

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Charles Bailey

Mary Apostolou

Tyra Duncan-Hall

Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS Regular Meeting

Thursday, April 16, 2020

12:00 PM

Conference Call

872-240-3311, Access Code: 717-600-429

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

**TO BE HELD
Via Conference Call
872-240-3311, Access Code: 717-600-429**

Thursday, April 16, 2020

12:00 PM

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 March 26, 2020

ACTION ITEMS

2. Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center
3. Update on HACA's Rental Assistance Demonstration Program
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02645: Authorizing the disposition of 22 public housing scattered site units
5. Presentation, Discussion and Possible Action regarding Resolution No. 02646: Approving the submittal of the Section 8 Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development (HUD)
6. Presentation, Discussion and Possible Action on Resolution No. 02647 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to Moonlight Garden (the "Development") in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

EXECUTIVE SESSION

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

- a. 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;
- b. 551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property;

- c. 551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- d. 551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

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

REPORTS

The Board accepts the following reports:

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

ADJOURNMENT

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

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

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

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

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

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x 2104.

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 Regular Board Meeting via telephone conference at 12:00 PM on Thursday, April 16, 2020.

The public is invited to access and participate in the Board Meeting by dialing in using your phone. 872-240-3311, Access Code: 717-600-429

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. 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.

MEETING DATE: April 16, 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 March 26, 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 March 26, 2020.

ATTACHMENTS:

- ▣ **20200326 HACA Board Minutes Summary**

**THE HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING**

March 26, 2020

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS ANNUAL BOARD MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON THURSDAY, MARCH 26, 2020, AND WAS HELD VIA CONFERENCE CALL FROM THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

Carl S. Richie, Jr., HACA Chairperson called the Board of Commissioners Annual Board Meeting of the Housing Authority of the City of Austin, of March 26, 2020, to order, at 12:170 p.m. The meeting was held via Conference Call from the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

ALSO ON THE CALL:

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

STAFF PRESENT ON THE CALL:

Andrea Galloway, Ann Gass, Gloria Morgan, Kelly Crawford, Martha Ross, Michael Cummings, Michael Gerber, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

For the record, .HACA **Chairman Richie** read an excerpt of Governor Abbott's Order Suspending Certain Provisions of Open Meetings Act Due to Coronavirus (COVID-19).

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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. 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.

CITIZENS COMMUNICATION – Citizen communication was opened up during each item on the agenda. No one provided any communication during any of the items.

CITYWIDE ADVISORY BOARD (CWAB)

Not reported.

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 February 20, 2020

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on February 20, 2020. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 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

The Board was 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.

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.

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.

Commissioner Duncan-Hall moved the Approval of Resolution No. 02639: Ratification of 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. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion and Possible Action regarding Resolution No. 02642: Approval of the adoption of the revised Housing Choice Voucher Utility Allowance Schedules

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

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.

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 recommended adjusting the utility allowance rates based on current utility rates. The proposed revisions are reflected in the 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.

Commissioner Duncan-Hall moved the Approval Resolution No. 02642: Approval of the adoption of the revised Housing Choice Voucher Utility Allowance Schedules. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 02640: Operating Budgets for the Fiscal Year April 1, 2020 to March 31, 2021

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.

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:

<u>All Programs</u>	<u>Millions</u>
FY21 Revenue	\$566
FY21 Expense	\$558
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. It has not absorbed what the impact of COVID would be. This budget may evolve as further developments arise.

2nd Vice-Chairperson Apostolou moved to approve Resolution No. 02640: Approval of the Operating Budgets Revision for the Fiscal Year April 1, 2020 to March 31, 2021. **Commissioner Carrington** made a motion to amend the Resolution with the correct year from 2018 to 2021. **Commissioner Duncan-Hall** seconded the amendment. **Commissioner Duncan-Hall** seconded the Approval of the Operating Budgets Revision for the Fiscal Year April 1, 2020 to March 31, 2021. The motion Passed (5-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion, and Possible Action regarding Resolution No. 02641: Proposed Changes to Benefits and Compensation for Fiscal Year beginning April 01, 2020

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, there was a need for HACA to re-assess the level of benefits in comparison with industry standards.

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.

The majority of the proposed changes would apply to new hire employees after April 01, 2020. Existing employees would not be impacted, with the exception of merit increase changes.

Proposed benefit changes:

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

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	7%
5 to 15 Years of Service	10%
Over 15 Years of Service	15%

Merit Increase Schedule: (No grandfathering in. proposed change for all employees)

Subject To Available And Budgeted Funds:

- Employees earning salaries less than \$120,000 may be eligible for merit increase that is added to base salary.
- 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

Commissioner Duncan-Hall moved to approve Resolution No. 02641: Proposed Changes to Benefits and Compensation for Fiscal Year beginning April 01, 2020. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 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-19 pandemic and the activation of emergency and disaster declarations issued by city, state or federal officials

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.

To ensure continuity of operations, the Board was 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.

Vice-Chairman Bailey, moved to approve Resolution No. 02643, as written, with the insertion/substitution of the following language in paragraph two after disaster declarations, substitute if **the Board of Commissioners or certain** with **a quorum of Commissioners**. **2nd Vice-Chairman Apostolou** seconded the motion. **Vice-Chairman Bailey** accepted his amendment to the motion.

Commissioner Carrington motioned to amend the last paragraph of the Resolution to insert the language: **The staff will bring back any and all actions taken to the board meeting for ratification**. **Commissioner Duncan-Hall** seconded the amendment.

Commissioner Duncan-Hall offered an amendment to the amendment to have the Resolution read: **NOW, THEREFORE BE IT FURTHER the staff will bring back any and all actions taken to the board meeting for ratification**. **Commissioner Carrington** accepted the amendment to the amendment. The motion Passed (5-Ayes and 0-Nays).

Wilson Stoker drafted the amended Resolution and it was approved and signed.

Commissioner Carrington moved to approve Resolution No. 02643, as amended, 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. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 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

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.

To implement this plan in compliance with all the federal regulations outlined in the RAD notice and the Uniform Relocation Act (URA), HACA issued a Request for Qualifications (RFQ) to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance Demonstration Program. The RFQ was issued May 10, 2018 and was closed June 7, 2018. The RFQ was posted on the HACA website and advertised in the Austin American Statesman. Five proposals were sent out, and HACA received three proposals. The top two companies were interviewed twice.

CVR was awarded the 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 served.

The Board was asked to approve the award of this contract to CVR in an amount not to exceed \$187,650.

2nd Vice-Chairperson Apostolou moved to approve Resolution No. 02644: Award of a contract to CVR to provide relocation, implementation and consulting services for the redevelopment of Chalmers Courts West through the Rental Assistance

Demonstration Program in an amount not to exceed \$187,650. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

Vice-Chairman Bailey left the meeting at 3:09 pm

REPORTS

The Board accepts the following reports from the President:

- Report on what HACA is doing to meet the challenges of COVID-19

Commissioner Carrington moved to adjourn the meeting. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

The meeting adjourned at 3:37 p.m.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
EXECUTIVE
ITEM NO. 2.

MEETING DATE: April 16, 2020

STAFF CONTACT: Sylvia C. Blanco, Chief Operating Officer

ITEM TITLE: Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center

BUDGETED ITEM: No

TOTAL COST: N/A

ACTION

No action is necessary by the Board. HACA will provide an update on measures taken by staff in response to the COVID-19 pandemic crisis.

ATTACHMENTS:

- ▣ **COVID-19 Division Responses**
- ▣ **Resident Client Support Center**

MARCH 2020, COVID-19 DIVISION ACTIONS

This report reflects HACA and its subsidiaries' actions taken to date in response to the Corona virus (COVID-19). Although all actions are not listed, below you will find the top five actions from each division.

ADMISSIONS-LAURA BODAI

1. Temporary pause in eligibility processing due to implemented distancing measures. Staff is answering emails and responding to voicemails from clients daily.
2. Virtual call center created so that receptionists could work from home and all HACA callers are still able to speak to a live operator.
3. All HACA mail forwarded to P.O. Box. Designated two staff members to handle all outgoing and incoming mail on an alternating basis. Drop box placed in front of central office to receive client forms.
4. Developing process to complete virtual eligibility processing for all household add-ons and new move ins in order to continue filling vacancies.
5. All staff working from home.

ASSISTED HOUSING-LISA GARCIA

1. Annual recertifications and interims will be conducted by mail, email or phone.
2. Suspension of voluntary move approvals.
3. HACA is implementing a virtual inspection process for initial inspections.
4. Suspension of annual inspections - biannual inspections implemented (allowed by existing HUD regulations).
5. Suspension of voucher terminations for non-criminal activity.

AUSTIN AFFORDABLE FINANCE CORPORATION-RON KOWAL

1. Property management offices closed to Face-to-Face contact. All communication done by email and phone.
2. Leasing – All tours are now virtual tours on the internet.
3. Maintenance – Only critical/emergency work orders being done. Maintenance staff in full protective gear.
4. AAHC staff working from home. Alternating going into the office when needed so not in at the same time.
5. Frequent/daily check ins with property management to mitigate any potential problems that may arise.

AUSTIN PATHWAYS/COMMUNITY DEVELOPMENT-PILAR SANCHEZ

1. All Austin Pathways (AP) Community Development and Bringing Health Home staff are working from home, calling the residents on their case load and assisting resident council leaders.
2. AP launched a virtual support center for HACA clients and residents. Open Mon-Fri 7:30AM-7:30PM. A Spanish speaker and supervisor is on every shift. Over 760 additional calls made from call center, in addition to all calls made by Community Development staff from their own phones.
3. Jobs Plus, Census, iDADS, Digital Inclusion, Bringing Health Home (BHH), and GTO grant related services continue online and over the phone.
4. The BHH Team is calling all residents at BTW who responded to HACA's health assessments. They are prioritizing residents with chronic diseases, providing in-depth health education, information about COVID19, and links to healthcare providers based on their specific situation.
5. The Workforce Development Manager has been asked to work with the TX Workforce Commission. He is assisting our residents with employment opportunities and with filing unemployment claims. They are able to call him directly versus reaching someone through the state's official website.

COMMUNICATIONS-KEN BODDEN	
1.	Created the "HACA Health Alert" messaging (website and signage) in early March to educate staff and residents about COVID-19.
2.	Helped create special COVID-19 information kits delivered by "Bringing Health Home" to every senior property.
3.	Designed custom webpage showing HACA's preparedness plan for residents and landlords: www.hacanet.org/covid-19-updates .
4.	Created and personally delivered the "Resident & Client Support Center" poster to every HACA property in one afternoon to ensure every resident had immediate access to the phone number
5.	Sent out the first 100% digital One Voice Newsletter via email and social media. https://pubsecure.lucidpress.com/OneVoice-April2020/
EXECUTIVE-SYLVIA BLANCO	
1.	Ensured continuity in procurement of supplies & materials, payroll, and other administrative tasks remotely.
2.	Implemented remote daily check-ins with each department for operations continuity.
3.	Initiated weekly all-staff calls and conference calls with resident leaders to provide critical updates and maintain a sense of community.
4.	Implemented conference call meetings for Board meetings to maintain Board governance continuity.
5.	
FINANCE-MARTHA ROSS	
1.	All work now done remotely except processing outgoing checks and incoming physical checks.
2.	Outreach to go paperless stepped up to/from various stakeholders.
3.	Due to C19, HUD announced extra grace period to submit single audits for both December and March fiscal year ends.
4.	Finance projects initiated; temporary staff work for one position (filled by a third party staffing agency) temporarily switched to project work for other HACA staff that cannot currently work from home. Other projects, without strong accounting skills needed, identified where other HACA staff may be able to help.
5.	Finance moving forward with budgeted approved staffing due to volume of specialized, technical work.
HUMAN RESOURCES-GLORIA MORGAN	
1.	The Human Resource Department staff are working from home. We are able to continue communications with all staff either by phone, e-mail, or google hangouts. HR staff is still able to continue most HR processes virtually.
2.	Human Resource began the on-line Open Enrollment process prior to COVID-19. We worked diligently and were able to enroll and complete the process for staff before our deadline of March 26, 2020. The HR Manager, along with HACA's TMI department, worked to secure and upload the files sent to each carrier to ensure staff had appropriate coverage effective April 1, 2020.
3.	An Essential Duty Letter was drafted, reviewed by legal and provided to Staff once the Shelter in Place order was given. Hazard Pay is being provided for designated office and maintenance staff.
4.	With this transition, our department is working on ways to conduct virtual interviews and new hire orientation. This also requires converting forms into a digital format for signatures. We are currently working with DocuSign in an effort to do so.
5.	Staff is coordinating with Ann Gass to develop a central location to assign and track staff training.
LOW INCOME HOUSING - MICHAEL ROTH & NANCY MCILHANEY	

1.	Property management offices are closed to all face to face contact. Property Management staff is working from home, with one staff member coming to the office each day to check the drop box and address issues.
2.	Maintenance staff only completing Emergency Work Orders, maintaining grounds and completing vacant unit make readies.
3.	Annual and Interim recertifications being completed by phone, email and other virtual means. Using HUD extenuating circumstances codes in place of signatures while exploring electronic signature possibilities.
4.	Suspension of late fees and evictions for non-payment of rent (only). Repayment agreements paused for 120 days.
5.	Developing the process for virtual move-ins to occupy vacant units that have been made ready.
OPERATIONS & PROCUREMENT-NORA MORALES	
1.	Building staff continues to run bulk trash three times-Monday/Wednesday/Friday along with the daily duties of ground pick up and flag duties. On Tuesday and Thursday they perform preventative building maintenance, recycling of items picked up during bulk trash pick-up.
2.	Procurement staff continues to work from home. Processing purchasing requests and submitting invoices to Finance for payment. Cleaning up purchase orders in Elite in preparation for migrating to Yardi. Also spending time trying to find hard to locate PPE items. Follow up on back orders and returned attempted deliveries.
3.	OPS staff fine tuning the Laserfiche files for all documents ie Contracts, Fleet vehicles, Building Inspections, Contractor Insurance and Certifications.
4.	Building staff ongoing HVAC RTU maintenance of 23 roof top units, 39 split units, and 4 heat pumps. Staff is also available to assist contractors with unfinished projects such as a/c installation, Trane building automation system, elevators, and other contractors as needed.
5.	We will explore online or virtual training possibilities to all OPS staff to enhance skills and become cross trained.
PLANNING & DEVELOPMENT-JIMI TEASDALE	
1.	All staff working from home, and can create req's, issue P.O.'s, process bills, and keep things moving.
2.	The majority of open and large projects are deferred temporarily, until it is safer to work in the field, and be in groups.
3.	Projects managed remotely, as possible, via phone communications, pictures, etc. Onsite visits minimized.
4.	Deferred/upcoming projects being prepped, scope developed, bids solicited by e mail, and queued up for later implementation.
5.	Some staff are completing webinar trainings and related certifications (ex. OSHA Job Safety on-line course).
QUALITY CONTROL-KELLY CRAWFORD	
1.	Staff is working from home, performing compliance investigations and SEMAP reviews.
2.	Virtual appeal hearings will begin in mid-April, to be conducted via conference calls with impacted applicants, residents, and participants.
3.	QC Manager is working with Family Self-Sufficiency Manager to audit participant escrow pay-outs electronically - modifying the existing process to ensure participants receive their payments timely during this uncertain time.
4.	
5.	
RAD-ANN GASS	
1.	We continue to support residents who are relocated from Goodrich and Chalmers East via phone and email. We are working with Goodrich residents to facilitate safe moves back to Goodrich, which we hope will occur within the next 30 days.

2.	Construction continues at Goodrich and Chalmers East, with social distancing in place. Under the Governor's order, construction is an essential activity.
3.	Planning for HACA's final RAD conversion, Chalmers West, continues uninterrupted at this time.
4.	Rehabilitation work has been suspended at Lakeside. Because of the vulnerable nature of the resident population, we felt it was prudent to take all measures to avoid the spread of the coronavirus.
5.	All staff working from home.
SOUTHWEST HOUSING COMPLIANCE CORPORATION-MICHAEL CUMMINGS	
1.	Management and Occupancy Reviews (MORs) were suspended by HUD effective March 13, 2020. We are awaiting a modified MOR format from HUD before they are resumed.
2.	Housing Assistance Payment (HAP) voucher review process was streamlined during the March 2020 transition to Work From Home(WFH). Reviews were abbreviated but did not compromise the integrity of the HAP and have now returned to the normal review process for April.
3.	Due to limitations with our phone system, resident calls are answered from voice mail. We are exploring system options to return to direct access to calls.
4.	All staff are now working from home.
5.	
TECHNOLOGY MANAGEMENT & INNOVATION-ANDREA GALLOWAY	
1.	Created technology survey to assess staff's work from home (WFH) capability and technical needs. Utilized this information to shift majority of Agency workforce to a remote workforce in four days. Received assistance from SHCC, Assisted Housing and LIH technical liasons to speed up remote tool deployments. Updated TMI Intranet page with instructional materials on all WFH tools available to the staff.
2.	Trained staff on using various communication platforms such as Google Hangouts, Google Conference/Video Conference and GoTo Meeting. Acquired 100 GoTo Meeting licenses for staff use.
3.	Increased the Agency's VPN capacity from 100 concurrent users to 150 concurrent users.
4.	Transitioned all Agency faxes to Laserfiche to allow for remote review. Assisted in creating an electronic process for incoming and outgoing mail.
5.	Increased Agency Internet speed from dedicated 100MB to dedicated 500MB.



Housing Authority of the City of Austin

Established in 1937

Community Development Report

HACA Resident & Client Support Center

In times of stress, the best thing we can do for each other is to listen with our ears and our hearts and to be assured that our questions are just as important as our answers. - Fred Rogers

TOGETHER WE ARE STRONGER

ATTENTION HACA RESIDENTS:

HACA has created a Resident & Client Support Center phone number to provide you with information, referrals and a friendly ear as our community adjusts to change during the City of Austin's coronavirus restrictions on public gatherings.

HACA RESIDENT & CLIENT SUPPORT CENTER:
(512) 588-8298
MON-FRI 7:30AM-7:30PM

You can also email the Support Center:
residentsupport@hacanet.org

Your property manager is also available by phone. You'll find their phone number, as well as Community Development support numbers, by scanning the QR code on the right or going here: <https://bit.ly/callHACA>

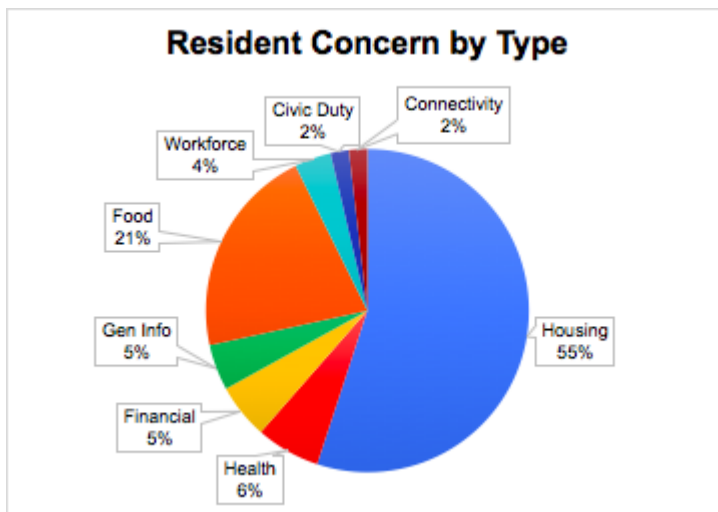
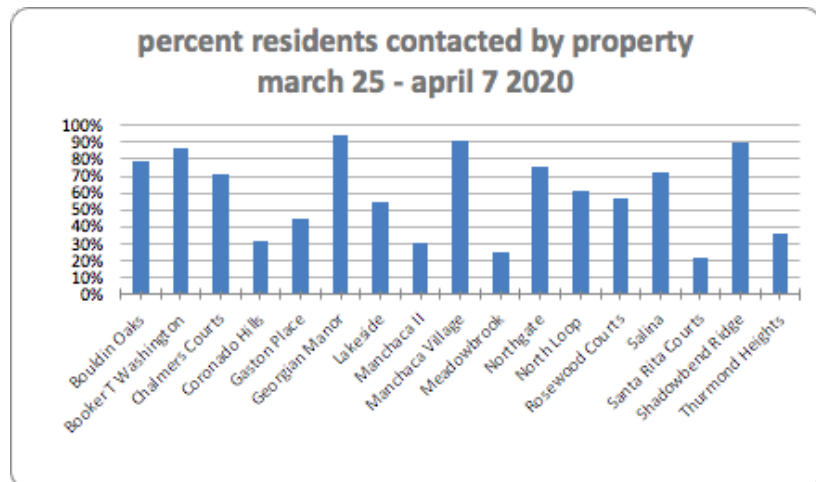


HACA launched a Resident & Client Support Center on 3/25/20 at 1:00 p.m.

In this time of crisis, our residents might be experiencing isolation, fear, uncertainty and barriers to basic needs. HACA's goal is to ensure our residents have a place to call where a live person will answer the phone, provide: (1) accurate and consistent information about changes at HACA due to COVID19, the latest city orders, or about the virus and how to protect yourself; (2) a friendly ear, (3) information about the services available in their specific area, such as food distributions or testing centers; and lastly, this is also an opportunity to collect resident contact information and preferences.

At the center, in the first 9 days, over 200 calls have been received, and over 1,000 outbound calls were made to check on residents and notify them of the center.

The length of calls is on average 10 minutes, but some are as little as one and as long as 30 minutes.



What we are hearing:

I just lost my job; how can I pay my rent; how do I get a hold of management or maintenance; I need more food for my family; who can help me with my taxes; when will I get my stimulus check and do I have to report that to my manager; how can I vote or complete the census? How can I file for unemployment?

"I feel like I am talking to family"

"Your call is a sign from God"

"I can't get through to anybody, can you help me."

"I know you called to check on me honey, but now I am calling to check on you."

"Someone needs to check on my neighbor"

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 3.

MEETING DATE: April 16, 2020

STAFF CONTACT: Ann Gass, Director of RAD

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

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02645

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 4.

MEETING DATE: April 16, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02645: Authorizing the disposition of 22 public housing scattered site units

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution 02645 to allow HACA to proceed with the disposition of its 22 public housing scattered site units, an action that has been approved by the U.S. Department of Housing and Urban Development

SUMMARY

Background:

On November 15, 2018, the HACA Board of Commissioners passed Resolution No. 2577, approving the submission of applications for the disposition of its 22 public housing scattered site units to the U.S. Department of Housing and Urban Development (HUD) Special Applications Center (SAC). Upon review of HACA's applications, SAC approved the applications for disposition on August 19 and October 16, 2019. The units are to be sold at Fair Market Value based on the appraisal report included in the disposition application to HUD. The use of net proceeds from the sale of the houses will be restricted for the improvement of existing, and the creation of new, affordable housing units by HACA. Such uses include gap funding, feasibility studies, and other related activities.

Process:

HACA is pleased to report that the City of Austin anticipates purchasing 20 of the 22 scattered site units through its subsidiary Austin Housing Finance Corporation and its Community Land Trust for homeownership purposes. The City's Community Land Trust (CLT) Program allows low income households to realize homeownership in an increasingly expensive Austin real estate market. Through the CLT Program, the Austin Housing Finance Corporation (AHFC) maintains ownership of the land, sells the improvement to the eligible homebuyer, and leases the land back to the homeowner. This removes the cost of land from the original purchase price and reduces the annual property tax obligation to the homeowner, as property taxes are only assessed on the improvements, rather than the land, which is held by AHFC, a non-profit tax-exempt organization.

The plan for the remaining two houses is as follows:

One house is anticipated to be purchased by the existing public housing tenant. AAHC has been working closely with the family and their lender to support this home buying effort.

One house will be purchased by AAHC at Fair Market Value to allow the existing public housing family to remain in the unit due to extensive accessibility needs by a disabled family member. The unit is already modified with mobility equipment that allows the family member to be lifted in and out of bed, the bathroom, and other locations in the unit. Therefore, to meet the accessibility needs of the family, AAHC will purchase and maintain the unit in its single family portfolio and lease the unit to the family.

Staff Recommendation:

It is staff's recommendation to proceed with the disposition of the 22 scattered site units. Net proceeds will be restricted, as required by HUD, for use in supporting the improvement and creation of affordable housing units in Austin.

RESOLUTION NO. 02645

Approval to Dispose of 22 Public Housing Scattered Site Units

WHEREAS, the Housing Authority of the City of Austin ("HACA") previously incorporated within its Public Housing Authority Annual Plan a notice of action to dispose of its 22 public housing scattered site units;

WHEREAS, the U.S. Department of Housing and Urban Development approved disposition of the units as it pertains to Section 8 Demolition and Disposition and the requirements outlined in 24 Code of Federal Regulations §903.7(h);

WHEREAS, it is HACA's desire to proceed with disposition of its 22 scattered site units; and

NOW, THEREFORE, BE IT RESOLVED, that the HACA Board of Commissioners supports and approves the sale and disposition of the 22 public housing scattered site units under AMPs TX001000016, TX001000005, and TX001000017; and

BE IT FURTHER RESOLVED, that the President and CEO of the HACA and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively, the "Agreements"), the President and CEO shall deem to be necessary or desirable in the consummation of the transactions herein contemplated; and

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

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

PASSED, APPROVED AND ADOPTED this 16th day of April, 2020.

Michael G. Gerber Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02646

ASSISTED HOUSING ITEM NO. 5.

MEETING DATE: April 16, 2020

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No. 02646: Approving the submittal of the Section 8 Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development (HUD)

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve the submission of the Section 8 Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development (HUD) for the period from April 1, 2019 to March 31, 2020.

SUMMARY

Background:

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

In order to receive a deconcentration bonus, worth up to 4 points, the following rules apply.

- 1) 50% or more of HCV families with children would need to reside in low poverty census tracts in the PHA's principal operating area; or
- 2) For HCV families with children who moved, the percent that moved to low poverty census tracts would need to be two percentage points higher than the percent of all HCV families with children residing in low poverty census tracts at the end of the last completed PHA Fiscal year or the last two completed Fiscal Years. Exhibit 2 provides the data for the deconcentration bonus indicator for the 2019/2020 Fiscal Year.

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

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

Process:

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

For this fiscal year's Deconcentration Bonus point analysis, HACA used data from the 2016 American Community Survey. Data analysis shows that as of the last day of the 2019/2020 fiscal year, 36.7% of HCV families with children live in low poverty census tracts within HACA's principal operating areas. Out of the total number of families with children that moved during the last fiscal year, 39.3% moved to low poverty census tracts. This is more than two percentage points higher than the 36.7% of families with children residing in low poverty census tracts at the end of fiscal year 2020. Therefore, HACA is eligible for the deconcentration bonus points for the 2019-2020 fiscal year.

The attached SEMAP Certification, Exhibit 1, summarizes the results of this SEMAP assessment. Based on the review, HACA scored a 104%, which denotes a high performer designation.

Staff Recommendation:

Staff recommends that the Board approve the submittal of the SEMAP Certification to HUD for the 2019/2020 Fiscal Year with a score of 104%.

ATTACHMENTS:

- ▣ **Exhibit 1 SEMAP Certification FYE 2020**
- ▣ **Exhibit 2 Deconcentration Map 2020**

RESOLUTION NO. 02646

**Approving the submittal of the Section 8 Management Assessment Program (SEMAP) Certification
to the Department of Housing and Urban Development**

WHEREAS, the Section 8 Management Assessment Program (SEMAP) Certification is designed to allow the Department of Housing and Urban Development (HUD) to identify Public Housing Authorities' (PHAs') management capabilities and deficiencies and help lead to better overall management of the Section 8 program; and

WHEREAS, HUD has proposed fourteen (14) specific indicators for SEMAP and requires certification of the PHA; and

WHEREAS, the Housing Authority of the City of Austin has completed the SEMAP certification for each indicator listed on form HUD-52648 for the period from April 1, 2019 through March 31, 2020; and

WHEREAS, the results of the SEMAP Certification review indicates that the Housing Authority of the City of Austin has a 104% SEMAP assessment score for the 2019/2020 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin's Board of Commissioners approves the Housing Authority of the City of Austin's SEMAP (Section 8 Management Assessment Program) Certification for the Fiscal Year 2019/2020.

PASSED, APPROVED, AND ADOPTED this 16th day of April 2020.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Housing Authority of the City of Austin	03/31/2020	04/16/2020

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	988	1-BR FMR	1134	2-BR FMR	1356	3-BR FMR	1763	4-BR FMR	2128
PS	988	PS	1134	PS	1356	PS	1763	PS	2128

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☒

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) 03/31/2020

PHA Name Housing Authority of the City of Austin

Principal Operating Area of PHA Austin - Round Rock - San Marcos
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area 13.3%

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) 853 a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- 2,324 b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- 36.70 c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes ☐ No ☒
- 2) 36.70 a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- 186 b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- 473 c. Number of Section 8 families with children who moved during the last completed PHA FY.
- 39.30 d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☒ No ☐
- 3) 38.10 a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- 450 b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- 1,139 c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- 39.50 d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☒

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

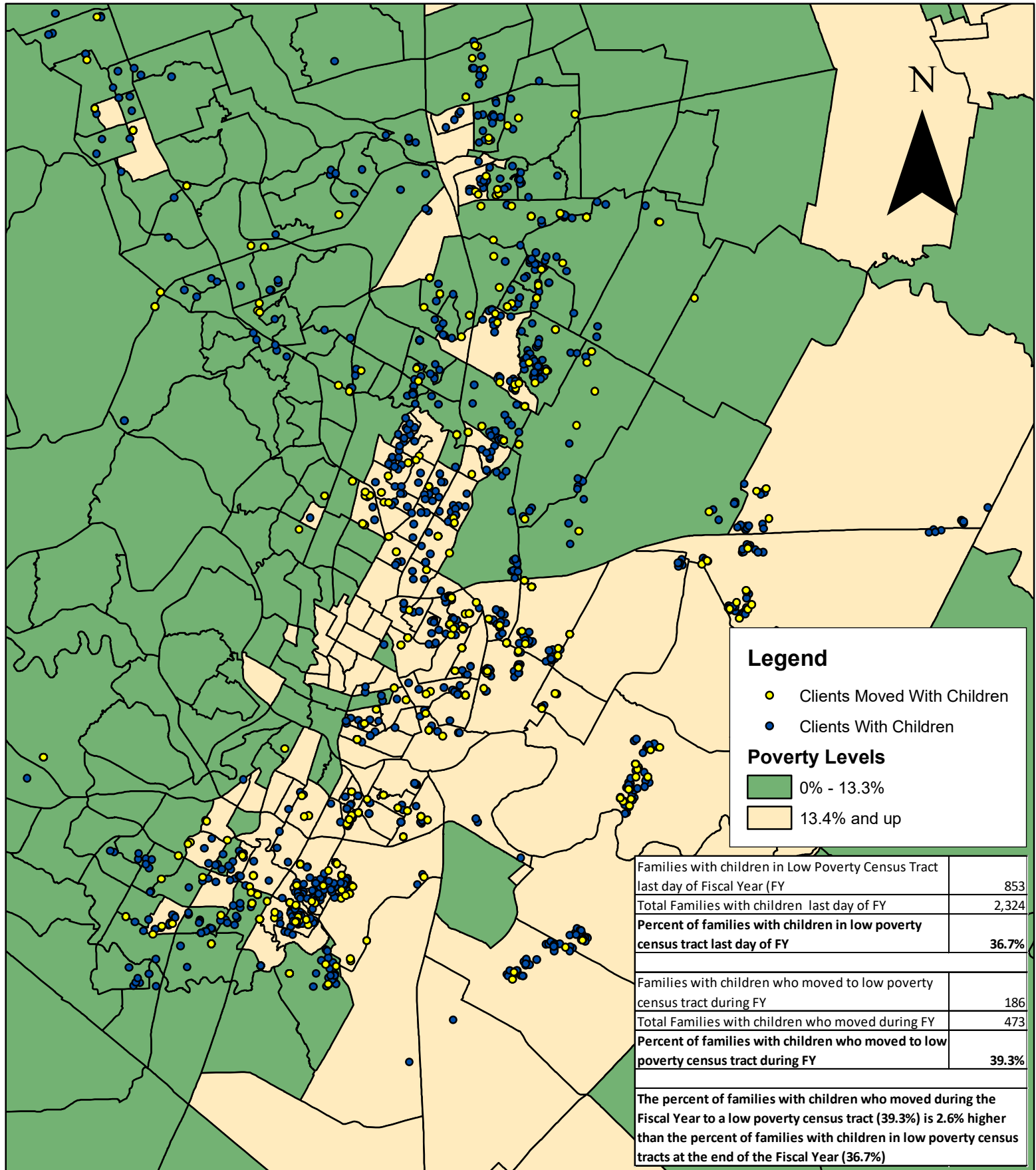
See instructions above concerning bonus points for State and regional PHAs.



Housing Authority of the City of Austin

Assisted Housing

Deconcentration Results 2020



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02647

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 6.

MEETING DATE: April 16, 2020

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion and Possible Action on Resolution No. 02647 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Moonlight Garden (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02647 authorizing the following actions with regard to Moonlight Garden (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution.

SUMMARY

Background:

Austin Affordable Housing Corporation is being presented with an opportunity to partner with LDG Multifamily on a certain 10.33 acre tract of land located at 8901 Nuckols Crossing Road, Austin, Texas 78747. This project is in the same masterplanned community, Goodnight Ranch PUD as our other project with LDG Multifamily, Goodnight Commons. This project (Moonlight Garden) will consist of 264 family apartment units. Fifty percent of the units will be affordable to tenants earning 80% median family income (MFI) and 50% will be affordable to tenants earning greater than 80% MFI. This will allow tenants living in Goodnight Commons (4% tax credit property affordable to tenants with 60% MFI and below) that become over income to stay in the area and rent at Moonlight Garden if they so choose. This will also allow us to serve future tenants that earn too much to rent at Goodnight Commons.

Process:

The development will use HUD debt financing originated by Mason Joseph. The equity will be a 50/50 combination of LDG Multifamily and AAHC equity. The planned development will consist of 48 one bedroom and one bath units, 120 two bedroom and two bath units, and 96 three bedroom and two bath units.

All units will be marketed to HACA's Housing Choice Voucher residents.

The project will be part of a 700-acre master planned development, Goodnight Ranch PUD. This community is planning an "educational village" in which all schools are connected by sidewalks. Blazier Elementary was the first to be built and received the highest 6-star TEA rating. Additional land has been closed on and planning for the middle school is taking place. The next phase will include a new Austin ISD high school.

Goodnight Ranch was planned to have a variety of products for all stages of life. Included in this plan are townhouses with duplex units, a senior community (Nightingale at Goodnight) which will be mixed-income as well as other market rate single family residences. It will also include a community pool and 300 acres of walking trails in the Onion Creek Metropolitan Park.

Staff Recommendation:

Board Approval will allow HACA to acquire the site of the development, lease the development site to the owner of the development and perform such other actions necessary or convenient to carry out the resolution. This approval will allow AAHC to complete the closing transaction and start construction.

RESOLUTION NO. 02647

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

WHEREAS, the Housing Authority of the City of Austin (the “Authority”) plans to acquire the site on which the Development will be located (the “Land”); and

WHEREAS, the Authority and Moonlight Garden, LP (the “Partnership”) desire to enter into a ground lease (the “Ground Lease”) granting site control of the Land to the Partnership;

WHEREAS, in order to finance construction of the Development, the Partnership desires to obtain a construction and permanent loan from Mason Joseph Company, Inc. (the “Lender”) whereby the Partnership will borrow a sum not to exceed \$40,000,000 (the “Loan”) to be insured by HUD under Section 221(d)(4) program pursuant to a commitment for insurance of advances issued to Lender, as amended (HUD Project No. 115-35868);

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

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

BE IT RESOLVED, that any officer of the Authority (the “Executing Officer”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings, including without limitation, the Ground Lease, any and all documents contemplated in connection with the Authority’s acquisition of the Land, and any documents contemplated in connection with the Loan that require the Authority’s signature in order to subordinate the Authority’s interest in the Ground Lease and/or for purposes of securing Lender’s liens against the Land (collectively, the “Agreements”), the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

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

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

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

PASSED, APPROVED and ADOPTED this 16th day of April, 2020.

Attest:

Secretary

Chairman