\$ 1,400		\$ 1,400	\$ (1,800)
Pest Control Contract	\$ 24,000	\$ 18,327	\$ 20,280		\$ 20,280	\$ (3,720)
Water Treatment	\$ 5,000	\$ 4,920	\$ 5,000		\$ 5,000	\$ -
Door/Window Repair Contracts	\$ 2,000	\$ 5,853	\$ 3,000		\$ 3,000	\$ 1,000
Electrical Contracts	\$ 1,500	\$ -	\$ 1,000		\$ 1,000	\$ (500)
Keys & Locks Services		\$ 1,996				
Building & Equipment Repair	\$ 1,000	\$ (634)	\$ 500		\$ 500	\$ (500)
Uniforms	\$ 1,100	\$ 674	\$ 900		\$ 900	\$ (200)
Equipment Rental	\$ 500	\$ -	\$ 1,600		\$ 1,600	\$ 1,100
Tree Trimming	\$ 2,000	\$ -	\$ 2,000		\$ 2,000	\$ -
In-House Plumbing		\$ 2,325				
In-House Trash Removal	\$ 2,700	\$ 450	\$ 2,700		\$ 2,700	\$ -
Reasonable Accommodation Contracts	\$ 500	\$ -	\$ 500		\$ 500	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 117,050</b>	<b>\$ 103,824</b>	<b>\$ 106,660</b>	<b>\$ -</b>	<b>\$ 106,660</b>	<b>\$ (10,390)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 286,995</b>	<b>\$ 251,673</b>	<b>\$ 256,909</b>	<b>\$ -</b>	<b>\$ 256,909</b>	<b>\$ (36,086)</b>
Crime Prevention and Safety	\$ 45,000	\$ 20,042				
Police Officers		\$ -	\$ 25,000	\$ 18,750	\$ 6,250	
PROTECT SERVICES & EQUIP. AGREEMENT		\$ 660				
RESIDENT WATCH	\$ 2,000	\$ -	\$ -	\$ -		\$ (2,000)
HACA/POLICE LIASON	\$ 2,458	\$ 287	\$ 2,590	\$ 2,590		\$ 132
Security Contracts	\$ 5,000	\$ 4,103	\$ 15,000		\$ 15,000	\$ 10,000
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 54,458</b>	<b>\$ 25,092</b>	<b>\$ 42,590</b>	<b>\$ 21,340</b>	<b>\$ 21,250</b>	<b>\$ 8,132</b>
Insurance	\$ 11,786	\$ 23,268	\$ 43,628		\$ 43,628	\$ 31,842
Employee Benefits	\$ 111,380	\$ 122,016	\$ 106,775	\$ 28,628	\$ 78,147	\$ (4,605)
Collection Loss	\$ 9,488	\$ -				\$ (9,488)
Utility Assistance		\$ 62,138				
Donation to Resident Programs		\$ 1,090				
INTEREST EXPENSE	\$ -	\$ 27,057	\$ 194,238		\$ 194,238	\$ 194,238
Other/ Land Lease		\$ 531,093	\$ 100	\$ 100		
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 132,654</b>	<b>\$ 768,682</b>	<b>\$ 344,741</b>	<b>\$ 28,728</b>	<b>\$ 316,013</b>	<b>\$ 213,987</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,038,982</b>	<b>\$ 1,621,086</b>	<b>\$ 1,163,803</b>	<b>\$ 61,713</b>	<b>\$ 1,102,090</b>	<b>\$ 124,459</b>
REPLACEMENT RESERVES	\$ 23,916	\$ -	\$ 57,430		\$ 57,430	\$ 33,514
Debt Principal		\$ -	\$ 37,408		\$ 37,408	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 23,916</b>	<b>\$ -</b>	<b>\$ 94,838</b>	<b>\$ -</b>	<b>\$ 94,838</b>	<b>\$ 33,514</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,062,898</b>	<b>\$ 1,621,086</b>	<b>\$ 1,253,641</b>	<b>\$ 61,713</b>	<b>\$ 1,196,928</b>	<b>\$ 157,973</b>
Net Income	\$ (32,853)	\$ (402,013)	\$ 284,268	\$ (61,713)	\$ 345,981	\$ 409,193

TX8 Salina Courts  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Rental Income	\$ 71,600	\$ 103,512	\$ 85,326	\$ -	\$ 85,326	\$ 13,726
Rent Adjustments	\$ -	\$ (307)	\$ -	\$ -	\$ -	\$ -
Vacancy	\$ (11,244)	\$ (2,265)	\$ (8,100)	\$ -	\$ (8,100)	\$ 3,144
Excess Utilities	\$ 3,932	\$ -	\$ -	\$ -	\$ -	\$ (3,932)
Legal Charges	\$ 286	\$ -	\$ -	\$ -	\$ -	\$ (286)
Maintenance Charges	\$ 516	\$ 186	\$ -	\$ -	\$ -	\$ (516)
Bad Debt Collections	\$ (4,497)	\$ (68)	\$ (4,629)	\$ -	\$ (4,629)	\$ (132)
HUD/HAP Subsidy	\$ 153,273	\$ 126,208	\$ 146,111	\$ -	\$ 146,111	\$ (7,162)
OTHER INCOME	\$ -	\$ 10,201	\$ 6,128	\$ -	\$ 6,128	\$ 6,128
<b>TOTAL REVENUE</b>	<b>\$ 213,866</b>	<b>\$ 237,468</b>	<b>\$ 224,836</b>	<b>\$ -</b>	<b>\$ 224,836</b>	<b>\$ 10,970</b>
Administrative Salaries	\$ 23,663	\$ 23,164	\$ 23,861	\$ -	\$ 23,861	\$ 198
Administrative Salaries - O/T	\$ 250	\$ 130	\$ 105	\$ -	\$ 105	\$ (145)
<b>TOTAL SALARIES</b>	<b>\$ 23,913</b>	<b>\$ 23,294</b>	<b>\$ 23,966</b>	<b>\$ -</b>	<b>\$ 23,966</b>	<b>\$ 53</b>
LEGAL EXPENSE	\$ 2,000	\$ 9,132	\$ 2,000	\$ -	\$ 2,000	\$ -
STAFF TRAINING	\$ 1,176	\$ 820	\$ 558	\$ 419	\$ 140	\$ (618)
TRAVEL - LOCAL	\$ 100	\$ -	\$ 10	\$ -	\$ 10	\$ (90)
Accounting & Auditing Fees	\$ 489	\$ -	\$ 489	\$ -	\$ 489	\$ -
Office Supplies	\$ 500	\$ 383	\$ 210	\$ -	\$ 210	\$ (290)
POSTAGE EXPENSE	\$ 146	\$ 73	\$ 75	\$ -	\$ 75	\$ (71)
Advertising	\$ 80	\$ 26	\$ 50	\$ -	\$ 50	\$ (30)
Printing	\$ 50	\$ -	\$ 25	\$ -	\$ 25	\$ (25)
MEMBERSHIP DUES & FEES	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ (50)
Telephone	\$ 8,700	\$ 5,738	\$ 1,798	\$ 360	\$ 1,438	\$ (6,902)
Internet/Cable	\$ -	\$ 5,555	\$ 5,555	\$ -	\$ 5,555	\$ 5,555
Court Costs	\$ 286	\$ -	\$ 250	\$ -	\$ 250	\$ (36)
Equipment Leases	\$ 80	\$ 897	\$ 346	\$ -	\$ 346	\$ 266
Office Equipment Repairs	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ (11)
Meeting Expense	\$ 50	\$ -	\$ 25	\$ -	\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ (150)
Answering Service	\$ 200	\$ 202	\$ 160	\$ -	\$ 160	\$ (40)
Criminal Checks	\$ 186	\$ -	\$ -	\$ -	\$ -	\$ (186)
Employee Physical/Drug Tests	\$ 49	\$ -	\$ -	\$ -	\$ -	\$ (49)
Interpreter Fees	\$ 210	\$ 69	\$ 150	\$ -	\$ 150	\$ (60)
Software	\$ 2,381	\$ 1,546	\$ 2,032	\$ 615	\$ 1,417	\$ (349)
Document Shredding	\$ 50	\$ -	\$ 100	\$ -	\$ 100	\$ 50
Permits, Licenses & Certificates	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ (231)
Inspections	\$ 640	\$ -	\$ 640	\$ 640	\$ -	\$ -
<b>TOTAL Sundry</b>	<b>\$ 14,950</b>	<b>\$ 14,489</b>	<b>\$ 11,415</b>	<b>\$ 1,615</b>	<b>\$ 9,801</b>	<b>\$ (2,634)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 41,728</b>	<b>\$ 47,735</b>	<b>\$ 38,438</b>	<b>\$ 2,033</b>	<b>\$ 36,405</b>	<b>\$ (9,289)</b>
Property Management Fee	\$ 8,555	\$ 8,566	\$ 8,993	\$ -	\$ 8,993	\$ 438
Admissions	\$ -	\$ -	\$ 4,285	\$ -	\$ 4,285	\$ 4,285
<b>TOTAL OCC FEES AND CHARGES</b>	<b>\$ 8,555</b>	<b>\$ 8,566</b>	<b>\$ 13,279</b>	<b>\$ -</b>	<b>\$ 13,279</b>	<b>\$ 4,723</b>
Tenant Participation - Resident Council	\$ 3,300	\$ 70	\$ 480	\$ -	\$ 480	\$ (2,820)
Tenant Participation - HACA	\$ -	\$ -	\$ 320	\$ -	\$ 320	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 3,300</b>	<b>\$ 70</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ (2,820)</b>
Water	\$ 13,500	\$ 14,302	\$ 14,000	\$ -	\$ 14,000	\$ 500
Electric	\$ 25,000	\$ 28,105	\$ 28,000	\$ -	\$ 28,000	\$ 3,000
Gas	\$ 3,500	\$ 4,782	\$ 2,500	\$ -	\$ 2,500	\$ (1,000)
<b>TOTAL UTILITY</b>	<b>\$ 42,000</b>	<b>\$ 47,189</b>	<b>\$ 44,500</b>	<b>\$ -</b>	<b>\$ 44,500</b>	<b>\$ 2,500</b>
Maintenance - Labor	\$ 23,154	\$ 14,929	\$ 23,401	\$ -	\$ 23,401	\$ 247
Maintenance - Labor - Standby OT	\$ -	\$ 524	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ 750	\$ 905	\$ 750	\$ -	\$ 750	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 23,904</b>	<b>\$ 16,359</b>	<b>\$ 24,151</b>	<b>\$ -</b>	<b>\$ 24,151</b>	<b>\$ 247</b>
Custodial	\$ 650	\$ 40	\$ 315	\$ -	\$ 315	\$ (335)
Electrical	\$ 800	\$ -	\$ 500	\$ -	\$ 500	\$ (300)
Plumbing	\$ 900	\$ -	\$ 750	\$ -	\$ 750	\$ (150)
Lawn Care & Grounds	\$ 150	\$ 276	\$ 105	\$ -	\$ 105	\$ (45)
Tools & Equipment	\$ 240	\$ 118	\$ 315	\$ -	\$ 315	\$ 75
Water Heaters, Boiler & parts	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ -
Miscellaneous Materials	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ (300)
Air conditioning, HVAC Parts & Freon	\$ 1,000	\$ 22	\$ 500	\$ -	\$ 500	\$ (500)
Gas & Oil	\$ 480	\$ 297	\$ 400	\$ -	\$ 400	\$ (80)
Exterior Lighting	\$ 150	\$ -	\$ 75	\$ -	\$ 75	\$ (75)
Auto Parts	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ -
Paint & Supplies	\$ 1,600	\$ 490	\$ 500	\$ -	\$ 500	\$ (1,100)
Flooring (Tile, Bricks & Cement)	\$ 200	\$ -	\$ 100	\$ -	\$ 100	\$ (100)
Glass & Window	\$ 120	\$ -	\$ 50	\$ -	\$ 50	\$ (70)
Pest Control	\$ 75	\$ -	\$ 53	\$ -	\$ 53	\$ (22)

TX8 Salina Courts  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Appliance Parts	\$ 240	\$ -	\$ 140		\$ 140	\$ (100)
Alarms/Extinguishers/Sprinklers	\$ 916	\$ 1,647	\$ 500		\$ 500	\$ (416)
Roofing	\$ 200	\$ -	\$ 100		\$ 100	\$ (100)
Hardware (Locks, Nuts & Bolts)	\$ 350	\$ 20	\$ 75		\$ 75	\$ (275)
Safety Equipment (Gloves, Belts & Goggles)	\$ 80	\$ 12	\$ 40		\$ 40	\$ (40)
Window Coverings	\$ 200	\$ -	\$ 175		\$ 175	\$ (25)
Counter Tops/Cabinets	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Lumber & Sheetrock	\$ 150	\$ -	\$ 100		\$ 100	\$ (50)
Doors	\$ 400	\$ -	\$ 200		\$ 200	\$ (200)
Ranges	\$ -	\$ 627	\$ -		\$ -	\$ -
Reasonable Accommodation Materials	\$ 2,000	\$ -	\$ 250		\$ 250	\$ (1,750)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 11,581</b>	<b>\$ 3,348</b>	<b>\$ 3,623</b>	<b>\$ -</b>	<b>\$ 5,623</b>	<b>\$ (5,958)</b>
Trash Removal	\$ 2,600	\$ 3,088	\$ 3,000		\$ 3,000	\$ 400
Custodial Contracts	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Plumbing Contracts	\$ 3,000	\$ 2,647	\$ 3,000		\$ 3,000	\$ -
Grounds Contracts	\$ 4,500	\$ 4,555	\$ 4,679		\$ 4,679	\$ 179
HVAC Contracts	\$ 1,000	\$ 193	\$ 189		\$ 189	\$ (811)
Fire Protection	\$ 1,000	\$ -	\$ 400		\$ 400	\$ (600)
Vehicle Repairs	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Make-Ready/Cleaning	\$ 200	\$ 2,159	\$ 300		\$ 300	\$ 100
Contract Painting	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Pest Control Contract	\$ 2,500	\$ 1,269	\$ 1,950		\$ 1,950	\$ (550)
Water Treatment	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Door/Window Repair Contracts	\$ -	\$ 300	\$ -		\$ -	\$ -
Masonry Work	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Electrical Contracts	\$ 650	\$ 372	\$ 250		\$ 250	\$ (400)
Keys & Locks Services	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
Building & Equipment Repair	\$ 2,500	\$ -	\$ 500		\$ 500	\$ (2,000)
Uniforms	\$ 300	\$ 132	\$ 189		\$ 189	\$ (111)
Equipment Rental	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Tree Trimming	\$ 1,500	\$ -	\$ 1,000		\$ 1,000	\$ (500)
In-House Trash Removal	\$ 450	\$ 738	\$ 500		\$ 500	\$ 50
Reasonable Accommodation Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 20,750</b>	<b>\$ 15,953</b>	<b>\$ 16,207</b>	<b>\$ -</b>	<b>\$ 16,207</b>	<b>\$ (4,543)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 56,235</b>	<b>\$ 35,353</b>	<b>\$ 45,982</b>	<b>\$ -</b>	<b>\$ 45,982</b>	<b>\$ (10,254)</b>
Crime Prevention and Safety	\$ 5,500	\$ 4,568			\$ -	\$ (5,500)
Police Officers		\$ -	\$ 4,200	\$ 3,150	\$ 1,050	
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -		\$ (250)
HACA/POLICE LIASON	\$ 480	\$ -	\$ 508	\$ 508		\$ 28
Security Contracts	\$ 5,100	\$ 2,270	\$ 2,600		\$ 2,600	\$ (2,500)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 11,330</b>	<b>\$ 6,838</b>	<b>\$ 7,308</b>	<b>\$ 3,658</b>	<b>\$ 3,658</b>	<b>\$ (8,222)</b>
Insurance	\$ 6,341	\$ 6,342	\$ 6,729		\$ 6,729	\$ 388
Employee Benefits	\$ 22,474	\$ 19,624	\$ 22,574	\$ 6,015	\$ 16,559	\$ 100
Property Taxes		\$ (67)	\$ -		\$ -	
INTEREST EXPENSE	\$ 26,207	\$ 39,295	\$ 3,254		\$ 3,254	\$ (22,953)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 55,022</b>	<b>\$ 65,195</b>	<b>\$ 32,557</b>	<b>\$ 6,015</b>	<b>\$ 26,542</b>	<b>\$ (22,465)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 218,170</b>	<b>\$ 210,051</b>	<b>\$ 182,663</b>	<b>\$ 11,706</b>	<b>\$ 171,157</b>	<b>\$ (39,822)</b>
REPLACEMENT RESERVES	\$ 11,200	\$ 17,635	\$ 11,497		\$ 11,497	\$ 297
Debt Principal		\$ -	\$ 1,072		\$ 1,072	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 11,200</b>	<b>\$ 17,635</b>	<b>\$ 12,569</b>	<b>\$ -</b>	<b>\$ 12,569</b>	<b>\$ 297</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 229,370</b>	<b>\$ 225,587</b>	<b>\$ 195,432</b>	<b>\$ 11,706</b>	<b>\$ 183,726</b>	<b>\$ (39,530)</b>
Net Income	\$ (15,504)	\$ 8,891	\$ 29,804	\$ (11,706)	\$ 41,110	\$ 50,300



**TX9 Gaston Place**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 540,482	\$ 261,869	\$ 422,721	\$ -	\$ 422,721	\$ (117,761)
Rent Adjustments		\$ 1,962	\$ -	\$ -	\$ -	
Vacancy	\$ (36,529)	\$ (1,195)	\$ (26,163)	\$ -	\$ (26,163)	\$ 10,366
Legal Charges	\$ 381	\$ -	\$ -	\$ -	\$ -	\$ (381)
Maintenance Charges	\$ -	\$ 1,176	\$ -	\$ -	\$ -	\$ -
Bad Debt Collections	\$ (14,612)	\$ 380	\$ (14,950)	\$ -	\$ (14,950)	\$ (338)
HUD/HAP Subsidy	\$ 190,096	\$ 456,577	\$ 324,800	\$ -	\$ 324,800	\$ 134,704
OTHER INCOME	\$ 16,905	\$ 275,244	\$ 14,575	\$ -	\$ 14,575	\$ (2,330)
<b>TOTAL REVENUE</b>	<b>\$ 696,723</b>	<b>\$ 995,013</b>	<b>\$ 720,983</b>	<b>\$ -</b>	<b>\$ 720,983</b>	<b>\$ 24,260</b>
Administrative Salaries	\$ 91,559	\$ 98,239	\$ 88,553		\$ 88,553	\$ (3,006)
Administrative Salaries - O/T	\$ 250	\$ 1,568	\$ -		\$ -	\$ (250)
Admin Temp		\$ 4,591	\$ -		\$ -	
<b>TOTAL SALARIES</b>	<b>\$ 91,809</b>	<b>\$ 104,398</b>	<b>\$ 88,553</b>	<b>\$ -</b>	<b>\$ 88,553</b>	<b>\$ (3,256)</b>
LEGAL EXPENSE	\$ 1,200	\$ 1,572	\$ 2,500		\$ 2,500	\$ 1,300
STAFF TRAINING	\$ 4,000	\$ 1,208	\$ 3,180	\$ 2,385	\$ 795	\$ (820)
TRAVEL - LOCAL	\$ 258	\$ -	\$ 25		\$ 25	\$ (233)
Accounting & Auditing Fees	\$ 12,000	\$ 9,000	\$ 9,000		\$ 9,000	\$ (3,000)
Office Supplies	\$ 1,500	\$ 1,006	\$ 1,200		\$ 1,200	\$ (300)
POSTAGE EXPENSE	\$ 100	\$ 223	\$ 250		\$ 250	\$ 150
Advertising	\$ -	\$ 82	\$ 125		\$ 125	\$ 125
Printing	\$ 750	\$ 233	\$ 150		\$ 150	\$ (600)
MEMBERSHIP DUES & FEES	\$ -	\$ 412	\$ 200		\$ 200	\$ 200
Telephone	\$ 9,132	\$ 9,145	\$ 11,082	\$ 2,216	\$ 8,866	\$ 1,950
Internet/Cable	\$ 13,800	\$ 17,467	\$ 18,036		\$ 18,036	\$ 4,236
Court Costs	\$ 450	\$ -	\$ 450		\$ 450	\$ -
Equipment Leases	\$ 1,700	\$ 1,921	\$ 1,698		\$ 1,698	\$ (2)
Office Equipment (Under \$2500)		\$ -	\$ 200	\$ -	\$ 200	
Meeting Expense	\$ 50	\$ 447	\$ 50		\$ 50	\$ -
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Bank Charges	\$ -	\$ 333	\$ -		\$ -	\$ -
Answering Service	\$ 450	\$ 626	\$ 450		\$ 450	\$ -
Consultants	\$ -	\$ 11,828	\$ 3,000		\$ 3,000	\$ 3,000
Interpreter Fees	\$ 300	\$ 370	\$ 300		\$ 300	\$ -
Software	\$ 7,440	\$ 4,830	\$ 1,091	\$ 1,922	\$ (831)	\$ (6,349)
Document Shredding	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Inspections	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -
RBC - Asset Management Fees	\$ 1,592	\$ -	\$ 1,640		\$ 1,640	\$ 48
Partnership Management Fee	\$ 1,592	\$ -	\$ 1,592		\$ 1,592	\$ -
TDHCA Annual Compliance Fee	\$ 4,000	\$ 11,333	\$ 4,000		\$ 4,000	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 45,156</b>	<b>\$ 60,257</b>	<b>\$ 47,664</b>	<b>\$ 6,138</b>	<b>\$ 41,525</b>	<b>\$ 2,306</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 154,423</b>	<b>\$ 178,434</b>	<b>\$ 150,922</b>	<b>\$ 8,523</b>	<b>\$ 142,398</b>	<b>\$ (9,701)</b>
Property Management Fee	\$ 27,869	\$ 43,096	\$ 28,839		\$ 28,839	\$ 970
Admissions		\$ -	\$ 13,392		\$ 13,392	
<b>TOTAL CONC. FEES AND CHARGES</b>	<b>\$ 27,869</b>	<b>\$ 43,096</b>	<b>\$ 42,231</b>	<b>\$ -</b>	<b>\$ 42,231</b>	<b>\$ 970</b>
Tenant Participation - Resident Council	\$ 3,500	\$ 2,313	\$ 1,500		\$ 1,500	\$ (2,000)
Tenant Participation - HACA		\$ 2,197	\$ 1,000		\$ 1,000	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 3,500</b>	<b>\$ 2,313</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ (2,000)</b>
Water	\$ 50,000	\$ 42,547	\$ 44,000		\$ 44,000	\$ (6,000)
Electric	\$ 42,000	\$ 55,277	\$ 55,162		\$ 55,162	\$ 13,162
Gas	\$ 8,000	\$ 3,894	\$ 6,000		\$ 6,000	\$ (2,000)
<b>TOTAL UTILITY</b>	<b>\$ 100,000</b>	<b>\$ 101,718</b>	<b>\$ 105,162</b>	<b>\$ -</b>	<b>\$ 105,162</b>	<b>\$ 5,162</b>
Maintenance - Labor	\$ 72,232	\$ 63,572	\$ 57,137		\$ 57,137	\$ (15,095)
Maintenance - Labor - Standby OT		\$ 985	\$ 2,500		\$ 2,500	
Maintenance - Labor (OT)	\$ 2,500	\$ 3,366	\$ -		\$ -	\$ (2,500)
Maintenance Labor - Temp		\$ 924	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 74,732</b>	<b>\$ 68,846</b>	<b>\$ 59,637</b>	<b>\$ -</b>	<b>\$ 59,637</b>	<b>\$ (17,589)</b>
Custodial	\$ 1,600	\$ 3,102	\$ 1,900		\$ 1,900	\$ 300
Electrical	\$ 650	\$ 2,167	\$ 1,400		\$ 1,400	\$ 750
Plumbing	\$ 3,775	\$ (29)	\$ 2,500		\$ 2,500	\$ (1,275)
Lawn Care & Grounds	\$ 500	\$ 399	\$ 400		\$ 400	\$ (100)
Tools & Equipment	\$ 5,200	\$ 729	\$ 1,800		\$ 1,800	\$ (3,400)
Water Heaters, Boiler & parts	\$ 250	\$ 400	\$ 250		\$ 250	\$ -
Air conditioning, HVAC Parts & Freon	\$ 1,100	\$ 3,691	\$ 1,500		\$ 1,500	\$ 400
Gas & Oil	\$ 300	\$ 69	\$ 225		\$ 225	\$ (75)
Exterior Lighting	\$ 800	\$ 640	\$ 800		\$ 800	\$ -
Paint & Supplies	\$ 500	\$ 1,082	\$ 850		\$ 850	\$ 350
Flooring (Tile, Bricks & Cement)	\$ 100	\$ 437	\$ 100		\$ 100	\$ -

TX9 Gaston Place  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Glass & Window	\$ 50	\$ 660	\$ 750		\$ 750	\$ 700
Pest Control	\$ 50	\$ 38	\$ 75		\$ 75	\$ 25
Appliance Parts	\$ 50	\$ 526	\$ 750		\$ 750	\$ 700
Alarms/Extinguishers/Sprinklers	\$ 150	\$ 2,147	\$ 500		\$ 500	\$ 350
Roofing	\$ -	\$ 2,499	\$ -		\$ -	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 600	\$ 1,809	\$ 600		\$ 600	\$ -
Safety Equipment (Gloves, Belts & Goggles)	\$ 2,005	\$ 1,312	\$ 500		\$ 500	\$ (1,505)
Window Coverings	\$ 150	\$ 116	\$ 600		\$ 600	\$ 450
Lumber & Sheetrock	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Doors		\$ 67	\$ -		\$ -	\$ -
Fencing Materials	\$ 2,470	\$ -	\$ 500		\$ 500	\$ (1,970)
Refrigerators		\$ 627	\$ -		\$ -	\$ -
Reasonable Accomodation Materials	\$ 250	\$ 731	\$ 500		\$ 500	\$ 250
<b>MAINTENANCE MATERIALS</b>	<b>\$ 20,630</b>	<b>\$ 25,218</b>	<b>\$ 16,600</b>	<b>\$ -</b>	<b>\$ 16,600</b>	<b>\$ (4,030)</b>
Elevator Contracts	\$ 14,500	\$ 13,437	\$ 14,500		\$ 14,500	\$ -
Trash Removal	\$ 5,000	\$ 7,175	\$ 5,800		\$ 5,800	\$ 800
Plumbing Contracts	\$ 2,000	\$ 4,082	\$ 2,000		\$ 2,000	\$ -
Grounds Contracts	\$ 5,500	\$ 13,184	\$ 5,236		\$ 5,236	\$ (264)
HVAC Contracts	\$ 200	\$ -	\$ 200		\$ 200	\$ -
Fire Protection	\$ 2,500	\$ 4,129	\$ 2,500		\$ 2,500	\$ -
Vehicle Repairs	\$ 200	\$ -	\$ -		\$ -	\$ (200)
Make-Ready/Cleaning	\$ 3,500	\$ 1,813	\$ 2,000		\$ 2,000	\$ (1,500)
Contract Painting		\$ -	\$ 500		\$ 500	\$ -
Carpet /Flooring Clean & Repair	\$ 500	\$ -	\$ -		\$ -	\$ (500)
Pest Control Contract	\$ 7,000	\$ 16,087	\$ 16,800		\$ 16,800	\$ 9,800
Electrical Contracts	\$ 600	\$ 5,627	\$ 600		\$ 600	\$ -
Keys & Locks Services	\$ 200	\$ -	\$ 50		\$ 50	\$ (150)
Building & Equipment Repair	\$ 1,000	\$ 7,556	\$ 500		\$ 500	\$ (500)
Uniforms	\$ 600	\$ 410	\$ 408		\$ 408	\$ (192)
Equipment Rental	\$ 100	\$ 768	\$ 100		\$ 100	\$ -
Tree Trimming	\$ 1,900	\$ 11,704	\$ 2,500		\$ 2,500	\$ 600
In-House Trash Removal	\$ 2,000	\$ 3,150	\$ 2,000		\$ 2,000	\$ -
Reasonable Accomodation Contracts	\$ 300	\$ 920	\$ 100		\$ 100	\$ (200)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 47,600</b>	<b>\$ 90,842</b>	<b>\$ 55,794</b>	<b>\$ -</b>	<b>\$ 55,794</b>	<b>\$ 7,804</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 142,982</b>	<b>\$ 182,106</b>	<b>\$ 132,031</b>	<b>\$ -</b>	<b>\$ 132,031</b>	<b>\$ (13,953)</b>
Crime Prevention and Safety	\$ 27,500	\$ 16,670				
Police Officers		\$ -	\$ 18,000	\$ 13,500	\$ 4,500	
HACA/POLICE UASON	\$ 1,499	\$ -	\$ 1,499	\$ 1,499		\$ -
Security Contracts	\$ 5,000	\$ 7,117	\$ 7,500		\$ 7,500	\$ 2,500
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 33,999</b>	<b>\$ 23,788</b>	<b>\$ 26,999</b>	<b>\$ 14,999</b>	<b>\$ 12,000</b>	<b>\$ 2,500</b>
Insurance	\$ 20,977	\$ 21,108	\$ 22,941		\$ 22,941	\$ 1,964
Employee Benefits	\$ 78,274	\$ 89,146	\$ 62,806	\$ 18,524	\$ 44,282	\$ (15,468)
Property Taxes		\$ -	\$ 2,122		\$ 2,122	\$ -
INTEREST EXPENSE	\$ 86,596	\$ 321,424	\$ 86,039		\$ 86,039	\$ (557)
Other/ Land Lease	\$ -	\$ 1,333	\$ 1,333	\$ 1,333		\$ 1,333
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 185,847</b>	<b>\$ 433,611</b>	<b>\$ 175,241</b>	<b>\$ 19,857</b>	<b>\$ 155,384</b>	<b>\$ (12,722)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 648,620</b>	<b>\$ 962,465</b>	<b>\$ 635,086</b>	<b>\$ 43,379</b>	<b>\$ 591,706</b>	<b>\$ (23,748)</b>
REPLACEMENT RESERVES	\$ 36,042	\$ 36,563	\$ 36,711		\$ 36,711	\$ 669
Debt Principal		\$ -	\$ 22,971		\$ 22,971	\$ -
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 36,042</b>	<b>\$ 36,563</b>	<b>\$ 59,682</b>	<b>\$ -</b>	<b>\$ 59,682</b>	<b>\$ 669</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 684,662</b>	<b>\$ 999,028</b>	<b>\$ 694,768</b>	<b>\$ 43,379</b>	<b>\$ 651,388</b>	<b>\$ (23,075)</b>
Net Income	\$ 12,061	\$ (3,015)	\$ 26,215	\$ (43,379)	\$ 69,595	\$ 47,330

**TX10 Bouldin Oaks**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 449,227	\$ 529,611	\$ 492,279	\$ -	\$ 492,279	\$ 43,052
Rent Adjustments		\$ (3,012)	\$ -	\$ -	\$ -	
Vacancy	\$ (66,356)	\$ (12,857)	\$ (47,419)	\$ -	\$ (47,419)	\$ 18,937
Excess Utilities	\$ 160	\$ 2,993		\$ -		\$ (160)
Legal Charges	\$ 121	\$ 381	\$ -	\$ -	\$ -	\$ (121)
Maintenance Charges	\$ 6,649	\$ 7,185	\$ -	\$ -	\$ -	\$ (6,649)
Bad Debt Collections	\$ (26,542)	\$ (15,482)	\$ (27,097)	\$ -	\$ (27,097)	\$ (555)
HUD/HAP Subsidy	\$ 877,885	\$ 798,915	\$ 862,556	\$ -	\$ 862,556	\$ (15,329)
OTHER INCOME	\$ 21,574	\$ 9,276	\$ 2,735	\$ -	\$ 2,735	\$ (18,839)
<b>TOTAL REVENUE</b>	<b>\$ 1,262,718</b>	<b>\$ 1,307,011</b>	<b>\$ 1,283,054</b>	<b>\$ -</b>	<b>\$ 1,283,054</b>	<b>\$ 20,336</b>
Administrative Salaries	\$ 112,999	\$ 129,815	\$ 117,321		\$ 117,321	\$ 4,322
Administrative Salaries - O/T	\$ 750	\$ 1,049	\$ 1,000		\$ 1,000	\$ 250
<b>TOTAL SALARIES</b>	<b>\$ 113,749</b>	<b>\$ 130,864</b>	<b>\$ 118,321</b>	<b>\$ -</b>	<b>\$ 118,321</b>	<b>\$ 4,572</b>
LEGAL EXPENSE	\$ 5,000	\$ 4,844	\$ 6,000		\$ 6,000	\$ 1,000
STAFF TRAINING	\$ 5,120	\$ 355	\$ 2,610	\$ 1,958	\$ 653	\$ (2,510)
TRAVEL - LOCAL	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Accounting & Auditing Fees	\$ 2,199	\$ -	\$ 9,199		\$ 9,199	\$ 7,000
Office Supplies	\$ 1,600	\$ 1,675	\$ 1,600		\$ 1,600	\$ -
POSTAGE EXPENSE	\$ 496	\$ 424	\$ 200		\$ 200	\$ (296)
Advertising	\$ 200	\$ 119	\$ 100		\$ 100	\$ (100)
Printing	\$ 300	\$ 191	\$ 250		\$ 250	\$ (50)
MEMBERSHIP DUES & FEES	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Telephone	\$ 9,000	\$ 7,208	\$ 10,467	\$ 2,093	\$ 8,374	\$ 1,467
Court Costs	\$ 1,000	\$ 763	\$ 1,000		\$ 1,000	\$ -
Office Custodial	\$ 400	\$ -	\$ 200		\$ 200	\$ (200)
Equipment Leases	\$ 2,300	\$ 1,883	\$ 1,732		\$ 1,732	\$ (568)
Office Equipment (Under \$2500)	\$ 500	\$ -	\$ 200	\$ -	\$ 200	\$ (300)
Office Equipment Repairs	\$ 48	\$ -	\$ 48		\$ 48	\$ -
Meeting Expense	\$ 50	\$ 366	\$ 50		\$ 50	\$ -
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 900	\$ 906	\$ 750		\$ 750	\$ (150)
Consultants		\$ 1,027	\$ -		\$ -	
Employee Physical/Drug Tests	\$ 168	\$ 20	\$ 100		\$ 100	\$ (68)
Interpreter Fees	\$ 930	\$ 545	\$ 800		\$ 800	\$ (130)
Software	\$ 10,714	\$ 8,677	\$ 9,143	\$ 2,768	\$ 6,375	\$ (1,571)
Document Shredding	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Permits, Licenses & Certificates	\$ 300	\$ -	\$ 100		\$ 100	\$ (200)
Application Tracking System	\$ 57	\$ -	\$ -		\$ -	\$ (57)
Inspections	\$ 2,880	\$ 3,700	\$ 2,880	\$ 2,880		\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 32,193</b>	<b>\$ 27,509</b>	<b>\$ 28,770</b>	<b>\$ 7,741</b>	<b>\$ 22,028</b>	<b>\$ (2,423)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 158,511</b>	<b>\$ 168,365</b>	<b>\$ 166,150</b>	<b>\$ 9,699</b>	<b>\$ 156,451</b>	<b>\$ 7,699</b>
Property Management Fee	\$ 50,509	\$ 52,129	\$ 51,322		\$ 51,322	\$ 813
Admissions		\$ -	\$ 19,284		\$ 19,284	
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 50,509</b>	<b>\$ 52,129</b>	<b>\$ 70,607</b>	<b>\$ -</b>	<b>\$ 70,607</b>	<b>\$ 813</b>
Tenant Participation - Resident Council	\$ 3,660	\$ 1,381	\$ 2,160		\$ 2,160	\$ (1,500)
Tenant Participation - HACA		\$ -	\$ 1,440		\$ 1,440	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 3,660</b>	<b>\$ 1,381</b>	<b>\$ 3,600</b>	<b>\$ -</b>	<b>\$ 3,600</b>	<b>\$ (1,500)</b>
Water	\$ 140,000	\$ 145,385	\$ 140,000		\$ 140,000	\$ -
Electric	\$ 12,000	\$ 14,283	\$ 15,000		\$ 15,000	\$ 3,000
Gas	\$ 40,000	\$ 51,021	\$ 49,000		\$ 49,000	\$ 9,000
<b>TOTAL UTILITY</b>	<b>\$ 192,000</b>	<b>\$ 210,689</b>	<b>\$ 204,000</b>	<b>\$ -</b>	<b>\$ 204,000</b>	<b>\$ 12,000</b>
Maintenance - Labor	\$ 121,930	\$ 104,454	\$ 89,210		\$ 89,210	\$ (32,720)
Maintenance - Labor - Standby OT		\$ 3,468	\$ 7,000		\$ 7,000	
Maintenance - Labor (OT)	\$ 7,000	\$ 5,479	\$ -		\$ -	\$ (7,000)
Maintenance Labor - Temp		\$ 19,672	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 128,930</b>	<b>\$ 133,073</b>	<b>\$ 96,210</b>	<b>\$ -</b>	<b>\$ 96,210</b>	<b>\$ (38,720)</b>
Custodial	\$ 1,300	\$ 1,501	\$ 1,500		\$ 1,500	\$ 200
Electrical	\$ 8,000	\$ 1,960	\$ 4,500		\$ 4,500	\$ (3,500)
Plumbing	\$ 5,600	\$ 3,478	\$ 5,000		\$ 5,000	\$ (600)
Lawn Care & Grounds	\$ 1,500	\$ 1,602	\$ 700		\$ 700	\$ (800)
Tools & Equipment	\$ 780	\$ 1,624	\$ 1,000		\$ 1,000	\$ 220
Water Heaters, Boiler & parts	\$ 2,000	\$ -	\$ 750		\$ 750	\$ (1,250)
Air conditioning, HVAC Parts & Freon	\$ 7,080	\$ 6,699	\$ 7,000		\$ 7,000	\$ (80)
Gas & Oil	\$ 1,600	\$ 1,103	\$ 1,600		\$ 1,600	\$ -
Exterior Lighting	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Auto Parts	\$ 300	\$ 586	\$ 500		\$ 500	\$ 200
Paint & Supplies	\$ 7,000	\$ 4,280	\$ 6,000		\$ 6,000	\$ (1,000)

**TX10 Bouldin Oaks**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Flooring (Tile, Bricks & Cement)	\$ 700	\$ 175	\$ 600		\$ 600	\$ (100)
Glass & Window	\$ 1,000	\$ 438	\$ 1,000		\$ 1,000	\$ -
Pest Control	\$ 150	\$ 48	\$ 100		\$ 100	\$ (50)
Appliance Parts	\$ 2,500	\$ 5,858	\$ 2,500		\$ 2,500	\$ -
Alarms/Extinguishers/Sprinklers	\$ 3,576	\$ 870	\$ 3,300		\$ 3,300	\$ (276)
Roofing	\$ 400	\$ -	\$ 150		\$ 150	\$ (250)
Hardware (Locks, Nuts & Bolts)	\$ 1,500	\$ 2,029	\$ 2,000		\$ 2,000	\$ 500
Safety Equipment (Gloves, Belts & Goggles)	\$ 300	\$ 351	\$ 300		\$ 300	\$ -
Window Coverings	\$ 1,700	\$ 1,361	\$ 1,700		\$ 1,700	\$ -
Counter Tops/Cabinets	\$ 200	\$ -	\$ 200		\$ 200	\$ -
Lumber & Sheetrock	\$ 450	\$ 408	\$ 450		\$ 450	\$ -
Maint. Licenses & Fees		\$ 47	\$ -		\$ -	
Doors	\$ 1,706	\$ 4,731	\$ 2,000		\$ 2,000	\$ 294
Fencing Materials	\$ 150	\$ -	\$ 75		\$ 75	\$ (75)
Reasonable Accommodation Materials	\$ 2,000	\$ 1,119	\$ 2,000		\$ 2,000	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 51,642</b>	<b>\$ 40,268</b>	<b>\$ 45,075</b>	<b>\$ -</b>	<b>\$ 45,075</b>	<b>\$ (6,567)</b>
Trash Removal	\$ 5,100	\$ 5,409	\$ 4,400		\$ 4,400	\$ (700)
Custodial Contracts	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
Plumbing Contracts	\$ 10,183	\$ 13,940	\$ 10,000		\$ 10,000	\$ (183)
Grounds Contracts	\$ 44,030	\$ 52,300	\$ 28,408		\$ 28,408	\$ (15,622)
HVAC Contracts	\$ 500	\$ 1,032	\$ 500		\$ 500	\$ -
Fire Protection	\$ 2,000	\$ 768	\$ 2,000		\$ 2,000	\$ -
Vehicle Repairs	\$ 2,800	\$ -	\$ 2,000		\$ 2,000	\$ (800)
ACM ABATEMENT	\$ -	\$ 705	\$ 250		\$ 250	\$ 250
Make-Ready/Cleaning	\$ 8,900	\$ 12,307	\$ 8,900		\$ 8,900	\$ -
Contract Painting	\$ 200	\$ -	\$ 150		\$ 150	\$ (50)
Carpet/Flooring Clean & Repair	\$ 500	\$ -	\$ 300		\$ 300	\$ (200)
Pest Control Contract	\$ 6,000	\$ 15,236	\$ 8,000		\$ 8,000	\$ 2,000
Door/Window Repair Contracts	\$ 2,200	\$ 1,584	\$ 1,500		\$ 1,500	\$ (700)
Masonry Work	\$ 80	\$ -	\$ 80		\$ 80	\$ -
Electrical Contracts	\$ 545	\$ 3,821	\$ 545		\$ 545	\$ -
Keys & Locks Services	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Building & Equipment Repair	\$ 3,755	\$ 2,307	\$ 2,500		\$ 2,500	\$ (1,255)
Uniforms	\$ 800	\$ 593	\$ 600		\$ 600	\$ (200)
Equipment Rental	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Damages - Tenant Property	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Tree Trimming	\$ 8,000	\$ 15,850	\$ 8,000		\$ 8,000	\$ -
In-House Trash Removal	\$ 4,250	\$ 5,050	\$ 4,250		\$ 4,250	\$ -
Reasonable Accommodation Contracts	\$ 250	\$ -	\$ 100		\$ 100	\$ (150)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 180,343</b>	<b>\$ 110,901</b>	<b>\$ 82,683</b>	<b>\$ -</b>	<b>\$ 82,683</b>	<b>\$ (17,660)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 280,985</b>	<b>\$ 304,242</b>	<b>\$ 223,968</b>	<b>\$ -</b>	<b>\$ 223,968</b>	<b>\$ (63,947)</b>
Crime Prevention and Safety	\$ 30,000	\$ 24,136				
Police Officers		\$ -	\$ 28,000	\$ 21,000	\$ 7,000	
RESIDENT WATCH	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ (150)
HACA/POLICE LIASON	\$ 2,159	\$ -	\$ 2,288	\$ 2,288		\$ 129
Security Contracts	\$ 2,400	\$ 1,973	\$ 500		\$ 500	\$ (1,900)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 34,709</b>	<b>\$ 26,119</b>	<b>\$ 30,788</b>	<b>\$ 23,288</b>	<b>\$ 7,500</b>	<b>\$ (1,921)</b>
Insurance	\$ 45,358	\$ 44,617	\$ 44,080		\$ 44,080	\$ (1,278)
Employee Benefits	\$ 114,059	\$ 115,763	\$ 100,929	\$ 26,816	\$ 74,112	\$ (13,130)
INTEREST EXPENSE	\$ 266,199	\$ 255,420	\$ 250,641		\$ 250,641	\$ (15,558)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 425,616</b>	<b>\$ 415,800</b>	<b>\$ 395,650</b>	<b>\$ 26,816</b>	<b>\$ 368,833</b>	<b>\$ (29,966)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,145,915</b>	<b>\$ 1,173,917</b>	<b>\$ 1,094,763</b>	<b>\$ 98,803</b>	<b>\$ 1,034,953</b>	<b>\$ (76,881)</b>
REPLACEMENT RESERVES	\$ 52,367	\$ (54,406)	\$ 53,419		\$ 53,419	\$ 1,052
Debt Principal	\$ 2,000	\$ -	\$ 120,629		\$ 120,629	\$ 118,629
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 54,367</b>	<b>\$ (54,406)</b>	<b>\$ 174,048</b>	<b>\$ -</b>	<b>\$ 174,048</b>	<b>\$ 119,681</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,200,286</b>	<b>\$ 1,119,511</b>	<b>\$ 1,268,811</b>	<b>\$ 98,803</b>	<b>\$ 1,209,007</b>	<b>\$ 47,800</b>
Net Income	\$ 62,432	\$ 197,500	\$ 14,243	\$ (59,803)	\$ 74,047	\$ (22,464)

## TX11 Thurmond Heights

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 411,449	\$ 559,130	\$ 483,598	\$ -	\$ 483,598	\$ 72,149
Rent Adjustments		\$ (11,619)	\$ -	\$ -	\$ -	
Vacancy	\$ (71,136)	\$ (7,461)	\$ (51,242)	\$ -	\$ (51,242)	\$ 19,894
Excess Utilities	\$ 1,377	\$ 2,862	\$ -	\$ -	\$ -	\$ (1,377)
Legal Charges	\$ 3,368	\$ 2,670	\$ -	\$ -	\$ -	\$ (3,368)
Maintenance Charges	\$ 9,549	\$ 14,746	\$ -	\$ -	\$ -	\$ (9,549)
Bad Debt Collections	\$ (28,454)	\$ (20,020)	\$ (29,281)	\$ -	\$ (29,281)	\$ (827)
HUD/HAP Subsidy	\$ 1,011,261	\$ 882,085	\$ 980,450	\$ -	\$ 980,450	\$ (30,811)
OTHER INCOME	\$ 3,688	\$ 61,388	\$ 2,703	\$ -	\$ 2,703	\$ (985)
<b>TOTAL REVENUE</b>	<b>\$ 1,341,109</b>	<b>\$ 1,489,702</b>	<b>\$ 1,386,228</b>	<b>\$ -</b>	<b>\$ 1,386,228</b>	<b>\$ 45,126</b>
Administrative Salaries	\$ 110,137	\$ 91,789	\$ 113,360		\$ 113,360	\$ 3,223
Administrative Salaries - O/T	\$ 500	\$ 883	\$ 500		\$ 500	\$ -
Admin Temp		\$ 7,418	\$ -		\$ -	
<b>TOTAL SALARIES</b>	<b>\$ 110,637</b>	<b>\$ 100,089</b>	<b>\$ 113,860</b>	<b>\$ -</b>	<b>\$ 113,860</b>	<b>\$ 3,223</b>
LEGAL EXPENSE	\$ 9,000	\$ 14,253	\$ 15,000		\$ 15,000	\$ 6,000
STAFF TRAINING	\$ 4,800	\$ 1,208	\$ 2,610	\$ 1,958	\$ 653	\$ (2,190)
TRAVEL - LOCAL	\$ 500	\$ 12	\$ -		\$ -	\$ (500)
Accounting & Auditing Fees	\$ 2,199	\$ -	\$ 9,199		\$ 9,199	\$ 7,000
Office Supplies	\$ 900	\$ 1,227	\$ 1,000		\$ 1,000	\$ 100
POSTAGE EXPENSE	\$ 300	\$ 498	\$ 300		\$ 300	\$ -
Advertising	\$ -	\$ 119	\$ -		\$ -	\$ -
Printing	\$ -	\$ 233	\$ 200		\$ 200	\$ 200
Telephone	\$ 10,400	\$ 7,873	\$ 10,995	\$ 2,199	\$ 8,796	\$ 595
Court Costs	\$ 1,000	\$ 1,267	\$ 2,000		\$ 2,000	\$ 1,000
Equipment Leases	\$ 1,800	\$ 1,720	\$ 1,732		\$ 1,732	\$ (68)
Office Equipment (Under \$2500)	\$ 2,200	\$ -	\$ 200	\$ -	\$ 200	\$ (2,000)
Meeting Expense	\$ 50	\$ 25	\$ -		\$ -	\$ (50)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 725	\$ 906	\$ 700		\$ 700	\$ (25)
Interpreter Fees	\$ 500	\$ 1,144	\$ 750		\$ 750	\$ 250
Software	\$ 10,714	\$ 6,955	\$ 9,143	\$ 2,768	\$ 6,375	\$ (1,571)
Document Shredding		\$ -	\$ 50		\$ 50	
Inspections	\$ 2,880	\$ -	\$ 2,880	\$ 2,880		\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 11,619</b>	<b>\$ 11,967</b>	<b>\$ 29,950</b>	<b>\$ 7,847</b>	<b>\$ 22,103</b>	<b>\$ (1,719)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 158,755</b>	<b>\$ 137,528</b>	<b>\$ 170,619</b>	<b>\$ 9,804</b>	<b>\$ 160,614</b>	<b>\$ 11,814</b>
Property Management Fee	\$ 53,644	\$ 51,692	\$ 55,449		\$ 55,449	\$ 1,805
Admissions		\$ -	\$ 19,284		\$ 19,284	
<b>TOTAL EDUC FEES AND CHARGES</b>	<b>\$ 53,644</b>	<b>\$ 51,692</b>	<b>\$ 74,734</b>	<b>\$ -</b>	<b>\$ 74,734</b>	<b>\$ 1,805</b>
Tenant Participation - Resident Council	\$ 3,600	\$ 2,123	\$ 2,160		\$ 2,160	\$ (1,440)
Tenant Participation - HACA		\$ -	\$ 1,440		\$ 1,440	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 3,600</b>	<b>\$ 2,123</b>	<b>\$ 3,600</b>	<b>\$ -</b>	<b>\$ 3,600</b>	<b>\$ (1,440)</b>
Water	\$ 120,000	\$ 185,462	\$ 120,000		\$ 120,000	\$ -
Electric	\$ 30,000	\$ 24,246	\$ 25,000		\$ 25,000	\$ (5,000)
Gas	\$ 35,000	\$ 49,260	\$ 40,000		\$ 40,000	\$ 5,000
<b>TOTAL UTILITY</b>	<b>\$ 185,000</b>	<b>\$ 258,968</b>	<b>\$ 185,000</b>	<b>\$ -</b>	<b>\$ 185,000</b>	<b>\$ -</b>
Maintenance - Labor	\$ 85,779	\$ 66,457	\$ 93,259		\$ 93,259	\$ 7,480
Maintenance - Labor - Standby OT		\$ 17,356	\$ 4,000		\$ 4,000	
Maintenance - Labor (OT)	\$ 14,000	\$ 3,368	\$ -		\$ -	\$ (14,000)
Maintenance Labor - Temp		\$ 620	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 99,779</b>	<b>\$ 87,892</b>	<b>\$ 97,259</b>	<b>\$ -</b>	<b>\$ 97,259</b>	<b>\$ (6,520)</b>
Custodial	\$ 3,480	\$ 3,122	\$ 2,052		\$ 2,052	\$ (1,428)
Electrical	\$ 4,800	\$ 10,521	\$ 6,000		\$ 6,000	\$ 1,200
Plumbing	\$ 2,500	\$ 2,993	\$ 2,500		\$ 2,500	\$ -
Lawn Care & Grounds	\$ 500	\$ 745	\$ 500		\$ 500	\$ -
Tools & Equipment	\$ 2,000	\$ 524	\$ 4,000		\$ 4,000	\$ 2,000
Water Heaters, Boiler & parts	\$ 1,000	\$ 29	\$ 500		\$ 500	\$ (500)
Air conditioning, HVAC Parts & Freon	\$ 3,500	\$ 3,488	\$ 3,500		\$ 3,500	\$ -
Gas & Oil	\$ 2,800	\$ 2,210	\$ 2,000		\$ 2,000	\$ (800)
Exterior Lighting	\$ 200	\$ -	\$ 100		\$ 100	\$ (100)
Auto Parts	\$ 60	\$ -	\$ 60		\$ 60	\$ -
Paint & Supplies	\$ 4,000	\$ 2,641	\$ 4,000		\$ 4,000	\$ -
Flooring (Tile, Bricks & Cement)	\$ 200	\$ -	\$ 200		\$ 200	\$ -
Glass & Window	\$ 400	\$ 562	\$ 400		\$ 400	\$ -
Pest Control	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Appliance Parts	\$ 900	\$ 1,676	\$ 1,500		\$ 1,500	\$ 600
Alarms/Extinguishers/Sprinklers	\$ 1,200	\$ 4,253	\$ 500		\$ 500	\$ (700)
Roofing	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)

## TX11 Thurmond Heights

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY2021 Budget
Hardware (Locks, Nuts & Bolts)	\$ 1,700	\$ 2,709	\$ 1,500		\$ 1,500	\$ (200)
Safety Equipment (Gloves, Belts & Goggles)	\$ -	\$ 52	\$ 40		\$ 40	\$ 40
Window Coverings	\$ 500	\$ 1,161	\$ 1,000		\$ 1,000	\$ 500
Counter Tops/Cabinets		\$ 129	\$ -		\$ -	
Lumber & Sheetrock	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Maint. Licenses & Fees	\$ -	\$ 67	\$ -		\$ -	\$ -
Doors	\$ 250	\$ -	\$ 500		\$ 500	\$ 250
Fencing Materials	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Refrigerators		\$ 1,880	\$ -		\$ -	
Reasonable Accommodation Materials	\$ 500	\$ -	\$ 300		\$ 300	\$ (200)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 30,890</b>	<b>\$ 36,761</b>	<b>\$ 31,402</b>	<b>\$ -</b>	<b>\$ 31,402</b>	<b>\$ 5,489</b>
Trash Removal	\$ 19,000	\$ 19,470	\$ 17,000		\$ 17,000	\$ (2,000)
Custodial Contracts	\$ 7,668	\$ 2,343	\$ 7,500		\$ 7,500	\$ (168)
Plumbing Contracts	\$ 4,200	\$ 13,214	\$ 6,000		\$ 6,000	\$ 1,800
Grounds Contracts	\$ 19,600	\$ 18,927	\$ 26,440		\$ 26,440	\$ 6,840
HVAC Contracts	\$ 200	\$ 608	\$ 1,000		\$ 1,000	\$ 800
Maintenance Temp		\$ 531	\$ -		\$ -	
Fire Protection	\$ 1,000	\$ -	\$ 1,000		\$ 1,000	\$ -
Vehicle Repairs	\$ 500	\$ -	\$ 250		\$ 250	\$ (250)
ACM ABATEMENT	\$ -	\$ 372	\$ -		\$ -	\$ -
Make-Ready/Cleaning	\$ 3,000	\$ 7,058	\$ 5,000		\$ 5,000	\$ 2,000
Carpet /Flooring Clean & Repair		\$ 2,597	\$ 1,000		\$ 1,000	
Pest Control Contract	\$ 5,000	\$ 10,138	\$ 8,000		\$ 8,000	\$ 3,000
Electrical Contracts	\$ -	\$ 460	\$ 250		\$ 250	\$ 250
Building & Equipment Repair	\$ 3,300	\$ -	\$ 500		\$ 500	\$ (2,800)
Uniforms	\$ 800	\$ 593	\$ 600		\$ 600	\$ (200)
Tree Trimming	\$ 8,800	\$ 10,170	\$ 8,800		\$ 8,800	\$ -
In-House Trash Removal	\$ 3,200	\$ 3,350	\$ 3,200		\$ 3,200	\$ -
Reasonable Accommodation Contracts	\$ 1,000	\$ -	\$ 1,000		\$ 1,000	\$ -
Relocation Assistance	\$ -	\$ 688	\$ -		\$ -	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 77,266</b>	<b>\$ 90,520</b>	<b>\$ 87,540</b>	<b>\$ -</b>	<b>\$ 87,540</b>	<b>\$ 9,726</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 287,937</b>	<b>\$ 217,683</b>	<b>\$ 216,201</b>	<b>\$ -</b>	<b>\$ 216,201</b>	<b>\$ 1,264</b>
Crime Prevention and Safety	\$ 17,800	\$ 19,304				
Police Officers		\$ -	\$ 17,800	\$ 13,350	\$ 4,450	
RESIDENT WATCH	\$ 128	\$ -	\$ -	\$ -		\$ (128)
HACA/POLICE LIASON	\$ 2,159	\$ -	\$ 2,288	\$ 2,288		\$ 129
Security Contracts	\$ 1,500	\$ 1,767	\$ 1,500		\$ 1,500	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 21,587</b>	<b>\$ 21,071</b>	<b>\$ 21,588</b>	<b>\$ 15,638</b>	<b>\$ 1,950</b>	<b>\$ 1</b>
Insurance	\$ 29,700	\$ 39,182	\$ 44,408		\$ 44,408	\$ 14,708
Employee Benefits	\$ 98,896	\$ 91,848	\$ 99,795	\$ 26,390	\$ 73,405	\$ 899
INTEREST EXPENSE	\$ 149,391	\$ 104,764	\$ 193,437		\$ 193,437	\$ 44,046
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 277,986</b>	<b>\$ 235,794</b>	<b>\$ 337,640</b>	<b>\$ 26,390</b>	<b>\$ 311,250</b>	<b>\$ 59,654</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 908,510</b>	<b>\$ 924,259</b>	<b>\$ 1,009,382</b>	<b>\$ 51,832</b>	<b>\$ 957,549</b>	<b>\$ 75,097</b>
REPLACEMENT RESERVES	\$ 50,400	\$ 119,885	\$ 51,823		\$ 51,823	\$ 1,423
Debt Principal		\$ -	\$ 117,937		\$ 117,937	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 50,400</b>	<b>\$ 119,885</b>	<b>\$ 169,760</b>	<b>\$ -</b>	<b>\$ 169,760</b>	<b>\$ 1,423</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 958,910</b>	<b>\$ 1,044,145</b>	<b>\$ 1,179,142</b>	<b>\$ 51,832</b>	<b>\$ 1,127,309</b>	<b>\$ 75,520</b>
Net Income	\$ 382,193	\$ 439,637	\$ 207,086	\$ (51,832)	\$ 258,919	\$ (31,395)

## TX12 Georgian Manor

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 319,547	\$ 331,015	\$ 317,635	\$ -	\$ 317,635	\$ (1,912)
Rent Adjustments		\$ (2,539)	\$ -	\$ -	\$ -	
Vacancy	\$ (40,632)	\$ (11,527)	\$ (29,104)	\$ -	\$ (29,104)	\$ 11,528
Excess Utilities	\$ 374	\$ 2,690	\$ -	\$ -	\$ -	\$ (374)
Legal Charges	\$ -	\$ 1,983	\$ -	\$ -	\$ -	\$ -
Maintenance Charges	\$ 912	\$ 5,731	\$ -	\$ -	\$ -	\$ (912)
Bad Debt Collections	\$ (16,253)	\$ (24,406)	\$ (16,631)	\$ -	\$ (16,631)	\$ (378)
HUD/HAP Subsidy	\$ 493,092	\$ 506,628	\$ 513,912	\$ -	\$ 513,912	\$ 20,820
INTEREST ON GEN. FUND INVEST.		\$ 1,905	\$ -	\$ -	\$ -	
OTHER INCOME	\$ 1,563	\$ 54,951	\$ 3,050	\$ -	\$ 3,050	\$ 1,487
<b>TOTAL REVENUE</b>	<b>\$ 758,603</b>	<b>\$ 866,432</b>	<b>\$ 788,862</b>	<b>\$ -</b>	<b>\$ 788,862</b>	<b>\$ 30,259</b>
Administrative Salaries	\$ 75,416	\$ 85,532	\$ 78,678		\$ 78,678	\$ 3,262
Administrative Salaries - O/T	\$ 250	\$ 1,247	\$ -		\$ -	\$ (250)
Admin Temp		\$ 277	\$ -		\$ -	
<b>TOTAL SALARIES</b>	<b>\$ 75,666</b>	<b>\$ 87,057</b>	<b>\$ 78,678</b>	<b>\$ -</b>	<b>\$ 78,678</b>	<b>\$ 3,042</b>
<b>LEGAL EXPENSE</b>	<b>\$ 6,500</b>	<b>\$ 5,436</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ -</b>
STAFF TRAINING	\$ 4,000	\$ 1,184	\$ 3,145	\$ 2,359	\$ 786	\$ (855)
TRAVEL-CONVENTION & MEETING	\$ 50	\$ -	\$ -		\$ -	\$ (50)
TRAVEL - OUT OF TOWN	\$ 400	\$ -	\$ -		\$ -	\$ (400)
TRAVEL - LOCAL	\$ 450	\$ -	\$ 200		\$ 200	\$ (250)
Accounting & Auditing Fees	\$ 9,000	\$ 8,784	\$ 4,928		\$ 4,928	\$ (4,072)
Office Supplies	\$ 900	\$ 3,251	\$ 1,500		\$ 1,500	\$ 600
POSTAGE EXPENSE	\$ 300	\$ 327	\$ 200		\$ 200	\$ (100)
Advertising	\$ 30	\$ -	\$ 30		\$ 30	\$ -
Printing	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
<b>MEMBERSHIP DUES &amp; FEES</b>		<b>\$ 133</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Telephone	\$ 12,300	\$ 6,531	\$ 9,682	\$ 1,936	\$ 7,746	\$ (2,618)
Court Costs	\$ 400	\$ 1,247	\$ 800		\$ 800	\$ 400
Equipment Leases	\$ 2,000	\$ 1,925	\$ 1,694		\$ 1,694	\$ (306)
Office Equipment (Under \$2500)		\$ -	\$ 200	\$ -	\$ 200	
Collection Agency Fees		\$ 17	\$ -		\$ -	
Meeting Expense	\$ 50	\$ 27	\$ 25		\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ 25		\$ 25	\$ (125)
Bank Charges		\$ 333	\$ -		\$ -	
Answering Service	\$ 500	\$ 593	\$ 500		\$ 500	\$ -
Consultants	\$ 50	\$ 7,299	\$ 2,080		\$ 2,080	\$ 2,030
Employee Physical/Drug Tests	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Interpreter Fees	\$ 400	\$ 377	\$ 250		\$ 250	\$ (150)
Software	\$ 6,994	\$ 4,541	\$ 5,968	\$ 1,807	\$ 4,161	\$ (1,026)
Document Shredding	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Permits, Licenses & Certificates	\$ 400	\$ -	\$ -		\$ -	\$ (400)
Inspections	\$ 1,880	\$ -	\$ 1,880	\$ 1,880	\$ -	\$ -
RBC - Asset Management Fees	\$ 1,592	\$ 2,808	\$ 1,640		\$ 1,640	\$ 48
Partnership Management Fee	\$ 1,592	\$ -	\$ 1,592		\$ 1,592	\$ -
Property Management - Admin Costs	\$ 100	\$ -	\$ -		\$ -	\$ (100)
TDHCA Annual Compliance Fee	\$ 3,760	\$ 5,013	\$ 3,760		\$ 3,760	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 33,748</b>	<b>\$ 34,472</b>	<b>\$ 32,026</b>	<b>\$ 5,623</b>	<b>\$ 26,403</b>	<b>\$ (3,522)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 129,814</b>	<b>\$ 136,883</b>	<b>\$ 125,477</b>	<b>\$ 7,982</b>	<b>\$ 117,495</b>	<b>\$ (4,532)</b>
Property Management Fee	\$ 30,344	\$ 35,868	\$ 31,554		\$ 31,554	\$ 1,210
Admissions		\$ -	\$ 12,588		\$ 12,588	
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 30,344</b>	<b>\$ 35,868</b>	<b>\$ 44,143</b>	<b>\$ -</b>	<b>\$ 44,143</b>	<b>\$ 1,210</b>
Tenant Participation - Resident Council	\$ 2,350	\$ 717	\$ 1,410		\$ 1,410	\$ (940)
Tenant Participation - HAC		\$ -	\$ 940		\$ 940	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 2,350</b>	<b>\$ 717</b>	<b>\$ 2,350</b>	<b>\$ -</b>	<b>\$ 2,350</b>	<b>\$ (940)</b>
Water	\$ 75,000	\$ 72,830	\$ 75,000		\$ 75,000	\$ -
Electric	\$ 10,000	\$ 9,844	\$ 10,000		\$ 10,000	\$ -
Gas	\$ 32,500	\$ 33,579	\$ 32,500		\$ 32,500	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 117,500</b>	<b>\$ 116,252</b>	<b>\$ 117,500</b>	<b>\$ -</b>	<b>\$ 117,500</b>	<b>\$ -</b>
Maintenance - Labor	\$ 68,068	\$ 35,443	\$ 51,768		\$ 51,768	\$ (16,300)
Maintenance - Labor - Standby OT		\$ 650	\$ 2,000		\$ 2,000	
Maintenance - Labor (OT)	\$ 4,000	\$ 658	\$ -		\$ -	\$ (4,000)
Maintenance Labor - Temp		\$ 30,600	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 72,068</b>	<b>\$ 67,351</b>	<b>\$ 53,768</b>	<b>\$ -</b>	<b>\$ 53,768</b>	<b>\$ (20,300)</b>
Custodial	\$ 1,200	\$ 1,891	\$ 2,000		\$ 2,000	\$ 800
Electrical	\$ 1,000	\$ 3,150	\$ 2,700		\$ 2,700	\$ 1,700
Plumbing	\$ 1,400	\$ 953	\$ 1,150		\$ 1,150	\$ (250)
Lawn Care & Grounds	\$ 13,086	\$ 1,047	\$ 1,500		\$ 1,500	\$ (11,586)

**TX12 Georgian Manor**

**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>Tools &amp; Equipment</b>	\$ 750	\$ 557	\$ 750		\$ 750	\$ -
Water Heaters, Boiler & parts	\$ 500	\$ -	\$ 600		\$ 600	\$ 100
Miscellaneous Materials	\$ 1,000	\$ -	\$ 500		\$ 500	\$ (500)
Air conditioning, HVAC Parts & Freon	\$ 3,000	\$ 2,450	\$ 3,000		\$ 3,000	\$ -
Gas & Oil	\$ 1,700	\$ 499	\$ 700		\$ 700	\$ (1,000)
Exterior Lighting	\$ 200	\$ -	\$ 200		\$ 200	\$ -
Auto Parts	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
Paint & Supplies	\$ 1,500	\$ 3,699	\$ 3,000		\$ 3,000	\$ 1,500
Flooring (Tile, Bricks & Cement)	\$ 400	\$ 27	\$ 400		\$ 400	\$ -
Glass & Window	\$ 250	\$ 48	\$ 250		\$ 250	\$ -
Pest Control	\$ 50	\$ 940	\$ 625		\$ 625	\$ 575
Appliance Parts	\$ 1,800	\$ 12,861	\$ 6,000		\$ 6,000	\$ 4,200
Alarms/Extinguishers/Sprinklers	\$ 300	\$ 97	\$ 150		\$ 150	\$ (150)
Roofing	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 500	\$ 30	\$ 400		\$ 400	\$ (100)
Safety Equipment (Gloves, Belts & Goggles)	\$ 100	\$ 3,083	\$ 150		\$ 150	\$ 50
Window Coverings	\$ 450	\$ -	\$ 450		\$ 450	\$ -
Lumber & Sheetrock	\$ 100	\$ 21	\$ 100		\$ 100	\$ -
Doors	\$ 2,200	\$ 4,704	\$ 3,500		\$ 3,500	\$ 1,300
Fencing Materials	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Dishwasher		\$ 429	\$ -		\$ -	\$ -
Reasonable Accomodation Materials	\$ 2,400	\$ 4,089	\$ 3,000		\$ 3,000	\$ 600
<b>MAINTENANCE MATERIALS</b>	\$ 34,086	\$ 40,577	\$ 41,275	\$ -	\$ 31,575	\$ (2,801)
Trash Removal	\$ 15,100	\$ 15,577	\$ 15,583		\$ 15,583	\$ 483
Plumbing Contracts	\$ 1,000	\$ 360	\$ 1,200		\$ 1,200	\$ 200
Grounds Contracts	\$ 20,000	\$ 40,460	\$ 20,422		\$ 20,422	\$ 422
HVAC Contracts	\$ 375	\$ 777	\$ 1,000		\$ 1,000	\$ 625
Fire Protection	\$ 900	\$ 400	\$ 900		\$ 900	\$ -
Vehicle Repairs	\$ 300	\$ 1,119	\$ 750		\$ 750	\$ 450
ACM ABATEMENT	\$ -	\$ 331	\$ 150		\$ 150	\$ 150
Make-Ready/Cleaning	\$ 2,700	\$ 6,711	\$ 7,000		\$ 7,000	\$ 4,300
Pest Control Contract	\$ 6,500	\$ 10,232	\$ 9,400		\$ 9,400	\$ 2,900
Door/Window Repair Contracts	\$ 350	\$ -	\$ 350		\$ 350	\$ -
Masonry Work	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Electrical Contracts	\$ 1,000	\$ 4,697	\$ 3,500		\$ 3,500	\$ 2,500
Keys & Locks Services	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Building & Equipment Repair	\$ 4,000	\$ 500	\$ 1,000		\$ 1,000	\$ (3,000)
Uniforms	\$ 600	\$ 388	\$ 600		\$ 600	\$ -
Equipment Rental	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Damages - Tenant Property	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Tree Trimming	\$ 5,000	\$ 18,667	\$ 6,632		\$ 6,632	\$ 1,632
In-House Trash Removal	\$ 2,200	\$ 3,275	\$ 3,125		\$ 3,125	\$ 925
Reasonable Accomodation Contracts	\$ 200	\$ -	\$ 200		\$ 200	\$ -
<b>MAINTENANCE AND REPAIRS</b>	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ (200)
<b>MAINTENANCE CONTRACTS</b>	\$ 60,625	\$ 105,449	\$ 72,012	\$ -	\$ 72,012	\$ 11,387
<b>TOT. ORD. MAINT. &amp; OPER.</b>	\$ 166,779	\$ 211,421	\$ 157,055	\$ -	\$ 157,055	\$ (11,724)
<b>Crime Prevention and Safety</b>	\$ 24,000	\$ 12,313				
Police Officers		\$ -	\$ 20,000	\$ 15,000	\$ 5,000	
RESIDENT WATCH	\$ 250	\$ -	\$ -	\$ -		\$ (250)
HACA/POLICE UASON	\$ 1,409	\$ -	\$ 1,494	\$ 1,494		\$ 85
Security Contracts	\$ 4,000	\$ 1,407	\$ 4,000		\$ 4,000	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	\$ 29,659	\$ 13,719	\$ 25,494	\$ 16,494	\$ 9,000	\$ (165)
Insurance	\$ 29,084	\$ 35,265	\$ 28,207		\$ 28,207	\$ (877)
Employee Benefits	\$ 69,435	\$ 59,841	\$ 55,406	\$ 16,556	\$ 38,851	\$ (14,029)
Property Taxes		\$ 2,830	\$ 2,122		\$ 2,122	
INTEREST EXPENSE	\$ 95,097	\$ 270,449	\$ 94,138		\$ 94,138	\$ (959)
Other/ Land Lease	\$ 17,333	\$ 17,333	\$ 17,333	\$ 17,333		\$ -
<b>TOTAL GENERAL EXPENSES</b>	\$ 210,945	\$ 385,717	\$ 197,206	\$ 33,889	\$ 163,318	\$ (15,865)
<b>TOTAL ROUTINE EXPENSES</b>	\$ 687,395	\$ 900,577	\$ 669,225	\$ 58,365	\$ 610,861	\$ (32,074)
<b>REPLACEMENT RESERVES</b>	\$ 35,257	\$ 24,761	\$ 34,889		\$ 34,889	\$ (368)
Debt Principal		\$ -	\$ 42,402		\$ 42,402	
<b>TOTAL CAPITAL EXPENDITURES</b>	\$ 35,257	\$ 24,761	\$ 77,291	\$ -	\$ 77,291	\$ (368)
<b>TOTAL EXPENDITURES</b>	\$ 722,652	\$ 925,338	\$ 746,516	\$ 58,365	\$ 688,152	\$ (32,389)
Net Income	\$ 35,951	\$ (58,906)	\$ 42,346	\$ (58,365)	\$ 100,710	\$ 62,648



**TX15 Northloop**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 373,975	\$ 467,041	\$ 411,469	\$ -	\$ 411,469	\$ 37,494
Rent Adjustments		\$ (11,156)	\$ -	\$ -	\$ -	
Vacancy	\$ (52,328)	\$ (12,184)	\$ (37,535)	\$ -	\$ (37,535)	\$ 14,793
Legal Charges	\$ 81	\$ 3,913	\$ -	\$ -	\$ -	\$ (81)
Maintenance Charges	\$ 1,838	\$ 8,352	\$ -	\$ -	\$ -	\$ (1,838)
Bad Debt Collections	\$ (20,931)	\$ (5,384)	\$ (21,449)	\$ -	\$ (21,449)	\$ (518)
HUD/HAP Subsidy	\$ 672,592	\$ 596,167	\$ 660,961	\$ -	\$ 660,961	\$ (11,631)
OTHER INCOME	\$ 14,908	\$ 134,473	\$ 24,141	\$ -	\$ 24,141	\$ 9,233
<b>TOTAL REVENUE</b>	<b>\$ 998,135</b>	<b>\$ 1,181,220</b>	<b>\$ 1,037,587</b>	<b>\$ -</b>	<b>\$ 1,037,587</b>	<b>\$ 47,452</b>
Administrative Salaries	\$ 106,973	\$ 115,470	\$ 110,110		\$ 110,110	\$ 3,137
Administrative Salaries - O/T	\$ 500	\$ 1,019	\$ 750		\$ 750	\$ 250
<b>TOTAL SALARIES</b>	<b>\$ 107,473</b>	<b>\$ 116,489</b>	<b>\$ 110,860</b>	<b>\$ -</b>	<b>\$ 110,860</b>	<b>\$ 3,387</b>
LEGAL EXPENSE	\$ 15,000	\$ 9,011	\$ 12,500		\$ 12,500	\$ (2,500)
STAFF TRAINING	\$ 4,800	\$ 627	\$ 3,354	\$ 2,516	\$ 839	\$ (1,446)
TRAVEL - LOCAL	\$ -	\$ 191	\$ 250		\$ 250	\$ 250
Accounting & Auditing Fees	\$ 9,000	\$ 11,921	\$ 12,025		\$ 12,025	\$ 3,025
Office Supplies	\$ 2,000	\$ 1,476	\$ 1,850		\$ 1,850	\$ (150)
POSTAGE EXPENSE	\$ 200	\$ 255	\$ 200		\$ 200	\$ -
Printing	\$ 150	\$ 208	\$ 150		\$ 150	\$ -
MEMBERSHIP DUES & FEES		\$ 260	\$ -		\$ -	
Telephone	\$ 14,500	\$ 9,195	\$ 12,178	\$ 2,436	\$ 9,742	\$ (2,322)
Internet/Cable	\$ 17,950	\$ 23,032	\$ 23,032		\$ 23,032	\$ 5,082
Court Costs	\$ 1,500	\$ -	\$ 1,500		\$ 1,500	\$ -
Equipment Leases	\$ 2,000	\$ 1,895	\$ 1,721		\$ 1,721	\$ (279)
Office Equipment (Under \$2500)	\$ 700	\$ 823	\$ 200	\$ -	\$ 200	\$ (500)
Meeting Expense	\$ 50	\$ -	\$ 25		\$ 25	\$ (25)
Misc. Expenses	\$ 150	\$ -	\$ 25		\$ 25	\$ (125)
Bank Charges		\$ 333	\$ -		\$ -	
Answering Service	\$ 700	\$ 817	\$ 700		\$ 700	\$ -
Consultants	\$ -	\$ 11,925	\$ 2,960		\$ 2,960	\$ 2,960
Interpreter Fees	\$ 500	\$ 1,813	\$ 2,000		\$ 2,000	\$ 1,500
Software	\$ 9,672	\$ 6,280	\$ 8,254	\$ 2,499	\$ 5,755	\$ (1,418)
Document Shredding	\$ 150	\$ -	\$ 300		\$ 300	\$ 150
Permits, Licenses & Certificates	\$ 500	\$ -	\$ -		\$ -	\$ (500)
Inspections	\$ 2,600	\$ -	\$ 2,600	\$ 2,600		\$ -
RBC - Asset Management Fees	\$ 1,592	\$ (530)	\$ 1,639		\$ 1,639	\$ 47
Partnership Management Fee	\$ 1,592	\$ -	\$ 1,591		\$ 1,591	\$ (1)
Property Management - Admin Costs	\$ 100	\$ -	\$ -		\$ -	\$ (100)
TDHCA Annual Compliance Fee	\$ 5,200	\$ 6,933	\$ 5,200		\$ 5,200	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 61,806</b>	<b>\$ 64,715</b>	<b>\$ 66,125</b>	<b>\$ 7,535</b>	<b>\$ 58,590</b>	<b>\$ 4,319</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 198,079</b>	<b>\$ 202,235</b>	<b>\$ 205,114</b>	<b>\$ 10,051</b>	<b>\$ 195,064</b>	<b>\$ 7,085</b>
Property Management Fee	\$ 39,605	\$ 47,349	\$ 41,503		\$ 41,503	\$ 1,898
Admissions	\$ -	\$ -	\$ 17,410		\$ 17,410	\$ 17,410
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 39,605</b>	<b>\$ 47,349</b>	<b>\$ 58,913</b>	<b>\$ -</b>	<b>\$ 58,913</b>	<b>\$ 19,308</b>
Tenant Participation - Resident Council	\$ 11,250	\$ 2,164	\$ 1,950		\$ 1,950	\$ (9,300)
Tenant Participation - HACA	\$ -	\$ 1,589	\$ 1,300		\$ 1,300	\$ 1,300
<b>TOTAL TENANT SERVICES</b>	<b>\$ 11,250</b>	<b>\$ 2,164</b>	<b>\$ 3,250</b>	<b>\$ -</b>	<b>\$ 3,250</b>	<b>\$ (8,000)</b>
Water	\$ 70,000	\$ 77,906	\$ 81,000		\$ 81,000	\$ 11,000
Electric	\$ 87,000	\$ 110,959	\$ 110,000		\$ 110,000	\$ 23,000
Gas	\$ 15,000	\$ 13,984	\$ 11,000		\$ 11,000	\$ (4,000)
<b>TOTAL UTILITY</b>	<b>\$ 172,000</b>	<b>\$ 202,850</b>	<b>\$ 202,000</b>	<b>\$ -</b>	<b>\$ 202,000</b>	<b>\$ 30,000</b>
Maintenance - Labor	\$ 71,968	\$ 58,793	\$ 77,212		\$ 77,212	\$ 5,244
Maintenance - Labor - Standby OT	\$ -	\$ 11,377	\$ 5,000		\$ 5,000	\$ 5,000
Maintenance - Labor (OT)	\$ 5,000	\$ 4,126	\$ -		\$ -	\$ (5,000)
Maintenance Labor - Temp	\$ -	\$ 18,198	\$ -		\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 76,968</b>	<b>\$ 82,495</b>	<b>\$ 82,212</b>	<b>\$ -</b>	<b>\$ 82,212</b>	<b>\$ 5,244</b>
Custodial	\$ 2,000	\$ 3,419	\$ 2,500		\$ 2,500	\$ 500
Electrical	\$ 500	\$ 2,730	\$ 3,100		\$ 3,100	\$ 2,600
Plumbing	\$ 1,200	\$ 1,204	\$ 1,200		\$ 1,200	\$ -
Lawn Care & Grounds	\$ 5,500	\$ 5,601	\$ 4,000		\$ 4,000	\$ (1,500)
Tools & Equipment	\$ 2,500	\$ 500	\$ 1,200		\$ 1,200	\$ (1,300)
Water Heaters, Boiler & parts	\$ -	\$ 6,333	\$ -		\$ -	\$ -
UPCS Inspections	\$ -	\$ 660	\$ -		\$ -	\$ -
Air conditioning, HVAC Parts & Freon	\$ 5,000	\$ 2,700	\$ 3,500		\$ 3,500	\$ (1,500)
Gas & Oil	\$ 200	\$ 6	\$ 200		\$ 200	\$ -
Exterior Lighting	\$ 600	\$ -	\$ 450		\$ 450	\$ (150)
Auto Parts	\$ 100	\$ -	\$ 100		\$ 100	\$ -

TX15 Northloop  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Paint & Supplies	\$ 1,200	\$ 973	\$ 1,000		\$ 1,000	\$ (200)
Flooring (Tile, Bricks & Cement)	\$ 200	\$ -	\$ 250		\$ 250	\$ 50
Glass & Window	\$ 50	\$ 514	\$ 50		\$ 50	\$ -
Pest Control	\$ -	\$ 533	\$ 700		\$ 700	\$ 700
Appliance Parts	\$ 400	\$ 1,700	\$ 1,100		\$ 1,100	\$ 700
Alarms/Extinguishers/Sprinklers	\$ 100	\$ 431	\$ 650		\$ 650	\$ 550
Roofing	\$ -	\$ 156	\$ -		\$ -	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 200	\$ 929	\$ 1,100		\$ 1,100	\$ 900
Safety Equipment (Gloves, Belts & Goggles)	\$ 300	\$ 47	\$ 200		\$ 200	\$ (100)
Window Coverings	\$ 150	\$ 313	\$ 100		\$ 100	\$ (50)
Lumber & Sheetrock	\$ 50	\$ 637	\$ 1,000		\$ 1,000	\$ 950
Maint. Licenses & Fees	\$ -	\$ -	\$ 100		\$ 100	\$ 100
Doors	\$ 200	\$ 769	\$ 1,200		\$ 1,200	\$ 1,000
Fencing Materials	\$ 2,135	\$ 3,547	\$ 1,900		\$ 1,900	\$ (235)
Reasonable Accommodation Materials	\$ 500	\$ 420	\$ 500		\$ 500	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 23,885</b>	<b>\$ 24,121</b>	<b>\$ 26,100</b>	<b>\$ -</b>	<b>\$ 26,100</b>	<b>\$ 2,215</b>
Elevator Contracts	\$ 15,000	\$ 14,056	\$ 14,500		\$ 14,500	\$ (500)
Trash Removal	\$ 8,000	\$ 18,975	\$ 9,500		\$ 9,500	\$ 1,500
Plumbing Contracts	\$ 1,500	\$ 469	\$ 1,000		\$ 1,000	\$ (500)
Grounds Contracts	\$ 6,000	\$ 7,905	\$ 7,611		\$ 7,611	\$ 1,611
HVAC Contracts	\$ 5,000	\$ 15,218	\$ 13,000		\$ 13,000	\$ 8,000
Fire Protection	\$ 2,000	\$ 1,112	\$ 1,500		\$ 1,500	\$ (500)
Vehicle Repairs	\$ 180	\$ -	\$ 200		\$ 200	\$ 20
Make-Ready/Cleaning	\$ 3,000	\$ 4,771	\$ 3,000		\$ 3,000	\$ -
Contract Painting	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Carpet/Flooring Clean & Repair	\$ 200	\$ -	\$ -		\$ -	\$ (200)
Pest Control Contract	\$ 10,000	\$ 19,891	\$ 16,800		\$ 16,800	\$ 6,800
Water Treatment	\$ 15,000	\$ -	\$ 7,000		\$ 7,000	\$ (8,000)
Door/Window Repair Contracts	\$ 300	\$ 1,337	\$ 5,000		\$ 5,000	\$ 4,700
Electrical Contracts	\$ 500	\$ 3,272	\$ 2,400		\$ 2,400	\$ 1,900
Keys & Locks Services	\$ 100	\$ 433	\$ 100		\$ 100	\$ -
Building & Equipment Repair	\$ 1,000	\$ 3,003	\$ 1,500		\$ 1,500	\$ 500
Uniforms	\$ 800	\$ 534	\$ 600		\$ 600	\$ (200)
Damages - Tenant Property	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Tree Trimming	\$ 3,000	\$ 1,520	\$ 3,000		\$ 3,000	\$ -
In-House Trash Removal	\$ 1,500	\$ 3,075	\$ 2,000		\$ 2,000	\$ 500
Reasonable Accommodation Contracts	\$ 250	\$ -	\$ 250		\$ 250	\$ -
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,000)</b>
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 24,530</b>	<b>\$ 25,572</b>	<b>\$ 28,961</b>	<b>\$ -</b>	<b>\$ 28,961</b>	<b>\$ 4,431</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 174,583</b>	<b>\$ 223,188</b>	<b>\$ 197,273</b>	<b>\$ -</b>	<b>\$ 197,273</b>	<b>\$ 22,680</b>
Crime Prevention and Safety	\$ 30,000	\$ 20,151	\$ -	\$ -	\$ -	\$ (30,000)
Police Officers	\$ -	\$ -	\$ 20,000	\$ 15,000	\$ 5,000	\$ 20,000
RESIDENT WATCH	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ (500)
HACA/POLICE LIASON	\$ 1,949	\$ -	\$ 2,066	\$ 2,066	\$ -	\$ 117
Security Contracts	\$ 6,000	\$ 6,099	\$ 6,000		\$ 6,000	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 38,449</b>	<b>\$ 26,250</b>	<b>\$ 28,066</b>	<b>\$ 17,066</b>	<b>\$ 11,000</b>	<b>\$ (10,383)</b>
Insurance	\$ 37,039	\$ 36,972	\$ 38,599		\$ 38,599	\$ 1,560
Employee Benefits	\$ 86,687	\$ 92,089	\$ 90,832	\$ 24,134	\$ 66,698	\$ 4,145
Property Taxes	\$ -	\$ -	\$ 2,122		\$ 2,122	\$ 2,122
INTEREST EXPENSE	\$ 103,757	\$ 367,543	\$ 102,711		\$ 102,711	\$ (1,046)
Other/ Land Lease	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ -	\$ -
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 234,693</b>	<b>\$ 505,804</b>	<b>\$ 241,464</b>	<b>\$ 31,334</b>	<b>\$ 210,230</b>	<b>\$ 6,781</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 868,650</b>	<b>\$ 1,207,560</b>	<b>\$ 936,080</b>	<b>\$ 58,451</b>	<b>\$ 877,630</b>	<b>\$ 67,430</b>
REPLACEMENT RESERVES	\$ 48,759	\$ 46,710	\$ 48,244		\$ 48,244	\$ (515)
Debt Principal	\$ -	\$ -	\$ 46,264		\$ 46,264	\$ -
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 48,759</b>	<b>\$ 46,710</b>	<b>\$ 94,508</b>	<b>\$ -</b>	<b>\$ 94,508</b>	<b>\$ (515)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 917,409</b>	<b>\$ 1,254,270</b>	<b>\$ 1,030,588</b>	<b>\$ 58,451</b>	<b>\$ 972,138</b>	<b>\$ 66,915</b>
Net Income	\$ 72,726	\$ (73,050)	\$ 6,999	\$ (58,451)	\$ 65,449	\$ (19,463)

TX16 Northgate  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 200,993	\$ 162,363	\$ 193,843	\$ -	\$ 193,843	\$ (7,150)
Rent Adjustments	\$ -	\$ (7,187)	\$ -	\$ -	\$ -	\$ -
Vacancy	\$ (20,413)	\$ (1,638)	\$ (14,606)	\$ -	\$ (14,606)	\$ 5,807
Excess Utilities	\$ 584	\$ 231	\$ -	\$ -	\$ -	\$ (584)
Maintenance Charges	\$ 102	\$ 4,707	\$ -	\$ -	\$ -	\$ (102)
Bad Debt Collections	\$ (8,165)	\$ (4,202)	\$ (8,346)	\$ -	\$ (8,346)	\$ (181)
HUD/HAP Subsidy	\$ 207,258	\$ 234,277	\$ 223,463	\$ -	\$ 223,463	\$ 16,205
OTHER INCOME	\$ 2,751	\$ 25,821	\$ 802	\$ -	\$ 802	\$ (1,949)
<b>TOTAL REVENUE</b>	<b>\$ 383,110</b>	<b>\$ 414,173</b>	<b>\$ 395,155</b>	<b>\$ -</b>	<b>\$ 395,155</b>	<b>\$ 12,045</b>
Administrative Salaries	\$ 44,366	\$ 6,157	\$ 44,992	\$ -	\$ 44,992	\$ 626
Administrative Salaries - O/T	\$ -	\$ 112	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SALARIES</b>	<b>\$ 44,366</b>	<b>\$ 6,269</b>	<b>\$ 44,992</b>	<b>\$ -</b>	<b>\$ 44,992</b>	<b>\$ 626</b>
<b>LEGAL EXPENSE</b>	<b>\$ 1,500</b>	<b>\$ 1,207</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>
STAFF TRAINING	\$ 2,448	\$ 296	\$ 1,940	\$ 1,455	\$ 485	\$ (508)
TRAVEL - LOCAL	\$ 100	\$ 85	\$ 60	\$ -	\$ 60	\$ (40)
Accounting & Auditing Fees	\$ 9,000	\$ 5,348	\$ 7,000	\$ -	\$ 7,000	\$ (2,000)
Office Supplies	\$ 300	\$ 404	\$ 350	\$ -	\$ 350	\$ 50
POSTAGE EXPENSE	\$ 150	\$ 120	\$ 70	\$ -	\$ 70	\$ (80)
Advertising	\$ -	\$ 41	\$ -	\$ -	\$ -	\$ -
Printing	\$ 125	\$ 312	\$ 150	\$ -	\$ 150	\$ 25
<b>MEMBERSHIP DUES &amp; FEES</b>	<b>\$ -</b>	<b>\$ 133</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Telephone	\$ 11,000	\$ 5,971	\$ 7,000	\$ 1,400	\$ 5,600	\$ (4,000)
Court Costs	\$ 200	\$ 381	\$ 500	\$ -	\$ 500	\$ 300
Equipment Leases	\$ 1,800	\$ 1,963	\$ 1,968	\$ -	\$ 1,968	\$ 168
Office Equipment (Under \$2500)	\$ 700	\$ -	\$ 200	\$ -	\$ 200	\$ (500)
Collection Agency Fees	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -
Meeting Expense	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ (50)
Misc. Expenses	\$ 150	\$ -	\$ 25	\$ -	\$ 25	\$ (125)
Bank Charges	\$ -	\$ 333	\$ -	\$ -	\$ -	\$ -
Answering Service	\$ 250	\$ 313	\$ 300	\$ -	\$ 300	\$ 50
Consultants	\$ -	\$ 23,249	\$ -	\$ -	\$ -	\$ -
Criminal Checks	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ (50)
Interpreter Fees	\$ 150	\$ 108	\$ 150	\$ -	\$ 150	\$ -
Software	\$ 3,720	\$ 2,414	\$ 3,175	\$ 961	\$ 2,214	\$ (545)
Inspections	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
RBC - Asset Management Fees	\$ 1,591	\$ 1,995	\$ 1,639	\$ -	\$ 1,639	\$ 48
Partnership Management Fee	\$ 1,591	\$ -	\$ 1,591	\$ -	\$ 1,591	\$ -
Property Management - Admin Costs	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ (100)
TDHCA Annual Compliance Fee	\$ 2,000	\$ 8,000	\$ 2,000	\$ -	\$ 2,000	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 24,927</b>	<b>\$ 45,830</b>	<b>\$ 20,117</b>	<b>\$ 5,361</b>	<b>\$ 16,756</b>	<b>\$ (4,809)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 82,341</b>	<b>\$ 58,035</b>	<b>\$ 75,609</b>	<b>\$ 4,816</b>	<b>\$ 70,793</b>	<b>\$ (6,731)</b>
Property Management Fee	\$ 15,324	\$ 17,523	\$ 15,806	\$ -	\$ 15,806	\$ 482
Admissions	\$ -	\$ -	\$ 6,696	\$ -	\$ 6,696	\$ -
<b>TOTAL COCC FEES AND CHARGES</b>	<b>\$ 15,324</b>	<b>\$ 17,523</b>	<b>\$ 22,502</b>	<b>\$ -</b>	<b>\$ 22,502</b>	<b>\$ 482</b>
Tenant Participation - Resident Council	\$ 2,250	\$ 693	\$ 750	\$ -	\$ 750	\$ (1,500)
Tenant Participation - HACA	\$ -	\$ 602	\$ 500	\$ -	\$ 500	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 2,250</b>	<b>\$ 693</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ (1,500)</b>
Water	\$ 32,000	\$ 33,101	\$ 33,000	\$ -	\$ 33,000	\$ 1,000
Electric	\$ 10,000	\$ 9,494	\$ 10,500	\$ -	\$ 10,500	\$ 500
Gas	\$ 17,000	\$ 17,878	\$ 15,000	\$ -	\$ 15,000	\$ (2,000)
<b>TOTAL UTILITY</b>	<b>\$ 59,000</b>	<b>\$ 60,473</b>	<b>\$ 58,500</b>	<b>\$ -</b>	<b>\$ 58,500</b>	<b>\$ (500)</b>
Maintenance - Labor	\$ 38,002	\$ 38,841	\$ 28,246	\$ -	\$ 28,246	\$ (9,756)
Maintenance - Labor - Standby OT	\$ -	\$ 1,373	\$ 1,800	\$ -	\$ 1,800	\$ -
Maintenance - Labor (OT)	\$ 1,800	\$ 1,755	\$ -	\$ -	\$ -	\$ (1,800)
Maintenance Labor - Temp	\$ -	\$ 1,416	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 39,802</b>	<b>\$ 43,384</b>	<b>\$ 30,046</b>	<b>\$ -</b>	<b>\$ 30,046</b>	<b>\$ (11,556)</b>
Custodial	\$ 750	\$ 777	\$ 600	\$ -	\$ 600	\$ (150)
Electrical	\$ 1,510	\$ 360	\$ 900	\$ -	\$ 900	\$ (610)
Plumbing	\$ 300	\$ 1,141	\$ 1,000	\$ -	\$ 1,000	\$ 700
Lawn Care & Grounds	\$ 1,200	\$ 1,273	\$ 1,500	\$ -	\$ 1,500	\$ 300
Tools & Equipment	\$ 1,000	\$ 268	\$ 1,000	\$ -	\$ 1,000	\$ -
Water Heaters, Boiler & parts	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -
Air conditioning, HVAC Parts & Freon	\$ 1,600	\$ 1,751	\$ 1,600	\$ -	\$ 1,600	\$ -
Gas & Oil	\$ 800	\$ 295	\$ 500	\$ -	\$ 500	\$ (300)
Exterior Lighting	\$ 150	\$ 36	\$ 150	\$ -	\$ 150	\$ -
Auto Parts	\$ 50	\$ -	\$ 50	\$ -	\$ 50	\$ -
Paint & Supplies	\$ 1,000	\$ 755	\$ 1,000	\$ -	\$ 1,000	\$ -

## TX16 Northgate

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Flooring (Tile, Bricks & Cement)	\$ -	\$ 51	\$ -		\$ -	\$ -
Glass & Window	\$ 100	\$ 82	\$ 100		\$ 100	\$ -
Pest Control	\$ 100	\$ 34	\$ 50		\$ 50	\$ (50)
Appliance Parts	\$ 1,000	\$ 1,126	\$ 1,400		\$ 1,400	\$ 400
Alarms/Extinguishers/Sprinklers	\$ 250	\$ 93	\$ 200		\$ 200	\$ (50)
Hardware (Locks, Nuts & Bolts)	\$ 795	\$ 404	\$ 250		\$ 250	\$ (545)
Safety Equipment (Gloves, Belts & Goggles)	\$ 100	\$ 175	\$ 100		\$ 100	\$ -
Window Coverings	\$ 300	\$ 219	\$ 300		\$ 300	\$ -
Lumber & Sheetrock	\$ 50	\$ 116	\$ 50		\$ 50	\$ -
Maint. Licenses & Fees	\$ -	\$ 67	\$ -		\$ -	\$ -
Doors	\$ 75	\$ 379	\$ 100		\$ 100	\$ 25
Fencing Materials	\$ 400	\$ 71	\$ 400		\$ 400	\$ -
Refrigerators	\$ -	\$ 263	\$ -		\$ -	\$ -
Reasonable Accommodation Materials	\$ 300	\$ -	\$ 250		\$ 250	\$ (50)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 11,930</b>	<b>\$ 9,794</b>	<b>\$ 11,600</b>		<b>\$ 11,600</b>	<b>\$ (930)</b>
Trash Removal	\$ 6,500	\$ 8,412	\$ 8,500		\$ 8,500	\$ 2,000
Grounds Contracts	\$ 27,600	\$ 22,221	\$ 10,233		\$ 10,233	\$ (17,367)
Fire Protection	\$ 600	\$ 373	\$ 600		\$ 600	\$ -
Vehicle Repairs	\$ 200	\$ 7	\$ 200		\$ 200	\$ -
Make-Ready/Cleaning	\$ 2,500	\$ 1,582	\$ 2,200		\$ 2,200	\$ (300)
Carpet/Flooring Clean & Repair	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Pest Control Contract	\$ 3,000	\$ 2,355	\$ 2,000		\$ 2,000	\$ (1,000)
Masonry Work	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Electrical Contracts	\$ 250	\$ -	\$ 200		\$ 200	\$ (50)
Building & Equipment Repair	\$ 1,500	\$ -	\$ 300		\$ 300	\$ (1,200)
Uniforms	\$ 250	\$ 205	\$ 300		\$ 300	\$ 50
Equipment Rental	\$ 60	\$ -	\$ 50		\$ 50	\$ (10)
Tree Trimming	\$ 11,700	\$ 13,589	\$ 10,000		\$ 10,000	\$ (1,700)
In-House Trash Removal	\$ 2,600	\$ 2,850	\$ 2,800		\$ 2,800	\$ 200
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 56,910</b>	<b>\$ 51,535</b>	<b>\$ 47,433</b>		<b>\$ 47,433</b>	<b>\$ (19,477)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 108,642</b>	<b>\$ 104,713</b>	<b>\$ 79,073</b>		<b>\$ 79,073</b>	<b>\$ (31,569)</b>
Crime Prevention and Safety	\$ 12,000	\$ 7,836				
Police Officers		\$ -	\$ 8,000	\$ 6,000	\$ 2,000	
RESIDENT WATCH	\$ 128	\$ -	\$ -	\$ -		\$ (128)
HACA/POLICE LIASON	\$ 750	\$ -	\$ 795	\$ 795		\$ 45
Security Contracts	\$ 1,000	\$ 1,400	\$ 1,100		\$ 1,100	\$ 100
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 13,878</b>	<b>\$ 9,236</b>	<b>\$ 9,895</b>	<b>\$ 6,795</b>	<b>\$ 3,100</b>	<b>\$ 7</b>
Insurance	\$ 16,089	\$ 15,861	\$ 15,821		\$ 15,821	\$ (268)
Employee Benefits	\$ 39,559	\$ 46,764	\$ 35,268	\$ 9,380	\$ 25,888	\$ (4,291)
Property Taxes		\$ 2,830	\$ 2,122		\$ 2,122	
INTEREST EXPENSE	\$ 55,360	\$ 152,212	\$ 54,802		\$ 54,802	\$ (558)
Other/ Land Lease	\$ 11,467	\$ 11,467	\$ 11,467	\$ 11,467		\$ -
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 122,475</b>	<b>\$ 229,133</b>	<b>\$ 119,480</b>	<b>\$ 20,847</b>	<b>\$ 98,633</b>	<b>\$ (5,117)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 403,910</b>	<b>\$ 480,807</b>	<b>\$ 366,315</b>	<b>\$ 32,458</b>	<b>\$ 333,857</b>	<b>\$ (44,712)</b>
<b>REPLACEMENT RESERVES</b>	<b>\$ 18,750</b>	<b>\$ 18,145</b>	<b>\$ 18,542</b>		<b>\$ 18,542</b>	<b>\$ (208)</b>
Debt Principal		\$ -	\$ 24,684		\$ 24,684	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 18,750</b>	<b>\$ 18,145</b>	<b>\$ 24,684</b>		<b>\$ 24,684</b>	<b>\$ (208)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 422,660</b>	<b>\$ 498,952</b>	<b>\$ 409,541</b>	<b>\$ 32,458</b>	<b>\$ 377,083</b>	<b>\$ (44,920)</b>
Net Income	\$ (35,349)	\$ (84,579)	\$ (14,385)	\$ (32,458)	\$ 18,073	\$ 56,965

## TX16 Northgate Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Rental Income	\$ 41,347	\$ 49,188				\$ (41,347)
Excess Utilities	\$ -	\$ 286				\$ -
Maintenance Charges	\$ 140	\$ 352				\$ (140)
Bad Debt Collections	\$ -	\$ 1,379				\$ -
HUD/HAP Subsidy	\$ 26,753	\$ 43,844	\$ 7,814		\$ 7,814	\$ (18,940)
OTHER INCOME	\$ 253	\$ 443				\$ (253)
<b>TOTAL REVENUE</b>	<b>\$ 68,493</b>	<b>\$ 95,493</b>	<b>\$ 7,814</b>	<b>\$ -</b>	<b>\$ 7,814</b>	<b>\$ (80,680)</b>
Administrative Salaries	\$ 12,394	\$ 8,341				\$ (12,394)
Administrative Salaries - O/T	\$ -	\$ 79				\$ -
<b>TOTAL SALARIES</b>	<b>\$ 12,394</b>	<b>\$ 8,419</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,394)</b>
LEGAL EXPENSE	\$ 300	\$ -				\$ (300)
TRAVEL - LOCAL	\$ 14	\$ -				\$ (14)
Accounting & Auditing Fees	\$ 275	\$ -				\$ (275)
Office Supplies	\$ 70	\$ -				\$ (70)
POSTAGE EXPENSE	\$ 21	\$ -				\$ (21)
Advertising	\$ 16	\$ -				\$ (16)
Printing	\$ 13	\$ -				\$ (13)
Telephone	\$ 1,568	\$ 24				\$ (1,568)
Court Costs	\$ 28	\$ 543				\$ (28)
Equipment Leases	\$ 672	\$ 1				\$ (672)
Answering Service	\$ 45	\$ 15				\$ (45)
Criminal Checks	\$ 14	\$ -				\$ (14)
Homeowners' Fees/Assessments	\$ 1,344	\$ 747	\$ 560		\$ 560	\$ (784)
Employee Physical/Drug Tests	\$ 26	\$ -				\$ (26)
Interpreter Fees	\$ 42	\$ 682				\$ (42)
Document Shredding	\$ 42	\$ -				\$ (42)
Inspections	\$ 280	\$ -				\$ (280)
<b>TOTAL FUNDRY</b>	<b>\$ 4,181</b>	<b>\$ 1,011</b>	<b>\$ 560</b>	<b>\$ -</b>	<b>\$ 560</b>	<b>\$ (3,621)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 17,124</b>	<b>\$ 10,430</b>	<b>\$ 560</b>	<b>\$ -</b>	<b>\$ 560</b>	<b>\$ (16,504)</b>
Property Management Fee	\$ 4,435	\$ 8,167	\$ 3,696		\$ 3,696	\$ (739)
Bookkeeping Fee	\$ 630	\$ 1,110	\$ 525		\$ 525	\$ (105)
Admissions	\$ 1,370	\$ 2,401	\$ 1,142		\$ 1,142	\$ (228)
<b>TOTAL COCL FEES AND CHARGES</b>	<b>\$ 6,435</b>	<b>\$ 11,677</b>	<b>\$ 5,363</b>	<b>\$ -</b>	<b>\$ 5,363</b>	<b>\$ (1,072)</b>
Tenant Participation - Resident Council	\$ 360	\$ -	\$ 210		\$ 210	\$ (150)
Tenant Participation - HACA	\$ -	\$ -	\$ 140		\$ 140	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ 360</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ (150)</b>
Water	\$ -	\$ 3,134				\$ -
Electric	\$ -	\$ 1,325				\$ -
Gas	\$ -	\$ 671				\$ -
<b>TOTAL UTILITY</b>	<b>\$ -</b>	<b>\$ 5,131</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ 10,134	\$ 9,249				\$ (10,134)
Maintenance - Labor - Standby OT	\$ -	\$ 235				\$ -
Maintenance - Labor (OT)	\$ 1,000	\$ 468				\$ (1,000)
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 11,134</b>	<b>\$ 9,953</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (11,134)</b>
Custodial	\$ 126	\$ -				\$ (126)
Electrical	\$ 84	\$ -				\$ (84)
Plumbing	\$ 200	\$ 223				\$ (200)
Lawn Care & Grounds	\$ 70	\$ 167				\$ (70)
Tools & Equipment	\$ 100	\$ 42				\$ (100)
Water Heaters, Boiler & parts	\$ 100	\$ -				\$ (100)
Air conditioning, HVAC Parts & Freon	\$ 150	\$ 19				\$ (150)
Gas & Oil	\$ 175	\$ 4				\$ (175)
Exterior Lighting	\$ 21	\$ -				\$ (21)
Auto Parts	\$ 14	\$ -				\$ (14)
Paint & Supplies	\$ 100	\$ 335				\$ (100)
Glass & Window	\$ 28	\$ -				\$ (28)
Pest Control	\$ 14	\$ -				\$ (14)
Appliance Parts	\$ 28	\$ -				\$ (28)
Alarms/Extinguishers/Sprinklers	\$ 98	\$ -				\$ (98)
Safety Equipment (Gloves, Belts & Goggles)	\$ 28	\$ -				\$ (28)
Window Coverings	\$ 140	\$ -				\$ (140)
Lumber & Sheetrock	\$ 14	\$ -				\$ (14)
Doors	\$ 42	\$ 34				\$ (42)
Fencing Materials	\$ 28	\$ 196				\$ (28)
Reasonable Accommodation Materials	\$ 42	\$ -				\$ (42)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 1,602</b>	<b>\$ 3,019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,602)</b>
Trash Removal	\$ 125	\$ -				\$ (125)
Plumbing Contracts		\$ 4,533				

## TX16 Northgate Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Grounds Contracts	\$ 300	\$ 10,933				\$ (300)
Fire Protection	\$ 168	\$ 101				\$ (168)
Vehicle Repairs	\$ 40	\$ 1				\$ (40)
Make-Ready/Cleaning		\$ 1,980				
Carpet/Flooring Clean & Repair	\$ 28	\$ -				\$ (28)
Pest Control Contract	\$ 840	\$ 1,485				\$ (840)
Door/Window Repair Contracts	\$ 35	\$ 472				\$ (35)
Masonry Work	\$ 14	\$ -				\$ (14)
Electrical Contracts	\$ 35	\$ -				\$ (35)
Building & Equipment Repair	\$ 300	\$ -				\$ (300)
Uniforms	\$ 88	\$ -				\$ (88)
Equipment Rental	\$ 17	\$ -				\$ (17)
Tree Trimming	\$ 700	\$ -				\$ (700)
In-House Trash Removal	\$ 400	\$ 25				\$ (400)
Reasonable Accommodation Contracts	\$ 14	\$ -				\$ (14)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 3,104</b>	<b>\$ 19,431</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,104)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 15,840</b>	<b>\$ 30,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (15,840)</b>
Crime Prevention and Safety	\$ 3,370	\$ -				\$ (3,370)
RESIDENT WATCH	\$ 36	\$ -				\$ (36)
HACA/POLICE WASON	\$ 210	\$ -				\$ (210)
Security Contracts	\$ 638	\$ -				\$ (638)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 4,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,254)</b>
Insurance	\$ 3,500	\$ 2,391	\$ 1,458		\$ 1,458	\$ (2,042)
Employee Benefits	\$ 11,058	\$ 13,056				\$ (11,058)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 14,558</b>	<b>\$ 15,447</b>	<b>\$ 1,458</b>	<b>\$ -</b>	<b>\$ 1,458</b>	<b>\$ (13,100)</b>
TOTAL ROUTINE EXPENSES	\$ 58,610	\$ 73,183	\$ 7,731	\$ -	\$ 7,731	\$ (51,019)
TOTAL EXPENDITURES	\$ 58,610	\$ 73,188	\$ 7,731	\$ -	\$ 7,731	\$ (51,019)
Net Income	\$ 9,883	\$ 22,304	\$ 82	\$ -	\$ 83	\$ (9,560)
			\$ 82		\$ 83	

## TX17 Shadowbend Ridge

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 153,714	\$ 148,422	\$ 147,668	\$ -	\$ 147,668	\$ (6,046)
Rent Adjustments		\$ (18,573)	\$ -	\$ -	\$ -	
Lease Revenue		\$ -	\$ -	\$ -	\$ -	
Vacancy	\$ (21,744)	\$ (4,952)	\$ (15,572)	\$ -	\$ (15,572)	\$ 6,172
COCC Fees Revenue		\$ -	\$ -	\$ -	\$ -	
Excess Utilities	\$ 676	\$ 667	\$ -	\$ -	\$ -	\$ (676)
Non-Dwelling rental		\$ -	\$ -	\$ -	\$ -	
Legal Charges		\$ -	\$ -	\$ -	\$ -	
Maintenance Charges	\$ 7,158	\$ 2,998	\$ -	\$ -	\$ -	\$ (7,158)
Bad Debt Collections	\$ (8,698)	\$ (6,052)	\$ (8,898)	\$ -	\$ (8,898)	\$ (200)
Gain/Loss on Sale		\$ -	\$ -	\$ -	\$ -	
Ford Foundation		\$ -	\$ -	\$ -	\$ -	
Open Society Foundation		\$ -	\$ -	\$ -	\$ -	
Other Donations		\$ -	\$ -	\$ -	\$ -	
Other Receipts - Grants		\$ -	\$ -	\$ -	\$ -	
HUD/HAP Subsidy	\$ 281,167	\$ 283,861	\$ 297,240	\$ -	\$ 297,240	\$ 16,073
INTEREST ON GEN. FUND INVEST.		\$ -	\$ -	\$ -	\$ -	
Non Federal Donation		\$ -	\$ -	\$ -	\$ -	
<b>OTHER INCOME</b>	\$ 43,040	\$ 30,367	\$ 1,629	\$ -	\$ 1,629	\$ (41,411)
<b>TOTAL REVENUE</b>	\$ 455,313	\$ 436,736	\$ 422,067	\$ -	\$ 422,067	\$ (33,246)
<b>EXPENSES</b>						
Administrative Salaries	\$ 43,776	\$ 41,543	\$ 47,051		\$ 47,051	\$ 3,275
Performance Incentive		\$ -	\$ -		\$ -	
Administrative Salaries - O/T	\$ 150	\$ 286	\$ 200		\$ 200	\$ 50
Admin Temp		\$ 3,072	\$ -		\$ -	
Admin Salaries - Special Projects		\$ -	\$ -		\$ -	
<b>TOTAL SALARIES</b>	\$ 43,926	\$ 44,901	\$ 47,251	\$ -	\$ 47,251	\$ 3,325
LEGAL EXPENSE	\$ 3,000	\$ -	\$ 2,000		\$ 2,000	\$ (1,000)
STAFF TRAINING	\$ 2,368	\$ 1,184	\$ 2,347	\$ 1,760	\$ 587	\$ (21)
TRAVEL-CONVENTION & MEETING		\$ -	\$ -		\$ -	
TRAVEL - OUT OF TOWN	\$ -	\$ 717	\$ -		\$ -	\$ -
MOR Travel		\$ -	\$ -		\$ -	
TRAVEL - LOCAL	\$ 400	\$ 246	\$ 75		\$ 75	\$ (325)
Accounting & Auditing Fees	\$ 9,000	\$ 5,348	\$ 4,550		\$ 4,550	\$ (4,450)
Office Rent/Utilities		\$ -	\$ -		\$ -	
Office Supplies	\$ 500	\$ 799	\$ 352		\$ 352	\$ (148)
Assessment of Fair Housing/Business Process Mapping		\$ -	\$ -		\$ -	
POSTAGE EXPENSE	\$ 150	\$ 163	\$ 100		\$ 100	\$ (50)
Advertising	\$ 100	\$ 41	\$ 75		\$ 75	\$ (25)
Fiscal Agent Fees		\$ -	\$ -		\$ -	
Printing	\$ 100	\$ 317	\$ 100		\$ 100	\$ -
MEMBERSHIP DUES & FEES	\$ 50	\$ 133	\$ -		\$ -	\$ (50)
Telephone	\$ 10,900	\$ 6,237	\$ 7,249	\$ 1,450	\$ 5,799	\$ (3,651)
Internet/Cable		\$ -	\$ -		\$ -	
Court Costs	\$ 400	\$ -	\$ 400		\$ 400	\$ -
Office Custodial	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Maint. Agreements -Office Equipment		\$ -	\$ -		\$ -	
Computer Equipment		\$ -	\$ -		\$ -	
Equipment Leases	\$ 2,000	\$ 2,126	\$ 1,454		\$ 1,454	\$ (546)
Office Equipment (Under \$2500)		\$ -	\$ 176	\$ -	\$ 176	
CLINICAL SUPPLIES & EQUIPMENT		\$ -	\$ -		\$ -	
Office Equipment Repairs		\$ -	\$ -		\$ -	
Admin Contractor	\$ -	\$ -	\$ -		\$ -	\$ -
Collection Agency Fees		\$ -	\$ -		\$ -	
Meeting Expense	\$ 50	\$ 172	\$ 66		\$ 66	\$ 16
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Subscriptions		\$ -	\$ -		\$ -	
Tenant Rent Incentives		\$ -	\$ -		\$ -	
Bank Charges		\$ 333	\$ -		\$ -	
Assesment of Fair Housing		\$ -	\$ -		\$ -	
Videos		\$ -	\$ -		\$ -	
Answering Service	\$ 320	\$ 313	\$ 280		\$ 280	\$ (40)
Intern		\$ -	\$ -		\$ -	
Consultants	\$ -	\$ 3,916	\$ 1,120		\$ 1,120	\$ 1,120
Annual Reports		\$ -	\$ -		\$ -	

## TX17 Shadowbend Ridge

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Newsletter		\$ -	\$ -		\$ -	
Criminal Checks	\$ 200	\$ -	\$ -		\$ -	\$ (200)
Credit Reports		\$ -	\$ -		\$ -	
Homeowners' Fees/Assessments		\$ -	\$ -		\$ -	
Employee Physical/Drug Tests	\$ 98	\$ -	\$ -		\$ -	\$ (98)
Interpreter Fees	\$ 100	\$ 702	\$ 200		\$ 200	\$ 100
Admin Bldg Maintenance		\$ -	\$ -		\$ -	
Software	\$ 3,720	\$ 2,414	\$ 3,175	\$ 961	\$ 2,214	\$ (545)
Document Shredding	\$ 50	\$ -	\$ 100		\$ 100	\$ 50
Waitlist Opening		\$ -	\$ -		\$ -	
Appraisal/Desk Reviews		\$ -	\$ -		\$ -	
Breakroom Supplies		\$ -	\$ -		\$ -	
Sponsorships/Industry Contributions		\$ -	\$ -		\$ -	
Sponsor Outreach Events		\$ -	\$ -		\$ -	
Permits, Licenses & Certificates	\$ 400	\$ 50	\$ 75		\$ 75	\$ (325)
Wellness program		\$ -	\$ -		\$ -	
Storage Lease		\$ -	\$ -		\$ -	
Application Tracking System		\$ -	\$ -		\$ -	
Tuition Reimbursement		\$ -	\$ -		\$ -	
Employee Referral Program		\$ -	\$ -		\$ -	
Recruiting		\$ -	\$ -		\$ -	
PROP MGMT - MGMT. FEES AND COMMISSIONS		\$ -	\$ -		\$ -	
PROP MGMT - SALARIES AND BENEFITS		\$ -	\$ -		\$ -	
PROP MGMT - GEN & ADMIN COSTS		\$ -	\$ -		\$ -	
PROP MGMT - PROMO. AND ADVERTISING		\$ -	\$ -		\$ -	
Inspections	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ -
RBC - Asset Management Fees	\$ 1,591	\$ 1,995	\$ 1,639		\$ 1,639	\$ 48
Partnership Management Fee	\$ 1,591	\$ -	\$ 1,591		\$ 1,591	-
Property Management - Admin Costs	\$ 100	\$ -	\$ -		\$ -	\$ (100)
TDHCA Annual Compliance Fee	\$ 2,000	\$ 2,667	\$ 2,000		\$ 2,000	-
<b>TOTAL SUNDRY</b>	<b>\$ 25,670</b>	<b>\$ 22,377</b>	<b>\$ 21,151</b>	<b>\$ 3,411</b>	<b>\$ 17,741</b>	<b>\$ (6,684)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 84,364</b>	<b>\$ 74,773</b>	<b>\$ 77,374</b>	<b>\$ 5,171</b>	<b>\$ 72,203</b>	<b>\$ (7,165)</b>
Property Management Fee	\$ 18,213	\$ 17,515	\$ 16,883		\$ 16,883	\$ (1,330)
Bookkeeping Fee		\$ -	\$ -		\$ -	
Asset Management Fee		\$ -	\$ -		\$ -	
Admissions		\$ -	\$ 6,696		\$ 6,696	
AMP Transfer		\$ -	\$ -		\$ -	
Bulk Trash Pickup		\$ -	\$ -		\$ -	
COOC FEES		\$ -	\$ -		\$ -	
<b>TOTAL COOC FEES AND CHARGES</b>	<b>\$ 18,213</b>	<b>\$ 17,515</b>	<b>\$ 23,579</b>	<b>\$ -</b>	<b>\$ 23,579</b>	<b>\$ (1,330)</b>
Tenant Participation - Resident Council	\$ 1,275	\$ 1,242	\$ 750		\$ 750	\$ (525)
Tenant Participation - HACA		\$ 67	\$ 500		\$ 500	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 1,275</b>	<b>\$ 1,242</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ (525)</b>
Utilities						
Water	\$ 65,000	\$ 54,846	\$ 57,000		\$ 57,000	\$ (8,000)
Electric	\$ 7,500	\$ 2,158	\$ 4,000		\$ 4,000	\$ (3,500)
Gas	\$ 18,000	\$ 18,069	\$ 18,000		\$ 18,000	-
Other		\$ -	\$ -		\$ -	
<b>TOTAL UTILITY</b>	<b>\$ 90,500</b>	<b>\$ 75,072</b>	<b>\$ 79,000</b>	<b>\$ -</b>	<b>\$ 79,000</b>	<b>\$ (11,500)</b>
Ordinary Maintenance						
Maintenance - Labor	\$ 43,042	\$ 27,624	\$ 30,564		\$ 30,564	\$ (12,478)
Maintenance - Labor - Standby OT		\$ 2,763	\$ 2,500		\$ 2,500	
Maintenance - Labor (OT)	\$ 2,500	\$ 2,390	\$ -		\$ -	\$ (2,500)
Maintenance Labor - Temp		\$ 27,740	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 45,542</b>	<b>\$ 60,517</b>	<b>\$ 33,064</b>	<b>\$ -</b>	<b>\$ 33,064</b>	<b>\$ (14,978)</b>
Custodial	\$ 800	\$ 1,088	\$ 660		\$ 660	\$ (140)
Electrical	\$ 1,450	\$ 729	\$ 1,000		\$ 1,000	\$ (450)
Plumbing	\$ 1,431	\$ 1,704	\$ 1,000		\$ 1,000	\$ (431)
Lawn Care & Grounds	\$ 2,000	\$ 2,614	\$ 1,500		\$ 1,500	\$ (500)
Tools & Equipment	\$ 400	\$ 617	\$ 400		\$ 400	-
Water Heaters, Boiler & parts	\$ 500	\$ -	\$ 200		\$ 200	\$ (300)
Miscellaneous Materials		\$ -	\$ -		\$ -	



## TX17 Shadowbend Ridge

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Air conditioning, HVAC Parts & Freon	\$ 3,000	\$ 2,477	\$ 2,500		\$ 2,500	\$ (500)
Gas & Oil	\$ 1,000	\$ 637	\$ 1,000		\$ 1,000	\$ -
Exterior Lighting	\$ 800	\$ 240	\$ 800		\$ 800	\$ -
Auto Parts	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Paint & Supplies	\$ 1,200	\$ 1,744	\$ 1,200		\$ 1,200	\$ -
Flooring (Tile, Bricks & Cement)	\$ 500	\$ 40	\$ 200		\$ 200	\$ (300)
Glass & Window	\$ 500	\$ -	\$ 400		\$ 400	\$ (100)
Pest Control	\$ 40	\$ -	\$ 40		\$ 40	\$ -
Appliance Parts	\$ 1,500	\$ 1,850	\$ 1,250		\$ 1,250	\$ (250)
Alarms/Extinguishers/Sprinklers	\$ 500	\$ 828	\$ 500		\$ 500	\$ -
Roofing	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 200	\$ 831	\$ 800		\$ 800	\$ 600
Safety Equipment (Gloves, Belts & Goggles)	\$ 100	\$ 270	\$ 150		\$ 150	\$ 50
Window Coverings	\$ 250	\$ 490	\$ 350		\$ 350	\$ 100
Counter Tops/Cabinets	\$ 250	\$ -	\$ -		\$ -	\$ (250)
Lumber & Sheetrock	\$ 50	\$ 170	\$ 150		\$ 150	\$ 100
Maint. Charges - Residents		\$ -	\$ -		\$ -	
Maint. Licenses & Fees		\$ -	\$ -		\$ -	
Doors	\$ 300	\$ 727	\$ 600		\$ 600	\$ 300
Fencing Materials	\$ 40	\$ -	\$ 40		\$ 40	\$ -
Refrigerators		\$ -	\$ -		\$ -	
Ranges		\$ -	\$ -		\$ -	
Dishwasher	\$ 200	\$ -	\$ -		\$ -	\$ (200)
Reasonable Accommodation Materials	\$ 1,500	\$ 108	\$ 500		\$ 500	\$ (1,000)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 18,661</b>	<b>\$ 17,165</b>	<b>\$ 13,490</b>		<b>\$ 15,350</b>	<b>\$ (3,211)</b>
<b>Elevator Contracts</b>			\$ -		\$ -	
Trash Removal	\$ 1,000	\$ 1,416	\$ 1,200		\$ 1,200	\$ 200
Custodial Contracts		\$ -	\$ -		\$ -	
Plumbing Contracts	\$ 500	\$ 640	\$ 500		\$ 500	\$ -
Grounds Contracts	\$ 17,530	\$ 27,767	\$ 12,294		\$ 12,294	\$ (5,236)
HVAC Contracts	\$ 300	\$ -	\$ 300		\$ 300	\$ -
Maintenance Temp	\$ -	\$ -	\$ -		\$ -	\$ -
Fire Protection	\$ 1,400	\$ 444	\$ 800		\$ 800	\$ (600)
Vehicle Repairs	\$ 400	\$ 725	\$ 400		\$ 400	\$ -
Miscellaneous		\$ -	\$ -		\$ -	
ACM ABATEMENT		\$ -	\$ -		\$ -	
Make-Ready/Cleaning	\$ 2,500	\$ 2,287	\$ 2,500		\$ 2,500	\$ -
Contract Painting	\$ 200	\$ -	\$ 100		\$ 100	\$ (100)
Carpet/Flooring Clean & Repair	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Pest Control Contract	\$ 4,500	\$ 4,064	\$ 3,100		\$ 3,100	\$ (1,400)
Contract Labor		\$ -	\$ -		\$ -	
Water Treatment		\$ -	\$ -		\$ -	
Door/Window Repair Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Masonry Work	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Electrical Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Keys & Locks Services		\$ -	\$ -		\$ -	
Building & Equipment Repair	\$ 1,100	\$ -	\$ 500		\$ 500	\$ (600)
Uniforms	\$ 320	\$ 205	\$ 264		\$ 264	\$ (56)
Equipment Rental	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Damages - Tenant Property		\$ -	\$ -		\$ -	
Warehouse/Storage Rental		\$ -	\$ -		\$ -	
Tree Trimming	\$ 6,000	\$ -	\$ 6,000		\$ 6,000	\$ -
Roofing		\$ -	\$ -		\$ -	
In-House Plumbing		\$ -	\$ -		\$ -	
In-House Trash Removal	\$ 3,200	\$ 4,525	\$ 3,500		\$ 3,500	\$ 300
Reasonable Accommodation Contracts	\$ 5,000	\$ -	\$ 1,000		\$ 1,000	\$ (4,000)
Relocation Assistance		\$ -	\$ -		\$ -	
<b>MAINTENANCE AND REPAIRS</b>		\$ -	\$ -		\$ -	
<b>CONTRACT SERVICES</b>		\$ -	\$ -		\$ -	
<b>CLEANING AND DECORATING</b>		\$ -	\$ -		\$ -	
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 44,175</b>	<b>\$ 42,072</b>	<b>\$ 32,683</b>		<b>\$ 32,683</b>	<b>\$ (11,492)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 106,378</b>	<b>\$ 119,755</b>	<b>\$ 81,137</b>		<b>\$ 81,137</b>	<b>\$ (25,741)</b>
<b>Crime Prevention and Safety</b>	<b>\$ 6,025</b>	<b>\$ 7,714</b>				
Police Officers		\$ -	\$ 6,025	\$ 4,519	\$ 1,506	
<b>PROTECT SERVICES &amp; EQUIP. AGREEMENT</b>		\$ -	\$ -		\$ -	

## TX17 Shadowbend Ridge

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
RESIDENT WATCH	\$ -	\$ -	\$ -	\$ -		\$ -
HACA/POLICE LIASON	\$ 750	\$ -	\$ 795	\$ 795		\$ 45
Security Contracts	\$ 2,000	\$ 2,203	\$ 1,300		\$ 1,300	\$ (700)
TOTAL PROTECTIVE SERVICES	\$ 6,775	\$ 9,917	\$ 8,120	\$ 5,313	\$ 2,806	\$ (655)
Insurance	\$ 18,238	\$ 17,835	\$ 17,745		\$ 17,745	\$ (493)
Workers Compensation		\$ -	\$ -		\$ -	
Employee Benefits	\$ 42,050	\$ 39,310	\$ 37,748	\$ 10,039	\$ 27,709	\$ (4,302)
Collection Loss		\$ -	\$ -		\$ -	
Property Taxes		\$ -	\$ 2,122		\$ 2,122	
Scholarships		\$ -	\$ -		\$ -	
Utility Assistance		\$ -	\$ -		\$ -	
Employee Contribution Match		\$ -	\$ -		\$ -	
Donation to Resident Programs		\$ -	\$ -		\$ -	
INTEREST EXPENSE	\$ 48,058	\$ 166,521	\$ 47,573		\$ 47,573	\$ (485)
Other/Land Lease	\$ 14,667	\$ 14,667	\$ 14,667	\$ 14,667		\$ -
TOTAL GENERAL EXPENSES	\$ 121,013	\$ 236,333	\$ 119,833	\$ 24,706	\$ 95,149	\$ (5,280)
TOTAL ROUTINE EXPENSES	\$ 434,518	\$ 536,606	\$ 390,315	\$ 35,190	\$ 355,124	\$ (56,196)
REPLACEMENT RESERVES	\$ 18,750	\$ 21,000	\$ 18,542		\$ 18,542	\$ (208)
Debt Principal		\$ -	\$ 21,428		\$ 21,428	
TOTAL CAPITAL EXPENDITURES	\$ 18,750	\$ 21,000	\$ 39,970		\$ 39,970	\$ (208)
TOTAL EXPENDITURES	\$ 453,268	\$ 557,606	\$ 430,285	\$ 35,190	\$ 395,094	\$ (56,404)
Net Income	\$ 2,045	\$ (120,270)	\$ (8,218)	\$ (35,190)	\$ 36,873	\$ 23,158
		\$ -	\$ -	\$ -	\$ 92,574	
		\$ -	\$ -	\$ -		

## TX17 Shadowbend Ridge Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 2,176	\$ 4,296				\$ (2,176)
HUD/HAP Subsidy	\$ 7,554	\$ 20,960	\$ 4,377		\$ 4,377	\$ (3,177)
OTHER INCOME	\$ 10	\$ 101				\$ (10)
<b>TOTAL REVENUE</b>	\$ 9,740	\$ 25,357	\$ 4,377		\$ 4,377	\$ (5,363)
Administrative Salaries	\$ 1,909	\$ 11,242				\$ (1,909)
Administrative Salaries - O/T	\$ -	\$ 490				\$ -
<b>TOTAL SALARIES</b>	\$ 1,909	\$ 11,731				\$ (1,909)
LEGAL EXPENSE	\$ 40	\$ -				\$ (40)
TRAVEL - LOCAL	\$ 8	\$ -				\$ (8)
Accounting & Auditing Fees	\$ 16	\$ -				\$ (16)
Office Supplies	\$ 10	\$ -				\$ (10)
POSTAGE EXPENSE	\$ 3	\$ 21				\$ (3)
Advertising	\$ 2	\$ -				\$ (2)
Printing	\$ 2	\$ -				\$ (2)
MEMBERSHIP DUES & FEES	\$ 1	\$ -				\$ (1)
Telephone	\$ 150	\$ 3				\$ (150)
Court Costs	\$ 8	\$ -				\$ (8)
Office Custodial	\$ 2	\$ -				\$ (2)
Office Equipment (Under \$2500)	\$ 52	\$ -				\$ (52)
Answering Service	\$ 7	\$ 4				\$ (7)
Criminal Checks	\$ 4	\$ -				\$ (4)
Employee Physical/Drug Tests	\$ 2	\$ -				\$ (2)
Interpreter Fees	\$ 2	\$ -				\$ (2)
Document Shredding	\$ 1	\$ -				\$ (1)
Permits, Licenses & Certificates	\$ 2	\$ -				\$ (2)
Inspections	\$ 40	\$ -				\$ (40)
<b>TOTAL SUNDRY</b>	\$ 288	\$ 28				\$ (288)
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 2,251	\$ 11,760				\$ (2,251)
Property Management Fee	\$ 634	\$ 1,324	\$ 528		\$ 528	\$ (106)
Bookkeeping Fee	\$ 90	\$ 180	\$ 75		\$ 75	\$ (15)
Admissions	\$ 196	\$ 389	\$ 163		\$ 163	\$ (33)
<b>TOTAL COCC FEES AND CHARGES</b>	\$ 920	\$ 1,894	\$ 766		\$ 766	\$ (154)
Tenant Participation - Resident Council	\$ 50	\$ -	\$ 30		\$ 30	\$ (20)
Tenant Participation - HACA	\$ -	\$ -	\$ 20		\$ 20	\$ 20
<b>TOTAL TENANT SERVICES</b>	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Maintenance - Labor	\$ 1,533	\$ 644				\$ (1,533)
Maintenance - Labor - Standby OT		\$ 28				\$ -
Maintenance - Labor (OT)	\$ -	\$ 35				\$ -
<b>TOTAL MAINTENANCE LABOR</b>	\$ 1,533	\$ 707				\$ (1,533)
Custodial	\$ 15	\$ -				\$ (15)
Electrical	\$ 10	\$ -				\$ (10)
Plumbing	\$ 20	\$ -				\$ (20)
Lawn Care & Grounds	\$ 40	\$ -				\$ (40)
Tools & Equipment	\$ 8	\$ 4				\$ (8)
Water Heaters, Boiler & parts	\$ 10	\$ -				\$ (10)
Air conditioning, HVAC Parts & Freon	\$ 45	\$ -				\$ (45)
Gas & Oil	\$ 14	\$ 0				\$ (14)
Exterior Lighting	\$ 16	\$ -				\$ (16)
Auto Parts	\$ 2	\$ -				\$ (2)
Paint & Supplies	\$ 10	\$ -				\$ (10)
Flooring (Tile, Bricks & Cement)	\$ 10	\$ -				\$ (10)
Glass & Window	\$ 10	\$ -				\$ (10)
Pest Control	\$ 1	\$ -				\$ (1)
Appliance Parts	\$ 10	\$ -				\$ (10)
Alarms/Extinguishers/Sprinklers	\$ 10	\$ -				\$ (10)
Roofing	\$ 1	\$ -				\$ (1)
Hardware (Locks, Nuts & Bolts)	\$ 4	\$ -				\$ (4)
Safety Equipment (Gloves, Belts & Goggles)	\$ 4	\$ -				\$ (4)
Window Coverings	\$ 5	\$ -				\$ (5)
Counter Tops/Cabinets	\$ 5	\$ -				\$ (5)
Lumber & Sheetrock	\$ 1	\$ -				\$ (1)
Doors	\$ 4	\$ -				\$ (4)
Fencing Materials	\$ 1	\$ -				\$ (1)
Ranges	\$ -	\$ 452				\$ -
Reasonable Accommodation Materials	\$ 4	\$ -				\$ (4)
<b>MAINTENANCE MATERIALS</b>	\$ 260	\$ 456				\$ (260)
Plumbing Contracts	\$ 50	\$ -				\$ (50)

## TX17 Shadowbend Ridge Scattered Sites

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Grounds Contracts	\$ 200	\$ 400				\$ (200)
HVAC Contracts	\$ 50	\$ -				\$ (50)
Fire Protection	\$ 15	\$ -				\$ (15)
Vehicle Repairs	\$ 8	\$ 0				\$ (8)
Make-Ready/Cleaning	\$ 32	\$ -				\$ (32)
Contract Painting	\$ 4	\$ -				\$ (4)
Carpet /Flooring Clean & Repair	\$ 1	\$ -				\$ (1)
Pest Control/ Contract	\$ 500	\$ 285				\$ (500)
Door/Window Repair Contracts	\$ 1	\$ -				\$ (1)
Masonry Work	\$ 1	\$ -				\$ (1)
Electrical Contracts	\$ 1	\$ -				\$ (1)
Building & Equipment Repair	\$ 22	\$ -				\$ (22)
Uniforms	\$ 7	\$ -				\$ (7)
Tree Trimming	\$ 50	\$ -				\$ (50)
In-House Trash Removal	\$ 64	\$ 25				\$ (64)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 1,006</b>	<b>\$ 210</b>				<b>\$ (1,006)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 2,799</b>	<b>\$ 1,974</b>				<b>\$ (2,799)</b>
Crime Prevention and Safety	\$ 125	\$ -				\$ (125)
HACA/POLICE LIASON	\$ 30	\$ -				\$ (30)
Security Contracts	\$ 40	\$ -				\$ (40)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 195</b>	<b>\$ -</b>				<b>\$ (195)</b>
Insurance	\$ 500	\$ 342	\$ 208		\$ 208	\$ (292)
Employee Benefits	\$ 1,583	\$ 6,344				\$ (1,583)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 2,043</b>	<b>\$ 6,344</b>	<b>\$ 208</b>		<b>\$ 208</b>	<b>\$ (1,375)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 8,308</b>	<b>\$ 22,213</b>	<b>\$ 1,024</b>	<b>\$ -</b>	<b>\$ 1,024</b>	<b>\$ (7,284)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,308</b>	<b>\$ 22,213</b>	<b>\$ 1,024</b>	<b>\$ -</b>	<b>\$ 1,024</b>	<b>\$ (7,284)</b>
	\$ 1,432	\$ 3,144	\$ 3,353	\$ -	\$ 3,353	\$ 1,921

\$

## TX18 Manchaca II

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 95,814	\$ 71,324	\$ 81,243	\$ -	\$ 81,243	\$ (14,571)
Rent Adjustments		\$ (4,543)	\$ -	\$ -	\$ -	
Vacancy	\$ (14,111)	\$ (4,171)	\$ (10,104)	\$ -	\$ (10,104)	\$ 4,007
Bad Debt Collections	\$ (1,916)	\$ (849)	\$ (5,774)	\$ -	\$ (5,774)	\$ (3,858)
HUD/HAP Subsidy	\$ 186,408	\$ 212,456	\$ 207,449	\$ -	\$ 207,449	\$ 21,041
OTHER INCOME	\$ 1,290	\$ 8,638	\$ 1,032	\$ -	\$ 1,032	\$ (258)
<b>TOTAL REVENUE</b>	<b>\$ 267,485</b>	<b>\$ 282,856</b>	<b>\$ 273,845</b>	<b>\$ -</b>	<b>\$ 273,845</b>	<b>\$ 6,361</b>
Administrative Salaries	\$ 29,925	\$ 27,407	\$ 30,171		\$ 30,171	\$ 246
Administrative Salaries - O/T	\$ 75	\$ 204	\$ 150		\$ 150	\$ 75
<b>TOTAL SALARIES</b>	<b>\$ 30,000</b>	<b>\$ 27,611</b>	<b>\$ 30,321</b>	<b>\$ -</b>	<b>\$ 30,321</b>	<b>\$ 321</b>
LEGAL EXPENSE	\$ 500	\$ -	\$ 750		\$ 750	\$ 250
STAFF TRAINING	\$ 1,536	\$ 412	\$ 1,185	\$ 889	\$ 296	\$ (351)
TRAVEL - OUT OF TOWN		\$ 47	\$ -		\$ -	
TRAVEL - LOCAL	\$ 250	\$ 164	\$ 75		\$ 75	\$ (175)
Accounting & Auditing Fees	\$ 504	\$ -	\$ 504		\$ 504	\$ -
Office Supplies	\$ 330	\$ -	\$ 224		\$ 224	\$ (106)
POSTAGE EXPENSE	\$ 76	\$ 49	\$ 76		\$ 76	\$ -
Advertising	\$ 100	\$ 1,225	\$ 100		\$ 100	\$ -
Printing	\$ 40	\$ -	\$ 20		\$ 20	\$ (20)
MEMBERSHIP DUES & FEES	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Telephone	\$ 500	\$ 440	\$ 4,613	\$ 923	\$ 3,690	\$ 4,113
Court Costs	\$ 150	\$ 161	\$ 150		\$ 150	\$ -
Equipment Leases	\$ 300	\$ (29)	\$ 925		\$ 925	\$ 625
Office Equipment (Under \$2500)		\$ -	\$ 112		\$ 112	
Meeting Expense	\$ 50	\$ 120	\$ 42		\$ 42	\$ (8)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 215	\$ 211	\$ 215		\$ 215	\$ -
Criminal Checks	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Employee Physical/Drug Tests	\$ 62	\$ -	\$ 62		\$ 62	\$ -
Interpreter Fees	\$ 150	\$ 73	\$ 150		\$ 150	\$ -
Software	\$ 2,455	\$ 1,966	\$ 2,095	\$ 634	\$ 1,461	\$ (360)
Document Shredding	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Permits, Licenses & Certificates	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Inspections	\$ 660	\$ -	\$ 660	\$ 560	\$ -	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 5,888</b>	<b>\$ 4,216</b>	<b>\$ 9,695</b>	<b>\$ 2,217</b>	<b>\$ 7,478</b>	<b>\$ 4,084</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 28,278</b>	<b>\$ 32,451</b>	<b>\$ 42,530</b>	<b>\$ 3,106</b>	<b>\$ 39,424</b>	<b>\$ 4,139</b>
Property Management Fee	\$ 10,634	\$ 10,713	\$ 10,954		\$ 10,954	\$ 320
Admissions		\$ -	\$ 4,419		\$ 4,419	
<b>TOTAL COOC FEES AND CHARGES</b>	<b>\$ 10,634</b>	<b>\$ 10,713</b>	<b>\$ 15,373</b>	<b>\$ -</b>	<b>\$ 15,373</b>	<b>\$ 320</b>
Tenant Participation - Resident Council	\$ 825	\$ 166	\$ 495		\$ 495	\$ (330)
Tenant Participation - HACA		\$ -	\$ 330		\$ 330	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 825</b>	<b>\$ 166</b>	<b>\$ 825</b>	<b>\$ -</b>	<b>\$ 825</b>	<b>\$ (330)</b>
Water	\$ 25,000	\$ 28,846	\$ 25,000		\$ 25,000	\$ -
Electric	\$ 2,500	\$ 3,047	\$ 2,500		\$ 2,500	\$ -
Gas	\$ 9,500	\$ 11,002	\$ 9,500		\$ 9,500	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 37,000</b>	<b>\$ 42,895</b>	<b>\$ 37,000</b>	<b>\$ -</b>	<b>\$ 37,000</b>	<b>\$ (9,440)</b>
Maintenance - Labor	\$ 27,390	\$ 18,425	\$ 19,450		\$ 19,450	\$ (7,940)
Maintenance - Labor - Standby OT		\$ 1,863	\$ 1,500		\$ 1,500	
Maintenance - Labor (OT)	\$ 1,500	\$ 1,879	\$ -		\$ -	\$ (1,500)
Maintenance Labor - Temp		\$ 1,210	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 28,890</b>	<b>\$ 23,376</b>	<b>\$ 20,950</b>	<b>\$ -</b>	<b>\$ 20,950</b>	<b>\$ (9,440)</b>
Custodial	\$ 100	\$ 305	\$ 440		\$ 440	\$ 340
Electrical	\$ 500	\$ 461	\$ 500		\$ 500	\$ -
Plumbing	\$ 500	\$ 149	\$ 500		\$ 500	\$ -
Lawn Care & Grounds	\$ 200	\$ 133	\$ 200		\$ 200	\$ -
Tools & Equipment	\$ 250	\$ 253	\$ 252		\$ 252	\$ 2
Water Heaters, Boiler & parts	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Air conditioning, HVAC Parts & Freon	\$ 2,000	\$ 1,468	\$ 900		\$ 900	\$ (1,100)
Gas & Oil	\$ 800	\$ 425	\$ 800		\$ 800	\$ -
Exterior Lighting	\$ 100	\$ -	\$ 200		\$ 200	\$ 100
Auto Parts	\$ 30	\$ -	\$ 30		\$ 30	\$ -
Paint & Supplies	\$ 900	\$ 1,549	\$ 1,200		\$ 1,200	\$ 300
Flooring (Tile, Bricks & Cement)	\$ 150	\$ 144	\$ 150		\$ 150	\$ -
Glass & Window	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Pest Control	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Appliance Parts	\$ 400	\$ 626	\$ 500		\$ 500	\$ 100
Alarms/Extinguishers/Sprinklers	\$ 540	\$ 792	\$ 600		\$ 600	\$ 60

**TX18 Manchaca II**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Roofing	\$ 40	\$ -	\$ 40		\$ 40	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 607	\$ 1,124	\$ 500		\$ 500	\$ (107)
Safety Equipment (Gloves, Belts & Goggles)	\$ 50	\$ 12	\$ 100		\$ 100	\$ 50
Window Coverings	\$ 300	\$ 695	\$ 300		\$ 300	\$ -
Counter Tops/Cabinets	\$ 200	\$ 778	\$ 300		\$ 300	\$ 100
Lumber & Sheetrock	\$ 40	\$ 198	\$ 40		\$ 40	\$ -
Doors	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Fencing Materials	\$ 75	\$ 92	\$ 75		\$ 75	\$ -
Refrigerators		\$ 1,253	\$ -		\$ -	
Ranges		\$ 1,356	\$ -		\$ -	
Reasonable Accomodation Materials	\$ 1,000	\$ -	\$ 1,000		\$ 1,000	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 9,382</b>	<b>\$ 11,811</b>	<b>\$ 9,227</b>	<b>\$ -</b>	<b>\$ 9,227</b>	<b>\$ (155)</b>
Trash Removal	\$ 275	\$ 1,296	\$ 1,200		\$ 1,200	\$ 925
Plumbing Contracts	\$ 80	\$ -	\$ 80		\$ 80	\$ -
Grounds Contracts	\$ 6,250	\$ 17,358	\$ 5,236		\$ 5,236	\$ (1,014)
HVAC Contracts	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Fire Protection	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Vehicle Repairs	\$ 50	\$ -	\$ 50		\$ 50	\$ -
ACM ABATEMENT	\$ -	\$ 289	\$ 200		\$ 200	\$ 200
Make-Ready/Cleaning	\$ 1,600	\$ 1,908	\$ 1,600		\$ 1,600	\$ -
Pest Control Contract	\$ 2,400	\$ 1,751	\$ 2,400		\$ 2,400	\$ -
Door/Window Repair Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Masonry Work	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Electrical Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Building & Equipment Repair	\$ 2,000	\$ -	\$ -		\$ -	\$ (2,000)
Uniforms	\$ 250	\$ 139	\$ 168		\$ 168	\$ (82)
Equipment Rental	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Damages - Tenant Property	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Tree Trimming	\$ 6,000	\$ -	\$ 6,000		\$ 6,000	\$ -
In-House Trash Removal	\$ 2,900	\$ 3,200	\$ 2,900		\$ 2,900	\$ -
Reasonable Accomodation Contracts	\$ 25	\$ -	\$ 25		\$ 25	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 22,185</b>	<b>\$ 25,941</b>	<b>\$ 20,134</b>	<b>\$ -</b>	<b>\$ 20,134</b>	<b>\$ (1,971)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 49,577</b>	<b>\$ 61,123</b>	<b>\$ 50,311</b>	<b>\$ -</b>	<b>\$ 50,311</b>	<b>\$ (11,566)</b>
Crime Prevention and Safety	\$ 4,000	\$ 5,122				
Police Officers		\$ -	\$ 4,000	\$ 3,000	\$ 1,000	
HACA/POLICE LIASON	\$ 495	\$ -	\$ 524	\$ 524		\$ 29
Security Contracts	\$ 10	\$ -	\$ 10		\$ 10	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 4,505</b>	<b>\$ 5,122</b>	<b>\$ 4,534</b>	<b>\$ 3,524</b>	<b>\$ 1,010</b>	<b>\$ 29</b>
Insurance	\$ 9,123	\$ 9,069	\$ 9,378		\$ 9,378	\$ 255
Employee Benefits	\$ 27,678	\$ 26,359	\$ 24,097	\$ 6,409	\$ 17,688	\$ (3,581)
INTEREST EXPENSE	\$ 39,263	\$ 39,492	\$ 38,753		\$ 38,753	\$ (510)
Other/Land Lease	\$ -	\$ 43,971	\$ -	\$ -	\$ -	
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 76,064</b>	<b>\$ 118,891</b>	<b>\$ 72,228</b>	<b>\$ 6,409</b>	<b>\$ 65,819</b>	<b>\$ (3,436)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 227,683</b>	<b>\$ 271,368</b>	<b>\$ 222,801</b>	<b>\$ 13,039</b>	<b>\$ 209,762</b>	<b>\$ (11,244)</b>
<b>REPLACEMENT RESERVES</b>	<b>\$ 12,008</b>	<b>\$ 4,376</b>	<b>\$ 12,245</b>		<b>\$ 12,245</b>	<b>\$ 237</b>
Debt Principal		\$ -	\$ 18,651		\$ 18,651	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 12,008</b>	<b>\$ 4,376</b>	<b>\$ 30,896</b>	<b>\$ -</b>	<b>\$ 30,896</b>	<b>\$ 237</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 239,691</b>	<b>\$ 275,744</b>	<b>\$ 253,697</b>	<b>\$ 13,039</b>	<b>\$ 240,658</b>	<b>\$ (11,007)</b>
Net Income	\$ 27,794	\$ 7,111	\$ 20,149	\$ (13,039)	\$ 33,188	\$ 17,368

## TX19 Manchaca Village

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 122,232	\$ 133,531	\$ 128,079	\$ -	\$ 128,079	\$ 5,847
Rent Adjustments		\$ (11,490)	\$ -	\$ -	\$ -	
Vacancy	\$ (14,642)	\$ (247)	\$ (10,489)	\$ -	\$ (10,489)	\$ 4,153
Maintenance Charges	\$ 960	\$ 816	\$ -	\$ -	\$ -	\$ (960)
Bad Debt Collections	\$ (5,857)	\$ (390)	\$ (5,994)	\$ -	\$ (5,994)	\$ (137)
HUD/HAP Subsidy	\$ 170,610	\$ 157,686	\$ 171,616	\$ -	\$ 171,616	\$ 1,006
OTHER INCOME	\$ 886	\$ 2,516	\$ 472	\$ -	\$ 472	\$ (414)
<b>TOTAL REVENUE</b>	<b>\$ 274,189</b>	<b>\$ 282,422</b>	<b>\$ 283,684</b>	<b>\$ -</b>	<b>\$ 283,684</b>	<b>\$ 9,495</b>
Administrative Salaries	\$ 29,925	\$ 28,091	\$ 30,172		\$ 30,172	\$ 247
Administrative Salaries - O/T	\$ 75	\$ 205	\$ 150		\$ 150	\$ 75
<b>TOTAL SALARIES</b>	<b>\$ 30,000</b>	<b>\$ 28,296</b>	<b>\$ 30,322</b>	<b>\$ -</b>	<b>\$ 30,322</b>	<b>\$ 322</b>
LEGAL EXPENSE	\$ 1,500	\$ -	\$ 1,000		\$ 1,000	\$ (500)
STAFF TRAINING	\$ 1,376	\$ 177	\$ 1,515	\$ 1,137	\$ 379	\$ 139
TRAVEL - LOCAL	\$ 300	\$ 26	\$ 75		\$ 75	\$ (225)
Accounting & Auditing Fees	\$ 9,000	\$ 3,911	\$ 2,925		\$ 2,925	\$ (6,075)
Office Supplies	\$ 330	\$ 165	\$ 224		\$ 224	\$ (106)
POSTAGE EXPENSE	\$ 100	\$ 106	\$ 75		\$ 75	\$ (25)
Advertising	\$ 50	\$ 28	\$ 50		\$ 50	\$ -
Printing	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
MEMBERSHIP DUES & FEES	\$ 50	\$ 133	\$ 50		\$ 50	\$ -
Telephone	\$ 9,000	\$ 6,028	\$ 4,613	\$ 923	\$ 3,690	\$ (4,387)
Court Costs	\$ 350	\$ -	\$ 350		\$ 350	\$ -
Equipment Leases	\$ 1,800	\$ 1,796	\$ 925		\$ 925	\$ (875)
Office Equipment (Under \$2500)		\$ -	\$ 112	\$ -	\$ 112	
Meeting Expense	\$ 50	\$ -	\$ 42		\$ 42	\$ (8)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Bank Charges		\$ 333	\$ -		\$ -	
Answering Service	\$ 214	\$ 211	\$ 214		\$ 214	\$ -
Consultants	\$ -	\$ 2,536	\$ 720		\$ 720	\$ 720
Newsletter		\$ -	\$ 150		\$ 150	
Criminal Checks	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Employee Physical/Drug Tests	\$ 71	\$ -	\$ 71		\$ 71	\$ -
Interpreter Fees	\$ 400	\$ 73	\$ 250		\$ 250	\$ (150)
Software	\$ 2,455	\$ 1,594	\$ 2,095	\$ 634	\$ 1,461	\$ (360)
Document Shredding	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Permits, Licenses & Certificates	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Inspections	\$ 660	\$ -	\$ 660	\$ 660	\$ -	\$ -
RBC - Asset Management Fees	\$ 1,591	\$ 1,690	\$ 1,639		\$ 1,639	\$ 48
Partnership Management Fee	\$ 1,591	\$ -	\$ 1,591		\$ 1,591	\$ -
Property Management - Admin Costs	\$ 100	\$ -	\$ -		\$ -	\$ (100)
TDHCA Annual Compliance Fee	\$ 1,320	\$ 1,760	\$ 1,320		\$ 1,320	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 20,882</b>	<b>\$ 16,454</b>	<b>\$ 15,351</b>	<b>\$ 2,217</b>	<b>\$ 13,134</b>	<b>\$ (5,583)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 62,858</b>	<b>\$ 48,864</b>	<b>\$ 51,199</b>	<b>\$ 3,353</b>	<b>\$ 47,835</b>	<b>\$ (11,932)</b>
Property Management Fee	\$ 10,968	\$ 11,322	\$ 11,347		\$ 11,347	\$ 379
Admissions		\$ -	\$ 4,419		\$ 4,419	
<b>TOTAL COMM. FEES AND CHARGES</b>	<b>\$ 10,968</b>	<b>\$ 11,322</b>	<b>\$ 15,767</b>	<b>\$ -</b>	<b>\$ 15,767</b>	<b>\$ 379</b>
Tenant Participation - Resident Council	\$ 825	\$ 338	\$ 495		\$ 495	\$ (330)
Tenant Participation - HACA		\$ -	\$ 330		\$ 330	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 825</b>	<b>\$ 338</b>	<b>\$ 825</b>	<b>\$ -</b>	<b>\$ 825</b>	<b>\$ (330)</b>
Water	\$ 32,000	\$ 30,850	\$ 32,000		\$ 32,000	\$ -
Electric	\$ 5,300	\$ 6,300	\$ 6,000		\$ 6,000	\$ 700
Gas	\$ 8,700	\$ 7,681	\$ 8,700		\$ 8,700	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 46,000</b>	<b>\$ 44,831</b>	<b>\$ 46,700</b>	<b>\$ -</b>	<b>\$ 46,700</b>	<b>\$ 700</b>
Maintenance - Labor	\$ 27,390	\$ 17,750	\$ 19,450		\$ 19,450	\$ (7,940)
Maintenance - Labor - Standby OT		\$ 2,673	\$ 1,000		\$ 1,000	
Maintenance - Labor (OT)	\$ 1,800	\$ 864	\$ -		\$ -	\$ (1,800)
Maintenance Labor - Temp		\$ 11,506	\$ -		\$ -	
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 29,190</b>	<b>\$ 32,793</b>	<b>\$ 20,450</b>	<b>\$ -</b>	<b>\$ 20,450</b>	<b>\$ (9,740)</b>
Custodial	\$ 250	\$ 617	\$ 250		\$ 250	\$ -
Electrical	\$ 750	\$ 702	\$ 750		\$ 750	\$ -
Plumbing	\$ 250	\$ 891	\$ 400		\$ 400	\$ 150
Lawn Care & Grounds	\$ 1,000	\$ 1,353	\$ 1,000		\$ 1,000	\$ -
Tools & Equipment	\$ 300	\$ 166	\$ 252		\$ 252	\$ (48)
Water Heaters, Boiler & parts	\$ 100	\$ -	\$ 50		\$ 50	\$ (50)
Air conditioning, HVAC Parts & Freon	\$ 700	\$ 1,312	\$ 1,000		\$ 1,000	\$ 300
Gas & Oil	\$ 600	\$ 1,643	\$ 900		\$ 900	\$ 300
Exterior Lighting	\$ 200	\$ 107	\$ 100		\$ 100	\$ (100)

## TX19 Manchaca Village

## Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Auto Parts	\$ 400	\$ -	\$ 400		\$ 400	\$ -
Paint & Supplies	\$ 400	\$ 1,925	\$ 600		\$ 600	\$ 200
Flooring (Tile, Bricks & Cement)	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Glass & Window	\$ 250	\$ -	\$ 250		\$ 250	\$ -
Pest Control	\$ 50	\$ -	\$ 25		\$ 25	\$ (25)
Appliance Parts	\$ 500	\$ 1,818	\$ 500		\$ 500	\$ -
Alarms/Extinguishers/Sprinklers	\$ 100	\$ 292	\$ 200		\$ 200	\$ 100
Roofing	\$ 500	\$ -	\$ 250		\$ 250	\$ (250)
Hardware (Locks, Nuts & Bolts)	\$ 100	\$ 41	\$ 100		\$ 100	\$ -
Safety Equipment (Gloves, Belts & Goggles)	\$ 100	\$ 12	\$ 100		\$ 100	\$ -
Window Coverings	\$ 200	\$ 269	\$ 200		\$ 200	\$ -
Lumber & Sheetrock	\$ 100	\$ 7	\$ 75		\$ 75	\$ (25)
Doors	\$ 500	\$ -	\$ 500		\$ 500	\$ -
Fencing Materials	\$ 40	\$ 54	\$ 40		\$ 40	\$ -
Refrigerators		\$ 632	\$ -		\$ -	
Reasonable Accommodation Materials	\$ 700	\$ 89	\$ 250		\$ 250	\$ (450)
<b>MAINTENANCE MATERIALS</b>	<b>\$ 8,190</b>	<b>\$ 11,929</b>	<b>\$ 8,292</b>	<b>\$ -</b>	<b>\$ 8,292</b>	<b>\$ 102</b>
Trash Removal	\$ 6,000	\$ 5,994	\$ 6,800		\$ 6,800	\$ 800
Plumbing Contracts	\$ 1,500	\$ -	\$ 750		\$ 750	\$ (750)
Grounds Contracts	\$ 10,500	\$ 16,960	\$ 9,676		\$ 9,676	\$ (824)
HVAC Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Vehicle Repairs	\$ 500	\$ 611	\$ 500		\$ 500	\$ -
ACM ABATEMENT	\$ 100	\$ -	\$ -		\$ -	\$ (100)
Make-Ready/Cleaning	\$ 500	\$ 380	\$ 500		\$ 500	\$ -
Contract Painting	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Carpet /Flooring Clean & Repair	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Pest Control Contract	\$ 2,500	\$ 1,972	\$ 2,100		\$ 2,100	\$ (400)
Door/Window Repair Contracts	\$ 50	\$ 1,133	\$ 50		\$ 50	\$ -
Masonry Work	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Electrical Contracts	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Building & Equipment Repair	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Uniforms	\$ 1,500	\$ -	\$ 168		\$ 168	\$ (1,332)
Equipment Rental	\$ 210	\$ 139	\$ 210		\$ 210	\$ -
Damages - Tenant Property	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Tree Trimming	\$ 4,000	\$ -	\$ 4,000		\$ 4,000	\$ -
In-House Trash Removal	\$ 2,700	\$ 3,300	\$ 2,700		\$ 2,700	\$ -
Reasonable Accommodation Contracts	\$ 50	\$ -	\$ 50		\$ 50	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 30,310</b>	<b>\$ 30,490</b>	<b>\$ 27,904</b>	<b>\$ -</b>	<b>\$ 27,904</b>	<b>\$ (2,406)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 67,890</b>	<b>\$ 75,213</b>	<b>\$ 56,646</b>	<b>\$ -</b>	<b>\$ 56,646</b>	<b>\$ (12,244)</b>
Crime Prevention and Safety	\$ 5,800	\$ 6,619				
Police Officers		\$ -	\$ 5,800	\$ 4,350	\$ 1,450	
HACA/POLICE LIASON	\$ 495	\$ -	\$ 524	\$ 524		\$ 29
Security Contracts	\$ 1,500	\$ 1,340	\$ 1,300		\$ 1,300	\$ (200)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 7,795</b>	<b>\$ 7,959</b>	<b>\$ 7,624</b>	<b>\$ 4,874</b>	<b>\$ 2,750</b>	<b>\$ (171)</b>
Insurance	\$ 10,548	\$ 10,427	\$ 10,529		\$ 10,529	\$ (19)
Employee Benefits	\$ 27,819	\$ 25,303	\$ 23,863	\$ 6,347	\$ 17,516	\$ (3,956)
Property Taxes		\$ 2,830	\$ 2,122		\$ 2,122	
<b>INTEREST EXPENSE</b>	<b>\$ 35,152</b>	<b>\$ 101,637</b>	<b>\$ 34,797</b>	<b>\$ -</b>	<b>\$ 34,797</b>	<b>\$ (355)</b>
Other/ Land Lease	\$ 14,667	\$ 14,667	\$ 14,667	\$ 14,667		\$ -
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 88,186</b>	<b>\$ 154,864</b>	<b>\$ 85,978</b>	<b>\$ 21,014</b>	<b>\$ 54,964</b>	<b>\$ (4,330)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 284,522</b>	<b>\$ 343,389</b>	<b>\$ 264,229</b>	<b>\$ 29,241</b>	<b>\$ 235,437</b>	<b>\$ (27,928)</b>
<b>REPLACEMENT RESERVES</b>	<b>\$ 12,387</b>	<b>\$ 12,138</b>	<b>\$ 12,245</b>	<b>\$ -</b>	<b>\$ 12,245</b>	<b>\$ (142)</b>
Debt Principal		\$ -	\$ 15,674		\$ 15,674	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 12,387</b>	<b>\$ 12,138</b>	<b>\$ 27,919</b>	<b>\$ -</b>	<b>\$ 27,919</b>	<b>\$ (142)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 296,909</b>	<b>\$ 355,527</b>	<b>\$ 292,648</b>	<b>\$ 29,241</b>	<b>\$ 263,406</b>	<b>\$ (28,070)</b>
Net Income	\$ (22,721)	\$ (73,105)	\$ (8,964)	\$ (29,241)	\$ 20,278	\$ 37,566



**TX22 Coronado Hills**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>						
Rental Income	\$ 146,832	\$ 154,763	\$ 146,430	\$ -	\$ 146,430	\$ (402)
Rent Adjustments	\$ -	\$ (8,541)		\$ -		\$ -
Vacancy	\$ (18,567)	\$ (5,982)	\$ (13,306)	\$ -	\$ (13,306)	\$ 5,261
Excess Utilities	\$ 826	\$ 85		\$ -		\$ (826)
Maintenance Charges	\$ 1,165	\$ 11,036		\$ -		\$ (1,165)
Bad Debt Collections	\$ (7,427)	\$ (8,569)	\$ (7,603)	\$ -	\$ (7,603)	\$ (176)
HUD/HAP Subsidy	\$ 224,503	\$ 226,468	\$ 233,732	\$ -	\$ 233,732	\$ 9,229
OTHER INCOME	\$ 4,409	\$ 8,373	\$ 3,101	\$ -	\$ 3,101	\$ (1,308)
<b>TOTAL REVENUE</b>	<b>\$ 351,741</b>	<b>\$ 377,632</b>	<b>\$ 362,354</b>	<b>\$ -</b>	<b>\$ 362,354</b>	<b>\$ (10,612)</b>
Administrative Salaries	\$ 58,054	\$ 45,874	\$ 43,198		\$ 43,198	\$ (14,856)
Administrative Salaries - O/T	\$ 150	\$ 432	\$ -		\$ -	\$ (150)
<b>TOTAL SALARIES</b>	<b>\$ 58,204</b>	<b>\$ 46,306</b>	<b>\$ 43,198</b>	<b>\$ -</b>	<b>\$ 43,198</b>	<b>\$ (15,006)</b>
LEGAL EXPENSE	\$ 400	\$ 5,672	\$ 4,000		\$ 4,000	\$ 3,600
STAFF TRAINING	\$ 2,352	\$ 1,031	\$ 278	\$ 209	\$ 70	\$ (2,074)
TRAVEL - OUT OF TOWN	\$ 1,250	\$ -				\$ (1,250)
TRAVEL - LOCAL	\$ 100	\$ 75	\$ 200		\$ 200	\$ 100
Accounting & Auditing Fees	\$ 733	\$ -	\$ 733		\$ 733	\$ -
Office Supplies	\$ 150	\$ 204	\$ 300		\$ 300	\$ 150
POSTAGE EXPENSE	\$ 160	\$ 93	\$ 125		\$ 125	\$ (35)
Advertising	\$ 25	\$ 40	\$ 100		\$ 100	\$ 75
Printing	\$ 50	\$ 145	\$ 100		\$ 100	\$ 50
Telephone	\$ 6,100	\$ 5,948	\$ 7,966	\$ 1,593	\$ 6,373	\$ 1,866
Court Costs	\$ 250	\$ 103	\$ 250		\$ 250	\$ -
Equipment Leases	\$ 1,750	\$ 1,964	\$ 1,658		\$ 1,658	\$ (92)
Office Equipment (Under \$2500)	\$ 700	\$ -	\$ 200	\$ -	\$ 200	\$ (500)
Meeting Expense	\$ 50	\$ 62	\$ -		\$ -	\$ (50)
Misc. Expenses	\$ 150	\$ -	\$ -		\$ -	\$ (150)
Answering Service	\$ 250	\$ 302	\$ 250		\$ 250	\$ -
Criminal Checks	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Interpreter Fees	\$ 200	\$ 364	\$ 250		\$ 250	\$ 50
Software	\$ 3,571	\$ 2,858	\$ 3,048	\$ 923	\$ 2,125	\$ (523)
Document Shredding	\$ 25	\$ -	\$ 25		\$ 25	\$ -
Inspections	\$ 960	\$ -	\$ 960	\$ 960	\$ -	\$ -
<b>TOTAL SUNDRY</b>	<b>\$ 14,441</b>	<b>\$ 12,083</b>	<b>\$ 15,232</b>	<b>\$ 1,476</b>	<b>\$ 11,756</b>	<b>\$ 791</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 77,490</b>	<b>\$ 63,366</b>	<b>\$ 63,641</b>	<b>\$ 1,476</b>	<b>\$ 54,956</b>	<b>\$ (13,839)</b>
Property Management Fee	\$ 14,070	\$ 14,484	\$ 14,494		\$ 14,494	\$ 424
Admissions		\$ -	\$ 6,428		\$ 6,428	
<b>TOTAL COC. FEES AND CHARGES</b>	<b>\$ 14,070</b>	<b>\$ 14,484</b>	<b>\$ 20,922</b>	<b>\$ -</b>	<b>\$ 20,922</b>	<b>\$ 424</b>
Tenant Participation - Resident Council	\$ 2,700	\$ 759	\$ 720		\$ 720	\$ (1,980)
Tenant Participation - HACA		\$ 602	\$ 480		\$ 480	
<b>TOTAL TENANT SERVICES</b>	<b>\$ 2,700</b>	<b>\$ 759</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ (1,980)</b>
Water	\$ 40,000	\$ 48,058	\$ 42,000		\$ 42,000	\$ 2,000
Electric	\$ 9,000	\$ 8,835	\$ 9,000		\$ 9,000	\$ -
Gas	\$ 15,000	\$ 17,241	\$ 15,000		\$ 15,000	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 64,000</b>	<b>\$ 74,134</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ 66,000</b>	<b>\$ 2,000</b>
Maintenance - Labor	\$ 36,313	\$ 36,193	\$ 26,888		\$ 26,888	\$ (9,425)
Maintenance - Labor - Standby OT		\$ -	\$ 2,000		\$ 2,000	
Maintenance - Labor (OT)	\$ 2,000	\$ 1,641				\$ (2,000)
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 38,313</b>	<b>\$ 37,835</b>	<b>\$ 28,888</b>	<b>\$ -</b>	<b>\$ 28,888</b>	<b>\$ (11,425)</b>
Custodial	\$ 450	\$ 747	\$ 450		\$ 450	\$ -
Electrical	\$ 500	\$ 917	\$ 500		\$ 500	\$ -
Plumbing	\$ 1,000	\$ 1,345	\$ 1,000		\$ 1,000	\$ -
Lawn Care & Grounds	\$ 2,300	\$ 3,281	\$ 700		\$ 700	\$ (1,600)
Tools & Equipment	\$ 300	\$ 282	\$ 450		\$ 450	\$ 150
Water Heaters, Boiler & parts	\$ 1,700	\$ 1,070	\$ 1,500		\$ 1,500	\$ (200)
Air conditioning, HVAC Parts & Freon	\$ 2,000	\$ 1,135	\$ 1,800		\$ 1,800	\$ (200)
Gas & Oil	\$ 800	\$ 283	\$ 300		\$ 300	\$ (500)
Exterior Lighting	\$ 150	\$ -	\$ 150		\$ 150	\$ -
Auto Parts	\$ 50	\$ -	\$ -		\$ -	\$ (50)
Paint & Supplies	\$ 1,500	\$ 1,456	\$ 1,500		\$ 1,500	\$ -
Flooring (Tile, Bricks & Cement)	\$ 200	\$ -	\$ 100		\$ 100	\$ (100)
Glass & Window	\$ 300	\$ -	\$ 200		\$ 200	\$ (100)
Pest Control	\$ 100	\$ -	\$ 100		\$ 100	\$ -
Appliance Parts	\$ 500	\$ 206	\$ 500		\$ 500	\$ -
Alarms/Extinguishers/Sprinklers	\$ 500	\$ 174	\$ 500		\$ 500	\$ -
Hardware (Locks, Nuts & Bolts)	\$ 700	\$ 1,246	\$ 250		\$ 250	\$ (450)
Safety Equipment (Gloves, Belts & Goggles)	\$ 100	\$ 247	\$ 100		\$ 100	\$ -

TX22 Coronado Hills  
Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Full Requested	FY2021 PAMI Budget	FY2021 Property Budget	Variance between FY2020 and FY 2021 Budget
Window Coverings	\$ 300	\$ 588	\$ 400		\$ 400	\$ 100
Counter Tops/Cabinets	\$ 50	\$ -	\$ 50		\$ 50	\$ -
Lumber & Sheetrock	\$ 50	\$ 89	\$ 75		\$ 75	\$ 25
Maint. Licenses & Fees	\$ -	\$ 47	\$ 35		\$ 35	\$ 35
Doors	\$ 900	\$ 1,106	\$ 900		\$ 900	\$ -
Fencing Materials	\$ 100	\$ 42	\$ 100		\$ 100	\$ -
Reasonable Accomodation Materials	\$ 150	\$ -	\$ 150		\$ 150	\$ -
<b>MAINTENANCE MATERIALS</b>	<b>\$ 14,700</b>	<b>\$ 14,763</b>	<b>\$ 11,810</b>	<b>\$ -</b>	<b>\$ 11,810</b>	<b>\$ (2,890)</b>
Trash Removal	\$ 7,026	\$ 7,310	\$ 6,026		\$ 6,026	\$ (1,000)
Plumbing Contracts	\$ 1,000	\$ 3,513	\$ 2,500		\$ 2,500	\$ 1,500
Grounds Contracts	\$ 11,000	\$ 18,759	\$ 8,857		\$ 8,857	\$ (2,143)
HVAC Contracts	\$ 500	\$ -	\$ 500		\$ 500	\$ -
Fire Protection	\$ 250	\$ 912	\$ 350		\$ 350	\$ 100
Vehicle Repairs	\$ 75	\$ 7	\$ -		\$ -	\$ (75)
ACM ABATEMENT	\$ -	\$ 992	\$ 200		\$ 200	\$ 200
Make-Ready/Cleaning	\$ 1,800	\$ 2,955	\$ 2,400		\$ 2,400	\$ 600
Contract Painting	\$ -	\$ 559	\$ 100		\$ 100	\$ 100
Pest Control Contract	\$ 1,700	\$ 1,379	\$ 2,100		\$ 2,100	\$ 400
Door/Window Repair Contracts	\$ 500	\$ -				\$ (500)
Masonry Work	\$ 1,500	\$ -	\$ 50		\$ 50	\$ (1,450)
Electrical Contracts	\$ 300	\$ -	\$ 300		\$ 300	\$ -
Building & Equipment Repair	\$ 1,500	\$ 2,640	\$ 750		\$ 750	\$ (750)
Uniforms	\$ 350	\$ 198	\$ 192		\$ 192	\$ (158)
Equipment Rental	\$ 50	\$ -				\$ (50)
Tree Trimming	\$ 4,000	\$ 6,827	\$ 3,000		\$ 3,000	\$ (1,000)
In-House Trash Removal	\$ 2,500	\$ 3,275	\$ 2,500		\$ 2,500	\$ -
Reasonable Accomodation Contracts	\$ 865	\$ 1,087	\$ 1,500		\$ 1,500	\$ 635
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 34,918</b>	<b>\$ 50,402</b>	<b>\$ 31,325</b>	<b>\$ -</b>	<b>\$ 31,325</b>	<b>\$ (3,593)</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ 87,929</b>	<b>\$ 102,510</b>	<b>\$ 72,023</b>	<b>\$ -</b>	<b>\$ 72,023</b>	<b>\$ (17,896)</b>
Crime Prevention and Safety	\$ 12,000	\$ 9,555				
Police Officers		\$ -	\$ 11,000	\$ 8,250	\$ 2,750	
RESIDENT WATCH	\$ 150	\$ -	\$ -	\$ -		\$ (150)
HACA/POLICE LIASON	\$ 720	\$ -	\$ 763	\$ 763		\$ 43
Security Contracts	\$ 1,500	\$ 1,560	\$ 1,300		\$ 1,300	\$ (200)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 14,370</b>	<b>\$ 11,115</b>	<b>\$ 13,063</b>	<b>\$ 9,013</b>	<b>\$ 4,050</b>	<b>\$ (507)</b>
Insurance	\$ 14,297	\$ 11,062	\$ 14,377		\$ 14,377	\$ 80
Employee Benefits	\$ 45,363	\$ 52,652	\$ 33,880	\$ 9,011	\$ 24,870	\$ (11,483)
INTEREST EXPENSE	\$ 43,626	\$ 43,880	\$ 43,059		\$ 43,059	\$ (567)
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 103,286</b>	<b>\$ 107,594</b>	<b>\$ 91,318</b>	<b>\$ 9,013</b>	<b>\$ 72,306</b>	<b>\$ (11,970)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 363,835</b>	<b>\$ 375,762</b>	<b>\$ 328,165</b>	<b>\$ 21,709</b>	<b>\$ 306,457</b>	<b>\$ (43,578)</b>
REPLACEMENT RESERVES	\$ 17,456	\$ 17,291	\$ 17,807		\$ 17,807	\$ 351
Debt Principal		\$ -	\$ 20,723		\$ 20,723	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 17,456</b>	<b>\$ 17,291</b>	<b>\$ 20,723</b>	<b>\$ -</b>	<b>\$ 20,723</b>	<b>\$ 351</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 381,291</b>	<b>\$ 393,053</b>	<b>\$ 366,695</b>	<b>\$ 21,709</b>	<b>\$ 344,987</b>	<b>\$ (43,227)</b>
Net Income	\$ (29,550)	\$ (15,421)	\$ (4,341)	\$ (21,709)	\$ 17,367	\$ 53,840

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1C ASSISTED HOUSING BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Estimated Administrative Fees	\$ 4,282,564	\$ 3,314,450	\$ 4,419,267	\$ 4,576,783	\$ 294,219
HAP Reimbursements	56,966,834	43,092,648	57,456,864	59,699,753	2,732,919
Interest Income		40,356	53,808		0
<b>Total Revenues</b>	<b>\$ 61,249,398</b>	<b>\$ 46,447,454</b>	<b>\$ 61,929,939</b>	<b>\$ 64,276,536</b>	<b>\$ 3,027,138</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 2,725,103	\$ 2,056,034	\$ 2,741,379	\$ 2,863,462	\$ 138,360
Legal	5,500	2,242	2,989	5,500	0
Travel & Training	42,358	17,143	22,857	37,500	(4,858)
Audit Fees	0	0	0	0	0
Management fees	0	0	0	0	0
Sundry Administrative	197,068	192,942	257,256	371,950	174,882
<b>Total Administrative</b>	<b>\$ 2,970,029</b>	<b>\$ 2,268,361</b>	<b>\$ 3,024,481</b>	<b>\$ 3,278,412</b>	<b>\$ (17,303)</b>
Maintenance:					
Labor	\$	\$ 0	\$ 0	\$	\$ 0
Materials	9,100	5,642	7,523	8,200	(900)
Contracts	9,141	(895)	(1,193)	5,000	(4,141)
<b>Total Maintenance</b>	<b>\$ 18,241</b>	<b>\$ 4,747</b>	<b>\$ 6,329</b>	<b>\$ 13,200</b>	<b>\$ (5,041)</b>
Other:					
Insurance	\$	\$ 250	\$ 333	\$	\$ 0
Protective Services	27,500	20,854	27,805	27,500	0
Employee Benefit Contributions	1,280,798	981,118	1,281,491	1,345,827	65,029
Tenant Education Program				10,000	
Landlord Incentive/Appreciation				50,000	
Utility Assistance	4,305	0	0	0	(4,305)
Capital Improvements			0		0
<b>Total Other Expenses</b>	<b>\$ 1,312,603</b>	<b>\$ 982,222</b>	<b>\$ 1,309,629</b>	<b>\$ 1,433,327</b>	<b>\$ 60,725</b>
Housing Assistance Payments	\$ 56,966,834	\$ 43,092,648	\$ 57,456,864	\$ 59,699,753	\$ 2,732,919
FSS Programs		0	0	0	0
<b>Total-All Expenses</b>	<b>\$ 61,267,706</b>	<b>\$ 46,347,978</b>	<b>\$ 61,797,304</b>	<b>\$ 64,424,693</b>	<b>\$ 2,771,300</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ (18,308)</b>	<b>\$ 99,476</b>	<b>\$ 132,635</b>	<b>\$ (148,157)</b>	<b>\$ 255,838</b>

Assisted Housing  
Budget Forecast for FY21

Description	Approved FY20 Budget Assisted Housing	YTD Annualized Over 12 Months	FY21 AH Only Budget Requested	1/2 of Admissions Budget	New Requested Assisted Housing Budget (Consolidated)	Change Requested
<b>REVENUE</b>						
TBRA Existing Grant - Pass Through	\$ 145,541	\$ 203,608	\$ -	\$ -	\$ -	\$ (145,541)
TBRA Existing - Admin Fee	\$ 26,350	\$ -	\$ -	\$ -	\$ -	\$ (26,350)
TBRA Existing Replacement - Pass Through	\$ 228,785	\$ -	\$ 457,570	\$ -	\$ 457,570	\$ 228,786
TBRA Existing Replacement - Admin	\$ 25,421	\$ -	\$ 50,841	\$ -	\$ 50,841	\$ 25,420
TBRA - New Homeless - Pass Through	\$ 287,354	\$ -	\$ 584,253	\$ -	\$ 584,253	\$ 287,305
TBRA - New Homeless - Admin Fee	\$ 26,123	\$ -	\$ 62,695	\$ -	\$ 62,695	\$ 36,572
SRO - HUD - Pass Through	\$ 277,200	\$ 318,205	\$ 277,200	\$ -	\$ 277,200	\$ -
SRO - HUD - Admin	\$ 50,450	\$ -	\$ 50,450	\$ -	\$ 50,450	\$ -
Mainstream-HUD - Pass Through	\$ 1,170,824	\$ 1,178,403	\$ 1,008,876	\$ -	\$ 1,008,876	\$ (162,048)
Mainstream-HUD - Admin	\$ 65,845	\$ 148,945	\$ 67,968	\$ -	\$ 67,968	\$ 2,123
Mainstream - HUD - Pass Through	\$ -	\$ -	\$ 1,203,300	\$ -	\$ 1,203,300	\$ 1,203,300
Mainstream - HUD Admin new 125	\$ -	\$ -	\$ 44,554	\$ -	\$ 44,554	\$ 44,554
Continuum of Care Pass Through	\$ 630,132	\$ 72,367	\$ 630,132	\$ -	\$ 630,132	\$ -
Continuum of Care Admin Fee	\$ 42,726	\$ -	\$ 42,726	\$ -	\$ 42,726	\$ -
SS FSS	\$ 205,606	\$ -	\$ 293,577	\$ -	\$ 293,577	\$ 87,971
HUD/HAP Subsidy - Pass Through	\$ 54,226,699	\$ 54,571,124	\$ 55,558,416	\$ -	\$ 55,558,416	\$ 1,331,517
HUD/HAP Subsidy - Admin Fee	\$ 3,840,043	\$ 3,899,088	\$ 3,963,972	\$ -	\$ 3,963,972	\$ 123,829
Other Income	\$ -	\$ 113,969	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	\$ 61,748,898	\$ 62,277,933	\$ 64,776,546	\$ -	\$ 64,776,546	\$ 3,027,648
<b>EXPENSES</b>						
Administrative Salaries	\$ 2,446,691	\$ 2,221,033	\$ 2,651,461	\$ 198,016	\$ 2,849,477	\$ 193,240
Admin Salaries - Temp	\$ 54,750	\$ 82,657	\$ 10,000	\$ -	\$ 10,000	\$ (44,750)
Administrative Salaries - O/T	\$ 12,616	\$ 67	\$ 3,986	\$ -	\$ 3,986	\$ (10,130)
<b>TOTAL SALARIES</b>	\$ 2,514,057	\$ 2,303,757	\$ 2,665,447	\$ 198,016	\$ 2,863,463	\$ 349,393
LEGAL EXPENSE	\$ 3,000	\$ 2,990	\$ 3,000	\$ 2,500	\$ 5,500	\$ -
STAFF TRAINING	\$ 20,000	\$ 8,805	\$ 15,000	\$ 2,000	\$ 17,000	\$ (5,000)
TRAVEL-CONVENTION & MEETING	\$ 4,000	\$ 2,560	\$ 4,000	\$ -	\$ 4,000	\$ -
Travel - Out of Town	\$ 15,000	\$ 10,527	\$ 15,000	\$ 1,000	\$ 16,000	\$ -
Travel - Local	\$ 358	\$ 966	\$ 500	\$ -	\$ 500	\$ 142
Office Supplies	\$ 17,000	\$ 16,415	\$ 17,000	\$ 2,500	\$ 19,500	\$ -
POSTAGE EXPENSE	\$ 26,000	\$ 30,108	\$ 30,000	\$ 5,000	\$ 35,000	\$ 5,000
Advertising	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 4,000	\$ (500)
Printing	\$ 7,000	\$ 8,977	\$ 8,000	\$ 750	\$ 8,750	\$ 1,938
MEMBERSHIP DUES & FEES	\$ -	\$ 1,128	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Telephone	\$ 5,000	\$ 5,005	\$ 5,000	\$ -	\$ 5,000	\$ (4,000)
Equipment Leases	\$ 17,000	\$ 16,218	\$ 16,000	\$ 4,000	\$ 20,000	\$ (1,000)
Office Equipment (Under \$2500)	\$ 1,500	\$ 1,516	\$ 1,500	\$ 1,000	\$ 2,500	\$ -
Meeting Expense	\$ 1,500	\$ 1,826	\$ 2,000	\$ 500	\$ 2,500	\$ 500
Subscriptions	\$ 40,000	\$ 25,159	\$ 40,000	\$ 2,200	\$ 42,200	\$ -
Consultants	\$ 35,000	\$ 35,407	\$ 140,000	\$ -	\$ 140,000	\$ 109,000
Criminal Checks	\$ 2,000	\$ 2,633	\$ 3,000	\$ 6,000	\$ 9,000	\$ 2,000
Credit Reports	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ (6,000)
Interpreter Fees	\$ 5,000	\$ 4,115	\$ 4,000	\$ 1,000	\$ 5,000	\$ (1,000)
Storage Lease	\$ -	\$ 4,839	\$ 5,000	\$ -	\$ 6,000	\$ 6,000
Document Shredding	\$ 1,620	\$ 1,195	\$ 1,200	\$ 300	\$ 1,500	\$ (420)
Outgoing Port Admin Fees	\$ -	\$ 66,182	\$ 70,000	\$ -	\$ 70,000	\$ 70,000
<b>TOTAL SUBSIDY</b>	\$ 167,620	\$ 170,722	\$ 146,700	\$ 25,500	\$ 172,200	\$ 5,580
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 2,681,677	\$ 2,480,515	\$ 2,815,147	\$ 223,516	\$ 3,038,663	\$ 356,986
Gas & Oil	\$ 8,900	\$ 7,509	\$ 8,000	\$ -	\$ 8,000	\$ (900)
Auto Parts	\$ 200	\$ 23	\$ 200	\$ -	\$ 200	\$ -
MAINTENANCE MATERIALS	\$ 3,000	\$ 1,521	\$ 8,200	\$ -	\$ 8,200	\$ (900)
Vehicle Repairs	\$ 6,000	\$ 333	\$ 5,000	\$ -	\$ 5,000	\$ (1,000)
Lobby Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,141)
MAINTENANCE CONTRACTS	\$ 5,000	\$ 133	\$ 5,000	\$ -	\$ 5,000	\$ (4,141)
TOT LOBO MAINT - A OPER	\$ 11,150	\$ 1,466	\$ 13,200	\$ -	\$ 13,200	\$ (5,041)
SECURITY CONTRACTS	\$ 27,500	\$ -	\$ 27,500	\$ -	\$ 27,500	\$ -
Crime Prevention / Safety	\$ -	\$ 27,806	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	\$ 27,500	\$ 27,806	\$ 27,500	\$ -	\$ 27,500	\$ -
EMPLOYEE BENEFITS	\$ 1,181,607	\$ 1,055,346	\$ 1,252,760	\$ 93,067	\$ 1,345,827	\$ 65,029
Utility Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,305)
Tenant Education Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landlord Incentive/Appreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL EXPENSES</b>	\$ 1,181,607	\$ 1,055,346	\$ 1,252,760	\$ 93,067	\$ 1,345,827	\$ 65,029
<b>TOTAL HOUSING EXPENSES</b>	\$ 3,863,272	\$ 3,535,861	\$ 4,067,907	\$ 316,583	\$ 4,384,490	\$ 521,218
HOUSING ASSISTANCE PAYMENTS	\$ 54,226,699	\$ 54,924,420	\$ 55,558,416	\$ -	\$ 55,558,416	\$ 1,331,517
All Other Pass-Through	\$ 2,739,933	\$ 1,760,207	\$ 4,141,337	\$ -	\$ 4,141,337	\$ 1,401,402
<b>TOTAL HAP</b>	\$ 56,966,632	\$ 56,684,627	\$ 60,699,753	\$ -	\$ 60,699,753	\$ 3,733,121
<b>Total Expenditure</b>	\$ 60,910,076	\$ 60,325,961	\$ 64,042,860	\$ 321,833	\$ 64,364,693	\$ 3,104,022
Provision for Reserve	\$ 330,322	\$ 321,370	\$ 233,676	\$ (321,833)	\$ (88,157)	\$ (76,884)

# AUSTIN AFFORDABLE HOUSING CORPORATION

## SCHEDULE 3 ALL AAHC PROGRAMS COMBINED BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Rental & Rental Related Income	\$ 10,261,140	\$ 7,692,103	\$ 10,256,137	\$ 10,668,626	\$ 407,486
Other Income	6,048,234	3,121,404	4,161,872	6,664,820	616,586
<b>Total Revenues</b>	<b>\$ 16,309,374</b>	<b>\$ 10,813,507</b>	<b>\$ 14,418,009</b>	<b>\$ 17,333,446</b>	<b>\$ 1,024,072</b>
<b>EXPENSE:</b>					
Administrative:					
Property Mgmt - Fees & Commis.	356,584	324,848	433,131	447,802	91,218
Property Mgmt - Payroll Costs	2,322,019	1,132,278	1,509,704	651,087	(1,670,932)
Property Admn. Costs	350,695	372,251	496,335	730,031	379,336
HACA Management Fees	5,283,969	2,416,883	3,222,511	2,276,756	(3,005,213)
Promotions & Advertising	80,760	55,185	73,580	93,225	12,465
<b>Total Administrative</b>	<b>\$ 8,394,027</b>	<b>\$ 4,301,445</b>	<b>\$ 5,735,260</b>	<b>\$ 4,200,902</b>	<b>\$ (4,193,125)</b>
Maintenance:					
Materials & Contracts	\$ 2,039,974	\$ 1,077,601	\$ 1,436,801	\$ 2,038,111	\$ (1,863)
Maintenance Labor	\$	\$ 0	\$ 0	\$	\$ 0
<b>Total Maintenance</b>	<b>\$ 2,039,974</b>	<b>\$ 1,077,601</b>	<b>\$ 1,436,801</b>	<b>\$ 2,038,111</b>	<b>\$ (1,863)</b>
General Expense:					
Insurance	\$ 210,952	\$ 182,275	\$ 243,033	\$ 259,145	\$ 48,193
Protective Services	160,034	172,128	229,504	164,817	4,783
Collection Loss		0	0		0
Property Taxes	97,294	154,186	205,581	88,106	(9,188)
Other - Interest on Note	1,587,493	1,291,302	1,721,736	1,520,267	(67,226)
Franchise Tax			0	15,000	15,000
Donations	0	0	0	7,715,527	
Community Initiatives	80,000	22,831	30,441	80,000	0
<b>Total General Expenses</b>	<b>\$ 2,135,773</b>	<b>\$ 1,822,722</b>	<b>\$ 2,430,296</b>	<b>\$ 9,842,861</b>	<b>\$ (8,439)</b>
Other Routine Expenses:					
Employee Benefits	\$	\$	\$	\$ 218,716	\$ 218,716
Utilities	\$ 615,364	\$ 638,913	\$ 851,884	\$ 799,880	\$ 184,516
<b>Total Other Routine Expenses</b>	<b>\$ 615,364</b>	<b>\$ 638,913</b>	<b>\$ 851,884</b>	<b>\$ 1,018,596</b>	<b>\$ 184,516</b>
Non-Routine Expenses:					
Capital Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Routine	0	13,339	17,785	0	0
<b>Total Non-Routine Expenses</b>	<b>\$ 0</b>	<b>\$ 13,339</b>	<b>\$ 17,785</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total-All Expenses</b>	<b>\$ 13,185,138</b>	<b>\$ 7,854,020</b>	<b>\$ 10,472,027</b>	<b>\$ 17,100,469</b>	<b>\$ 2,345,479</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 3,124,236</b>	<b>\$ 2,959,487</b>	<b>\$ 3,945,983</b>	<b>\$ 232,977</b>	<b>\$ (1,209,149)</b>

**Eastland Plaza  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 965,000	\$ 970,727	\$ 970,000	\$ 5,000
OTHER INCOME	\$ 240,000	\$ 262,337	\$ 259,500	\$ 19,500
<b>TOTAL REVENUE</b>	<b>\$ 1,205,000</b>	<b>\$ 1,233,064</b>	<b>\$ 1,229,500</b>	<b>\$ 24,564</b>
<b>EXPENSES</b>				
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 54,000	\$ 54,000	\$ 54,000	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ 5,000	\$ 6,730	\$ 5,000	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ 11,500	\$ 5,126	\$ 6,500	\$ (5,000)
COOC FEES	\$ 292,388	\$ 292,388		\$ (292,388)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 362,888</b>	<b>\$ 353,124</b>	<b>\$ 65,500</b>	<b>\$ (297,388)</b>
Water	\$ 48,259	\$ 25,811	\$ 33,500	
Electric	\$ 18,565	\$ 43,599	\$ 22,500	\$ 3,935
<b>TOTAL UTILITIES</b>	<b>\$ 66,824</b>	<b>\$ 69,410</b>	<b>\$ 56,000</b>	<b>\$ 3,935</b>
COMMUNITY GRANTS	\$ 80,000	\$ -	\$ 80,000	\$ -
<b>TOTAL MAINTENANCE SERVICES</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>
Maintenance - Labor	\$ 15,558	\$ 18,230	\$ 20,500	\$ 4,942
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 15,558</b>	<b>\$ 18,230</b>	<b>\$ 20,500</b>	<b>\$ 4,942</b>
MAINTENANCE AND REPAIRS	\$ 70,000	\$ -		\$ (70,000)
TRASH REMOVAL	\$ 4,363	\$ 4,050	\$ 4,500	\$ 137
CONTRACT SERVICES	\$ 21,028	\$ 70,041	\$ 65,500	\$ 44,472
CLEANING AND DECORATING	\$ 40,000	\$ 38,183	\$ 50,500	\$ 10,500
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 115,391</b>	<b>\$ 112,274</b>	<b>\$ 121,500</b>	<b>\$ (14,801)</b>
<b>TOTAL MAINT. &amp; REPAIRS</b>	<b>\$ 150,349</b>	<b>\$ 140,504</b>	<b>\$ 146,500</b>	<b>\$ (9,349)</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 72,980	\$ 106,314	\$ 85,500	\$ 12,520
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 72,980</b>	<b>\$ 106,314</b>	<b>\$ 85,500</b>	<b>\$ 12,520</b>
INSURANCE	\$ 67,500	\$ 29,144	\$ 32,500	\$ (35,000)
EMPLOYEE BENEFITS	\$ -	\$ -	\$ 1,450	\$ 1,450
PROPERTY TAXES	\$ 88,106	\$ 205,582	\$ 88,106	\$ -
INTEREST EXPENSE	\$ 187,783	\$ 283,887	\$ 21,180	\$ (166,603)
Donation to Resident Programs	\$ -	\$ -	\$ 425,288	
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 439,499</b>	<b>\$ 510,513</b>	<b>\$ 588,524</b>	<b>\$ 72,441</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,077,030</b>	<b>\$ 890,698</b>	<b>\$ 996,524</b>	<b>\$ (65,747)</b>
Provisions for Reserve	\$ 861,611	\$ 714,451	\$ 232,976	\$ (200,635)

**Sterling Village  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 1,640,480	\$ 1,713,501	\$ 1,770,706	\$ 130,226
LEASE REVENUE		\$ -		\$ -
OTHER INCOME	\$ 131,384	\$ 231,632	\$ 185,765	\$ 54,381
<b>TOTAL REVENUE</b>	<b>\$ 1,771,864</b>	<b>\$ 1,945,132</b>	<b>\$ 1,956,471</b>	<b>\$ 184,607</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 365,742	\$ 239,235	\$ 152,674	\$ (213,068)
PROP MGMT - MGMT. FEES AND COMMISSIONS		\$ 83,113	\$ 88,041	\$ 88,041
PROP MGMT - PROMO. AND ADVERTISING	\$ 10,000	\$ 6,027	\$ 4,500	\$ (5,500)
PROP MGMT - GEN & ADMIN COSTS	\$ 95,000	\$ 98,626	\$ 148,689	\$ 53,689
<b>COOC FEES</b>	<b>\$ 1,207,831</b>	<b>\$ 590,148</b>	<b>\$ 391,294</b>	<b>\$ (816,537)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 1,678,573</b>	<b>\$ 917,149</b>	<b>\$ 585,198</b>	<b>\$ (893,425)</b>
Water	\$ 182,234	\$ 180,610	\$ 182,100	\$ (134)
Electric	\$ 16,000	\$ 16,821	\$ 18,000	\$ 2,000
Gas	\$ 750	\$ 739	\$ 720	\$ (30)
Other	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 198,984</b>	<b>\$ 198,170</b>	<b>\$ 200,820</b>	<b>\$ 1,936</b>
<b>COMMUNITY GRANTS</b>		\$ -		\$ -
<b>TOTAL MAINTENANCE SERVICES</b>				
Maintenance - Labor	\$ 165,000	\$ 169,580	\$ 160,940	\$ (4,060)
Maintenance - Labor (OT)		\$ -	\$ 9,480	\$ 9,480
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 165,000</b>	<b>\$ 169,580</b>	<b>\$ 170,420</b>	<b>\$ 5,420</b>
Contracts	\$ -	\$ 160,195		\$ -
Materials	\$ -	\$ 64,793		\$ -
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ 67,000</b>	<b>\$ -</b>	<b>\$ 74,050</b>	<b>\$ 7,050</b>
TRASH REMOVAL		\$ -	\$ 32,400	\$ 32,400
CONTRACT SERVICES	\$ 85,000	\$ -	\$ 92,560	\$ 7,560
CLEANING AND DECORATING	\$ 56,000	\$ -	\$ -	\$ (56,000)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 206,000</b>	<b>\$ 224,987</b>	<b>\$ 299,010</b>	<b>\$ (8,990)</b>
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ 373,000</b>	<b>\$ 394,567</b>	<b>\$ 369,430</b>	<b>\$ (3,570)</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 52,000	\$ 33,169	\$ 11,400	\$ (40,600)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 52,000</b>	<b>\$ 33,169</b>	<b>\$ 11,400</b>	<b>\$ (40,600)</b>
INSURANCE	\$ 40,000	\$ 42,335	\$ 51,935	\$ 11,935
EMPLOYEE BENEFITS	\$ 39,000	\$ -	\$ 55,424	\$ 16,424
PROPERTY TAXES		\$ -		\$ -
INTEREST EXPENSE	\$ 198,291	\$ 198,652	\$ 197,749	\$ (542)
Donation to Resident Programs	\$ -	\$ -	\$ 284,515	\$ 284,515
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 777,291</b>	<b>\$ 240,987</b>	<b>\$ 589,629</b>	<b>\$ 227,817</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 2,579,848</b>	<b>\$ 1,884,042</b>	<b>\$ 1,956,471</b>	<b>\$ (907,892)</b>
Provision	\$ (807,984)	\$ 61,090	\$ 0	\$ 1,092,499

**Bent Tree  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 1,149,900	\$ 1,252,058	\$ 1,237,366	\$ 87,466
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 77,610	\$ 114,155	\$ 85,720	\$ 8,110
<b>TOTAL REVENUE</b>	<b>\$ 1,227,510</b>	<b>\$ 1,366,213</b>	<b>\$ 1,323,086</b>	<b>\$ 95,596</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 273,294	\$ 123,489	\$ 80,458	\$ (192,836)
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 55,238	\$ 53,778	\$ 59,539	\$ 4,301
PROP MGMT - PROMO. AND ADVERTISING	\$ 9,550	\$ 6,945	\$ 4,655	\$ (4,895)
PROP MGMT - GEN & ADMIN COSTS	\$ 54,482	\$ 63,198	\$ 87,746	\$ 33,264
<b>COOC FEES</b>	<b>\$ 322,680</b>	<b>\$ 322,680</b>	<b>\$ 264,617</b>	<b>\$ (58,063)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 715,244</b>	<b>\$ 570,090</b>	<b>\$ 497,015</b>	<b>\$ (218,229)</b>
Water	\$ 78,000	\$ 69,096	\$ 67,800	\$ (10,200)
Electric	\$ 23,400	\$ 24,601	\$ 24,300	\$ 900
Other utilities	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 101,400</b>	<b>\$ 93,697</b>	<b>\$ 92,100</b>	<b>\$ (9,300)</b>
<b>COMMUNITY GRANTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TENANT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ 108,060	\$ 91,331	\$ 101,408	\$ (6,652)
Maintenance - Labor (OT)	\$ 2,400	\$ -	\$ 2,100	\$ (300)
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 110,460</b>	<b>\$ 91,331</b>	<b>\$ 103,508</b>	<b>\$ (6,952)</b>
Contracts	\$ -	\$ 96,576	\$ -	\$ -
Materials	\$ -	\$ 42,786	\$ -	\$ -
MAINTENANCE AND REPAIRS	\$ 88,923	\$ -	\$ 38,790	\$ (50,133)
TRASH REMOVAL	\$ -	\$ -	\$ 28,200	\$ 28,200
CONTRACT SERVICES	\$ 54,700	\$ -	\$ 89,922	\$ 35,222
CLEANING AND DECORATING	\$ 40,380	\$ -	\$ 44,890	\$ 4,510
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 184,003</b>	<b>\$ 139,362</b>	<b>\$ 170,182</b>	<b>\$ (17,799)</b>
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ 294,463</b>	<b>\$ 230,693</b>	<b>\$ 385,310</b>	<b>\$ 10,847</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 624	\$ 624	\$ 624	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 624</b>	<b>\$ 624</b>	<b>\$ 624</b>	<b>\$ -</b>
INSURANCE	\$ 26,000	\$ 28,319	\$ 29,836	\$ 3,836
EMPLOYEE BENEFITS	\$ 40,488	\$ -	\$ 31,816	\$ (8,672)
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ 49,291	\$ 83,215	\$ 147,622	\$ 98,331
Donation to Resident Programs	\$ -	\$ -	\$ 218,763	\$ 218,763
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 115,775</b>	<b>\$ 111,534</b>	<b>\$ 428,037</b>	<b>\$ 93,485</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,227,510</b>	<b>\$ 1,006,638</b>	<b>\$ 1,323,086</b>	<b>\$ (123,187)</b>
Provisions for Reserve	\$ -	\$ 359,575	\$ (0)	\$ 218,763



**Sweet Water  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 1,092,364	\$ 1,057,966	\$ 1,130,513	\$ 38,149
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 80,520	\$ 138,280	\$ 117,070	\$ 36,550
<b>TOTAL REVENUE</b>	<b>\$ 1,172,884</b>	<b>\$ 1,196,246</b>	<b>\$ 1,247,583</b>	<b>\$ 74,689</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 254,662	\$ 150,747	\$ 105,304	\$ (149,358)
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 52,780	\$ 50,903	\$ 56,141	\$ 3,361
PROP MGMT - PROMO. AND ADVERTISING	\$ 11,635	\$ 5,615	\$ 14,550	\$ 2,915
PROP MGMT - GEN & ADMIN COSTS	\$ 70,236	\$ 85,649	\$ 134,274	\$ 64,038
<b>COOC FEES</b>	<b>\$ 142,012</b>	<b>\$ 142,012</b>	<b>\$ 215,525</b>	<b>\$ 73,513</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 531,425</b>	<b>\$ 434,927</b>	<b>\$ 525,794</b>	<b>\$ (9,533)</b>
Water	\$ 75,000	\$ 79,046	\$ 77,400	\$ 2,400
Electric	\$ 20,940	\$ 13,396	\$ 14,100	\$ (6,840)
Gas	\$ 13,500	\$ 9,603	\$ 10,980	\$ (2,520)
Other Utilities	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 109,440</b>	<b>\$ 102,044</b>	<b>\$ 102,480</b>	<b>\$ (6,960)</b>
<b>COMMUNITY GRANTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL MAINTENANCE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ 97,680	\$ 83,046	\$ 92,552	\$ (5,128)
Maintenance - Labor (OT)	\$ 2,400	\$ -	\$ 4,500	\$ 2,100
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 100,080</b>	<b>\$ 83,046</b>	<b>\$ 97,052</b>	<b>\$ (16,928)</b>
Contracts	\$ -	\$ 145,951	\$ -	\$ -
Materials	\$ -	\$ 70,680	\$ -	\$ -
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ 71,965</b>	<b>\$ -</b>	<b>\$ 80,970</b>	<b>\$ 9,005</b>
TRASH REMOVAL	\$ -	\$ -	\$ 27,540	\$ 27,540
CONTRACT SERVICES	\$ 60,000	\$ -	\$ 97,510	\$ 37,510
CLEANING AND DECORATING	\$ 56,340	\$ -	\$ -	\$ (56,340)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 188,305</b>	<b>\$ 216,631</b>	<b>\$ 206,020</b>	<b>\$ (27,715)</b>
<b>TOTAL MAINT. &amp; OPER.</b>	<b>\$ 288,385</b>	<b>\$ 289,677</b>	<b>\$ 303,072</b>	<b>\$ 14,687</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
INSURANCE	\$ 25,120	\$ 30,542	\$ 36,336	\$ 11,216
EMPLOYEE BENEFITS	\$ 39,408	\$ -	\$ 29,748	\$ (9,660)
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ 179,206	\$ 179,532	\$ 178,716	\$ (490)
Donation to Resident Programs	\$ -	\$ -	\$ 71,437	\$ 71,437
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 248,734</b>	<b>\$ 210,074</b>	<b>\$ 316,227</b>	<b>\$ 67,566</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,172,884</b>	<b>\$ 1,046,721</b>	<b>\$ 1,247,583</b>	<b>\$ 3,262</b>
Provisions for Reserve	\$ -	\$ 149,524	\$ 0	\$ 71,437

**Lexington Hills  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 2,224,316	\$ 2,202,825	\$ 2,313,515	\$ 89,199
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 206,890	\$ 305,101	\$ 243,610	\$ 36,720
<b>TOTAL REVENUE</b>	<b>\$ 2,431,206</b>	<b>\$ 2,507,926</b>	<b>\$ 2,557,125</b>	<b>\$ 125,919</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 413,340	\$ 205,976	\$ 182,315	\$ (231,025)
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 109,404	\$ 108,385	\$ 115,071	\$ 5,667
PROP MGMT - PROMO. AND ADVERTISING	\$ 12,355	\$ 20,418	\$ 24,260	\$ 11,905
PROP MGMT - GEN & ADMIN COSTS	\$ 77,189	\$ 103,082	\$ 169,885	\$ 92,696
		\$ -		
COOC FEES	\$ 478,776	\$ 478,776	\$ 511,425	\$ 32,649
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 691,064</b>	<b>\$ 916,638</b>	<b>\$ 1,002,956</b>	<b>\$ (88,108)</b>
Water	\$ 171,000	\$ 166,727	\$ 168,000	\$ (3,000)
Electric	\$ 32,160	\$ 27,872	\$ 33,520	\$ 1,360
Gas	\$ 21,000	\$ 17,969	\$ 20,280	\$ (720)
		\$ -		
<b>TOTAL UTILITY</b>	<b>\$ 224,160</b>	<b>\$ 212,568</b>	<b>\$ 221,800</b>	<b>\$ (2,360)</b>
COMMUNITY GRANTS		\$ -		\$ -
<b>TOTAL MAINTENANCE SERVICES</b>				
Maintenance - Labor	\$ 180,624	\$ 147,323	\$ 156,398	\$ (24,226)
Maintenance - Labor (OT)	\$ 6,300	\$ -	\$ 6,024	\$ (276)
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 186,924</b>	<b>\$ 147,323</b>	<b>\$ 162,422</b>	<b>\$ (24,502)</b>
Contracts	\$ -	\$ 255,353		\$ -
Materials	\$ -	\$ 75,112		\$ -
MAINTENANCE AND REPAIRS	\$ 105,295	\$ -	\$ 110,460	\$ 5,165
TRASH REMOVAL	\$ -	\$ -	\$ 30,780	\$ 30,780
CONTRACT SERVICES	\$ 104,610	\$ -	\$ 162,610	\$ 58,000
CLEANING AND DECORATING	\$ 119,150	\$ -		\$ (119,150)
MAINTENANCE CONTRACTS	\$ 329,055	\$ 330,465	\$ 303,850	\$ (25,205)
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ 515,979</b>	<b>\$ 477,788</b>	<b>\$ 466,732</b>	<b>\$ (49,107)</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 38,220	\$ 31,565	\$ 16,560	\$ (21,660)
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 38,220</b>	<b>\$ 31,565</b>	<b>\$ 16,560</b>	<b>\$ (21,660)</b>
INSURANCE	\$ 42,332	\$ 42,499		\$ (42,332)
EMPLOYEE BENEFITS	\$ 62,448	\$ 70,714	\$ 51,359	\$ (11,089)
FRANCHISE TAX	\$ 13,500	\$ 17,972	\$ 15,000	\$ 1,500
INTEREST EXPENSE	\$ 443,503	\$ 446,067	\$ 445,000	\$ 1,497
Donation to Resident Programs	\$ -	\$ -	\$ 338,178	\$ 338,178
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 1,601,783</b>	<b>\$ 1,577,151</b>	<b>\$ 1,849,537</b>	<b>\$ 287,754</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 2,431,206</b>	<b>\$ 2,215,809</b>	<b>\$ 2,557,125</b>	<b>\$ 125,919</b>
Provisions for Reserve	\$ -	\$ 292,118	\$ 0	\$ 0

**Single Family Homes  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 260,000	\$ 262,185	\$ 265,308	\$ 5,308
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 70	\$ 1,646	\$ 1,000	\$ 930
<b>TOTAL REVENUE</b>	<b>\$ 260,070</b>	<b>\$ 263,831</b>	<b>\$ 266,308</b>	<b>\$ 6,238</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 22,251	\$ -	\$ 31,500	\$ 9,249
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 15,000	\$ 15,000	\$ 1,330	\$ (13,670)
PROP MGMT - PROMO. AND ADVERTISING	\$ 500	\$ -	\$ 500	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ 2,100	\$ 1,035	\$ 15,000	\$ 12,900
		\$ -		
COOC FEES	\$ 177,670	\$ 138,188	\$ 163,072	\$ (14,598)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 227,421</b>	<b>\$ 154,223</b>	<b>\$ 210,402</b>	<b>\$ (8,119)</b>
Water	\$ 100	\$ -	\$ 100	\$ -
Electric	\$ 100	\$ -	\$ 100	\$ -
Gas	\$ -	\$ 477	\$ -	\$ -
		\$ -		
<b>TOTAL UTILITY</b>	<b>\$ 200</b>	<b>\$ 477</b>	<b>\$ 200</b>	<b>\$ -</b>
COMMUNITY GRANTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE SERVICES</b>				
Maintenance - Labor	\$ -	\$ 22,448	\$ 21,000	\$ 21,000
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>		<b>\$ 22,448</b>	<b>\$ 21,000</b>	<b>\$ 21,000</b>
Contracts	\$ -	\$ 24,527	\$ -	\$ -
Materials	\$ -	\$ 15,481	\$ -	\$ -
MAINTENANCE AND REPAIRS	\$ 15,000	\$ -	\$ -	\$ (15,000)
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ 12,000	\$ -	\$ 24,500	\$ 12,500
CLEANING AND DECORATING	\$ 10,000	\$ -	\$ -	\$ (10,000)
MAINTENANCE CONTRACTS	\$ 57,000	\$ 40,008	\$ 24,500	\$ (12,500)
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ 57,000</b>	<b>\$ 60,456</b>	<b>\$ 45,500</b>	<b>\$ (8,500)</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ 4,798	\$ 2,606	\$ 2,606
EMPLOYEE BENEFITS	\$ 5,349	\$ 5,882	\$ 6,600	\$ 1,251
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -
		\$ -		
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 260,070</b>	<b>\$ 10,686</b>	<b>\$ 5,206</b>	<b>\$ (5,857)</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 260,070</b>	<b>\$ 227,835</b>	<b>\$ 266,308</b>	<b>\$ 6,238</b>
Provisions for Reserve	\$ -	\$ 35,996	\$ -	\$ -

**Leisure Time Village  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 168,000	\$ 153,024	\$ 165,000	\$ (3,000)
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 500	\$ (17,120)	\$ 500	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 168,500</b>	<b>\$ 135,904</b>	<b>\$ 165,500</b>	<b>\$ (3,000)</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -	\$ -	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ 33,500	\$ 46,869	\$ 40,500	\$ 7,000
<b>COOC FEES</b>	<b>\$ 75,273</b>	<b>\$ 41,818</b>	<b>\$ 33,100</b>	<b>\$ (42,173)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 123,773</b>	<b>\$ 103,687</b>	<b>\$ 88,600</b>	<b>\$ (35,173)</b>
Water	\$ -	\$ -	\$ -	\$ -
Electric	\$ 1,200	\$ 529	\$ 600	\$ (600)
Gas	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITY</b>	<b>\$ 1,200</b>	<b>\$ 529</b>	<b>\$ 600</b>	<b>\$ (600)</b>
<b>COMMUNITY GRANTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TENANT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ 14,569	\$ 14,838	\$ 14,500	\$ (69)
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 14,569</b>	<b>\$ 14,838</b>	<b>\$ 14,500</b>	<b>\$ (69)</b>
Contracts	\$ -	\$ 6,747	\$ -	\$ -
Materials	\$ -	\$ 7,782	\$ -	\$ -
MAINTENANCE AND REPAIRS	\$ 7,500	\$ -	\$ -	\$ (7,500)
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ 7,500	\$ -	\$ 13,000	\$ 5,500
CLEANING AND DECORATING	\$ 4,500	\$ -	\$ -	\$ (4,500)
<b>MAINTENANCE CONTRACTS</b>	<b>\$ 19,500</b>	<b>\$ 14,528</b>	<b>\$ 13,000</b>	<b>\$ (6,500)</b>
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ 34,069</b>	<b>\$ 29,366</b>	<b>\$ 27,500</b>	<b>\$ (6,569)</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 5,940	\$ 6,845	\$ 6,500	\$ 560
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 5,940</b>	<b>\$ 6,845</b>	<b>\$ 6,500</b>	<b>\$ 560</b>
INSURANCE	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 3,518	\$ 3,836	\$ 4,350	\$ 832
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 37,950	\$ 37,950
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 35,518</b>	<b>\$ 38,681</b>	<b>\$ 42,800</b>	<b>\$ 38,782</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 168,500</b>	<b>\$ 144,263</b>	<b>\$ 165,500</b>	<b>\$ (3,000)</b>
Provisions for Reserve	\$ -	\$ (8,359)	\$ -	\$ -

**South Point (OSLO)**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ 1,683,480	\$ 1,632,229	\$ 1,690,033	\$ 6,553
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 155,260	\$ 227,416	\$ 265,905	\$ 110,645
<b>TOTAL REVENUE</b>	<b>\$ 1,838,740</b>	<b>\$ 1,859,645</b>	<b>\$ 1,955,938</b>	<b>\$ 117,198</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ 266,616	\$ 86,035	\$ 98,836	\$ (167,780)
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ 55,162	\$ 52,952	\$ 58,680	\$ 3,518
PROP MGMT - PROMO. AND ADVERTISING	\$ 41,720	\$ 40,665	\$ 39,760	\$ (1,960)
PROP MGMT - GEN & ADMIN COSTS	\$ 101,688	\$ 85,689	\$ 127,437	\$ 25,749
BANK CHARGES	\$ -	\$ 333	\$ -	\$ -
COOC FEES	\$ 221,739	\$ 221,739	\$ 73,515	\$ (148,224)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 686,925</b>	<b>\$ 487,413</b>	<b>\$ 398,229</b>	<b>\$ (288,696)</b>
Water	\$ 78,960	\$ 94,957	\$ 94,200	\$ 15,240
Electric	\$ 22,200	\$ 19,555	\$ 20,880	\$ (1,320)
Gas	\$ 10,980	\$ 8,704	\$ 10,800	\$ (180)
<b>TOTAL UTILITY</b>	<b>\$ 112,140</b>	<b>\$ 123,215</b>	<b>\$ 125,880</b>	<b>\$ 13,740</b>
COMMUNITY GRANTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ 104,520	\$ 93,114	\$ 100,907	\$ (3,613)
Maintenance - Labor (OT)	\$ 7,704	\$ -	\$ 8,400	\$ 696
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ 112,224</b>	<b>\$ 93,114</b>	<b>\$ 109,307</b>	<b>\$ (2,917)</b>
Contracts	\$ -	\$ 179,803	\$ -	\$ -
Materials	\$ -	\$ 70,225	\$ -	\$ -
MAINTENANCE AND REPAIRS	\$ 76,525	\$ -	\$ 59,420	\$ (17,105)
TRASH REMOVAL	\$ -	\$ -	\$ 34,380	\$ 34,380
CONTRACT SERVICES	\$ 57,960	\$ -	\$ 158,920	\$ 100,960
CLEANING AND DECORATING	\$ 99,420	\$ -	\$ -	\$ (99,420)
MAINTENANCE CONTRACTS	\$ 233,905	\$ 250,028	\$ 257,720	\$ 23,815
TOT ORD MAINT & OPER	\$ 346,129	\$ 343,143	\$ 362,027	\$ 15,898
PROTECT SERVICES & EQUIP. AGREEMENT	\$ 42,270	\$ 42,724	\$ 42,733	\$ 463
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 42,270</b>	<b>\$ 42,724</b>	<b>\$ 42,733</b>	<b>\$ 463</b>
INSURANCE	\$ 50,000	\$ 52,876	\$ 60,000	\$ 10,000
EMPLOYEE BENEFITS	\$ 35,088	\$ 49,110	\$ 37,969	\$ 2,881
PROPERTY TAXES	\$ 9,188	\$ -	\$ -	\$ (9,188)
INTEREST EXPENSE	\$ 529,419	\$ 530,383	\$ 530,000	\$ 581
Donation to Resident Programs	\$ -	\$ -	\$ 399,101	\$ 399,101
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 623,695</b>	<b>\$ 632,370</b>	<b>\$ 1,027,070</b>	<b>\$ 403,375</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 1,811,159</b>	<b>\$ 1,628,865</b>	<b>\$ 1,955,939</b>	<b>\$ 144,780</b>
Provisions for Reserve	\$ 27,581	\$ 230,780	\$ (0)	\$ (27,581)

**1503 & 1507 & 205 Chicon Office Buildings  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
<b>RENTAL INCOME</b>	\$ -	\$ -	\$ -	\$ -
Non-Dwelling Rental	\$ 170,400	\$ 173,267	\$ 196,200	\$ 25,800
<b>OTHER INCOME</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>	\$ 170,400	\$ 173,267	\$ 196,200	\$ 25,800
<b>EXPENSES</b>				
<b>PROP MGMT - SALARIES AND BENEFITS</b>	\$ -	\$ -	\$ -	\$ -
<b>PROP MGMT - MGMT. FEES AND COMMISSIONS</b>	\$ -	\$ -	\$ -	\$ -
<b>PROP MGMT - PROMO. AND ADVERTISING</b>	\$ -	\$ -	\$ -	\$ -
<b>PROP MGMT - GEN &amp; ADMIN COSTS</b>	\$ -	\$ -	\$ -	\$ -
<b>COOC FEES</b>	\$ 170,400	\$ 132,533	\$ 39,240	\$ (131,160)
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 170,400	\$ 132,533	\$ 39,240	\$ (131,160)
<b>Water</b>	\$ -	\$ 7,427	\$ -	\$ -
<b>Electric</b>	\$ -	\$ 21,911	\$ -	\$ -
<b>Gas</b>	\$ -	\$ 191	\$ -	\$ -
<b>TOTAL UTILITY</b>	\$ -	\$ 79,529	\$ -	\$ -
<b>COMMUNITY GRANTS</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	\$ -	\$ -	\$ -	\$ -
Contracts		\$ 36,224		
Materials		\$ 1,827		
<b>MAINTENANCE AND REPAIRS</b>	\$ -	\$ -	\$ -	\$ -
<b>TRASH REMOVAL</b>	\$ -	\$ -	\$ -	\$ -
<b>CONTRACT SERVICES</b>	\$ -	\$ -	\$ 12,000	\$ 12,000
<b>CLEANING AND DECORATING</b>	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>MAINTENANCE CONTRACTS</b>	\$ -	\$ 38,052	\$ 13,000	\$ (25,000)
<b>TOTAL PROTECTIVE SERVICES</b>	\$ -	\$ 38,052	\$ 13,000	\$ (25,000)
<b>PROTECT SERVICES &amp; EQUIP. AGREEMENT</b>	\$ -	\$ 3,045	\$ 1,500	\$ 1,500
<b>TOTAL PROTECTIVE SERVICES</b>	\$ -	\$ 3,045	\$ 1,500	\$ 1,500
<b>INSURANCE</b>	\$ -	\$ 10,144	\$ 19,000	\$ 19,000
<b>EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -	\$ -
<b>PROPERTY TAXES</b>	\$ -	\$ -	\$ -	\$ -
<b>INTEREST EXPENSE</b>	\$ -	\$ -	\$ -	\$ -
<b>Donation to Resident Programs</b>	\$ -	\$ -	\$ 123,460	\$ 123,460
<b>TOTAL GENERAL EXPENSES</b>	\$ -	\$ 10,144	\$ 142,460	\$ 142,460
<b>TOTAL ROUTINE EXPENSES</b>	\$ 170,400	\$ 213,302	\$ 196,200	\$ 25,800
Provisions for Reserve	\$ -	\$ (40,035)	\$ -	\$ -

**City of Austin (Third Floor 1124 IH 35)**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -
Non-Dwelling Rental	\$ 907,200	\$ 936,230	\$ 929,985	\$ 22,785
OTHER INCOME	\$ -	\$ 13,343	\$ 15,000	\$ 15,000
<b>TOTAL REVENUE</b>	<b>\$ 907,200</b>	<b>\$ 949,573</b>	<b>\$ 944,985</b>	<b>\$ 37,785</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -	\$ -	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -	\$ -	\$ -
<b>COOC FEES</b>	<b>\$ 907,200</b>	<b>\$ 907,200</b>	<b>\$ 188,900</b>	<b>\$ (718,300)</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 907,200</b>	<b>\$ 907,200</b>	<b>\$ 188,900</b>	<b>\$ (718,300)</b>
Water	\$ -	\$ -	\$ -	\$ -
Electric	\$ -	\$ -	\$ -	\$ -
Gas	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COMMUNITY GRANTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TENANT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ -	\$ 15,999	\$ 5,000	\$ 5,000
CLEANING AND DECORATING	\$ -	\$ -	\$ -	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ -</b>	<b>\$ 15,999</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ -</b>	<b>\$ 15,999</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
INSURANCE	\$ -	\$ -	\$ 26,932	
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	
PROPERTY TAXES	\$ -	\$ -	\$ -	
INTEREST EXPENSE	\$ -	\$ -	\$ -	
Donation to Resident Programs	\$ -	\$ -	\$ 724,153	
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 751,085</b>	<b>\$ 751,085</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 907,200</b>	<b>\$ 923,199</b>	<b>\$ 944,985</b>	<b>\$ (713,300)</b>
Provisions for Reserve	\$ -	\$ 26,375	\$ (0)	\$ 751,085

**Summer Grove  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -
Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 907,200	\$ -	\$ 700,000	\$ (207,200)
<b>TOTAL REVENUE</b>	<b>\$ 907,200</b>	<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ (207,200)</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -	\$ -	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
COOC FEES	\$ 907,200	\$ -	\$ 140,000	\$ (767,200)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 907,200</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ (767,200)</b>
Water	\$ -	\$ -	\$ -	\$ -
Electric	\$ -	\$ -	\$ -	\$ -
Gas	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>TOTAL UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
COMMUNITY GRANTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INVAUNT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	\$ -	\$ -	\$ -	\$ -
MAINTENANCE AND REPAIRS	\$ -	\$ -	\$ -	\$ -
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ -	\$ -	\$ -	\$ -
CLEANING AND DECORATING	\$ -	\$ -	\$ -	\$ -
MAINTENANCE CONTRACTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
INSURANCE	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 560,000	\$ 560,000
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 907,200</b>	<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ (207,200)</b>
Provisions for Reserve	\$ -	\$ -	\$ -	\$ -



**Center Ridge  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -
LEASE REVENUE	\$ -	\$ -	\$ -	\$ -
OTHER INCOME	\$ 340,000	\$ 280,282	\$ 250,000	\$ (90,000)
<b>TOTAL REVENUE</b>	<b>\$ 340,000</b>	<b>\$ 280,282</b>	<b>\$ 250,000</b>	<b>\$ (90,000)</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -	\$ -	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -	\$ -	\$ -
		\$ -		
COOC FEES	\$ 340,000	\$ 280,283	\$ 50,000	\$ (290,000)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 340,000</b>	<b>\$ 280,283</b>	<b>\$ 50,000</b>	<b>\$ (290,000)</b>
Water	\$ -	\$ -	\$ -	\$ -
Electric	\$ -	\$ -	\$ -	\$ -
Gas	\$ -	\$ -	\$ -	\$ -
		\$ -		
<b>TOTAL UTILITY</b>				
COMMUNITY GRANTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -	\$ -	\$ -
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ -	\$ -	\$ -	\$ -
CLEANING AND DECORATING	\$ -	\$ -	\$ -	\$ -
MAINTENANCE CONTRACTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ORD. MAINT. &amp; OPER.</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 200,000	\$ 200,000
<b>TOTAL GENERAL EXPENSES</b>			<b>\$ 200,000</b>	
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 340,000</b>	<b>\$ 280,283</b>	<b>\$ 250,000</b>	<b>\$ (290,000)</b>
Provisions for Reserve	\$ -	\$ (0)	\$ -	\$ 200,000

**Tech Ridge  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME	\$ 260,000	\$ 198,934	\$ 200,000	\$ (60,000)
<b>TOTAL REVENUE</b>	<b>\$ 260,000</b>	<b>\$ 198,934</b>	<b>\$ 200,000</b>	<b>\$ (60,000)</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -	\$ -	\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -	\$ -	\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -	\$ -	\$ -
		\$ -		
COOC FEES	\$ 220,000	\$ 19,867	\$ 40,000	\$ (180,000)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ 220,000</b>	<b>\$ 19,867</b>	<b>\$ 40,000</b>	<b>\$ (180,000)</b>
Water	\$ -	\$ -	\$ -	\$ -
Electric	\$ -	\$ -	\$ -	\$ -
Gas	\$ -	\$ -	\$ -	\$ -
		\$ -		
<b>TOTAL UTILITY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
COMMUNITY GRANTS	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TENANT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ -	\$ -	\$ -	\$ -
Maintenance - Labor (OT)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -	\$ -	\$ -
TRASH REMOVAL	\$ -	\$ -	\$ -	\$ -
CONTRACT SERVICES	\$ -	\$ -	\$ -	\$ -
CLEANING AND DECORATING	\$ -	\$ -	\$ -	\$ -
<b>MAINTENANCE CONTRACTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOT. ORD. MAINT. &amp; OPER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
INSURANCE	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -
PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 160,000	\$ 160,000
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ -</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ 220,000</b>	<b>\$ 19,867</b>	<b>\$ 200,000</b>	<b>\$ (180,000)</b>
Provisions for Reserve	\$ 40,000	\$ 179,067	\$ -	\$ 120,000

**Bridge at Volente  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME	\$ 328,000	\$ 239,525	\$ 364,000	\$ 36,000
<b>TOTAL REVENUE</b>	<b>\$ 328,000</b>	<b>\$ 239,525</b>	<b>\$ 364,000</b>	<b>\$ 36,000</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
<b>COOC FEES</b>		\$ -	\$ 72,800	\$ 72,800
<b>TOTAL ADMINISTRATION EXPENSES</b>			<b>\$ 72,800</b>	<b>\$ 72,800</b>
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
<b>TOTAL UTILITY</b>		\$ -		
<b>COMMUNITY GRANTS</b>	\$ -	\$ -		\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
<b>MAINTENANCE CONTRACTS</b>				
<b>TOTAL ORD. MAINT &amp; OPER.</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 291,200	\$ 291,200
<b>TOTAL GENERAL EXPENSES</b>			<b>\$ 291,200</b>	<b>\$ 291,200</b>
<b>TOTAL ROUTINE EXPENSES</b>			<b>\$ 364,000</b>	<b>\$ 364,000</b>
Provisions for Reserve	\$ 328,000	\$ 239,525		\$ (328,000)

**Bridge at Northwest Hills  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME		\$ -	\$ 81,200	\$ 81,200
<b>TOTAL REVENUE</b>			\$ 81,200	\$ 81,200
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -	\$ 16,240	\$ 16,240
<b>TOTAL ADMINISTRATION EXPENSES</b>			\$ 16,240	\$ 16,240
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITY</b>				
COMMUNITY GRANTS	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE SERVICES</b>				
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
MAINTENANCE CONTRACTS	\$ -	\$ -		\$ -
<b>TOTAL ORD. MAINT. &amp; REPAIR</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 64,960	\$ 64,960
<b>TOTAL GENERAL EXPENSES</b>			\$ 64,960	\$ 64,960
<b>TOTAL ROUTINE EXPENSES</b>	\$ -	\$ -	\$ 81,200	\$ 81,200
Provisions for Reserve	\$ -	\$ -		\$ -

**Preserve at Wells Branch  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME		\$ -	\$ 72,738	\$ 72,738
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ 72,738	\$ 72,738
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -	\$ 14,548	\$ 14,548
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ -	\$ -	\$ 14,548	\$ 14,548
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITY</b>	\$ -	\$ -		
COMMUNITY GRANTS	\$ -	\$ -		\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -	p	#VALUE!
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
<b>MAINTENANCE CONTRACTS</b>				
<b>CONTRACT MAINTENANCE OPER.</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	\$ -	\$ -		
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 58,190	\$ 58,190
<b>TOTAL GENERAL EXPENSES</b>	\$ -	\$ -	\$ 58,190	\$ 58,190
<b>TOTAL ROUTINE EXPENSES</b>	\$ -	\$ -	\$ 72,738	\$ 72,738
Provisions for Reserve	\$ -	\$ -	\$ 0	\$ 0



**Bridge at Asher**  
**Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME		\$ -	\$ 152,400	\$ 152,400
<b>TOTAL REVENUE</b>		\$ -	\$ 152,400	\$ 152,400
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -	\$ 30,480	\$ 30,480
<b>TOTAL ADMINISTRATION EXPENSES</b>		\$ -	\$ 30,480	\$ 30,480
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITY</b>		\$ -		
COMMUNITY GRANTS	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE SERVICES</b>				
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
MAINTENANCE CONTRACTS				
<b>TOTAL ORD. MAINTENANCE OPER.</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 121,920	\$ 121,920
<b>TOTAL GENERAL EXPENSES</b>			\$ 121,920	\$ 121,920
<b>TOTAL ROUTINE EXPENSES</b>	\$ -	\$ -	\$ 152,400	\$ 152,400
Provisions for Reserve	\$ -	\$ -	\$ -	\$ -

**Bridge at Sterling Springs  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME		\$ 99,533	\$ 125,000	\$ 125,000
<b>TOTAL REVENUE</b>	\$ -	\$ 99,533	\$ 125,000	\$ 125,000
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -	\$ 25,000	\$ 25,000
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ -	\$ -	\$ 25,000	\$ 25,000
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITY</b>	\$ -	\$ -	\$ -	
COMMUNITY GRANTS	\$ -	\$ -		\$ -
<b>TOTAL LIENANT SERVICES</b>	\$ -	\$ -	\$ -	
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>	\$ -	\$ -		
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
<b>MAINTENANCE CONTRACTS</b>	\$ -	\$ -		\$ -
<b>TOTAL ORD. MAINT. &amp; OPER.</b>	\$ -	\$ -	\$ -	
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>	\$ -	\$ -	\$ -	
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 100,000	\$ 100,000
<b>TOTAL GENERAL EXPENSES</b>	\$ -	\$ -	\$ 100,000	\$ 100,000
<b>TOTAL ROUTINE EXPENSES</b>	\$ -	\$ -	\$ 125,000	\$ 125,000
Provisions for Reserve	\$ -	\$ 99,533	\$ -	\$ -

**Bridge at Terracina  
Budget Forecast for FY21**

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME		\$ -		\$ -
LEASE REVENUE		\$ -		\$ -
OTHER INCOME		\$ -	\$ 45,412	\$ 45,412
<b>TOTAL REVENUE</b>			\$ 45,412	\$ 45,412
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -	\$ 9,000	\$ 9,000
<b>TOTAL ADMINISTRATION EXPENSES</b>			\$ 9,000	\$ 9,000
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITY</b>				
COMMUNITY GRANTS	\$ -	\$ -		\$ -
<b>TOTAL TENANT SERVICES</b>				
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>				
		\$ -		
		\$ -		
MAINTENANCE AND REPAIRS	\$ -	\$ -		\$ -
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
MAINTENANCE CONTRACTS	\$ -	\$ -		\$ -
<b>TOTAL GRD. MAINT. &amp; OPER.</b>				
PROTECT SERVICES & EQUIP. AGREEMENT	\$ -	\$ -		\$ -
<b>TOTAL PROTECTIVE SERVICES</b>				
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 36,412	\$ 36,412
<b>TOTAL GENERAL EXPENSES</b>			\$ 36,412	\$ 36,412
<b>TOTAL ROUTINE EXPENSES</b>	\$ -	\$ -	\$ 45,412	\$ 45,412
Provisions for Reserve	\$ -	\$ -	\$ -	\$ -

### Future Developments Budget Forecast for FY21

Description	Approved FY2020 Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Variance between FY2020 and FY 2021 Budget
<b>REVENUE</b>				
RENTAL INCOME	\$ -	\$ -		\$ -
LEASE REVENUE	\$ -	\$ -		\$ -
OTHER INCOME	\$ 3,500,000	\$ -	\$ 3,500,000	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 3,500,000</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ -</b>
<b>EXPENSES</b>				
PROP MGMT - SALARIES AND BENEFITS	\$ -	\$ -		\$ -
PROP MGMT - MGMT. FEES AND COMMISSIONS	\$ -	\$ -		\$ -
PROP MGMT - PROMO. AND ADVERTISING	\$ -	\$ -		\$ -
PROP MGMT - GEN & ADMIN COSTS	\$ -	\$ -		\$ -
		\$ -		
COOC FEES		\$ -		\$ -
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Water	\$ -	\$ -		\$ -
Electric	\$ -	\$ -		\$ -
Gas	\$ -	\$ -		\$ -
		\$ -		
<b>TOTAL UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COMMUNITY GRANTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL TENANT SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Maintenance - Labor	\$ -	\$ -		\$ -
Maintenance - Labor (OT)	\$ -	\$ -		\$ -
<b>TOTAL MAINTENANCE LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -		
<b>MAINTENANCE AND REPAIRS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
TRASH REMOVAL	\$ -	\$ -		\$ -
CONTRACT SERVICES	\$ -	\$ -		\$ -
CLEANING AND DECORATING	\$ -	\$ -		\$ -
MAINTENANCE CONTRACTS	\$ -	\$ -		\$ -
<b>TOT. ORD. MAINT. &amp; REPAIRS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROTECT SERVICES &amp; EQUIP. AGREEMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
INSURANCE	\$ -	\$ -		\$ -
EMPLOYEE BENEFITS	\$ -	\$ -		\$ -
PROPERTY TAXES	\$ -	\$ -		\$ -
INTEREST EXPENSE	\$ -	\$ -		\$ -
Donation to Resident Programs	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ 3,500,000</b>
<b>TOTAL ROUTINE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,500,000</b>	<b>\$ -</b>
Provisions for Reserve	\$ 3,500,000	\$ -	\$ -	\$ -

# SOUTHWEST HOUSING COMPLIANCE CORPORATION

## SCHEDULE 4 BLUEPRINT HOUSING SOLUTIONS BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Other Income	350,000	193,696	258,261	350,000	0
<b>Total Revenues</b>	<b>\$ 350,000</b>	<b>\$ 193,696</b>	<b>\$ 525,000</b>	<b>\$ 350,000</b>	<b>\$ 0</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 138,242	\$ 122,095	\$ 162,793	\$ 173,884	\$ 35,642
Legal	200	0	0	0	(200)
Travel & Training	15,800	12,373	16,497	16,381	581
Audit Fees	5,000	0	0	5,000	0
Other	12,175	4,851	6,468	23,371	11,196
<b>Total Administrative</b>	<b>\$ 171,417</b>	<b>\$ 139,319</b>	<b>\$ 185,759</b>	<b>\$ 218,636</b>	<b>\$ 47,219</b>
Maintenance:					
Materials	800	0	0	0	(800)
<b>Total Maintenance</b>	<b>\$ 800</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (800)</b>
Other:					
Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Emp. Benefit	64,974	53,895	71,860	81,725	16,752
Capital Expenditures		0	0		0
<b>Total Other Expenses</b>	<b>\$ 64,974</b>	<b>\$ 53,895</b>	<b>\$ 71,860</b>	<b>\$ 81,725</b>	<b>\$ 16,752</b>
<b>Total-All Expenses</b>	<b>\$ 237,191</b>	<b>\$ 193,214</b>	<b>\$ 257,619</b>	<b>\$ 300,362</b>	<b>\$ 63,171</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 112,809</b>	<b>\$ 482</b>	<b>\$ 267,381</b>	<b>\$ 49,638</b>	<b>\$ (63,171)</b>



Blueprint Housing Solutions  
Budget Forecast for FY21

Description	Current Annual Budget	YTD Annualized Over 12 Months	FY2021 Budget Requested	Amendments Requested
<b>REVENUE</b>				
<b>OTHER INCOME</b>	\$ 350,000	\$ 258,262	\$ 350,000	\$ -
<b>TOTAL REVENUE</b>	\$ 350,000	\$ 258,262	\$ 350,000	\$ -
<b>EXPENSES</b>		\$ -		
<b>Administrative Salaries</b>	\$ 138,242	\$ 162,793	\$ 173,884	\$ 35,642
<b>Administrative Salaries - OT</b>	\$ -	\$ -		
<b>TOTAL SALARIES</b>	\$ 138,242	\$ 162,793	\$ 173,884	\$ 35,642
<b>LEGAL EXPENSE</b>	\$ 200	\$ -		\$ (200)
<b>STAFF TRAINING</b>	\$ 500	\$ -		\$ (500)
<b>TRAVEL-CONVENTION &amp; MEETING</b>	\$ 300	\$ 400	\$ 565	\$ 265
<b>TRAVEL - OUT OF TOWN</b>	\$ 15,000	\$ 16,097	\$ 15,816	\$ 816
<b>ACCOUNTING &amp; AUDITING FEES</b>	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>OFFICE SUPPLIES</b>	\$ 500	\$ 1,063	\$ 1,252	\$ 752
<b>POSTAGE EXPENSE</b>	\$ 500	\$ 760	\$ 1,075	\$ 575
<b>Advertising</b>	\$ 1,000	\$ -		\$ (1,000)
<b>PRINTING</b>	\$ 500	\$ -	\$ 500	\$ -
<b>MEMBERSHIP DUES &amp; FEES</b>	\$ 1,025	\$ 1,329	\$ 1,075	\$ 50
<b>TELEPHONE</b>	\$ 500	\$ -		\$ (500)
<b>Office Equipment (Under \$2500)</b>	\$ 250	\$ -	\$ 250	\$ -
<b>MEETING EXPENSE</b>	\$ 500	\$ 329	\$ 15,000	\$ 14,500
<b>MISC. EXPENSES</b>	\$ 200	\$ (520)	\$ 177	\$ (23)
<b>BANK CHARGES</b>	\$ 200	\$ 383	\$ 542	\$ 342
<b>Software</b>	\$ 2,000	\$ 3,123	\$ 3,500	\$ 1,500
<b>SPONSORSHIPS/INDUSTRY CONTRIBUTIONS</b>	\$ 5,000	\$ -		\$ (5,000)
<b>TOTAL SUNDRY</b>	\$ 12,175	\$ 6,467	\$ 23,371	\$ 11,196
<b>TOTAL ADMINISTRATION EXPENSES</b>	\$ 174,417	\$ 185,757	\$ 218,636	\$ 47,219
<b>Gas &amp; Oil</b>	\$ 800	\$ -		\$ (800)
<b>MAINTENANCE MATERIALS</b>	\$ 800	\$ -		\$ (800)
<b>EMPLOYEE BENEFITS</b>	\$ 64,974	\$ 71,860	\$ 81,725	\$ 16,752
<b>TOTAL GENERAL EXPENSES</b>	\$ 64,974	\$ 71,860	\$ 81,725	\$ 16,752
<b>TOTAL ROUTINE EXPENSES</b>	\$ 237,191	\$ 257,618	\$ 300,362	\$ 63,171
<b>Total Provision</b>	\$ 112,809	\$ 644	\$ 49,638	\$ (63,171)

# HACA SCHOLARSHIP FOUNDATION

## SCHEDULE 5 AUSTIN PATHWAYS BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
Public Donations/Grants	\$ 4,024,711	\$ 2,009,984	\$ 2,679,979	\$ 1,143,463	\$ (2,881,249)
HACA Donations			0	3,605,000	3,605,000
HACA Donations Carryover			0		0
Grants			0		0
<b>Total Revenues</b>	<b>\$ 4,024,711</b>	<b>\$ 2,009,984</b>	<b>\$ 2,679,979</b>	<b>\$ 4,748,463</b>	<b>\$ 723,751</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 187,467	\$ 253,657	\$ 338,209	\$ 600,781	\$ 413,315
Travel & Training	43,800	12,126	16,168	52,100	8,300
Audit Fees	8,000	0	0	6,000	(2,000)
Other	122,750	40,982	54,643	345,295	222,545
<b>Total Administrative</b>	<b>\$ 362,017</b>	<b>\$ 306,765</b>	<b>\$ 409,020</b>	<b>\$ 1,004,176</b>	<b>\$ 642,160</b>
Scholarships/Digital inclusion					
Tenant Services - Salaries	\$ 932,894	\$ 461,427	\$ 615,236	\$ 648,168	\$ (284,726)
Youth Educational Success	864,118	572,963	763,951	915,100	50,982
Family Self-Sufficiency	319,646	174,020	232,027	354,246	34,600
Community Initiative	368,111	174,139	232,185	369,847	1,736
Resident Programs	84,500	72,646	97,128	83,000	(1,500)
<b>Total Scholarship/Digital Inclusion</b>	<b>\$ 2,569,269</b>	<b>\$ 1,455,395</b>	<b>\$ 1,940,527</b>	<b>\$ 2,370,361</b>	<b>\$ (198,908)</b>
Other:					
Maintenance Contract and Materials	\$ 0	\$ 0	\$ 0	\$ 3,600	\$ 3,600
Emp. Benefit	475,808	247,824	330,432	587,006	111,198
<b>Total Other Expenses</b>	<b>\$ 475,808</b>	<b>\$ 247,824</b>	<b>\$ 330,432</b>	<b>\$ 590,606</b>	<b>\$ 114,798</b>
<b>Total-All Expenses</b>	<b>\$ 3,407,094</b>	<b>\$ 2,009,984</b>	<b>\$ 2,679,979</b>	<b>\$ 3,965,144</b>	<b>\$ 558,050</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 617,618</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 783,318</b>	<b>\$ 165,701</b>

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 6 RAD Conversion BUDGET ANALYSIS

	2019/2020 Approved	Y-T-D Actual As of 12/31/2019	Fiscal Year End Annualized	2020/2021 Budget	Over (Under) Prior Budget
<b>REVENUE:</b>					
HACA Transfer	\$ 590,060	\$ 398,127	\$ 530,836	\$ 399,064	\$ (190,996)
Gain/Loss on Sale of Scattered Sites	0		0	2,000,000	2,000,000
Interest Income			0		0
<b>Total Revenues</b>	<b>\$ 590,060</b>	<b>\$ 398,127</b>	<b>\$ 530,836</b>	<b>\$ 2,399,064</b>	<b>\$ 1,809,004</b>
<b>EXPENSE:</b>					
Administrative:					
Salaries	\$ 279,330	\$ 206,663	\$ 275,551	\$ 230,115	\$ (49,215)
Legal	6,000	180	240	0	(6,000)
Travel & Training	12,500	3,155	4,207	3,000	(9,500)
Other	130,105	73,562	98,083	54,500	(75,605)
<b>Total Administrative</b>	<b>\$ 427,935</b>	<b>\$ 283,560</b>	<b>\$ 378,080</b>	<b>\$ 287,615</b>	<b>\$ (140,320)</b>
Maintenance:					
Labor	\$	\$	\$ 0	\$ 0	\$ 0
Materials			0	0	0
Relocation Assistance	30,840	14,565	19,420	3,295	(27,545)
<b>Total Maintenance</b>	<b>\$ 30,840</b>	<b>\$ 14,565</b>	<b>\$ 19,420</b>	<b>\$ 3,295</b>	<b>\$ (27,545)</b>
Other:					
Insurance	\$ 0	\$	\$ 0	\$ 0	\$ 0
Emp. Benefit	131,285	100,003	133,337	108,154	(23,131)
Additional RAD expenditures	0		0		0
Tenant Services			0		0
Capital Expenditures	0	0	0		0
			0		0
<b>Total Other Expenses</b>	<b>\$ 131,285</b>	<b>\$ 100,003</b>	<b>\$ 133,337</b>	<b>\$ 108,154</b>	<b>\$ (23,131)</b>
<b>Total-All Expenses</b>	<b>\$ 590,060</b>	<b>\$ 398,128</b>	<b>\$ 530,837</b>	<b>\$ 399,064</b>	<b>\$ (190,996)</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 0</b>	<b>\$ (1)</b>	<b>\$ (1)</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02641

#### FINANCE ITEM NO. 5.

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**MEETING DATE:** March 26, 2020

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02641: Proposed Changes to Benefits and Compensation for Fiscal Year beginning April 01, 2020

**BUDGETED ITEM:** Yes

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to approve Resolution No. 02641 for Proposed Changes to Benefits and Compensation for Fiscal Year beginning April 01, 2020.

#### **SUMMARY**

##### ***Background:***

HACA offers a competitive benefits package to its full-time employees. In light of growing financial liability to ensure proper coverage and pay-out of some aspects of the benefits, it was prudent for HACA to re-assess the level of benefits in comparison with industry standards.

##### ***Process:***

The HACA Benefits Committee met over the course of Fiscal Year 2020 to evaluate the industry's current policies and practices. Based on HACA's changing business model and reviewing other agencies, revisions to the current policy were drafted and presented to Executive Staff for discussion and approval. Attached for consideration are some proposed changes to the sick leave payout, retirement contribution schedule, and merit increase process. The majority of these changes would apply to new hire employees after April 01, 2020. Existing employees would not be impacted, with the exception of merit increase changes.

##### ***Staff Recommendation:***

Approval of Resolution No. 02641 is recommended.

#### **ATTACHMENTS:**

- ▣ **HACA Benefits Changes**

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**RESOLUTION NO. 02641**

**PROPOSED CHANGES TO BENEFITS AND COMPENSATION FOR FISCAL YEAR  
BEGINNING APRIL 01, 2020**

**WHEREAS**, HACA is updating benefits for our current and future needs, similar to other agencies and businesses.

**NOW, THEREFORE BE IT RESOLVED**, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the proposed changes to the Benefits and Compensation schedules for employees.

**PASSED, APPROVED and ADOPTED** this 26th day of March, 2020.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**

**PROPOSED CHANGES TO HOUSING AUTHORITY OF THE CITY OF AUSTIN BENEFITS  
AND COMPENSATION BEGINNING FY 2020-21  
FOR NEW HIRES AS OF APRIL 1, 2020, WITH THE EXCEPTION OF ITEM #3**

**1. SICK LEAVE PAY UPON RESIGNATION OR RETIREMENT**

HACA employees resigning or retiring after five (5) years of service will receive a lump sum payment for any unused accrued sick leave according to the following schedule.

Over five (5) years but less than ten (10) years of service	Paid for 25% of unused accrued sick leave
Over ten (10) years of service but less than fifteen (15) years of service	Paid for 50% of unused accrued sick leave
Over fifteen (15) years of service but less than twenty (20) years of service	Paid for 75% of unused accrued sick leave
Over twenty (20) years of service	Paid for 100% of unused accrued sick leave

***PROPOSED CHANGE FOR NEW HIRES:***

HACA employees resigning or retiring after ten (10) years of service will receive a lump sum payment for unused accrued sick leave according to the following schedule.

Over ten (10) years of service but less than twenty (20) years of service	Paid for 50% of unused accrued sick leave not to exceed 240 hours
Over twenty (20) years of service	Paid for 100% of unused accrued sick leave not to exceed 480 hours

**2. RETIREMENT BENEFITS**

Participation in a 401(a) defined contribution plan. Employees are vested at the rate of 20% per year and are fully vested after 5 years.

Current Contribution Schedule:

YEARS OF SERVICE	EMPLOYER CONTRIBUTION OF EMPLOYEE'S GROSS INCOME
Up to 5 Years of Service	10%
5 to 15 Years of Service	15%
Over 15 years of Service	20%

***PROPOSED CHANGE FOR NEW HIRES:***

YEARS OF SERVICE	EMPLOYER CONTRIBUTION OF EMPLOYEE'S GROSS INCOME
Up to 5 Years of Service	7%
5 to 15 Years of Service	10%
Over 15 years of Service	15%

**3. MERIT INCREASE SCHEDULE: (NO GRANDFATHERING IN. PROPOSED CHANGE FOR ALL EMPLOYEES)**

Subject To Available And Budgeted Funds:

- a. Employees Earning Salaries Less Than \$120,000 May Be Eligible For Merit Increase That Is Added To Base Salary
- b. Employees Earning Salaries In Excess Of \$120,000 And/Or Have Reached The Top Of Their Salary Range May Be Eligible For A Lump Sum Merit Payment Equal To Earned Merit Amount. Merit Increase Does Not Get Added To Base Salary.



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02643

#### EXECUTIVE ITEM NO. 6.

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**MEETING DATE:** March 26, 2020

**STAFF CONTACT:** Michael Gerber, President & CEO

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02643, authorizing the President and CEO, the Chief Operating Officer, the Chief Financial Officer, the Vice President of the Austin Affordable Housing Corporation, the Vice President for Assisted housing, and the Vice President of Southwest Housing Compliance Corporation to take any and all necessary actions regarding procurement and contracting, human resources, finance, and program management and operations to ensure the continuity in operations of the Housing Authority of the City of Austin and all subsidiaries during the COVID-19 pandemic and the activation of emergency and disaster declarations issued by city, state or federal officials

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to approve Resolution No. 02643 adopting an authorization for the Executive Team to be able to take any and all necessary actions regarding procurement and contracting, human resources, finance, and program management and operations to ensure continuity of operations during the COVID-19 pandemic or any related activation of emergency and disaster declarations issued by city, state or federal officials.

#### **SUMMARY**

##### ***Background:***

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (CDC), authorities identified an outbreak caused by a novel—or new—coronavirus. The virus causes mild to severe respiratory illness. The outbreak has spread to a growing number of countries including the United States. The outbreak and spread of the COVID-19 virus has become a pandemic, impacting the daily lives of people across the United States, and creating uncertainty that will likely hinder HACA's operations, as well as individuals' availability to make time-sensitive decisions.

##### ***Process:***

HACA has developed a process to ensure continuity of operations through the adoption of this resolution.

***Staff Recommendation:***

Staff is asking for the Board of Commissioners' approval of this resolution to be effective immediately.

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**RESOLUTION NO. 02643**

**APPROVAL FOR THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) EXECUTIVE TEAM TO TAKE ANY AND ALL NECESSARY ACTIONS DEEMED TO BE IN THE BEST INTERESTS OF THE AGENCY TO ENSURE THE CONTINUITY OF OPERATIONS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN AND ALL SUBSIDIARIES DURING THE COVID-19 PANDEMIC OR ANY RELATED ACTIVATION OF EMERGENCY AND DISASTER DECLARATIONS ISSUED BY CITY, STATE OR FEDERAL OFFICIALS;**

**WHEREAS**, the COVID-19 Pandemic (the “Pandemic”) has and will continue to create uncertainty that has and will likely further hinder HACA’s operations, as well as individuals’ availability to make time-sensitive decisions;

**WHEREAS**, HACA has an Executive Team, consisting of the President and CEO, the Chief Operating Officer, the Chief Financial Officer, the Vice President of the Austin Affordable Housing Corporation, the Vice President for Assisted Housing, and the Vice President of Southwest Housing Compliance Corporation, that is well-equipped to act in the best interests of HACA during the Pandemic and in response to related emergencies and disaster declarations if the Board of Commissioners or certain Commissioners are unavailable, have greatly limited availability or other unforeseen circumstances arise as a result of the Pandemic;

**WHEREAS**, it would be beneficial to residents, employees, partners and the community at large, for HACA to continue operations, to the extent possible, in the face of circumstances related to the Pandemic, declared emergencies and disaster declarations;

**WHEREAS**, in response to circumstances related to the Pandemic, declared emergencies and disaster declarations, time sensitive actions will need to be taken by HACA to continue operations, including in areas such as procurement, human resources, finance, program management and operations;

**WHEREAS**, allowing the Executive Team to work together to determine appropriate actions needed to continue HACA and its subsidiaries operations during the Pandemic and related declared emergencies and disaster declarations is judicious and prudent given the uncertainty of the current situation;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, the Executive Team is authorized to collectively take any and all necessary actions deemed to be in the best interests of the agency to ensure the continuity of operations of the Housing Authority of the City of Austin and all subsidiaries during the COVID-19 pandemic or any related activation of emergency and disaster declarations issued by city, state or federal officials while acting in accordance with HACA policies and city, state and federal regulations.

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of March, 2020.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02644

#### RENTAL ASSISTANCE DEMONSTRATION

#### ITEM NO. 7.

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**MEETING DATE:** March 26, 2020

**STAFF CONTACT:** Ann Gass, Director of RAD

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02644: Award of a contract in an amount not to exceed \$187,650 to CVR to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance Demonstration Program

**BUDGETED ITEM:** No

**TOTAL COST:** \$187,650

#### ACTION

Motion to authorize the award of a contract in an amount not to exceed \$187,650 to CVR to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance Demonstration Program

#### SUMMARY

##### ***Background:***

In October 2016, the U.S. Department of HUD awarded a Commitment to Enter into a Housing Assistance Contract (CHAP) for Chalmers Courts under the Rental Assistance Demonstration (RAD) Program. HACA is completing the RAD conversion in two phases – Chalmers East and West. Both phases will be fully redeveloped, which will involve demolition of the existing buildings and the construction of a new, larger properties with additional units and modern amenities in its place. This will significantly improve the quality of life for the residents of Chalmers Courts and allow HACA to provide more affordable housing by increasing density. Construction is underway at the first phase, Chalmers East. To complete the RAD conversion for Chalmers Courts West, HACA applied for 9%, competitive, low income housing tax credits through the Texas Department of Housing and Community Affairs (TDHCA).

In order to complete this redevelopment at Chalmers West, residents must relocate for 14-18 months. Chalmers residents will relocate primarily to Chalmers South, an 86-unit property that is directly across the street from Chalmers Courts. This will minimize the disruption and inconvenience to residents by allowing them to stay in their neighborhood, close to schools, places of worship, doctors, etc.

In order to implement this plan in compliance with all the federal regulations outlined in the RAD notice and the Uniform Relocation Act (URA), HACA procured CVR to provide these services. The contract amount

for this work is \$187,650.

CVR was awarded a contract for this work at Chalmers East. Their performance was exceptional. They share HACA's commitment to the utmost care and respect for the residents we serve.

***Process:***

- RFQ was issued 5/10/18
- RFQ Closed 6/7/18
- Sent out five proposals
- Received three proposals
- Posted on our website
- Advertised in the Austin American Statesman on two Sundays - 5/13/18 & 5/20/18
- Evaluation Committee: Julie Parlato, Angie Towne, Kelly Crawford, Elvira Lathrope
- Top two companies were interviewed twice

***Staff Recommendation:***

With this resolution, staff is asking for the Board of Commissioners' approval of the contract with CVR to provide relocation implementation and consulting services.

**ATTACHMENTS:**

- ▣ **Exhibit 1 - Record of Distribution of Request for Qualifications.**
- ▣ **Exhibit 2 - CVR Proposal**
- ▣ **Exhibit 3 - Chalmers Court Evaluations**



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**RESOLUTION NO. 02644**

**AUTHORIZING THE AWARD OF A CONTRACT IN AN AMOUNT NOT TO EXCEED \$187,650 TO CVR TO PROVIDE RELOCATION, IMPLEMENTATION AND CONSULTING SERVICES FOR THE REDEVELOPMENT OF CHALMERS COURTS WEST THROUGH THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

**WHEREAS**, the Housing Authority of the City of Austin (HACA) continues to move forward with plans to transition its Public Housing properties to the Project Based Rental Assistance (PBRA) program through the Rental Assistance Demonstration (RAD); and

**WHEREAS**, those plans include the redevelopment of Chalmers Courts West, which will require temporary relocation of residents; and

**WHEREAS**, the Uniform Relocation Act (URA) sets very specific requirements for notifications and protection of residents requiring relocation; and

**WHEREAS**, the Rental Assistance Demonstration (RAD) also sets very specific requirements for notifications and protection of residents requiring relocation; and

**WHEREAS**, HACA used a Request for Proposal (RFP) process to procure services to implement HACA's relocation plans and maintain full compliance with the URA and the RAD, and through that RFP process selected CVR (CVR); and

**WHEREAS**, HACA staff selected CVR based on their extensive national experience working with diverse families from all income levels;

**WHEREAS**, CVR successfully performed the relocation duties for 70 families at Chalmers Courts East

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Housing Authority Board of Commissioners authorizes the award of a contract in an amount not to exceed \$187,650 to CVR to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance Demonstration Program.

**PASSED, APPROVED AND ADOPTED** this 26th day of March, 2020.

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**Michael G. Gerber, Secretary**

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**Carl S. Richie, Jr., Chairperson**

Tabulation  
HACA-18-Q-0229 RAD Resident Relocation Services  
June 7, 2018 - 3:00PM/CST

COMPANY NAME	
1.	Unity Contractor Services
2.	Overland Pacific Cutler, LLC
3.	CVR Associates, Inc
4.	
5.	

Bid Official: Nora Mores Date: 6/7/18

Official Witness: Tina Benson Date: 6/7/18


RECORD OF DISTRIBUTION-INVIATION FOR BID

Contract: **HACA-18-Q-0229**

BID OPENING DATE/HR: June 7, 2018 3:00PM/CST

Description: **RAD Residential Moving Services**

Location: 1124 South IH35 78704

Date	Organization	Addendum
e 5/23	Aaron Adkins Vice President SR/WA, R/W-URAC, R/W-NAC, R/W-RAC  PINNACLE 4516 NW 36 <sup>th</sup> St. Ste. 100 Oklahoma City, OK 73122 Cell: (405) 640-8828 Office: (405) 879-0600 Email Address: <a href="mailto:aadkins@pinnaclegroup.biz">aadkins@pinnaclegroup.biz</a>	Addendum #: Date Notified: Received by: Date:
e 5/23	Company: OPC Services Chad Wakefield, PMP, SR/WA, R/W-RAC, R/W-NAC   Program Manager Overland, Pacific & Cutler, LLC Phoenix, AZ (480) 435-0623 mail Address: <a href="mailto:cWakefield@opcservices.com">cWakefield@opcservices.com</a>	Addendum #: Date Notified: Received by: Date:
e 5/23	Marilyn G. Marquez Overland, Pacific & Cutler, LLC. Technical Writer (562) 304-2031  Email Address: <a href="mailto:mmarquez@opcservices.com">mmarquez@opcservices.com</a>	Addendum #: Date Notified: Received by: Date:
	Company: <u>Unity Contractor Services</u> Address: <u>6448 E Hwy 290 F113</u> <u>Austin TX 78723</u> Phone: <u>512 926 8065</u> Fax: Received by: <u>Patrick Carter</u> Email Address: '	Addendum #: Date Notified: Received by: Date:
	Company: <u>CVR Associates Inc</u> Address: <u>4501 N. Point Parkway Suite 260</u> <u>Alpharetta GA 30022</u> Phone: _____ Fax: Received by: <u>Ana Vargas - Fradigue Rocha</u> Email Address:	Addendum #: Date Notified: Received by: Date:
	Company: Address: _____  Phone: _____ Fax: Received by: Email Address:	Addendum #: Date Notified: Received by: Date:

BROADCAST REPORT

TIME : 05/23/2018 10:43  
 NAME : HACA PURCHASING  
 FAX : 5124773979  
 TEL : 5124771496  
 SER.# : C0N864722

PAGE(S)

01

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
05/23	09:58	APT	30	01	OK	
05/23	09:59	BLACK	30	01	OK	
05/23	10:06	HISPANIC	44	01	OK	
05/23	10:11	SMALL BUS	36	01	OK	
05/23	10:16	DEPT	32	01	OK	
05/23	10:19	BUS RESOURCE	31	01	OK	
05/23	10:27	ASIAN	00	00	BUSY	
05/23	10:28	CHAMBER	00	00	BUSY	
05/23	10:29	AGC	37	00	NG	
05/23	10:31	AUSTINCONTRACTO	00	00	BUSY	
05/23	10:32	CAP COMMERCE	00	00	BUSY	
05/23	10:34	HISPANIC CONTRA	00	00	BUSY	
05/23	10:35	MBDC	00	00	BUSY	
05/23	10:36	NAACP	00	00	BUSY	
05/23	10:38	TX ASIAN	00	00	BUSY	
05/23	10:39	TX HISPANIC	00	00	BUSY	
05/23	10:40	TAMBE	00	00	BUSY	
05/23	10:42	TX WOMEN	00	00	BUSY	
05/23	10:43	WOMEN CHAMBER	00	00	BUSY	

BUSY : BUSY/NO RESPONSE  
 NG : POOR LINE CONDITION  
 CV : COVERPAGE  
 PC : PC-FAX

## Order Confirmation

**Ad Order Number**  
0000359929

**Customer**  
Housing Authority

**Payor Customer**  
Housing Authority

**PO Number**

**Sales Rep.**  
alejandro.cado

**Customer Account**  
30650

**Payor Account**  
30650

**Ordered By**  
Nora Morales

**Order Taker**  
justin.peterson

**Customer Address**  
1124 S IH 35  
Austin TX 787042614 USA

**Payor Address**  
1124 S IH 35  
Austin TX 787042614 USA

**Customer Fax**

**Order Source**  
Non Web

**Customer Phone**  
5124774488

**Payor Phone**  
5124774488

**Customer Email**

**Special Pricing**

**Invoice Text**

**Ad Order Notes**

**Net Amount**  
\$1,657.56

**Tax Amount**  
\$0.00

**Total Amount**  
\$1,657.56

**Payment Amount**  
\$0.00

**Amount Due**  
\$1,657.56

**Ad Number**  
0000359929-01

**Ad Type**  
Legal

**Production Method**  
AdBooker

**Production Notes**

**External Ad Number**

**Ad Attributes**

**Ad Released**  
No

**Pick Up**

**Ad Size**  
1 X 57 li

**Color**

<u>Run Date</u>	<u>Product</u>	<u>Placement</u>	<u>Sched Cst</u>	<u>Disc/Prem</u>	<u>Color</u>	<u>Pickup</u>	<u>Tax</u>	<u>Subtotal</u>
05/13/2018	S-Austin American-Statesman	Legals	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$828.78
05/20/2018	S-Austin American-Statesman	Legals	\$828.78	\$0.00	\$0.00	\$0.00	\$0.00	\$828.78
05/13/2018 - 06/11/2018	S-Web	Legals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Ad Content**



CVR Associates, Inc.

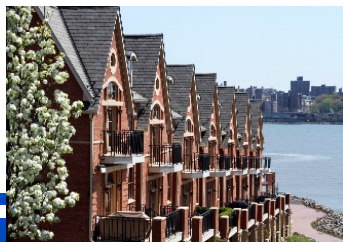
Response to Request for Proposals

Housing Authority of the City of Austin  
Rental Assistance Demonstration (RAD)  
Relocation Services

Due: June 7, 2018

RFP Contact:

Fradique A. Rocha, Co-CEO  
2309 S. MacDill Avenue, Suite 200  
Tampa, FL 33629  
(678) 341-6950  
[www.cvrassociates.com](http://www.cvrassociates.com)







June 5, 2018

Nora Morales  
Director of Purchasing  
Housing Authority of the City of Austin  
1124 S IH 35  
Austin, TX 78704

**RE: RFP – RAD Relocation Services**

Dear Ms. Morales:

CVR Associates, Inc. (CVR) is pleased to respond to the Request for Proposals to provide the Housing Authority of the City of Austin (HACA) with RAD Relocation Services. CVR is a full-service, national consulting firm providing strategic planning, development consulting, financial and management advisory services exclusively to affordable housing public and private entities. CVR is a 100% MBE firm and Section 3 Business entity; founded in 1995 by housing professionals with an accomplished background in providing quality services and superior responsiveness to clients.

CVR's Project Director for this engagement, Melanie (Villalobos) Campbell, has over 25 years of executive experience in the affordable housing industry in Texas and in HUD's Office of the Assistant Secretary of Public and Indian Housing in Washington, DC. Ms. Campbell resides in the Dallas-Fort Worth area, and together with other members of the CVR Team, is currently providing similar RAD-related relocation consulting services to several area housing authorities, including the Fort Worth (TX) Housing Authority, the McKinney (TX) Housing Authority, and the Shreveport (LA) Housing Authority. Additionally, Ms. Campbell was involved in multiple HOPE VI and Choice Neighborhoods-related relocation projects while serving on the executive management team at the San Antonio Housing Authority. Ms. Campbell will serve as a local resource to HACA. Additionally, Kris Warren and Michael Tonovitz, with a combined 50 years of experience in senior level public housing management, will serve as Senior Project Advisors.

Thank you for your consideration of this proposal. We look forward to the opportunity to work with you. Should you have any questions regarding our submission, please do not hesitate to contact me at the office at 813.223.3100, by cell phone at 813.390.4475, or via email at [fradique@cvrassociates.com](mailto:fradique@cvrassociates.com).

Cordially,

A handwritten signature in blue ink, reading "Fradique A. Rocha". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Fradique A. Rocha  
Co-Chief Executive Officer

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## QUALIFICATIONS

***CVR has over 20 years of success serving the affordable housing industry***

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***CVR has a strong national & local presence***

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***CVR has a multi-disciplinary staff and unmatched industry resources***

\*\*\*

***CVR has been selected by HUD to provide technical assistance to PHAs***

\*\*\*

***CVR has successfully interpreted and implemented HUD regulations for two decades***

**CVR Associates, Inc. and its affiliated corporations (CVR)** comprise a management consulting firm providing a comprehensive range of services to the affordable housing industry. The primary focus of the company is to assist public housing agencies (PHAs) to realize organizational efficiencies through systematic program management and technological enhancements. The CVR Team is highly qualified and prepared to bring creative, innovative, and practical solutions to any affordable housing program or project.

CVR is a 100% MBE firm, founded in 1995 by housing professionals with accomplished backgrounds in providing quality services. Its principals and associates have decades of affordable housing experience in senior and project management positions. CVR employs over 425 Team members in offices across the country, including Atlanta, Tampa, Chicago, New York, Newark, Gary, and Miami.

For over two decades, CVR has built a strong reputation, providing effective affordable housing consulting and efficient direct management of programs. This is demonstrated by the fact that the U.S. Department of Housing and Urban Development (HUD) has selected CVR to provide technical assistance and training to PHAs facing management and development challenges. The firm has been instrumental in turning around struggling PHAs and provided consulting services to help organizations achieve excellence. In doing so, CVR is also recognized as an industry leader in the private management of public housing programs, including the Housing Choice Voucher Program. On the development side, CVR has assisted PHAs in the planning, preparation and successful implementation of over \$2 billion of Choice Neighborhoods Initiative (CNI), Rental Assistance Demonstration (RAD), HOPE VI, and other mixed-finance, community revitalization projects.

CVR staff includes former Executive Directors and Senior-level Staff of PHAs and HUD, Comptrollers, CPAs, Attorneys, Urban Planners, Architects, Engineers, Property Appraisers, Construction Managers and Information System Specialists. These housing experts, with professional, managerial, program, financial, technological, and legal backgrounds, enable CVR to provide every project and assignment with the appropriate proven and practical expertise.

CVR welcomes the opportunity to serve HACA.

## Primary Areas of CVR's Expertise

CVR works with housing industry clients to address specific challenges and operational inefficiencies. The firm's expertise covers virtually all areas of affordable housing operations, including:



## Mixed-Finance & RAD Program Management & Development Consulting

For over 20 years, CVR has overseen the successful development of affordable housing, utilizing over \$2 billion of public and private funds by providing mixed-finance program management and development consulting services to HAs across the nation. CVR has utilized its experience to provide guidance to agencies that have elected to convert their public housing stock through HUD's Rental Assistance Demonstration (RAD) program. In addition to the standard development services, CVR has also helped clients navigate the complex requirements of RAD conversion implementation, the Uniform Relocation Act and the Project-Based Voucher Program.

CVR has provided services in multiple capacities – as a consultant, development manager, and owner's representative – to firms and agencies engaged in mixed-finance, mixed-income, and mixed-use projects, funded by CNI, HOPE VI, Low Income Housing Tax Credits, Capital Fund, and other public funds and private equity. CVR's services also include assisting clients with resident and stakeholder engagement, procuring developer partners, assuring that development plans match the client's goals, reviewing proposed financing plans, overseeing the mixed-finance proposal process and evidentiary document preparation, monitoring project implementation by the developer partner, and assuring effective operational startup.

## Financial Advising

CVR's financial team includes CPAs, CFOs, and Controllers, all with extensive experience in public and private housing accounting. CVR offers two types of financial advising services:

Financial advice pertaining to development activities – including analyzing the feasibility of redevelopment projects and proposals, as well as the positioning of the HA in a given project. In addition, CVR works with

some of the nation's leading investment banking firms to assist in obtaining the maximum leveraging of funds for a given project.

Rental Assistance Demonstration (RAD) Program – performed feasibility analyses, evaluating the costs and benefits of converting public housing units under the RAD program, and preparing applications.

Consulting services regarding HA finances – including review of financial statements and audit opinions, as well as developing and executing action plans to overcome deficiencies in the financial reporting and the internal controls structure. CVR also undertakes workflow analyses and develops procedures relating to all areas of finance, including budgeting, payroll, accounts payable, tenant accounting, and grants accounting. Furthermore, CVR institutes a strategic planning process to address past audit findings, HUD limited review findings, and other financial deficiencies. As a key aspect of our approach, these reports establish a benchmark from which internal progress can be measured.

### Strategic Planning

CVR has performed comprehensive strategic planning activities for public housing agencies, assisted housing agencies, and private-sector and non-profit companies. CVR has facilitated strategic planning retreats for agencies as they re-draft their mission and vision statements, develop continuous quality improvement plans, and establish their organizational and funding priorities. These services have also included the development of detailed funding projections, aligned with physical needs assessments, to develop recommendations for prioritization of Choice Neighborhood, HOPE VI and Comprehensive Grant Program (CGP) funding, utilization of homeownership programs, and management of Housing Choice Vouchers.

These services have included facilitating strategic initiatives relating to the restructuring of PHA operations to reflect RAD conversions, including full portfolio conversions as well as site specific conversions. Activities have included facilitating planning sessions to help staff envision the agency post-RAD, operational assessments to identify any needed departmental restructuring or capacity building, preparation of financial projections and operating budgets for RAD sites and COCC, updating written policies, and identifying opportunities for streamlining and cost cutting.

In each strategic planning engagement, CVR works with the client to develop short-term and long-term plans, along with tracking systems for sustained improvement, and training programs to improve staff efficiency.

### Housing Choice Voucher Program / Section 8 / Mod Rehab

CVR has broad and extensive experience with the Housing Choice Voucher (HCV) Program and Section 8 / Mod Rehab, and offers a range of related services, including:

- Day-to-day program management
- Case management
- Intake: waiting list, eligibility determinations, new admissions
- Inspections operations
- Operational assessments
- Technical assistance
- Call center operations/management
- Administrative Plan review, update,
- Quality Control services: file reviews/ PIC submissions, SEMAP reviews
- Family Self-Sufficiency program training and assesment
- Landlord services

Today, CVR has over 46,000 vouchers and Mod Rehab units under management for housing agency clients, and conducts nearly 200,000 HQS inspections annually for more than 80,000 units. In the past four years alone, CVR has assessed program operations in various locales and conducted over 70,000 file reviews and related



corrections for clients nationwide. Since 2015, CVR has assisted in the opening of four waiting lists, gathering more than 300,000 pre-applications.

### Operational Assessments

CVR conducts in-depth assessments for HAs of various systemic, structural and operational issues, including analysis and review of reports, audits and data. Assessments often include customized field questionnaires designed to gather input from knowledgeable staff and provide a clear picture of the current state of the program. The assessment reports are then used to develop funding priorities and detailed action plans and to determine training and technology needs. Targeted assessment reports have also been produced for such operations as procurement, technology, human resources, asset management and field maintenance, etc., to define departmental needs and provide action plans for progress and improvements. The goal of each engagement is to establish specific performance standards as measured against efficiency models and regulatory compliance.

### Program and Agency Management

CVR has developed comprehensive procedures that encompass all facets of effective asset and property management, including occupancy, accounting, inventory management, maintenance, administration, and housing inspections. CVR produces deliverables that are used by HA staff as guidebooks for continued implementation and improvement. These procedures are developed in conjunction with overall improvement to the client's asset management practices and as a foundation for improved communications among the HA's many departments.

### Technology Services

CVR is an industry innovator in providing technology services and software solutions to promote efficiency, customer service, and compliance for affordable housing providers. Information Technology professionals work alongside housing program experts to complete assessments and design tailor-made solutions that complement existing agency systems and meet HA needs. Software solutions include the Applicant Portal, Owner Portal, Inspections Management System, Quality Control Management System, and SharePoint Tracking system, which are in use at housing agencies across the country.

### Key Personnel

CVR plans on using a combination of CVR National team members and local resources to provide personnel that are qualified to provide the requested services. With this approach, CVR can leverage its resources and highly experienced professionals while maintaining a focus on the local community to be responsive to HACA's unique needs. The key CVR staff assigned to this engagement, listed below, have a familiarity with HACA and have flexibility in their current engagements. All will be available quickly upon contract award and will remain on the project team through the life of the engagement. Resumes are included, following staff bios.

### Firm Principals

#### *Fradique A. Rocha, Co-CEO*

As co-founder and Co-CEO of CVR, Mr. Rocha provides contract oversight and hands-on management for CVR's public housing and HCVP engagements with housing authorities and HUD across the country (including the U.S. Virgin Islands and Puerto Rico) as well as CVR's contractual matters. Mr. Rocha's over 30 years of legal and industry experience includes program assessments, improvements plans, policy and procedure development, business improvement processes, efficiency assessments, hands-on technical assistance, and direct program management. He has been personally instrumental in turning around troubled agencies (Gary Housing Authority and Puerto Rico Public Housing Administration to name a few). Considered one of the nation's experts in the development arena, Mr. Rocha has worked with the HOPE VI program since its inception and has managed over \$1 Billion in HOPE VI redevelopment projects on behalf of CVR. A frequent speaker at various industry conferences and trade shows, he currently serves on the Board of Directors for the Housing Development Law Institute (HDLI).

### *Ana L. Vargas, Co-CEO*

Ms. Vargas, co-founder and Co-CEO of CVR, has more than 25 years of extensive affordable housing industry and finance/CPA experience, giving her valuable insight to lead many of CVR's engagements. Ms. Vargas manages CVR's Housing Choice Voucher client work, as well as all Financial, Marketing, Quality Assurance, Training, and Information Systems functions, including oversight of the development of CVR's proprietary technology tools, such as the Owner Portal, Participant Portal, Inspections Management System (IMS), Quality Control Management System (QCMS), and multiple SharePoint tracking tools. Prior to CVR, she served as Deputy Executive Director of Finance & Administration for the Chicago Housing Authority and Denver Housing Authority. Previously, as Vice President for Prudential Securities, Investment Banking Public Finance Division, Ms. Vargas participated in the issuance of more than \$1 billion in bond financing. Additionally, Ms. Vargas also helped lead the successful waiting list opening engagement with the Housing Authority of the City of Los Angeles earlier this year.

### **Key Staff Assigned to this Engagement**

#### *Melanie (Villalobos) Campbell, Senior Vice President*

Ms. (Villalobos) Campbell is based in the DFW area, and her 25-plus years of executive experience in the affordable housing industry has included work related to public housing, housing vouchers, housing development (Low Income Housing Tax Credits [LIHTC], Rental Assistance Demonstration [RAD]) Choice Neighborhoods [CNI]), fair housing programs, mobility initiatives, and related rules and regulations. Prior to joining CVR, she served as a Presidential Appointee to HUD's Office of Public and Indian Housing in Washington, DC, where she advised the HUD Secretary and Assistant Secretary on housing authority operations, governance, development, grant performance, and compliance. She has also served on the executive management team of the San Antonio Housing Authority, during which she led the agency's successful CNI Planning and Implementation Grant applications and activities, and served on the team that produced more than 5,000 new affordable housing units.

#### *Kris Warren, Senior Vice President*

Ms. Warren's vast knowledge and wide range of experience comes from over 25 years of affordable housing experience. Since joining CVR, Ms. Warren has assisted HUD and housing authority clients in a variety of areas, including resident relocation, asset repositioning and neighborhood revitalization. Prior to joining CVR, she worked as a Professional Staff Member on the U.S. Senate Housing and Urban Affairs Subcommittee, where she focused on affordable and public housing. In addition, Ms. Warren was a political appointee at the U.S. Department of Housing and Urban Development (HUD) in the office of the Assistant Secretary for Public and Indian Housing, where she focused on troubled housing assessments and recovery plans. Her previous positions include Deputy Executive Director for the Tampa Housing Authority, CEO for Miami-Dade Housing Agency, and COO for the Chicago Housing Authority.

#### *Michael Tonovitz, Senior Vice President*

Mr. Tonovitz nearly 25 years of extensive senior level management experience with both High Performing Public Housing and Housing Choice Voucher Programs. He will use this expertise to advise the project team on key policy and procedural issues. He serves in a similar capacity in all of CVR's other voucher management contracts. He has also been a key member of the Transition Team for all of CVR's voucher management contracts. He previously served as Executive Director/CEO in Newark, NY and HCV Director in Rochester, NY, as well as in related PHA and municipal capacities. He is currently, or has recently served CVR in many capacities, including: Project Director for several of CVR's current and recent RAD Relocation engagements including, but not limited to the McKinney Housing Authority, Buffalo Municipal Housing Authority, and Ypsilanti Housing Commission. He has served as Technical Advisor or Project Director for a multitude of CVR engagements, including projects for the Boston Housing Authority, Tampa Housing Authority, San Diego Housing Commission, and the District of Columbia Housing Authority. He has also served as the Project Director for several RAD conversion engagements and is a recognized expert with regard to Uniform Relocation Act compliance.

*Mike Eddins, Vice President*

Mr. Eddins is an experienced senior-level housing professional with 13 year of experience at two PHAs. Currently, he serves in a technical assistance and operational oversight position for CVR's administration of the Newark Housing Authority's Housing Choice Voucher Program. He is the Project Manager for technology implementations of CVR developed software at the New York State Housing and Community Renewal, and is the Project Manager for two relocation projects with the Housing Development Corporation of DeKalb, and provides operational expertise CVR's RAD relocation projects with the City of Shreveport and a Section 18 demo/dispo relocation with the Virgin Islands Housing Authority under a HUD contract. Additionally, he provides management support and business analysis for other CVR-administered housing programs and contracts. Prior to joining CVR, Mr. Eddins served as the Director of Business and Director of Operations for the Housing Authority of DeKalb County and worked in a variety of management capacities at the Akron Metropolitan Housing Authority.

*Zack Elliott, Senior Associate*

Mr. Elliott is a certified Housing Development Finance Professional and has provided technical assistance to housing authority and HUD clients in: program management; training; grant applications; data and financial analyses; asset repositioning; and project management. He has served as the project manager for the RAD conversion of over 1,000 units for the Philadelphia Housing Authority (PHA), the Delaware State Housing Authority (DSHA), Fort Worth Housing Solutions, and the Housing Authority of the City of Shreveport (HACS), and has provided other RAD-related activities to housing authorities across the nation. He has also assisted in developing comprehensive asset repositioning strategies for the Detroit Housing Commission (DHC), the Puerto Rico Public Housing Administration (PRPHA), the Virgin Islands Housing Authority (VIHA), the Housing Authority of the City of Shreveport (HACS), the Marin County Housing Authority (MHA), and the Tulsa Housing Authority (THA), among others. He is HQS certified, holds an ESRI certificate in ArcGIS, and also has experience in resident relocation, Tax Credits, Project-Based Vouchers, Section 18 Demolition/Disposition, and the Capital Fund Program.

*Lee Mitchell, Senior Associate*

Mr. Mitchell has 10 years of accounting experience in the fields of public housing, construction, and education. Since joining CVR, he has provided development technical assistance to PHA and HUD clients through activities related to financial management, training services, policy review and creation, and relocation services. His expertise includes general ledger, financial statements, financial analysis, budgeting, cash management, reconciliation, internal and external reporting, human resources, benefits administration and procurement. Prior to joining CVR, he served as a Budget and Management Specialist/Accountant for the Housing Authority of New Orleans, where his duties included managing overall departmental budgets with a focus on thorough planning and timely obligation and expenditure of available funds. He also managed and reconciled grants and other sources of funding for modernization and development projects, and reviewed monthly financial reports to ensure compliance. Mr. Mitchell also participated in project planning to identify most appropriate funding sources, the timely availability of funds.

*Danarda Anderson, Associate*

Ms. Anderson is a public housing professional with more than 11 years of diverse experience, particularly with the Housing Choice Voucher Program. Most recently at CVR, Ms. Anderson has completed special projects for the Detroit Housing Commission and the Baltimore Regional Housing Partnership, where she conducted comprehensive data analysis and payment reconciliations and performed interim and annual re-examinations. She is currently working on CVR's engagements with New York State Housing and Community Renewal and the Buffalo Municipal Housing Authority. Ms. Anderson has completed hundreds of compliance reviews of transactions for CVR's contract with the Chicago Housing Authority. In addition, she provides direct onsite relocation counseling to residents for CVR's engagements with the Housing Development Corporation of DeKalb and assists in the Section 18 Relocation project for CVR's HUD contract with the Virgin Islands Housing Authority. Prior to joining CVR, Ms. Anderson worked with a PHA where she assisted with the HCV intake and

portability processes and ensured proper management of the HCV Waiting List. She has received her Low-Income Housing Tax Credit Certification from the Georgia Department of Community Affairs.

*Shannon Simpson Cobb, Associate*

Ms. Cobb is a certified Housing Specialist professional with 7 years of experience in the housing industry. Most recently, she served as a Housing Specialist Manager with the Marietta Housing Authority and oversaw a 3,200+ voucher program. Her responsibilities included monitoring staff performance, reconciling month end payments, and conducting annual recertifications. Prior to this role, she functioned as a Senior Marketing and Program Manager with Bellsouth Telecommunications. Ms. Cobb maintains certifications as a HCV Specialist, HCV Rent Calculation Specialist, in Supervision and Management, HCV Program Management, Fair Housing Laws, and HUD EIV / PIC Reporting and is proficient in HUD PIC/EIV, Yardi Voyager 6, Emphasys/Elite, File Vision, and Social Serve.

## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

1995 - Present

## Co-Chief Executive Officer

- Co-founder of a full-service consulting firm specializing in management solutions for affordable housing programs. The primary focus of the company is to assist housing agencies, non-profits, cities and industry service providers redirect their operations toward greater efficiency. Areas of expertise include: comprehensive Housing Choice Voucher Program management (Operations, HQS Inspections, Call Center, etc.); CNI and Mixed-Finance Development, Modernization, Capital Funds, and Public Housing Technical Assistance. Services include: Operational Assessments, Management and Development Consulting, Construction Management, Customized IT Solutions, Quality Assurance Systems, Training, Technical Assistance and Strategic Planning. CVR currently manages approximately 40,000 HCV vouchers for both large and small programs and over the course of nearly two decades, has managed well over \$2 Billion in Mixed-Finance Redevelopment Projects.
- Principal-in-Charge for all of CVR's Development Consulting contracts, including U.S. Department of HUD; U.S. Virgin Islands Housing Authority; Housing Authority of New Orleans; Punta Gorda Housing Authority and the Santa Fe Civic Housing Authority.
- Recognized within the industry as being at the forefront of drafting and negotiating contracts for the development and management of affordable housing properties, including public-private partnerships and mixed-income developments.

## Boston Housing Authority

1992 - 1995

## General Counsel

- Supervised ten attorneys and additional staff in legal, risk management and contracts departments handling a full range of issues including litigation, labor, corporate, insurance, real estate and all contract matters.
- Served as Corporate Secretary for the Authority and member of the four-person Executive Committee overseeing all facets of Authority operations, including the HOPE VI proposal and project for Mission Hill, which was the highest-rated proposal in the first-round of HOPE VI funding in 1993 and received the first HOPE VI implementation award in the nation.
- Involved in developing creative financing solutions for public housing; led efforts to successfully refinance housing bonds, generating substantial savings for owners and agency.
- Actively engaged in implementing various programs, which led to the removal of the agency from HUD's list of troubled housing authorities.



**Law Office of Rocha & Associates****1987 - 1992**

- General practice with concentration in commercial litigation, real estate and corporate matters. Represented landlords, tenants, development companies and resident groups. Also served as outside general counsel for Boston Office Supply Co., Inc., Norstar Foods, Inc., Graham Transportation Co., Inc., and Reliable Bus Lines, Inc. Other representative clients and relationships: Copy-Corp. of Puerto Rico, Inc.; Mar-Mol Co., Inc. (Puerto Rico); Savin Dominicana CXA (Dominican Republic); VenSavin S.A. (Venezuela); and Dosdin Lda. (Portugal).

**Law Office of O'Neill & Borges****1980 - 1986**

- Concentration in commercial litigation and general corporate matters for major corporations, including: Paine Webber, Inc., The First Boston Corporation, American Express Company, Ralston Purina Company and Apex Oil Company. Tried several major cases and supervised attorneys in litigation and negotiations.

**EDUCATION AND PROFESSIONAL CERTIFICATION**

- Certificate from the National Institute of Trial Advocacy  
National Session, Boulder, Colorado, 1983
- Boston College Law School  
Juris Doctor Degree, June 1980
- University of Massachusetts, Dartmouth, Dartmouth, Massachusetts  
Bachelor of Arts – Summa Cum Laude, June 1977
- Completed training programs in Bankruptcy Law, Securities Law, RICO Litigation, Housing and Development Law issues, Management and Supervision, Negotiations, Tax-Credit Financing.
- Admitted to Massachusetts Bar and Puerto Rico Bar, Federal District Courts in Massachusetts and Puerto Rico, the Federal Court of Appeals for the First Circuit and the United States Court of International Trade.

**OTHER RELEVANT EXPERIENCE**

Mr. Rocha has spoken at numerous national conferences on a variety of topics pertaining to public and affordable housing. In addition, he formed part of a HUD Advanced-Funding Working Group and has served on numerous professional and community boards, including the Executive Committee of the Judicial Nominating Council for the Commonwealth of Massachusetts and the Managing Board of the NAACP Community Benefit Fund. Mr. Rocha has also served as Managing General Partner of a development group. Currently, he is active in various community service efforts and is also a member of the Board of Directors of the Housing Development Law Institute (HDLI). He is fluent in Spanish and Portuguese.



## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

1995 - Present

## Co-Chief Executive Officer

- Co-founder of a full-service, management consulting firm specializing in management solutions for affordable housing programs. The primary focus of the company is to assist housing agencies, non-profits, cities and industry service providers redirect their operations toward greater efficiency. Areas of expertise include: comprehensive Housing Choice Voucher Program management; HOPE VI and Mixed-Finance Development, Modernization, Capital Funds, and Public Housing. Services include: Technical Assistance, Operational Assessments, Management and Development Consulting, Construction Management, Customized IT Solutions, Quality Assurance Systems, Training, and Strategic Planning
- Oversee the management of approximately 34,000 vouchers for both large and small programs, to include over 65,000 file reviews using CVR proprietary QC software, Take ACTION
- Executive-in-Charge for multiple CVR efforts and engagements, ensuring completion of projects on-time and on-budget, including the Chicago Housing Authority HCVP and Housing Authority of the City of Pittsburgh
- Direct and manage CVR's overall business operations, Accounting, Marketing and Information Technology functions in the Atlanta office

## Chicago Housing Authority (CHA)

1995 - 1997

## Deputy Executive Director, Finance &amp; Administration

- Chief Financial Officer for the agency with a total annual budget of approximately \$500 million; managed conversion from multiple non-integrated legacy systems to fully integrated relational database management system
- Responsible for all administrative functions of the agency, including accounting, human resources, MIS, risk management, marketing, etc.
- Prepared comprehensive financial reports and budgets for the first time in the history of the agency
- Converted to GAAP accounting in 1995-96 and obtained first unqualified audit opinion in agency's history

## Denver Housing Authority (DHA)

1992 - 1995

## Deputy Executive Director, Finance &amp; Administration

- Responsible for managing DHA's financial assets, interacting with all departments regarding management issues



- Established and implemented DHA goals, policies and procedures
- Maintained, reviewed and implemented regulations pertaining to all aspects of the agency and cleared all Office of Inspector General and HUD audit findings
- DHA was a high performing agency for both PHAS and SEMAP during Ms. Vargas' tenure

**Prudential Securities, Inc.****1989 - 1992****Vice President, Public Finance Department**

- Provided financial advice to state and local governments.
- Managed bond issues with par value of over \$600 million for a variety of tax exempt issuers
- Responsibilities included preparation of proposals and presentations, review of legal documents, financial analysis and structuring and preparation of marketing documents
- Obtained bond ratings and coordinated all functions with members of financing team

**Prudential-Bache Capital Funding****1987 - 1989****Associate, Public Finance Department**

- Member of the new product group, developed and documented key programs including PRAMS (stripped municipal securities), interest rate SWAPS, and forward municipals
- Participated in over \$1 billion par amount of tax-exempt financing

**Peat, Marwick, Mitchell & Company (KPMG)****1979 - 1980****Auditor**

- Audited major banks, manufacturing corporations and insurance companies
- Developed and implemented audit plans to ensure compliance with GAAP and other applicable regulations

**EDUCATION AND PROFESSIONAL CERTIFICATION**

- Columbia University, New York, N.Y.  
Master's Degree in Business Administration, Finance
- University of Puerto Rico, San Juan, P.R.  
Bachelor's Degree in Business Administration, Accounting, Magna Cum Laude
- Certified Public Accountant (CPA)

## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

Jan. 2017 - Present

## Senior Vice President

Provides consulting services to housing agencies nationwide on matters relating to housing programs (Housing Choice Voucher, Public Housing) and development (Choice Neighborhood Initiative (CNI), Rental Assistance Demonstration (RAD) program, Low Income Housing Tax Credits (LIHTC), redevelopment feasibility), as well as strategic planning, fair housing, mobility initiatives, Moving to Work, and related HUD rules and regulations.

## Department of Housing and Urban Development

2015 - 2016

## Special Policy Advisor

- Advised the offices of Public and Indian Housing (PIH) and HUD Secretary on matters relating to public housing, housing vouchers, fair housing initiatives, housing development (Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD)), mobility initiatives, healthy homes (smoke- free, lead), opportunity initiatives (Choice Neighborhoods, ConnectHome, Jobs- Plus, Family Self-Sufficiency), and related rules and regulations.
- Assessed and problem-solved housing authority matters that had been elevated to Assistant Secretary's office for resolution.
- Represented PIH/HUD in meetings with Congressional offices, as well as state and local elected officials.
- Served as point-of-contact for affordable housing industry groups on policy and regulatory issues.
- Coordinated messaging with HUD's offices of Public Affairs, Public Engagement, and Congressional/ Intergovernmental Relations for accuracy and effectiveness.
- Wrote, edited, and supervised PIH communications for internal and external audiences, including nearly 4,000 public housing authorities, Congressional offices, industry organizations, and advocacy groups.

## San Antonio Housing Authority

2003 - 2015

## Policy, Planning and Public Affairs Officer

2009 - 2015

## Chief of Staff, VP of Corporate Relations, PIO

2003 - 2009

- Advised the President/CEO, executive management team, Board of Commissioners, and internal departments on: housing program operations, communications, community partnerships, strategic planning, community development, and intergovernmental and legislative matters.
- Developed and maintained strong working relationships with stakeholders, including customers, public agencies, elected officials, industry leaders, community partners and local leaders.

- Directed the planning, development, and implementation of external and internal communication activities, programs and initiatives, including publications, newsletters, websites, annual reports, and news releases.
- Provided assessment, guidance and oversight on local, state and federal affordable housing policies.
- Served on the executive team that produced of more than 5,000 new affordable housing units through HOPE VI, Choice Neighborhoods, LIHTC, etc.
- Supervised staff and managed departmental budgets within the agency's \$170 million annual budget.
- Led the development of the agency's Strategic Plan, to include the implementation of systems to track and monitor performance metrics.
- Managed the agency's annual Moving to Work planning efforts and submission of required HUD reports.
- Oversaw the agency's GIS workgroup, which provided data gathering and support to housing programs, development services, and capital planning teams.
- Served as the agency's spokesperson regarding operations, programs and issues, and responded to media inquiries and requests.
- Led the development of all materials for meetings of the Board of Commissioners and Board Committees, to include meeting logistics.

Curnutt/Hovis, Inc.

1984 - 2003

Vice-President, Co-owner

- Performed consulting services for clients in the fields of: Housing, Government, Transportation, Healthcare and Manufacturing
- Managed operations, including budgets, staff, and client services for the public affairs and marketing firm.
- Supervised employees and contractors, conducting a wide range of client account service, including media relations, crisis communications, issues management, special event coordination, materials production and media buying.

## EDUCATION AND PROFESSIONAL CERTIFICATION

- Trinity University, San Antonio, TX, Bachelor's Degree in Business Administration and Print Journalism, Magna Cum Laude
- Senior Professional Housing Manager (SPHM) certification – 2008, National Association of Housing and Redevelopment Officials (NAHRO), Masters Leadership Program – 2007-2008, Class IV
- Public Housing Manager (PHM) certification – 2006, NAHRO
- Section 8 Housing Manager (SHM) certification – 2006, NAHRO
- Numerous Awards of Merit And Excellence – 2006-2013, NAHRO



## PROFESSIONAL EXPERIENCE

### CVR Associates, Inc.

Aug. 2016 – Present

#### Senior Vice President

- Assist HUD and PHA clients in the variety of areas, including:
  - Resident relocation of 332 public housing families on behalf of HUD for the East Chicago Housing Authority
  - Asset repositioning and revitalization planning on behalf of HUD for the Alexander County (IL) Housing Authority
  - Rental Assistance Demonstration program implementation and development technical assistance for the Housing Authority of the City of Shreveport

### Boulevard Group

2012 – 2016

#### Senior Vice President for Consulting Services

- As a Partner, Ms. Warren was tasked with utilizing her expertise to assist PHAs to improve or re-tool their business model as well as to provide technical assistance with their housing operations programs.
- Areas that she assisted with included:
  - Affordable Housing policy
  - HUD regulations
  - MTW innovativeness
  - Strategic Planning
  - Day-to-day PHA functions and organizational activities

### Chicago Housing Authority (CHA)

Second-in-command at the 3rd largest housing agency in the country, the Chicago Housing Authority, and central contact for Washington DC relationships.

- Responsible for all aspects of management and oversight at the agency.
- Assisted in developing and implementing a \$900M+ annual budget that did not stray outside budget parameters while supervising and supporting 450+ staff.
- Provided business direction to staff and contractors who manage 50,000+ housing units (18,000 public housing and 38,000 HCV) for 100,000+ individuals.

#### Major accomplishments:

- Redefined policies for greater success with long-term strategic plan, including adding resources to adopt affordable housing approaches to increase breadth of portfolio

- Revised organizational structure that resulted in a decrease in upper management and line staff
- Realigned budget goals and dollar usage allowing for focus of spending on asset management needs instead of overhead
- Streamlined property management contracts which resulted in a downsizing from 14 contracts to 5
- Instituted quality control measures for the 2 largest subsidy programs that led to improved audit results
- Acted as the key internal contact for HUD and congressional staff on policy and regulatory impact questions as new initiatives were being developed or as operational questions were raised
- Referred to as the Chicago Housing Authority resource by HUD and other agencies for knowledge, expertise and guidance in the “affordable housing” arena

### Previous Experience

- Ran the Miami-Dade Housing Agency as the Executive Director
- Managed the Tampa Housing Authority as the Deputy Executive Director
- Served as the Executive Assistant to the Assistant Secretary for Public and Indian Housing at the Department of Housing and Urban Development (HUD) — a role that primarily consisted of assessing troubled housing agencies and leading teams for housing authority takeover efforts as well as crafting recovery plans
- Worked as a professional Staff member for U.S. Senator Alan Cranston on the Banking, Housing and Urban Affairs Subcommittee

### EDUCATION AND PROFESSIONAL CERTIFICATION

- Bachelor of Arts, 1989, University of the Pacific; Stockton, CA
- Masters’ of Business, 2003, University of South Florida, Tampa, FL

## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

2006 – Present

## Sr. Vice President

Consultant providing program management, training, technical assistance, guidance, and compliance monitoring to more than 20 housing agencies and Section 8 HCV Programs nationwide, including:

*Sr. Project Advisor, NY State DHCR*

2011 - Present

- Transition day-to-day management of the program to CVR
- Oversee management and supervision HCV Program Operations and HQS Inspections
- Implement Internal Control and Quality Assurance Systems

*Project Director, Gary Housing Authority*

2006 - Present

- Assistant Project Director with responsibility for Housing Choice Voucher Program
- Performed assessment of SEMAP compliance, conditions leading to Troubled Performer designation, and Office of Inspector General Findings and developed a work plan and related policies and procedures to ensure corrective action of conditions found during assessment

*Special Projects Director, Chicago Housing Authority*

2008 - Present

- Reporting, quality control, compliance, and special projects for 20,000 vouchers and HQS Inspections for 36,000 vouchers
- Independent Quality Control and ongoing program monitoring and reporting
- Administrative Policy Updates and development of MTW initiatives

*RAD and PBV Advisor and Trainer (multiple clients)*

2010 - Present

- Feasibility Assessments and Application Submission
- Compliance and Technical Assistance
- Uniform Relocation Act Compliance
- Training (NAHRO, NLHA, and PHADA)

*Inspections Advisor (multiple clients)*

2014 - Present

- Oversee HQS Inspections operations
- Provide technical guidance

*Project Director, Syracuse Housing Authority*

2012 - 2013

*Project Director, Montgomery Housing Authority*

2010 - 2011

- Assess program operations and develop a plan to improve program operations

- Transition day-to-day management of the program to CVR
- Manage and supervise HCV Program Operations
- Provide technical guidance with regard to Leasing and Funding

*Project Director, Boston Housing Authority*

*May 2010 - July 2010*

- Independent Compliance Audit and Review of not-for-profit management corporation managing large public housing site

*Project Director, District of Columbia Housing Authority*

*2008 - 2010*

- Assessed program operations and provided recommendations for improvement
- Technical Assistance with the implementation of biennial re-certifications
- Customized staff training
- Update to Administrative Plan and Owner and Tenant Guidebooks

*Project Director, Westchester County Planning and Dev.*

*2006 - 2007*

- Prepared Housing Choice Voucher training materials, coordinated activities with client and HUD, presented training, and oversaw training presented by other trainers

## **Rochester Housing Authority**

**2004 - 2006**

### **Director of Leasing Operations**

- Responsible for the administration of all leased housing programs for 8,200 subsidized units, supervision of 50 employees, preparation of \$40M Annual Budget, and High Performer Designation. Units included Section 8 Vouchers, Section 8 New Construction Program, and Shelter Plus Care

## **Housing Authority of Newark**

**1999 - 2004**

### **Executive Director/CEO**

- Responsible for all financial, administrative, human resource, grant management, Capital Fund and procurement functions for High Performing Agency
- Secured funding to expand the leased housing programs by adding 50% more units to program inventory by establishment and management of not-for-profit affiliates

## **Village of Newark**

**1997 - 1999**

### **Administrator**

- Responsible for all financial, administrative and human resource functions, oversight of Capital Projects, and HUD funded Economic Development Programs



## EDUCATION AND CERTIFICATIONS

- Harvard University, 2004
- State University of New York at Brockport, 1997
- St. John Fisher College, 1995
- Passed all sections of CPA exam
- Project Management Certification
- Strategic Planning Facilitator Certification
- Certified Housing Manager
- Certified Occupancy Specialist
- HQS Certified
- NAHRO Member
- NLHA Board of Directors

## PROFESSIONAL EXPERIENCE

CVR Associates, Inc.

July 2017 - current

Vice President

- Provide technical assistance, guidance and compliance monitoring as a Consultant to Public Housing Agencies.
- Analyzes program operations and data to identify operational inefficiencies.
- Strives to find technological solutions to improve operations, data quality, reporting and to improve the level of customer service provided to program participants and owners.
- Assesses and provides recommendations on Administrative Plans to bring Housing Authorities into compliance with new HUD regulations, eliminate inefficient administrative policies, and reduce Housing Assistance Payment costs.
- Utilizes the HUD 2-Year Tool in conjunction with analysis from program data to review annual budget authority and voucher utilization, in order to project and recommend the need for future voucher issuance.
- Technical advisor to the New York State Division of Housing and Community Renewal, Buffalo Municipal Housing Authority, and Newark Housing Authority.

Housing Authority of DeKalb County (HADC)

Jan. 2016 – July 2017

Housing Choice Voucher Program Director of Business

- Direct business operations, voucher utilization, budget, policy administration, project base voucher and RAD administration, internal department coordination and community development and collaboration.
- Develop and manage the annual budget of over \$50 million in HAP and administrative fees
- Monitor voucher program utilization with over 6,200 voucher; including 143 Family Unification Program (FUP) Voucher, 716 Veteran Affairs Supportive Housing (VASH) Vouchers, 1,600 incoming ports, 266 RAD vouchers and 696 Project Base Vouchers.
- Apply for HAP and Admin Fee set aside funding; including portability, PBV, VASH
- Provide subject matter expertise regarding all aspects of the Housing Choice and Project Based Voucher Programs.
- Prepare, submit and monitor VMS submissions
- Prepare, review and monitor the HCV monthly and annual budget
- Work across the three HADC non-profit affiliates regarding consulting services, resident services and real estate development. Specifically work with development for 4% and 9% LITCH projects using Project Based Vouchers and the implementation of onsite resident services.
- Submit PBV subsidy layering reviews to HUD for review and approval
- Develop relationships with community stakeholders, housing and service providers to collaborate on community initiatives

- Developed, collaborated, administer and negotiated a \$650,000 contract for Tenant Based Rental Assistance (TBRA) Program through the use of DeKalb County Community Development HOME funds, which provides subsidized housing for 12-24 months for homeless families who are residing in deplorable hotels with school age children.
- Created HADC policy preferences for Homeless families, Youth aging out of Foster Care and Foster Youth. These preferences were created in collaboration with the DeKalb Continuum of Care.
- Create, monitor and amend all policy related changes to the administrative plan, annual plan and five year plan.
- Ensured compliance for SEMAP and maintained High Performer status for three consecutive years
- Manage the Resident and Landlord Advisory Boards
- Speak on behalf of HADC at all community related functions
- Write the quarterly Resident and Landlord newsletters
- Serve on the DeKalb County Continuum of Care (CoC) Board and chair the Service Committee.
- In partnership with the DeKalb CoC, helped DeKalb County reach functional zero for veteran homelessness, the first jurisdiction in the state of Georgia to reach the designation
- Manage interns who are data analysts, who have assisted with the development of HADC Moving to Work application that I created, so HADC is prepared to apply once the application process opens.
- Present to the HADC Board of Commissions at Board meetings, create, and develop and present Board Resolutions.

#### Housing Choice Voucher Program Director

Feb. 2014 – Dec. 2015

- Direct operations for a program, with at the time over 5,800 Housing Choice Vouchers, with a staff of 41 and 3 direct reports.
- Implemented a non-mandatory Family Self Sufficiency Program
- Adopted several regulatory changes that have resulted in the significant operational savings
- Developed procedures, forms and training to increase the accuracy, knowledge base and efficiency of staff
- Reinstated the Family Unification Program in conjunction with the Department of Family and Children's Services in DeKalb County
- Created and implemented quality assurance measures to track rent calculation accuracy which has resulted in consistent improvement
- Improved agency knowledge and understanding of HCV Utilization, which resulted in the successful opening of the HADC wait list for the first time in eleven years and the successful issuance of HCV vouchers from the waiting list for the first time in 5 years

- Coordinated mass intake, eligibility and lease for new RAD and PBV properties
- Streamlined, centralized and simplified multiple areas of the HCV program to improve operational efficiencies and accuracy
- Presented at the National Association of Local Housing Finance Agencies regarding the HADC VASH program, which is the second largest allocation of VASH vouchers in the Southeast US.
- Developed and implemented a monthly production report for HADC management

#### Akron Metropolitan Housing Authority (AMHA) May 2012 – Feb. 2014

##### Housing Choice Voucher Program Manager

- Manage day to day operations for a program with over 5,000 Housing Choice Voucher holders. Lead a staff of 26 with 5 direct reports.
- Ensure compliance for all HCVP SEMAP indicators, with expert knowledge of all
- Communicate with owners and agents through annual meeting, quarterly new owners and agents meetings, and writing of the quarterly newsletter.
- Marketed, piloted and administer the “Landlord Portal,” which allowed AMHA to put owner and agent direct deposit statements online instead of mailing, thereby reducing the cost of mailing and printing over 2,000 statements per month.
- Created cross departmental trainings and a training manual for all operational departments (Eligibility, HCVP, and Public Housing, 35 admin staff and 15 supervisory staff), to create a consistent way to verify client information, calculate income and determine rent.
- Assist as needed with the completion of inspections, recertification’s, check run processing and quality control audits.

##### Continued Assistance Supervisor

Sept. 2008 – May 2012

- Supervised 10 certification staff who were responsible for the timely and accurate processing of annual and interim recertification’s and 2 quality control staff responsible for auditing for SEMAP indicator 3 and compliance with EIV.
- Created expectations for the production and accuracy of staff, holding them responsible through the use of corrective action for failure to meet the expectations.
- Developed a staff capable of 80% or better monthly audit scores for SEMAP indicator 3.
- Created an automated spreadsheets to track staff audit scores and error types.
- Communicated with staff through biweekly team meetings and biweekly coaching sessions.
- Reviewed and authorized all back rents that were completed by staff, totaling nearly \$100,000 per year.
- Monitor and correct PIC and EIV errors.
- Created and conducted biannual training for staff.



- Automated the completion of verifications through the use of custom letter writing in our software program for HCVP, Public Housing and Housing Placement staff.

#### Housing Quality Standards Supervisor

Aug. 2007 – Sept. 2008

- Supervised 4 inspectors, 2 schedulers and a customer service representative who were responsible for scheduling and inspecting over 15,000 inspections annually.
- Conducted inspections when needed and completed Quality Control Inspections.
- Monitored failed quality control inspections to ensure the inspectors were properly inspecting units.
- Communicated monthly with staff to redevelop our HQS handbook, in order to improve the consistency of our inspections and completed monthly coaching sessions with staff.
- Developed a top fifty reference for owners and agents to improve the fail rates of the inspections.
- Audited all initial inspection paperwork to ensure all paperwork was completed accurately to ensure consistency and compliance of the HAP contracts.

#### Housing Placement Specialist/Quality Control Supervisor Jan. 2006 – Aug. 2007

- Assisted Housing Placement Manager in supervising staff; ensured vacant Public Housing units were scheduled for showings on a daily basis, created and monitored a quality control program for both Housing Placement and Public Housing recertification staff.
- Relocated over 250 public housing residents as a part of two separate HOPE VI projects and 30 private market residents in accordance with the Uniform Relocation Act (URA.)
- Maintained, monitored and offered housing to Public Housing residents on the housing transfer wait list.
- Participated in the editing and revising of the Admissions and Occupancy Policy.
- Audited 10 percent of all Public Housing recertification files and all files prior to being housed to insure proper rent calculations.

#### Certification Specialist Floater

May 2004 – Jan. 2006

- Completed rent reasonableness reviews and offered rents to owners and agents.
- Completed contracts and rent increases.
- Conducted interviews and completed annual and interim certifications for HCVP and Public Housing clients.

## SOFTWARE

- Yardi Voyager
- Tenmast
- Excel
- Word
- PowerPoint
- PIC
- EIV
- VMS
- Outlook

## EDUCATION

- Kent State University, Bachelor's Degree in Business Administration, Emphasis in Finance, 2004

## VOLUNTEER WORK

- Rebuilding Together Volunteer 2004-2013
  - Board Member 2008-2010
  - Volunteer coordinator 2007-2010
- American Heart Association Team Leader 2010-2013
- City of Akron Green and Clean 2011-2012
- United Way Team Leader 2011
  - On a team that raised \$30,000
- DeKalb County Continuum of Care Board Member and Service Committee Chair 2014 – current
- Foster Care Alumni Association of Georgia Board Member 2016 – current

## HOUSING INDUSTRY GROUP MEMBERSHIPS

- NHLA 2015 – current
- CLPHA 2017 – current
  - Participant in the HCV and Education work groups

## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

Aug. 2011 - Present

Senior Associate, Multiple contracts

May 2014 - Present

*Project Manager, Detroit Housing Commission**Aug. 2014 - Present*

- Provided technical assistance and capacity building for DHC through the preparation of a redevelopment and repositioning strategy for the DHC's vacant and uninhabitable sites.
- Collected and analyzed PHA, HUD, local, and American Community Survey data to assist in the preparation of data tables and GIS maps to assess the sustainability and livability of the areas surrounding DHC's public housing sites.
- Assisted in the preparation of a comprehensive mixed-finance development procedures manual, complete with hyperlinks to federal and local regulations, guides, and other resources.

*Project Manager, U.S. Virgin Islands Housing Authority**Oct. 2014 - Present*

- Providing technical assistance and capacity building to VIHA through the preparation of a redevelopment and repositioning strategy for all of VIHA's public housing sites.
- Collecting and analyzing PHA, local, and Decennial Census data to assist in the preparation of data tables and GIS, and other, maps to assess the sustainability of the areas surrounding VIHA's sites.
- Assisted in the preparation of a comprehensive mixed-finance development procedures manual, complete with hyperlinks to federal and local regulations, guides, and other resources.
- Providing technical assistance through the preparation of a HUD demolition/disposition application for the mixed-finance redevelopment of one of VIHA's public housing sites.

*Project Manager, Puerto Rico Public Housing Administration/ Department of Housing**Jan. 2014 - Present*

- Assessed and evaluated business terms, budgets, contracts and schedules provided to the PRPHA by the selected development partner for three large mixed-finance redevelopment projects
- Assisted in the development of a mixed-finance training presentation aimed at training PRPHA and DOH staff on the mixed-finance process

*Technical Advisor, Palm Beach County Housing Authority**Oct. 2014 - Present*

- Assisting in the mixed-finance redevelopment of a 65-unit public housing site.
- Drafted HUD demolition/disposition application for the mixed-finance redevelopment

- Assisted in drafting board resolutions, proposed amendments and revisions to the agency and administrative plans, as well as, community and resident meeting materials

*Technical Advisor, East Georgia Housing Partners*

*Nov. 2014 – Feb. 2015*

- Presented to the boards of the EGHP consortium on the strategic planning process
- Assisted in the preparation of the PHA's Five-year Agency Plan
- Assisted in updating the consortium's Admission and Continued Occupancy Policy

*Program Operations Intern*

*Aug. 2011 - May 2014*

- Analyzed the Chicago rental market to assess the comparability of rents charged on the Chicago Housing Authority's (CHA) Housing Choice Voucher (HCV) program for the purposes of compliance and approval of rent increases.
- Audited and collected documentation to ensure CHA HCV file compliance.
- Assisted in the negotiation and review of rent reasonableness policy guidance for the CHA.
- Prepared training materials and conducted training for new administrative and intern staff on the HCV program and related HCV projects.
- Managed special projects for the HCV program with interns and administrative staff.
- Assisted in monitoring PHA and housing-related professional organization websites for potential solicitation opportunities.
- Assisted in assembling and proofreading completed proposals for potential and current PHA clients.
- Attended and tracked progress on company meetings related to contract transition and internal company projects.
- Analyzed 2010 voting patterns and created reports for party leaders.

## EDUCATION AND AFFILIATIONS

- B.S. in Public Policy, Economic Development and Urban Planning, May 2014
- Andrew Young School of Policy Studies at Georgia State University, Atlanta, GA, Summa Cum Laude
- Housing Development Finance Professional Certification
- National Development Council, 2014-2015
- Andrew Young School Academic Excellence in Scholarship Award, 2014
- Certificate in Esri ArcGIS Levels I and II
- American Planning Association: Member
- National Association of Housing & Redevelopment Officials: Member



## PROFESSIONAL EXPERIENCE

## CVR Associates, Inc.

2017 - Present

## Senior Associate

- Provides technical assistance for the Gary Housing Authority through the preparation of a HUD demolition/disposition applications and Emergency Funds grant applications and completing RAD applications
- Provides asset and financial management technical assistance and capacity building services for the East St. Louis Housing Authority
- Assists in facilitating and developing an Organizational and Management Analysis for RAD for Tampa Housing Authority

## Associate, HUD OneCPD Program

2016 – 2017

- Managed and oversaw all project budget and reporting activities
- Prepared updates and maintenance of project milestones schedule and deliverables to HUD
- Prepared, monitored and reported project budgets, developments and operating budget for multiple projects and provide updates and reports to HUD
- Developed HUD Project Procedures Guidebook to be used by all CVR HUD Project Managers

## Gulf Coast Housing Partnership

2015 - 2016

## Staff Accountant

- Principally responsible for managing the accounting and related functions of the organization, including posting of accounting transactions and journal entries, maintenance of financial schedules, financial document management, planning and execution of multiple company audits and year-end information reporting. Responsibilities included:
  - Management of multiple company receivable, payables, bank accounts and credit card process; and preparation and maintenance of accounting, audit, compliance and financial reporting schedules
  - Preparation, posting and documentation of journal entries for multiple companies and consolidation entries for parent company

**Miller McCoy Academy****2013 - 2015****Business Manager**

- Along with the Director of Finance and Operations, managed financial and accounting functions for a charter school reducing expenses by 11% annually
- Accountability extended to financial statements, profit and lost statements/cash flow analysis, budget versus actual statements with accompanying variance analysis reports
- Accounts Payable, month-end closing and quarterly and annual state reporting
- As management team member, participate in strategic planning, including expense forecasting, and cash management.
- Provided strong renegotiation and analysis of current contracts, including janitorial, healthcare and transportation that saved the organization more than \$400,000 of a \$3.5MM annual budget.
- Worked with external and internal auditors and provided reports to the CEO and Board of Directors

**Insight Building Services****2012 - 2013****Accountant**

- Prepared month-end bank reconciliation, purchase orders, general ledgers entries, approved vendor invoices, matched to purchase orders and issued checks, prepared account receivables, and reconciled opened balance sheet accounts and bi-weekly payroll
- Developed construction budgets using historical data and prepared construction draws, developed cash flow schedules and other financial documents
- Prepared financial documents, "flow of funds schedules", "Sources and Uses Schedules", and "Yearly Operating Pro Formas" for various development proposals

**Housing Authority of New Orleans****2010 - 2011****Budget and Management Specialist/Accountant**

- Managed overall departmental budget with a focus on thorough planning and timely obligation and expenditure of available funds
- Managed and reconciled grants and other sources of funding for modernization and development projects, including the preparation and coordination of reports and other compliance requirements with Finance and other departments
- Reviewed monthly reports from Finance to ensure compliance and the need for revisions
- Participated in project planning to identify most appropriate funding sources and the timely availability of funds

- Ensured compliance by staff with all HANO and departmental reporting procedures pursuant to established policies as they relate to budget, procurement, contract administration, and other related requirements, including periodic review of payment applications, change orders, solicitations and other files for compliance and quality control
- Developed and supervised the implementation of policies and procedures related to budget, professional services, contract administration, and procurement in coordination with other departments

## Community Development Capital

2006 - 2009

### Financial Analyst/Accountant

- Managed and serviced a \$2MM loan pool made up of commercial real estate loans
- Maintained and enhanced loan portfolio spreadsheets to accurately calculate interest receivables and track clients' construction draw schedules
- Originator and underwriter for \$800M in new commercial real estate loans for the development of affordable housing in New Orleans Post-Katrina
- Prepared annual budget for Board of Directors approval and prepared monthly and quarterly budget v. actual analysis and financial statements for investors and Board of Directors

## EDUCATION AND HONORS

- Northwestern St. University, Bachelor's Degree in Accounting
- University of Pennsylvania, Center of Urban Redevelopment Excellence (CUREx), Rockefeller Foundation Fellow
- Selected as a Rockefeller Foundation Fellow after Hurricane Katrina as part of the Center of Urban Redevelopment Excellence effort to develop capacity for the rebuilding of New Orleans
  - The CUREx program was launched to build capacity for large-scale, comprehensive neighborhood revitalization and offers two-year placements with top urban redevelopment organizations nationwide
  - Fellows are placed in project management positions with significant mentorship from the organization's senior staff after undergoing in an intensive six-week cross-disciplinary training prior to starting their placements, site visits, and additional skills development once per quarter during their fellowship term
  - Served as a fellow while working with Community Development Capital

## PROFESSIONAL EXPERIENCE

CVR Associates, Inc.

Sept. 2015 - Present

New Haven Housing Authority, New York State Homes and Community Renewal, Spartanburg Housing Authority (SHA), Buffalo Municipal Housing Authority (BMHA), Detroit Housing Commission (DHC), Baltimore Regional Housing Partnership (BRHP)

- Reviewed a sample of annual re-examinations, interim re-examinations, and transfers to provide a sufficient amount of reviews.
- Assisted with the initial assessment of NYS-HCR operations including reviewing the intake portability and waiting list process.
- Provides ongoing assistance to staff via CVRs file review tool Quality Control Management Site (QCMS).
- Conducted file reviews for the Housing Choice Voucher program and Public Housing Program according to the Administrative plan and ACOP for the agency.
- Reviewed 10 percent of files with protocol similar to HUD's RIM (Rental Integrity Monitoring) reviews.
- Generate monthly reporting via EIV that includes the Multiple Subsidy Report, Verification Report, Deceased Tenant Report, and Income Discrepancy Report.
- Trained and assisted staff with the system of record – Yardi, and interpreting HUD policy and the agencies Administrative plan.
- Analyzed records via two property management systems; Emphasys and Yardi, to update reports that reflect accurate disbursement to the owner.
- Trained and assisted staff with the data collection tool (excel spreadsheet) to accurately document
- Pull files and create logs for processing.

CVR Associates, Inc.

Dec. 2011 - Dec. 2014

Quality Assurance Specialist

- Effectively ensure that programmatic and policy compliance of files maintained to determine Housing Choice Voucher participant families. Thereby increasing efficiencies by at least 25%.
- Review, correct and ensure the accuracy of approximately 100 recertification files monthly according to HUD regulation and CHA policies and procedures.
- Responsible for reviewing and approving biennial re-examinations of participants to determine continued eligibility.
- Complete correction tasks to ensure compliance of assigned participants' files.
- Ensure that all rent calculations are completed accurately and are properly supported through documentation.
- Determine that all information on the HUD form 50058 is accurate and properly supported.
- Accurately verify information collected from multiple sources based on HUD prescribed verification procedures and Administration Plan.



- Accurately correct participants' files as a result of Quality Control or file review findings.
- Communicate with Housing Specialists and other team members to coordinate completion of files.
- Request and collect necessary core and unit documents for participants' files as needed.
- Certify that completed files are accurate and ready for audit.
- Make recommendations for owner termination when appropriate.

## The Housing Authority of DeKalb County

2004 – Dec. 2011

### Intake Specialist/Coach

2011 to December 2011

- Pioneered the operations of the Housing Choice Voucher portability intake process.
- Processed incoming portability applicants and participants, coordinated and conducted Portability Briefings, and maintained resident files.
- Processed the necessary paperwork associated with the briefing and issuance of the Housing Choice Voucher.
- Systemized the intake process by assimilating tracking devices for all incoming paperwork and billing.
- Coached and managed new employees on Incoming Portability procedures and systematic functions.

### Housing Community Specialist

Jan. 2007 - Dec. 2011

- Maintained 12 waiting lists of 5,641 applicants to ensure compliance of the selection and withdrawal process.
- Accessed Project Based applications and updates, making all appropriate changes in the Yardi system in an accurate and timely manner.
- Generated Housing Assistance Payment Agreements and Housing Assistance Payment contracts for new properties and managed lease-up activities for new and existing developments.

### Portability Billing Specialist

2004 – Dec. 2006

- Reconciled with smaller Initial Housing Authorities on a quarterly basis and larger Housing Authorities on a monthly basis, so as to ensure all receivables were collected, in a timely manner.
- Initiated contact with Housing Authorities to reconcile and collect all accounts
- Processed billing for 1,841 tenants, 384 Housing Authorities and managed all accounts.

## CERTIFICATIONS

- Certification Nan McKay and Associates, Inc. – Nan McKay and Associates, Inc.
- Certification in Housing Choice Voucher Specialist – Nan McKay and Associates, Inc.
- Certification in Housing Choice Voucher Rent Calculation – Nan McKay and Associates, Inc.
- Low Income Housing Tax Credit Certification – Georgia Department of Community Affairs

## EDUCATION AND PROFESSIONAL CERTIFICATION

- Shorter University, Candidate for Bachelor of Science in Business Management, February 2011 – Present

## PROFESSIONAL EXPERIENCE

CVR Associates, Inc.

2018 - Present

Associate

- Perform Quality Control reviews for RAD PBV MTW Agency, including Jobs Plus program
- Modify/Approve 50058 HCV, PBV, RAD transactions
- Execute relocation strategy for Elderly/Disabled PBV community
- Assist in development of custom QCMS application

Marietta Housing Authority

2011 – 2018

Housing Specialist Manager

- Supervised Housing Specialist team overseeing a 3,228 voucher program, (including HCV, HUD VASH, Homeownership, Family Self Sufficiency and Project Based Voucher programs) for a High Performing agency
- Monitored and reported on staff performance and compliance in accordance with annual SEMAP, financial and internal audit requirements
- Reconciled month end payments to landlords and participant families, late HQS inspections and annual recertifications
- Enforced HCV participant and landlord compliance requirements according to MHA, HUD, Dept. of Veteran's Affairs and state of GA policies
- Conducted annual recertifications, interim reviews, new admissions and port ins for participant families in compliance with HUD and the MHA administrative plan guidelines, using Yardi software
- Maintained comprehensive participant and landlord electronic files in accordance with MHA internal and HUD auditing standards, using File Vision software
- Investigated and monitored allegations of program abuse and fraud by HCV participants and landlords
- Developed internal and external communications as program administration needs occur
- Provided excellent customer service by ensuring internal and external partnership, participant and landlord issues are addressed and resolved in a timely manner

BellSouth Telecommunications (AT&amp;T)

1998 – 2006

Senior Marketing and Program Manager

- Field sales support manager, training on products offers to sales team and other affiliate sales channels
- Provided sales presentations to market base



- Developed and executed Business and Consumer offers and promotions through the creation of segmentation strategies which included managing the development of a target database, management of core research team and focus group concepts for analysis
- Worked other cross entities including R&D, Legal, Finance, IT, Media, Advertising and Supply Chain to effectively implement marketing campaigns
- Managed business partnership and co-branding with National home security company which provided services in the BellSouth nine-state region
- Managed the development, distribution and response analysis of print collateral, print media, radio and web communications within approved budgets
- Served on a special committee to build IT requirements for a new consumer product
- Managed team budget including annual forecasting and actual expenses
- Served as editor of customer newsletter and coordinated publication content with market managers; Managed distribution of publication through web platform
- Coordinated and managed special sales events, including trade shows

## OTHER RELEVANT EXPERIENCE

- Earth Search Communications, Marketing and Operations Manager 8/2007 – 7/2008
- Right at Home, Staffing Coordinator 12/2010 – 4/2011

## CERTIFICATIONS AND TRAINING

- |   |                |
|---|----------------|
| ▪ HCV Specialist  | Nan McKay 2011 |
| ▪ HCV Rent Calculation Specialist   | Nan McKay 2015 |
| ▪ Supervision and Management  | Nan McKay 2016 |
| ▪ HCV Program Management  | Nan McKay 2017 |
| ▪ Fair Housing Laws   | 2011 / 2015    |
| ▪ HUD EIV / PIC reporting   | 2011 – 2018    |
| ▪ HUD VASH Screening & Selection Criteria and Program Management  |                |
| ○ 2012 – 2018   |                |
| ▪ Proficient in HUD PIC/EIV, Yardi Voyager 6 and 7, Emphasys / Elite, Visual Homes, File Vision, Social Serve, SharePoint |                |

## EDUCATION

- B.A., Corporate Communications, College of Charleston, Charleston, SC 1997

## MBE/WBE/DBE SECTION 3 PARTICIPATION

CVR was created over 22 years ago as a 100%-owned Minority Business Enterprise. It has grown from a company of three employees to a group of companies with over 425 employees. At every step of growth, CVR has sought opportunities to promote the interests of minority and economically-challenged employees and sub-contractors, while firmly committing to provide opportunities to the best qualified individuals regardless of race, ethnicity, or any other such distinction. Today, the majority of CVR employees are women and minorities, many of whom were in economically-challenged circumstances prior to their employment with CVR. CVR also regularly engages women and minority-owned businesses as sub-contractors.

CVR affirms that it is a certified MBE with a proven track record of providing opportunities for both individuals and business enterprises owned by women and minorities.

CVR has always been committed to the concept and spirit of Section 3 of the 1968 Housing Act, promoting opportunities for individuals and businesses covered by the economic criteria of the Section 3 concept, and has a proven track record of providing such opportunities and then supporting the employees with training and mentoring.



One example of CVR's commitment to Section 3 can be found at its operation at the Gary Housing Authority. The line staff hired for the operation at GHA is comprised of Section 3 personnel. CVR is proud to have hired, trained, and promoted this 100% Section 3 staff.

CVR's commitment to Section 3 hiring practices is not just evident in Gary, but nationwide as well. In Chicago, for example, over 40% of CVR employees were hired under Section 3 program guidelines. Nationally, CVR's outstanding record in hiring, training, and supporting Section 3, women, and minority businesses and individuals speaks for itself.

CVR will continue its current recruiting and hiring practices to assure that Section 3 residents have employment opportunities through CVR if additional personnel are hired for this engagement.

In summary, CVR has created and maintained many Section 3 positions over the course of its existence, and is dedicated to continuing this commitment to the letter and spirit of the Section 3 laws. To the greatest extent feasible, employment and economic opportunities resulting from this engagement shall be directed to low- and very low-income persons, especially those who are recipients of HUD housing assistance.



## SUCCESSFUL RELEVANT EXPERIENCE

CVR has provided a wide range of relocation consulting services to housing authorities and developers. Through these engagements, CVR has demonstrated its value as a key member of a collaborative redevelopment and relocation team, while providing leadership throughout the relocation process. With CVR's deep bench of relocation and housing professionals, we have the capacity to take on multiple relocation projects concurrently.

### Relocation Planning

Advance planning is key to a successful relocation process. This planning includes facilitating initial resident meetings, surveying residents, determining relocation options, and developing Relocation Plans that comply with the Uniform Relocation Act (URA), the unique RAD requirements of PIH Notice 2016-17, and any other applicable regulations. This planning also includes the preparation of relocation RAD deliverables such as the RAD FHEO Checklist. Relocation projects tend to be very fluid, with a lot of moving parts because there are three or more distinctly different stakeholders involved: the residents, the developer/construction team, and the Housing Authority. CVR has experienced staff who understand the needs of each of the stakeholders. This experience allows CVR to create comprehensive and effective relocation plans, while also adapting to the deviations that may arise due to unforeseen circumstances that often happen during relocation projects.

### Relocation Software

CVR's IT Team has developed a proprietary, web-based Relocation Tool to track and monitor relocation activities. This industry-leading software utilizes dashboards that provide users with visual graphics of the project status and real-time reporting. The Tool is customized to the scope and needs of each specific relocation project. In addition, the tool allows for multiple users to access and update the site simultaneously, with inputs for case notes as well as the scanning and uploading of client documents into each resident file, which allows for paperless files and remote compliance monitoring. The site is accessible to HACA-approved users, which makes the relocation process and project transparent.

### Ongoing Technical Assistance

The ongoing Relocation Technical Assistance provided by CVR can include, but is not limited to, providing guidance to ensure RAD and URA compliance; assisting in preparation of all required notifications to ensure that all requirements are met; providing assistance regarding the proper sequence of internal transfers and off site relocations; advising on any other RAD or voucher issues that may arise as a result of relocation activities; planning for residents' meetings and other resident notifications; participating in resident meetings; facilitating collaboration with other community partners; advising on reporting and tracking requirements; aiding with responses to fair housing inquiries; and assisting with set up of local, day-to-day relocation counseling.

## Relocation Counseling

CVR has provided direct relocation counseling services to affected residents on behalf of numerous clients. These services include: preparing and distributing all applicable notices to tenants; performing needs assessments and resident surveys; providing relocation and fair housing counseling; providing other advisory services and referrals to service provider partners as needed; identifying comparable relocation units; procuring and coordinating movers; setting up tracking systems; and completing all required tracking and forms.

The table below lists CVR's recent relocation engagements:

Client	Total Households	Date	Program
<i>Buffalo Municipal Housing Authority</i>	87	2017 - present	<i>RAD</i>
<i>The Alpert Group</i>	98	2017 - present	<i>CDBG</i>
<i>St. Jude's</i>	93	2017	<i>CDBG</i>
<i>Avalon</i>	17	2017 - present	<i>HOME</i>
<i>Alexander County Housing Authority</i>	278	2017 - present	<i>Section 18</i>
<i>Housing Development Corporation of DeKalb</i>	240	2017 - present	<i>LIHTC</i>
<i>Fort Worth Housing Authority</i>	412	2017 - present	<i>RAD</i>
<i>Shreveport Housing Authority</i>	132	2016-2017	<i>RAD</i>
<i>East Chicago Housing Authority</i>	333	2016-2017	<i>Section 18</i>
<i>Lamphere Court</i>	196	2016 - present	<i>LIHTC</i>
<i>Santa Fe Civic Housing Commission</i>	374	2012 - present	<i>RAD/LIHTC</i>
<i>Spring St. Associates</i>	27	2015	<i>LIHTC</i>
<i>Wastenaw County</i>	6	2016	<i>HOME</i>
<i>St. John the Baptist Housing Authority</i>	36	2015-present	<i>RAD</i>
<i>Palm Beach County Housing Authority</i>	66	2014-present	<i>Section 18</i>
<i>McKinney Housing Authority</i>	65	2014-2016	<i>RAD</i>
<i>Ypsilanti Housing Commission</i>	198	2014-2017	<i>RAD</i>
<i>Ann Arbor Housing Commission</i>	265	2014-2015	<i>RAD</i>
<i>Waterfront</i>	172	2013-2014	<i>RAD</i>
<i>Unity Park</i>	84	2013-2014	<i>RAD</i>
<i>Montgomery Housing Authority</i>	350	2011	<i>HOPE VI</i>
<i>Niagara Falls Housing Authority</i>	136	2006-2011	<i>HOPE VI</i>

## EXAMPLES OF RECENT WORK

The following are examples of some of CVR's recent work preparing and implementing Relocation Plans and services to support LIHTC-financed and HUD-financed, including RAD.

### East Chicago Housing Authority (ECHA), East Chicago, IN

HUD engaged CVR to provide technical assistance to ECHA to develop a Relocation Plan to ensure compliance with URA relocation requirements and HCV rules and regulations as they pertain to Tenant Protection Vouchers. This relocation was required as a result of contaminated soil and other environmental hazards. CVR built ECHA's capacity to prepare and distribute all applicable notices to tenants, provide tenant advisory services as needed, and complete all required tracking and forms. The technical assistance provided also enhanced ECHA's capacity to identify comparable units, provide all required counseling and URA benefits, and address any Fair Housing issues arising during the relocation. Targeted assistance addressed families being permanently displaced to another community via portability and to ensure each household's case was properly processed by the receiving PHA. CVR assisted ECHA in coordinating activities with HUD, the EPA, the Department of Health, and other local PHAs. CVR also provided guidance regarding community and media relations.

### Fort Worth Housing Solutions (FWHS), Fort Worth, TX

CVR provides a wide range of RAD Consulting Services, including relocation assistance, for FWHS' full portfolio RAD conversion. FWHS is undertaking a complex approach to its portfolio conversion by targeting more than 30 RAD transactions in order to deconcentrate poverty across the city. This resident relocation approach is being implemented through lotteries, in which current public housing residents select into the lotteries for their preferred RAD properties. CVR's relocation guidance to FWHS has included the development of a customized web-based Relocation Tool, to track resident lottery participation, as well as all the information needed to comply with HUD's RAD Resident Log requirements. Additionally, CVR has provided guidance on many relocation issues, including but not limited to regulatory requirements, notice requirements and Relocation Plan development.

### McKinney Housing Authority (MHA), McKinney, TX

CVR provided technical assistance to MHA to develop a Relocation Plan to ensure compliance with URA, RAD, and HOME relocation requirements. CVR built MHA's capacity to prepare and distribute all applicable notices to tenants, provide tenant advisory services as needed, and complete all required tracking and forms. The technical assistance CVR provided also enhanced MHA's capacity to identify comparable units, provided all required counseling and URA benefits, and addressed any HCV or PBRA issues arising during the conversion. Direct planning and technical assistance was provided to plan the sequence of relocation activities to minimize displacement times. Targeted assistance addressed families being permanently displaced to ensure each household was given proper notice and opportunity to comment/object, gave proper consent to the displacement, and were provided all rights and benefits to which they were entitled. CVR assisted MHA in coordinating activities with HUD's HQ, local Field Office, and Regional Relocation Specialists.

### St. Jude, Inc., Dallas, TX

CVR provided St. Jude, Inc. with Relocation Advisory services relating to a CDBG-funded project. CVR actively assisted in the preparation of all required notifications and reviewed relocation activities to determine the level of compliance with URA. Technical assistance was provided regarding the establishment of a Relocation Counseling Program, the provision of required benefits to households that are permanently and temporarily displaced, and the tracking and documentation requirements of the Uniform Relocation Act.

### The Alpert Group, Neptune, NJ

CVR is providing ongoing Relocation Advisory Services for the Alpert Group's Winding Ridge Project. CVR was initially engaged to prepare a Corrective Action Plan for submittal to HUD's State of New Jersey Office, to

address prior relocation deficiencies. CVR is currently reviewing relocation activities to date, to determine the level of compliance with URA, reviewing the current Relocation Plan and providing any recommendations for revision in instances where the plan may not comply with the URA, and assisting in the preparation of all required notifications. In addition, CVR provides technical assistance regarding the establishment of a Relocation Counseling Program, provision of required benefits to households that are permanently and temporarily displaced, and the tracking and documentation requirements of the URA. CVR also provides technical assistance on any other relocation issues that may arise as a result of relocation activities, and interacts with State and HUD officials as required.

### Ann Arbor Housing Commission (AAHC), Ann Arbor, MI

CVR provided technical assistance to AAHC to develop three separate Relocation Plans, ensure URA compliance, and to plan relocation multi-phase activities that met RAD-specific relocation requirements. CVR staff worked to build AAHC's capacity to prepare and distribute all applicable notices to tenants, provide tenant advisory services as needed, and complete all required tracking and forms. CVR's technical assistance also enhanced AAHC's capacity to coordinate with other housing providers to locate comparable units, provide all required counseling and URA benefits, and address any issues arising during the conversion.

### Ypsilanti Housing Commission (YHC), Ypsilanti, MI

CVR provided technical assistance to YHC to develop Relocation Plans to ensure URA compliance and plan multi-phase relocation activities that met the RAD-specific relocation requirements. CVR built YHC's capacity to prepare and distribute all applicable notices to tenants, provide tenant advisory services as needed, and complete all required tracking and forms. The technical assistance provided also enhanced YHC's capacity to coordinate with other housing providers to locate comparable units, provide all required counseling and URA benefits, and address any HCV or PBV issues arising during the conversion. Direct planning and technical assistance was provided to plan the sequence of relocation activities to minimize displacement times.

### Housing Development Corporation (HDC) of DeKalb, Decatur, GA

CVR provides ongoing onsite relocation management and operational services for the Housing Development Corporation of DeKalb (HDC), accounting for 240 residents. CVR created Relocation Plans to ensure compliance for both the URA and The Georgia Department of Community Affairs (DCA). CVR develops and distributes all required notices, coordinates with property management for the onsite relocation of residents, coordinates with the moving company to schedule resident packing, moving and unpacking, coordinates with the Housing Authority of DeKalb County (HADC) who has issued Housing Choice Vouchers for residents to be relocated, and moderates ongoing communication between Property Management, HADC, onsite Resident Services and HDC.

### Housing Authority of the City of Shreveport (HACS), Shreveport, LA

The CVR Team is providing RAD relocation planning and implementation for HACS' 132-unit RAD conversion of two non-adjacent properties. These relocation efforts require a complex coordination with resident and the redevelopment team, to maximize efficiency through single on-site moves whenever possible. This relocation features four phases of rehabilitation construction at each of the two properties. CVR is overseeing and managing all aspects of this relocation, including planning, resident meeting, resident surveys, resident notifications, and direct oversight of local staff assigned to relocation.



## REFERENCES

Client	Contact	Scope of Work
Fort Worth Housing Authority	Mary-Margaret Lemons, <i>President</i> P: 817.333.3401 E: mmlemons@fwhs.org	RAD Relocation Consulting
McKinney Housing Authority	Roslyn Miller, <i>Executive Director</i> P: 972.542.5641 E: rmiller@mckinneyha.org	RAD Relocation Consulting
Shreveport Housing Authority	Bobby Collins, <i>Executive Director</i> P: 318.698.3640 E: brcollins@shvhousauth.com	Development Consulting

## ADDITIONAL INFORMATION

Vendor Data Sheet

Statement of Bidder's Qualification

Non-Collusive Affidavit

Section 3 Forms

Representations, Certification, and Other Statements of Bidder's

IRS Form W-9

## Statement of Bidder's Qualifications

CVR Associates, Inc. (CVR), a Florida-based corporation, is located at 2309 S. MacDill Ave., Suite 200, Tampa, FL 33629. CVR is a 100% MBE (American Hispanic) firm founded in 1995 and has engaged in its contracting under this name since 1995. CVR is owned by two 50% shareholders, Ana L. Vargas and Fradique A. Rocha who jointly serve as the firm's Co-CEOs.

CVR is a full-service management consulting firm providing services to public and private entities in the affordable housing industry, including the direct management of programs. The firm employs over 400 team members at offices across the country including Tampa, Atlanta, New York, New Jersey, Chicago, Gary, and Miami. CVR has a successful history of completing all contracts it's awarded and does not maintain a bonding company.

## Current Projects

Client	Contact	Scope of Work
Fort Worth Housing Authority	Mary-Margaret Lemons, <i>President</i> P: 817.333.3401 E: mmlemons@fwhs.org	RAD Relocation Consulting
McKinney Housing Authority	Roslyn Miller, <i>Executive Director</i> P: 972.542.5641 E: rmiller@mckinneyha.org	RAD Relocation Consulting
Shreveport Housing Authority	Bobby Collins, <i>Executive Director</i> P: 318.698.3640 E: brcollins@shvhousauth.com	Development Consulting

CVR has not previously providing consulting services to the Housing Authority of the City of Austin.

Evaluation HACA-18-Q-0229  
RAD Resident Relocation Services June 7, 2018 3:00PM/CST

	Vendor #1	Vendor #2	Vendor #3
EVALUATION CRITERIA	Unity Contractor Services	OPC	CVR Associates
1. Qualifications and experience of the firm's personnel	Comments- Low Did not observe qualified experience in resident relocation field. A lot of construction and construction project management, but no housing authority resident relocation experience shown in qualifications. Unity appears to have relocated offices at housing authorities, but not actual residents- per past performance on similar projects page.	Comments- High 38 years of experience in relocation. 50,000 residential, commercial and industrial relocation cases. Proven experience with HACA/RAD relocation.	Comments- High Over 20 years in affordable housing . Key staff assigned to this engagement (8) all have 10+ years in affordable housing. Most are 20+years. Michael Tonovits recently served as project dire tor to McKinney HA, Buffalo Municipal HA and Ypsilanti Housing commision. Recognized expert with URA compliance. Most of the assigned staff has relocation experience.
2. Minority Participation	Comments- High Minority owned	Comments- High Minority owned	Comments- High 100% MBE firm
3. Past Performance of the firm/demonstrated ability to provide services in a timely manner	Comments- Medium Currently working with Unity on a construction project I have first hand witnessed that Unity strives to keep on schedule and keeps to schedule to complete jobs in a timely manner. Their communication is great and response time to inquiries is typically within a few hours if not following day. I would think they would be the same in this case.	Comments- Medium OPC has worked with many housing authorities and shown they are well versed in the regulations we need to keep in mind. In fact, HACA has turned to OPC in instances where we had questions. Very helpful to have a knowledgeable staff on hand to assist with questions. Although sometimes they do exceed deadlines (paperwork), they are quick to to get paperwork in ASAP.	Comments- High Clearly have a lot of experience with relocation. Developed web-based relocation software. Extensive experience in different conversion types, RAD, CDBG, HOME Section 18, LIHTC HOPE VI Provided references.
4. Previous experience with HUD/Housing Authorities	Comments- Medium Although they have much experience with HUD/ HAs they seem to not have much with relocation of residents which is concerning. Several HACA jobs observed always with proper documentation (S3) and paperwork to back up draws etc.	Comments- High OPC shows they are very experienced with Has and public and private entities. All staff OPC has sent has been experienced and needed very little if any guidance at all. This firm knows what HACA expects and has proven they can meet expectations.	Comments- High Provided references there were many HUD contracts and they work exclusively in affordable housing. They have plenty of experience.
5. Firm's ability to complete the work	Comments- Medium Concerns with cost to bring on more staff. UCS was recently awarded another contract (construction) with HACA at 3 different properties. Assuming this is not their usual line of business, I think they would outsource or hire on new people which may drive up price. They have listed that they will have 3 relocation staff on this project, one of which is Patrick Carter, and two others. Although I have faith staff is capable of completing work, concerns with conflicting work that was just awarded.	Comments- High Firm has shown they are capable of completing this work	Comments- High They seem capable of providing the services we are looking for in relocation. Although they seem to be more agency focused rather than client or resident focused. I would like to know how involved they get with- If it all- with residents.
6. Overall quality of firm's submission	Comments- Medium Some errors, incomplete pages, overall showed an understanding of what the relocation plan entails and how the process works.	Comments High Complete. Very detailed in processes to be used. Contacts included. Per submission nothing on schedule would prevent them from doing work. Large team to work on relocation.	Comments- Medium Excellent- if they were pitching for RAD Consultants, but they are trying to be our Relocation Consultant. I would have liked to see a little more resident focus and what they can do for our residents.
7. Section 3 experience	Comments- High Has shown great amount of experience in this area. Knows paperwork to submit and to submit it in a timely manner. No concerns.	Comments- Low Not a Section 3 Business Concern	Comments- High Is a Section 3 business entity
Recommended:			
	CVR		
Evaluator: Angie Towne	Date: 8/22/18		



EVALUATION CRITERIA	Vendor #1 47.5 points	Vendor #2 81 Points	Vendor #3 100 points	Vendor #4	Vendor #5
1. Qualifications and experience of the firm's personnel	Comments: Would only recommend a small project w/ limited # of units if awarded to this vendor. w/ intensive oversight. H for this Scope of Services	Comments: Providing relocation services since 1980 High level of experience with RAD + PHA relocation projects H	Comments: Highly Qualified + experienced Housing-related staff. H	Comments:	Comments:
2. Minority Participation	Comments: 100% minority-owned. MBE Certified. H	Comments: non const. contract ownership is 100% male/caucasian not M.B.W.B concern L	Comments: 100% MBE firm not small, not women-owned but is minority business enterprise. H	Comments:	Comments:
3. Past Performance of the firm/demonstrated ability to provide services in a timely manner	Comments: no references. L for this Scope of Services	Comments: 7 Past/current Relocation projects from 2012-2020 across the U.S. H for this Scope of Services	Comments: Relocation Projects 9 RAD 1 RAD/1 LITRE 3 LITRE 13 Programs like ours 22 overall housing Relo. H	Comments:	Comments:
4. Previous experience with HUD/Housing Authorities	Comments: HUD/HA. M for experience with HA.	Comments: at least 8 projects with PHAs multiple projects with various HUD funded programs. H	Comments: most staff have PHA/HUD background 22 overall housing Relo. projects - most recent H	Comments:	Comments:
5. Firm's ability to complete the work	Comments: For these services, their ability is largely unknown. Unknown Scope 18-20 years ago L	Comments: currently 13 emp/200 active projects. H Depending on how many of our relocation projects they are awarded. Capacity may be at issue if receive all contracts.	Comments: have a Relocation Software developed to assist with relocation specific projects. large # of H	Comments:	Comments:
6. Overall quality of firm's submission	Comments: a few formatting, grammar issues. No direct experience with these relocation services. L to M.	Comments: Submission held high level of detail - putting "meat on the bones" of this type of project. H	Comments: Highly Qualified Staff + firm + like projects - Focus on Advisory rather than implementation. But implementing in 2019 H	Comments:	Comments:
7. Section 3 experience	Comments: for construction + tree trimming services, they seem to comply. Unclear of S3 relative to these kinds of services. M	Comments: no S3 foreseen for this contract. not a S3 bus. concern. L	Comments: Section 3 Business concern. H high S3 hire rate is showcased in their proposal	Comments:	Comments:

105 TOTAL POINTS AVAILABLE				
L = 5 POINTS	M = 10 POINTS	H = 15 POINTS	Vendor #1	Vendor #2
Vendor #3	Vendor #4	Vendor #5	47.5 points	81 points
45%	45%	81%	105 points	100%
Vendor 2 + 3 Equal except for points awarded for Participation				
S3 + Minority				

Evaluator Scored each Section as H, M, or L for each Vendor's Proposal

Recommended:

Evaluator Kelly Crawford

Date 8/20/18

### Evaluation HACA-18-Q-0229 - RAD Resident Relocation Services

	Unity	CVR	OPC
<b>Qualifications and experience of the firms personnell</b>	MEDIUM - 25+ yrs. experience (Sr. Exec.); Project Manager (20+ yrs of professional services in large-scale integration projects); Relocation Specialist (30+ yrs experience in the education field and 5 years healthcare case management); Relocation Admin (40+ years working in Austin community; excellent communication and writing skills; proficient in Spanish)	HIGH - National consulting firm providing strategic planning, development consulting, financial and management advisory services exclusively to affordable housing public and private entities. Project Director has 25+ years of executive experience in the Texas affordable housing industry and HUD's PIH Assistant Secretary. Providing RAD-related relocation consulting services to Fort Worth HA, McKinney HA, and Shreveport HA. Involved in multiple HOPE VI and Choice Neighborhoods-related relocation projects. Served on executive management team at SAHA. <i>Director resides in Fort Worth.</i> Project Advisors have combined 5-years experience in senior level public housing management. Senior Vice President - 25 yrs. experience in affordable housing. Professional staff member on U.S. Senate Housing and Urban Affairs Subcommittee; political appointee at HUD, focused on troubled housing assessments and recovery plans; Senior Vice President - 25 years senior level management experience with public housing and HCV programs; policy and procedural issues; voucher management.	HIGH - 38+ yrs assisting public agencies and private entities with relocations assistance; has handled more than 50,000 residential, commercial, and industrial relocation cases. Excellent working relationship with several HUD regional offices and HUD headquarters. In addition to RAD, also has experience working with LIHTC, HOME, CDBG, Section 202, NSP, and other federal, state, and local funding resources. Well versed in funding program regulations. Accustomed to developing and managing full-service relocations programs for complex, politically sensitive, and heavily scrutinized projects. Experience with community outreach. Local Austin office. elocatoin agents will read, write, and speak fluent Spanish. Team will be available to meetings with HACA and residents daily, at least 4 days/week. Program Manager - planning and project managemetn for temp relocation of over 400 public housing units (HACA's Phase I and II conversions); Project Manager - 25+ yrs. experience managing and delivering public projects involving relocations and real estate acquisition.
<b>minority participation</b>	HIGH - 100% minority-owned	HIGH - 100% owned Minority Business Enterprise. Majority of CVR employees are women and minorities, many of whom were in economically-challenged circumstances prior to employment. Regularly engages women and minority-owned business as sub-contractors.	LOW - 83% of the company is male/caucasian; not minority or women-owned.

<p><b>past performance of the firm / demonstrated abilities to provide service in a timely manner</b></p>	<p>LOW - No defaults. Have worked with different tenants, including elderly disabled, and those with income barriers and challenges.</p>	<p>MEDIUM - Relocation planning that complies with Uniform Relocation Act, RAD requirements, and other applicable regs. Relocation tool to track and monitor relocation activities; provides real-time reporting and project status. Paperless files and remote compliance monitoring, makes project transparent. Ongoing technical assistance to ensure RAD and URA compliance. Relocation Counseling services to affected residents - preparing and distributing notices, performing needs assessments and resident surveys; relocation and fair housing counseling, other advisory services and referrals to service provider partners, identifying relocation units, coordinating movers, setting up tracking systems, and completing tracking and forms.</p>	<p>HIGH - Extensive experience with HUD-related relocation programs - Amtex: relocation planning and implementation services for 22 households; Port of Corpus Christi: subcontractor for relocation assistance services for 450 households; San Francisco HA: relocation planning and general consulting for 220 households; Berkeley HA: relocation advisory services and relocation implementation services for 75 households; Housing Authority of the County of Sacramento: relocation planning services for 220 households (in progress); San Joaquin County HA: relocation planning and implementation services for 27 households (in progress); Housing Authority of the County of Contra Costa: relocation planning and assistance services for 83 households (in progress). Track record w/HACA to deliver services on time and on budget.</p>
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<b>previous experiences with hud/housing authorities</b>	MEDIUM - HACA - Thurmond Heights (renovations), BTW (construction/renovations), Meadowbrook (renovations), tree trimming and grounds maintenance; HACA office move in 2000; HATC; COA - Parks & Rec; AISD - tree trimming; City of Cedar Park - trimming	HIGH - Selected by HUD to provide technical assistance and training to PHAs with management and development challenges. Leader in private management of public housing programs, including HCV. Has assisted PHAs in planning, preparation, and implementation of over \$2 billion of Choice Neighborhoods Initiative, RAD, HOPE VI, and other mixed-finance, community revitalization projects. RAD - performed feasibility analyses for public housing authorities under the RAD program and preparing applications. Worked with HAs and restructuring operations to reflect RAD conversions. CVR has over 46,000 vouchers and Mod Rehab units under management for housing agency clients and conducts nearly 200,000 HQS inspections annually for more than 80,000 units. RAD relocations - Buffalo Municipal Housing Authority - 87 households (in progress); Fort Worth HA - 412 households (in progress); Shreveport HA - 132 households; St. John the Baptist Housing Authority - 36 households (in progress); McKinney HA - 65 households; Ypsilanti Housing Commission - 198 households; Ann Arbor Housing Commission - 265 households; Waterfront - 172 households; Unity Park - 84 households.	HIGH - Extensive experience providing relocation services for HUD RAD programs; consulting services for HACA regarding RAD; relocation assistance for the Phase I and II projects including Goodrich. Project Mngr. experience working with Corpus Christi HA to relocate over 450 households. Agent - lead for HACA's Phase I and II conversions. Resident outreach, case management, relocations planning. Staff well-versed working with Section 8 and public housing households and HUD regs. Staff is sensitive to low-income families who require additional support and advisory services. Experience with Housing Authorities - HACA relocation of 400 units; RAD Program; temp and perm. relocation. Housing Authority of City of Los Angeles: relocation plan, 660 tenant interview; RAD Program; tax credits, bonds, local and state funds. Fresno HA: relocation plan, 370 households; RAD Program; LIHTC and HOME funds. Housing Authority of Contra Costa Co.: relocation plan; 83 perm. relocations; RAD Program; voluntary relocation program; HCV.
<b>firms ability to complete the work</b>	MEDIUM - Assigned project manager, relocation specialist; and a relocation administrator to schedule services; Language Line available 24 hrs/day, provides 3-way communication service (resident, interpreter, relocation rep). Pre-move services; individual needs assessment interview; development of individualized implementation plan	MEDIUM - Assigned director stationed in Fort Worth. Would require remote communication which may make the process more difficult. Proposal is very much geared toward housing authority services rather than client services. Minimal mention and focus on client specific services. No mention of whether bilingual staff will be available to best communicate with families or focus on working with specific target population.	HIGH - Assigned Program Manager, Project Manager, and Agent. Over 35% of staff is bilingual Spanish/English. Thorough and detailed scope of work from project initiation, planning, strategy, housing identification, referral, transition to relocation execution and monitoring and control.



<b>overall quality of firm's submission</b>	MEDIUM - Submission shows a general understanding of the RFP. Company has experience in various fields, not limited to relocations.	MEDIUM - Submission is well presented but company's experience is more in line with development and improvement to assist housing authorities in their operations, not with relocation services.	HIGH - Submission shows a strong attention to detail, which is essential in execution of requested tasks. In depth understanding of expectations, familiarity with RAD, and extensive experience on HUD and Housing Authority expectations.
<b>section 3 experience</b>	HIGH - at least 30% (66%) of permanent full-time employees are Section 3 residents or were Section 3 residents w/in 3 yrs. of first hire date	MEDIUM - Created and maintained many Section 3 positions over the course of its existence and is dedicated to commitment of Section 3 laws. The greatest extent feasible, employment and economic opportunities shall be directed to low and very low-income persons, especially those who are recipients of HUD housing assistance. No Section 3 forms provided.	LOW - Not a Section 3 business. Should the need to hire, subcontract, or train arise, OPC will make every effort to contract opportunities to Section 3 business concerns.
<b>Total Points:</b>	<b>75</b>	<b>85</b>	<b>85</b>
<b>Recommended:</b>	<b>CVR and OPC</b>		
<b>Evaluator:</b>	<b>Elvira Lathrop</b>	<b>Date: 8/21/2018</b>	
<i>Point System:</i>	<i>Low = 5 pts.</i>		
	<i>Medium = 10 pts.</i>		
	<i>High = 15 pts.</i>		