

# **THE HOUSING AUTHORITY OF THE CITY OF AUSTIN**



## **BOARD OF COMMISSIONERS**

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

**Vice-Chairperson - Charles Bailey**

**2nd Vice-Chairperson - Mary Apostolou**

**Commissioner - Dr. Tyra Duncan-Hall**

**Commissioner - Edwina Carrington**

**Michael G. Gerber, President & CEO**

## **BOARD OF COMMISSIONERS Regular Meeting**

**Thursday, June 18, 2020  
12:00 PM**

**Via Conference Call  
1.571.317.3112 Access Code: 680-061-285  
Austin, TX**

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

**TO BE HELD AT  
Via Conference Call  
1.571.317.3112 Access Code: 680-061-285  
Austin, TX  
(512.477.4488)**

**Thursday, June 18, 2020  
12:00 PM**

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**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 May 21, 2020 Board Meeting

**ACTION ITEMS**

2. Presentation, Discussion, and Possible Action regarding Resolution No. 02653: Regarding the use of force by police, the need for law enforcement reform, and addressing racism and systematic inequality
3. A report on the formation and work on HACA's Diversity, Equity, and Inclusion Task Force
4. Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center
5. Presentation, Discussion, and Possible Action regarding Resolution No. 02660: An amendment to the HACA annual budget to provide additional funding to support Youth educational programming to combat negative educational impacts resulting from the coronavirus crisis
6. Presentation, Discussion, and Possible Action regarding Resolution No. 02654: Approval of Revisions to the Family Self-Sufficiency Action Plan
7. Update on AAHC's acquisition and development programs
8. Presentation, Discussion, and Possible Action on Resolution No. 02655 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Estates at Owen Tech
9. Presentation, Discussion, and Possible Action on Resolution No. 02656 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing

Governmental Note (Woodway Village Apartments), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Woodway Village Apartments

10 Presentation, Discussion, and Possible Action on Resolution No. 02657 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Franklin Park), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of Franklin Park

11 Presentation, Discussion, and Possible Action on Resolution No. 02658 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of Vega Multifamily

12 Presentation, Discussion, and Possible Action regarding Resolution No. 02659: Awarding a Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234

## **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.

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

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

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### EXECUTIVE

### ITEM NO. 1.

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**MEETING DATE:** June 18, 2020

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding the approval of the Board Minutes Summary for the May 21, 2020 Board Meeting

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

**ATTACHMENTS:**

▣ **20200521 HACA Minutes Summary**

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

**May 21, 2020**

**SUMMARY OF MINUTES**

**THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON THURSDAY, MAY 21, 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 Regular Board Meeting of the Housing Authority of the City of Austin, of May 21, 2020, to order, at 12:12 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 (arrived at 12:55 pm)  
Mary Apostolou, 2<sup>nd</sup> Vice-Chairperson  
Dr. Tyra Duncan-Hall, Commissioner  
Edwina Carrington, Commissioner

**MEMBER(S) ABSENT:**

**ALSO ON THE CALL:**

Wilson Stoker, Cokinos, Bosien & Young

**STAFF PRESENT ON THE CALL:**

Andrea Galloway, Ann Gass, Jimi Teasdale, Gloria Morgan, Lisa Garcia, Martha Ross, Michael Cummings, Michael Gerber, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

**CITIZENS COMMUNICATION – Zenobia Joseph**, with Freedom of Info Foundation provided testimony on the transportation policy in the Family Self-Sufficiency Plan. **Pilar Sanchez**, HACA Vice-President of Austin Pathways will be following up with **Ms. Joseph**.

Citizen communication was also opened up during each item on the agenda. No one provided any additional communication during any of the items.

**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 April 16, 2020**

**Commissioner Duncan-Hall** moved the Approval of the Board Minutes Summary for the Board Meeting held on April 16, 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 Resolution No. 02648: Approving Write-off of the Uncollectible Accounts of Vacated Tenants**

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of housing authorities to approve LIPH bad debt write-offs for tenants who no longer live at these properties.

Although formal approval of uncollectible write-offs for PBRA (RAD) properties is not required by the Department of Housing and Urban Development.

LIPH and PBRA (RAD) uncollectible tenant accounts receivable were compiled from their respective accounting systems and were confirmed with staff and their management as uncollectible. Of the total uncollectible for this period, statistics were gathered for the type of write-off (e.g., rent, repairs, legal, late fees, utilities, other, etc.). Statistics were also gathered for comparison to prior periods.

**Commissioner Duncan-Hall** moved to approve Resolution No. 02648: Approving Write-off of the Uncollectible Accounts of Vacated Tenants. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 1-Nays).

## **ACTION ITEMS**

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

#### **ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02649: Updating the Policy for Petty Cash Fund from \$200.00 to \$500.00**

Resolution No. 1265 was approved in 1993 to establish a \$200.00 petty cash fund and was subsequently updated with Resolution No. 1436 in 1996 and Resolution No. 1562 in 1997 to delete references to departments and procedures that were no longer applicable. As HACA has grown since the petty cash was established, replenishment at \$500.00, would require less trips to the bank, while still maintaining internal controls over petty cash.

This policy:

1. Ratifies prior use of \$300.00 as the petty cash reimbursement threshold, and \$500.00 used most recently, at year ended March 31, 2020;
2. Updates procedures and personnel responsible for petty cash; and
3. Standardizes the look of HACA's Financial Policies going forward.

The Finance Department maintains a petty cash fund of \$500.00 in a locked and controlled space, mainly for reimbursement of small expenditures. Staff provides receipts, along with a form approved by their manager, for expenditures up to \$25.00. When the fund is close to depletion, it will be replenished to \$500.00.

**Commissioner Carrington** moved to approve Resolution No. 02649: Updating the Policy for Petty Cash Fund from \$200.00 to \$500.00. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (4-Ayes and 1-Nays).

#### **ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02650: Approving the Policy for Allowance for Doubtful Accounts (Bad Debt)**

Motion to Approve Resolution No. 02650 Approving Policy for Allowance for Doubtful Accounts for HACA and all of its blended component units (e.g., AAHC unless disclosed and agreed otherwise in a partnership contract, SHCC, Austin Pathways, etc.).

In order to not overstate Revenues or Accounts Receivable, the U.S. Department of Housing and Urban Development require that Generally Accepted Accounting Principles be followed, to estimate bad debts in the periods incurred. HACA has been recording allowances for bad debt at year end as reported and documented in various audits.

The Financial Policy - Allowance for Doubtful Accounts, describes the scope, context, background, financial presentation, sample methodology, documentation, approval, definitions, authority and flowchart.

**Commissioner Duncan-Hall** moved to approve Resolution No. 02650: Approving the Policy for Allowance for Doubtful Accounts (Bad Debt). **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 1-Nays).

#### **ITEM 5: Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center**

Updates on HACA's actions related to the Coronavirus (COVID-19) and HACA's Resident and Client Support Center were provided by **Pilar Sanchez**, HACA Vice President of Austin Pathways; **Barbara Jackson**, HACA Jobs Plus Director; **Catherine Crago**, HACA Strategic Initiatives and Resource Development Manager and **Michael Roth**, HACA Director of Housing Operations and Policy.

**Vice-Chairperson Bailey** arrived at 12:55 pm.

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

**Ann Gass**, HACA Director of Strategic Housing Initiatives gave an update on RAD.

**Jerry Dawson**, Resident Advisory Council at Goodrich Apartments President, joined the call and expressed tremendous gratitude to everyone who played a part in assisting residents with transitioning back to their homes at Goodrich. **Mr. Dawson**, who has been a Goodrich resident for 15 years, was the first resident to move back into Goodrich, and described the new property as "a dream come true". Mr. Dawson, along with all of the other returning residents are overwhelmed, however, they see it as a new opportunity to focus on positive changes; and look forward to launching programs that have been on hold for the past 2 years due to construction. Mr. Dawson reported that "it is good to be home".

#### **ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 02651: Approval to Submit an Application to HUD's Special Applications Center (SAC) for Disposition of 50 units at Chalmers West as part of the three-phase redevelopment of Chalmers Courts and the conversion to HUD's Rental Assistance Demonstration program**

Staff requested approval to submit a request to U.S. Department of Housing and Urban Development Special Applications Center (SAC) for the disposition of 50 units at Chalmers West as part of the three-phase redevelopment of Chalmers Courts and the conversion to HUD's 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. The redevelopment of Chalmers Courts will

involve demolition of the existing buildings and the construction of a new, larger property 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.

The redevelopment of Chalmers is taking place in three phases - Chalmers South, Chalmers East and Chalmers West. Chalmers South is an 86-unit property that was completed and occupied in 2019. Chalmers East will be 156 units. It is currently under construction and expected to be completed in late 2020. Chalmers West is the subject of the current action.

HACA submitted an application for competitive 9% tax credits for Chalmers West to the Texas Department of Housing and Community Affairs in February 2020. To complete the redevelopment and RAD conversion of Chalmers West, the next step is to submit an application to HUD. This application will come in two parts – the RAD Financing Plan (to be submitted in the summer of 2020) and the request to dispose of 50 units under the Section 18 program, the action under consideration.

HACA's other conversions have been completed only as RAD transactions, and have resulted in conversion of all the public housing units to Project Based Rental Assistance (PBRA). This conversion is different because it is the last RAD conversion for HACA. HUD allows the last 50 units of a housing authority's portfolio to be converted to Section 8 assistance under the Section 18 Disposition program. The primary benefit of this program is that it results in higher rents because the Section 8 tool is not PBRA, it is Tenant Protection Vouchers (TPVs). The TPVs are project-based at Chalmers West at much higher rents than RAD rents. The net additional rent is expected to exceed \$200,000 per year. The subsidy provided to the resident is still based on 30% of the resident's adjusted income and all current residents maintain their right to return.

Staff recommended approval for the submission of a request to the U.S. Department of HUD Special Applications Center (SAC) for the disposition of 50 units at Chalmers West as part of the three-phase redevelopment of Chalmers Courts and the conversion to HUD's Rental Assistance Demonstration program.

**Vice-Chairperson Bailey** moved to approve Resolution No. 02651: Approval to Submit an Application to HUD's Special Applications Center (SAC) for Disposition of 50 units at Chalmers West as part of the three-phase redevelopment of Chalmers Courts and the conversion to HUD's Rental Assistance Demonstration program. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

#### **ITEM 8: Update on AAHC's acquisition and new construction programs**

**Ron Kowal**, Vice-President of Austin Affordable Housing Corporation gave an update on AAHC's acquisition and new construction programs.

#### **ITEM 9: Presentation, Discussion and Possible Action of Resolution No. 02652: Approval of a Contract for Elevator Modernization at Pathways at Lakeside Apartments**

HACA's Pathways at Lakeside Apartments is a 12-story elevator structure that was built in 1964 and served by two elevators. While having been serviced for periodic maintenance since original construction, the elevators are in need of major upgrades. Plans were developed to completely replace the components that are no longer serviceable. As part of needed and planned upgrades identified in physical needs assessments, HACA moved the elevator upgrades item into its RAD conversion plans. HACA worked with local architect/engineering firm HUO Architecture to develop a scope of work that addresses all known mechanical issues with the elevator systems as well as aesthetic and cosmetic needs.

Austin Elevator Consultants (AEC), which has serviced and repaired the property's aging systems for the past few years, submitted an acceptable proposal for the full scope of services that were requested. AEC is well informed on the specific upgrades needed for this system. AEC's proposal is within the estimate developed by HACA and HUO. AEC has the necessary experience to perform and complete the work as stipulated in the scope of work.

\*Note-Due to the recent worldwide CV-19 health crisis, it is unclear how long HACA may need to wait before implementing this project. The Pathways at Lakeside Apartments, a property that serves seniors and persons with disabilities, contains a population that is particularly at risk of health compromise. Equipment ordering lead times may be protracted due to the current crisis impacting manufacturing. Planning needs for permitting and inspection needs, as well as regulatory compliance issues, will need to be considered in the implementation stage of this project. Even resident meetings, to advise of the coming work and how it will be accomplished, are all factors that could prolong the start of work and work performance duration, delay completion times, or further stall the project for a time until it is safer for residents, staff and contractors. Discussions need to be held to identify impediments and create plans, and back-up plans, to deal with these issues. In all aspects, HACA will work diligently, but safely at all times, and defer work, if it is not appropriate to be undertaken, for any of the reasons or examples provided above.

The project was advertised and solicited per HACA's procurement policies that included an open bid period of over 30 days as well as the project being provided to 10 different plan rooms around the state and country, and sending the bid opportunity to the MBE/WBE/HUB entities identified in the HACA procurement policy. This approach to solicitation allows the project to be seen by numerous firms who participate in plan room subscriptions, and the provision of info to local MBE/WBE/HUB firms ensures that we are reaching those groups and offering opportunity to work with HACA on the project. Despite this level of outreach, the project had only one proposal submitted.



Based on satisfactory reference verifications, staff recommends award of contract to Austin Elevator Company, LLC, in the amount of \$401,939.74.

Completion of this work will provide the facility with safe, reliable, and mechanically improved controls and hoist systems, as well as aesthetically pleasing passenger cab interiors with new passenger controls.

**Commissioner Carrington** moved to approve Resolution No. 02652: Approval of a Contract for Elevator Modernization at Pathways at Lakeside Apartments to Austin Elevator Consultants (AEC) in an amount not to exceed \$401,939.74. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.**

**REPORTS**

The Board accepts the following reports from the President:

- Reported on the number of current COVID cases at HACA properties. 1 resident at Northgate, 1 at Meadowbrook, 2 at Bouldin Oaks, and 2 at Coronado Hills. Two BTW residents who had tested positive have now been cleared. HACA is working with Community Care to try to obtain testing at some HACA senior sites.
- Receiving 5000 non-surgical face masks from HACA partner, United Healthcare.

The Human Resource Department is conducting a survey with all staff members by asking a series of questions relating to what they are experiencing while working from home. Human Resources will report on the survey results during the June Board meeting.

**Vice-President Bailey** moved to adjourn the meeting. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

The meeting adjourned at 3:14 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. 02653

#### EXECUTIVE

#### ITEM NO. 2.

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**MEETING DATE:** June 18, 2020

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02653: Regarding the use of force by police, the need for law enforcement reform, and addressing racism and systematic inequality

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The Board is being asked to approve Resolution No. 02653: Resolution in favor of the use of force reform policy by police, the need for law enforcement practice reform, and addressing racism and systematic inequality

#### SUMMARY

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

The widely televised video of a Minneapolis officer kneeling on the neck of Mr. George Floyd, a Black/African American male, resulting in his senseless death, has sparked worldwide outrage. While this is one of many tragic deaths, we know police brutality is far too common among Black/ African Americans and other communities of color. These recent events have reminded us all that we must intentionally fight the systemic/institutional racism that continues to deny unalienable rights to all people.

The Housing of the City of Austin (HACA) takes a strong position against institutional racism and injustices that continue to negatively impact Black/African Americans and other people of color. HACA continues to serve some of the most vulnerable populations in Austin, Texas. In line with our vision and mission statement, HACA is committed to ensuring a culture of acceptance, inclusion and equitable treatment among employees, residents served, and the broader community as we work towards a society where all are free to experience life, liberty and the pursuit of happiness.

This suggested Resolution was fully drafted by HACA's Diversity, Equity, and Inclusion Task Force, consisting of team members from all divisions of our agency.

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**RESOLUTION NO. 02653**

**USE OF FORCE BY POLICE, THE NEED FOR LAW ENFORCEMENT REFORM, AND ADDRESSING RACISM AND SYSTEMATIC INEQUALITY**

**WHEREAS,** We at HACA are incensed and disgusted by the most recent events of police brutality resulting in the senseless death of Mr. George Floyd, Ms. Breonna Taylor, even closer to home Mr. Mike Ramos, and countless others.

**WHEREAS,** being an agency that has a long history of serving the most vulnerable populations in Austin, Texas, we acknowledge that immediate actions must be taken to end the historical systemic racism that continues to marginalize and disenfranchise Black/African Americans, other people of color, and all groups who continue to experience injustice in our country.

**WHEREAS,** our agency can play a direct role in ending injustice by improving our hiring process, promotion and retention of staff, our resident program designs and service delivery, our contracting and procurement practices - such as ensuring HACA only contracts with police officers who treat all people with dignity and respect.

**WHEREAS,** HACA is united with our community in a time of mourning and pain and we support and encourage peaceful and safe calls for change and antiracism.

**WHEREAS,** during this time of physical violence and emotional trauma, HACA stands together with Black Lives Matters, our employees, residents, clients and partners who have long been waiting for transformational change driven by social justice.

**NOW, THEREFORE BE IT RESOLVED,** the Housing Authority of the City of Austin embraces peaceful, safe protests calling for immediate change and social justice, change that will lead to long lasting reform in policies, practices, and laws at the local, state, and federal level.

**BE IT FURTHER RESOLVED,** HACA has assembled a Diversity, Equity, and Inclusion (the DEI) taskforce to further advance the agenda of social justice. The DEI is tasked with addressing historical and current institutional racism impacting all people of color and other marginalized groups. HACA stands with the goals of the Black Lives Matter movement to end the mistreatment of Black/African Americans. HACA commits to provide resources to reach the goal of having a diverse, equitable, and inclusive work place.

**PASSED, APPROVED AND ADOPTED** this 18th day of June, 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**  
**REPORT**  
**EXECUTIVE**  
**ITEM NO. 3.**

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**MEETING DATE:** June 18, 2020

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

**ITEM TITLE:** A report on the formation and work on HACA's Diversity, Equity, and Inclusion Task Force

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

**ATTACHMENTS:**

- ▣ **DEI Task Force**



# Housing Authority of the City of Austin

Established in 1937

## **Diversity, Equity and Inclusion** **DEI Task Force Report**

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### **BACKGROUND**

The widely televised video of a Minneapolis officer kneeling on the neck of Mr. George Floyd, a Black/African American male, resulting in his senseless death has sparked worldwide outrage. This is only one of many tragic deaths; we believe police brutality and systemic racism must end. These recent events have reminded us all that we must intentionally fight the systemic/institutional racism that continues to deny unalienable rights to all people.

HACA continues to serve the most vulnerable population in Austin Texas. In line with our vision and mission statement, HACA is committed to ensuring a culture of acceptance, inclusion and equitable treatment among employees, residents served, and the broader community.

### **DEI TASK FORCE**

The Housing of the City of Austin (HACA) has taken a strong position against institutional racism and injustices that continue to affect people of color and other disenfranchised people. HACA has created a task force to spark change within the agency, throughout our resident services and throughout the greater community.

Michael Gerber, President and CEO, appointed Tiffany Middleton, Resident Protection Project Manager, to lead this effort along with Gloria Morgan, Director of Human Resources, and Pilar Sanchez, Vice President of Austin Pathways. Team Leads recommended the HACA Board of Commissioners and Resident City Wide Advisory Board adopt resolutions that demonstrate a commitment to equity and advancing social justice.

The DEI Task Force met for the first time on June 9, 2020. Over 17 employees volunteered to serve on the task force. Throughout introductions, members expressed their reason for joining. Some stated they wanted to be part of something that matters and can make a difference. Another stated they wanted to learn from and listen to their peers to become a better and more inclusive person.

Ms. Middleton asked the group to consider three areas where HACA can affect change. Those are:

- a. Interagency – what can we do internally to improve HACA?
- b. Resident Services – how can we improve our service to clients and residents to ensure they we treat everyone with respect and dignity and consider culturally competent practices?
- c. Community – what can we do to affect change within the greater community?

The volunteers chose an area to discuss with their peers. Per the group reports, some felt they did not have enough time, but were pleased to get to know each other better. One group felt they had a clearer path that translate into actionable items. Team Leads distributed a glossary of terms to assist with better understanding.

The meeting began at 10:30am and adjourned at 11:40am.

### **NEXT STEPS**

The team intends to meet weekly to ensure momentum is not lost and the agency can begin to move forward. Team Leads are working on procuring a professional facilitator with expertise in this area to assist with the difficult dialogue that will and needs to occur.

The Task Force will draft an agreed upon purpose, goals, actionable steps, and recommendations.

**HOUSING AUTHORITY OF THE CITY OF AUSTIN**  
**REPORT**  
**EXECUTIVE**  
**ITEM NO. 4.**

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**MEETING DATE:** June 18, 2020

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

**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:** N/A

**TOTAL COST:** N/A

**ATTACHMENTS:**

- ▣ **COVID-19 Division Reports**

<b>MAY-JUNE 2020, COVID-19 DIVISION ACTIONS</b>	
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.	
<b>ADMISSIONS-LAURA BODAI</b>	
1.	Assist with program design for the RENT Program, conduct a successful lottery to determine RENT program participants, undertake development of eligibility criteria and eligibility reviews in partnership with Assisted Housing.
2.	Develop policies for remote processing of applicants and resume eligibility processing for HACA PBRA properties so we are able to fill vacant units.
3.	Continue the virtual call center created so that receptionists could work from home and all HACA callers are still able to speak to an actual person.
<b>ASSISTED HOUSING-LISA GARCIA</b>	
1.	In partnership with Neighborhood Housing and Community Development (NHCD), implement and completed Relief for Emergency Needs for Tenant (RENT) program providing one-time rental assistance to 1,680 Austin households, exceeding the goal of serving 1,000 households by 60%. Eligible households had a current lease within the City of Austin, with income at or below 80% of Median Family Income (MFI) and a documented COVID-19 financial hardship.
2.	Processing initials from applicants from HCV wait list or referrals for Special Programs, moves and incoming portables with a virtual platform (video initial briefing) or mailing documents and providing an initial briefing over the phone.
3.	Completing physical inspections of vacant units but ensuring personal protective equipment is worn. If the unit is not vacant, completing virtual inspection.
4.	Implemented informal hearing process by conducting informal hearings over the phone or by a virtual platform.
5.	Annual recertifications and interims continue to be conducted by mail, email or phone.
<b>AUSTIN AFFORDABLE FINANCE CORPORATION-RON KOWAL</b>	
1.	Construction teams being screened for temperature and symptoms before they are let on job sites.
2.	Construction sites have multiple hand washing sites. Crews wear masks and social distance.
3.	Property management slowly opening offices. Every tenant must wear mask. Limit on how many people are in the office depending on size. Everything wiped down after each visitor.
4.	Still encouraging virtual tours. Starting to show units by prospective tenant touring unit as leasing agent stands outside. Everything wiped down after each showing.
5.	Regular maintenance starting slowly. Maintenance fully equipped with PPE. Tenant must answer if anyone in household has been sick or exposed to someone testing positive. If yes, maintenance will be delayed.
<b>AUSTIN PATHWAYS/COMMUNITY DEVELOPMENT-PILAR SANCHEZ</b>	
1.	To address food insecurity, Austin Pathways staff is coordinating with HEB, Central Texas Food Bank, Capital Metro, United Healthcare, AISD, Good Apple & Hope Food Bank, and the Boys & Girls Club who are providing food to our residents.
2.	AP continues to operate the HACA Support Center Monday - Friday 7:30am-7:30pm for HACA residents and clients. AP launched a 2nd Call Center to answer questions and assist applicants with their application to the Emergency RENT program. The RENT Contact Center (RCC) was open 12 hours per day from 7:30AM-7:30PM during the application process. The RCC is now open 7:30AM-5:30PM through June 12th.
3.	AP staff are coordinating with AISD to ensure a WiFi bus is parked at our family properties for kids to access academic sites and activities online. All family properties now have access to the Internet via Google Fiber or WiFi buses. Staff is also drafting a plan to deploy additional devices to our families with children to ensure our kids have access to academic curriculum in order to be ready to start school on August 18th.
4.	Through a partnership with Community Care Health Centers, 85 Lakeside residents were tested on site for the virus. None tested positive. The BHH Team continues to call residents at BTW and Lakeside 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.	AP applied for 3 grants provided in response to COVID19. United Way granted \$15K to serve HACA families with a member who tested positive for COVID19. With those funds, the BHH team is monitoring families daily to remind them to isolate and provide them supplies and services to help them stay home. HACA did not receive full grants from the COA RISE and the St. David's COVID grants. HACA received \$20K from the COA and \$6K from the St. Davids Foundation.
<b>COMMUNICATIONS-KEN BODDEN</b>	
1.	Creating and Launching RENT Program Website.
2.	Creating the HACA Staff Motivational Video: <a href="https://youtu.be/8_TltgbOO01E">https://youtu.be/8_TltgbOO01E</a> .
3.	Shooting and editing 11 virtual tour videos.
4.	Taking photos and shooting video (with drone) of Lakeside COVID-19 Testing: <a href="https://bit.ly/LakesideTest">https://bit.ly/LakesideTest</a> .
5.	Gaining 120 new followers on Facebook.
<b>FINANCE-MARTHA ROSS</b>	
1.	Continued to prioritize the COA RENT project administration (various reviews and funding).
2.	Initiated a new, centralized, on-line process to document, review and archive monthly accounting entries.
3.	Noted that HUD Multi-Family PBRA, SHCC, and annual audit, all received deadline extensions for all housing authorities, due to COVID.
4.	Initiated project to request incoming paper checks be paperless (direct deposit), due to COVID 19.
5.	Continued initiative to go paperless with vendors (electronic invoice submission and direct deposit as outgoing payments).
<b>HUMAN RESOURCES-GLORIA MORGAN</b>	
1.	The Human Resource Department continued contacting staff to conduct the Employee Survey. The HR Director and Manager made daily phone calls to staff members and asked them a series of questions relating to what they are experiencing while working from home. HR will report on the survey results during the June Board meeting.

2.	This month the Human Resources department conducted our first virtual New Employee Orientation. With the hiring of two (2) Senior Accounts, New Hire orientation was conducted virtually, via a GoToMeeting. With the conversion of the new hire packet into a digital format, using DocuSign, the process of obtaining forms that require the employee's signature has been seamless.
3.	The Human Resources department conducted our first virtual New Hire Benefits Enrollment via GoTo Meeting. Last month, the necessary forms required to conduct this process were converted into a digital format using DocuSign. The process of obtaining new employees information, to properly enroll them into benefit was successful.
4.	The Human Resources team continues to remain available to assist employees with a plethora of questions, issues and assist them during this time of working from home or while still working on site, with maintaining HACA property. Senior Accounts, we will be conducting orientation via a GoToMeeting. The new hire packet has been converted into a digital format.
<b>LOW INCOME HOUSING - MICHAEL ROTH &amp; NANCY MCILHANEY</b>	
1.	Management offices remain closed. Residents and staff are required to wear face masks while on property. Social guests are not allowed, however care givers and item deliveries are allowed on property.
2.	Maintenance staff has returned to completing all work orders. Safety protocols have been established which include proper use of Personal Protective Equipment (PPE), proper sanitization, social distancing requirements inside the unit, and health screening questions. In addition, staff are testing out "no contact" work orders in which HACA provides the required items and the resident completes the work order themselves.
3.	Property management staff continue to work primarily remotely, making use of phone, email, and text for communication with residents. In addition, one staff member goes to the property each day to check the drop box and address any property issues. Lease enforcement continues, including the restart of court hearings via Zoom for eviction cases.
4.	Annual and Interim re-certifications continue to be completed primarily by phone, email and other virtual means. Chalmers, BTW, and Certification Staff completed 118 tenant re-certifications to recertify all Job Plus households effective 7/1/2020 to coincide with the end of the grant.
5.	The LIH Department continues to work on the implementation of several additional software modules through Yardi (property management software). This includes a resident portal that will allow residents to pay rent, submit work order requests and complete their annual and interim recertifications online without going to the office. In addition, we are working on an Inspections module and assisting with the Admissions Department onboarding of Yardi for their work.
<b>OPERATIONS &amp; PROCUREMENT-NORA MORALES</b>	
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 request and submitting invoice to Finance for payment. We are now shipping site supplies to central to avoid cancellation of orders for non-acceptance of delivery at the properties. OPS now mans the acceptance of maintenance supplies and makes sure they get to the end user. The availability of PPE equipment is becoming available and we are ensuring all maintenance staff has the supplies needed.
3.	OPS staff fine tuning the Laserfiche files for all documents ie Contracts, Fleet vehicles, Building Inspections, Contractor Insurance and Certifications.
4.	We will start working with a consultant & CTM on a "Return to Work" Plan to be ready when HACA gets authorization to come back to Central.
5.	We will explore online or virtual training possibilities to all OPS staff to enhance skills and become cross trained.
<b>PLANNING &amp; DEVELOPMENT-JIMI TEASDALE</b>	
1.	JB/NW-Goodrich and Chalmers project mgmt., w/ONSITE inspections/reports. Goodrich is almost there, with only 4 units outstanding in Bldg C, and some exterior and site items, and a bit in the clubhouse.
2.	JT/BK/CH/SL-Project development, bidding, R4R pkts. routing approvals from HUD/Lender, resulting in project starts for: 66 unit WH replace program across 4 sites, starting June 22; BTW re roof of leaking Mgmt Bldg roof. Waiting on materials delivery; Lakeside Unit 602 full renovation-Complete/released to site! Paperwork clean up this week.
3.	CH-Contracts and other document originations for the projects above. S3 report complete and submitted to Grant R.
4.	Assisting SRC w/R4R Tub Replacement project and Gaston with Brick Fence repairs from hit and run incident/bids after onsite visits. Negotiating North Loop bldg chiller failure issues. Directing all PD activities and staff.
5.	JT-Thurmond Office renovation for Security improvements, Directing all PD activities and staff. Collecting third of three proposals for a Back To Work plan for safe return to HACA HQ. Hope to make recommendation within a week I think.
<b>QUALITY CONTROL-KELLY CRAWFORD</b>	
1.	Staff is actively engaged in the RENT Program being undertaken by the Assisted Housing department; taking incoming calls from applicants in the call center, performing eligibility reviews and conducting quality control of files.
2.	Virtual appeal hearings will begin in mid-April, to be conducted via conference calls with impacted applicants, residents, and participants.
3.	Staff is performing Family Self-Sufficiency audits of escrow pay-outs electronically to ensure participants receive their payments timely during this uncertain time.
<b>RAD-ANN GASS</b>	
1.	We continue to support residents who are relocated from Chalmers East via phone and email. The last returning resident moved back in to Goodrich in early June.
2.	Construction continues at Chalmers East, with social distancing in place.
3.	Planning for HACA's final RAD conversion, Chalmers West, continues uninterrupted at this time.
4.	RAD rehabilitation work remains 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.
<b>SOUTHWEST HOUSING COMPLIANCE CORPORATION-MICHAEL CUMMINGS</b>	



	Management and Occupancy Reviews (MORs) were suspended by HUD effective March 13, 2020. On May 22, 2020, HUD lifted the suspension and authorized Contract Administrators the option to conduct some or all previously scheduled MORs. HUD has also made temporary safety modifications to MORs by suspending the resident unit inspection portion of the MOR. Confirmation of unit conditions and past deficiency/repair corrections are now allowed through direct resident contact (phone or email) rather than entering units. Because safety of our staff is paramount, SHCC is making further preparations/modifications to travel policies, providing staff Personal protective Equipment (PPE), and performing training on travelling during COVID-19 prior to resuming MORs the week of June 22nd. For further details please see the SHCC Monthly Reports.
1.	
2.	SHCC MOR staff that were assisting HACA in other areas/projects will begin to gradually return to MOR duties in late June and July.
	SHCC continues to perform updates to its work in progress tracking systems and overall policies and procedures to continue to prepare for the procurement of the SHCC contracts now expected sometime in 2021.
3.	All staff continue to work successfully from home. All HUD performance deadlines have been met and 100% of fees earned.
<b>TECHNOLOGY MANAGEMENT &amp; INNOVATION-ANDREA GALLOWAY</b>	
1.	RENT work and staff support.
2.	Continued to provide technical support to Agency staff for WFH.
3.	Surveyed Agency staff on WFH technical needs.
4.	Continued work on Yardi modules which will provide more socially distant options to staff and client.
5.	Provided technical input on re-opening strategy.

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02660

#### AUSTIN PATHWAYS

#### ITEM NO. 5.

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**MEETING DATE:** June 18, 2020

**STAFF CONTACT:** Pilar Sanchez, Vice President of Housing and CD

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02660: An amendment to the HACA annual budget to provide additional funding to support Youth educational programming to combat negative educational impacts resulting from the coronavirus crisis

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The Board is being asked to approve Resolution No. 02660: An amendment to the HACA annual budget to provide additional funding to support Youth educational programming to combat negative educational impacts resulting from the coronavirus crisis

#### SUMMARY

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

The Coronavirus has caused families and children nationwide to change the way they learn and live their day-to-day lives. As schools closed, parents found themselves having to stay home from work to care for their children and teach them as best they could.

Schools are relying on educating students via online tools. While HACA has made considerable strides in connecting half of its properties to free Google Fiber, seven family properties do not have this service. There remains a contingent of resident families that do not have access to the Internet, a reliable computer device, or the training to use these tools.

What we referred to as the Summer Slide is now an extended and exasperated academic downward slide due to the virus and the digital divide. Therefore, HACA needs to adapt and expand its summer programming and partnerships to help address the slide and prepare our kids and parents for a successful return to school in the Fall.

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

A number of HACA's youth program partners have been adapting to new service models to continue to effectively connect with HACA youth. HACA has been in discussion with these partners to determine how

they will continue to serve our youth, and potentially expand to more locations to serve more HACA youth. Programming must be educational, activities-based, and follow AISD and other TEA required guidelines while ensuring safety precautions are followed.

***Staff Recommendation:***

It is staff's recommendation to provide supplemental funding to expand and adapt summer educational programming to combat the exasperated summer slide, or COVID Slide, to prepare students for the Fall.

**ATTACHMENTS:**

- ▣ **Youth Education Services COVID Strategy**
- ▣ **YES**

**RESOLUTION NO. 02660**

**AMENDMENT TO THE HACA ANNUAL BUDGET TO PROVIDE ADDITIONAL FUNDING TO SUPPORT YOUTH EDUCATIONAL PROGRAMMING TO COMBAT NEGATIVE EDUCATIONAL IMPACTS RESULTING FROM THE CORONAVIRUS CRISIS**

**WHEREAS**, the Coronavirus has caused families and children to change the way they learn and live their day-to-day lives,

**WHEREAS**, schools closed their doors in March to stop the spread of the virus, leaving residents to learn on their own,

**WHEREAS**, HACA residents are experiencing greater food insecurity and parenting skill gaps as they adapt to facilitating the education of their kids at home,

**WHEREAS**, HACA's partners have established trusting relationships with resident parents and children, WHEREAS, HACA wishes to expand their partnerships with community organizations that have adapted their programming to reduce the COVID education slide in order to serve more children at more HACA sites;

**WHEREAS**, HACA can expand partnerships with organizations to help deploy computer devices, expand access to the Internet, and provide technical support to children and parents.

**NOW, THEREFORE BE IT RESOLVED**, the Housing Authority of the City of Austin wishes to address and reduce the COVID academic slide for resident families by expanding programming and improving digital inclusion.

**BE IT FURTHER RESOLVED**, HACA Board of Commissioners approves \$250,000 in funding to address the COVID educational slide and digital divide before school resumes in the fall. The Board of Commissioners grant the CEO and COO authority to authorize spending of these funds on expanded and COVID adapted programming based on greatest need and partnership negotiations. The CEO will maximize the use of the approved funds to prepare our resident children and parents for the resuming of school in the Fall.

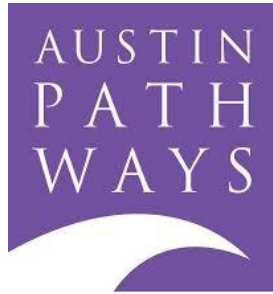
**PASSED, APPROVED AND ADOPTED** this 18th day of June, 2020.

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Michael G. Gerber, Secretary

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Carl S. Richie, Jr., Chairperson



The road to success.

# Youth Educational Success COVID-19 Strategy Summer and Coronavirus Slide

Pilar Sanchez, Vice President of Community Development  
Leilani Lim-Villegas, Director of Community Development  
Barbara Jackson, Jobs Plus Project Director  
Catherine Crago, Head of Strategic Initiatives and Digital Inclusion

June 10, 2020

# Boys and Girls Club of the Austin Area

- Club 2 Go Bags
- Weekly delivery of meals to families
- Continue to service HACA youth at Chalmers South and Meadowbrook. Possible location at Booker T. Washington.
- Delivery of age-appropriate curriculum in conjunction with YouTube videos.
- Every Thursday at Chalmers South, Meadowbrook, and Bouldin Oaks



# Communities in Schools

- SmartKids Program and New online summer camp kits
- Continued virtual outreach to residents for mental health and social services.
- Case managers contacted 150 families with resources and support in late March and April.
- SmartKids online groups in April/May.
- Digital device deployments.

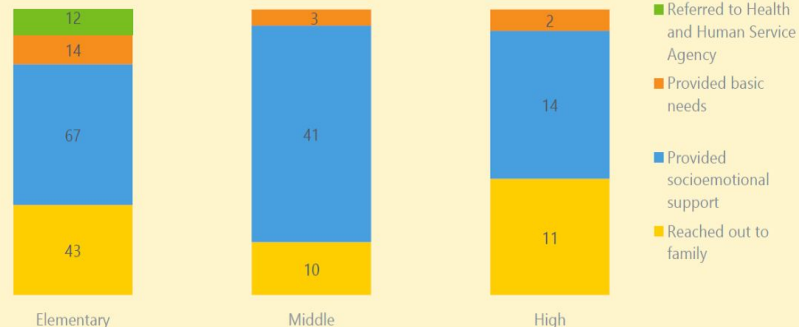


## Services provided by CIS



**16** full time CIS employees contacted **217** families, completing case management check-ins with **153** students and families

### CIS staff services, by level, May 25th - May 29th



# By the Numbers

YES Covid-19 Slide Strategy			Non-AISD Charter		Programs	Dates	Funding	Notes
			#	%				
Booker T. Washington	Elementary	194	56	29%	CIS remote camp, Request BGC Club Onsite	Summer & school year	AP budget/current contract, BGC funding or new grant	
	Middle	91	19	21%	CIS remote camp, Request BGC Club Onsite	Summer & school year	" "	
	High	103	48	47%	CIS remote camp, Request BGC Club Onsite	Summer & school year	" "	
	Total	388	123	32%				
Bouldin Oaks	Elementary	46	8	17%	CIS; BGC at FETC	Summer & school year	AP budget/current contracts	
	Middle	25	4	16%	CIS; BGC at FETC	Summer & school year	" "	
	High	31	15	48%	CIS; BGC at FETC	Summer & school year	" "	
	Total	102	27	26%				
Chalmers South	Elementary	10	3	30%	CIS; BGC at HomeClub	Summer & school year	AP budget/current contracts	
	Middle	5	1	20%	CIS; BGC at HomeClub	Summer & school year	" "	
	High	1	1	100%	CIS; BGC at HomeClub	Summer & school year	" "	
	Total	16	5	31%				
Chalmers West	Elementary	25	2	8%	CIS; BGC at HomeClub	Summer & school year	AP budget/current contracts	
	Middle	15	5	33%	CIS; BGC at HomeClub	Summer & school year	" "	
	High	15	7	47%	CIS; BGC at HomeClub	Summer & school year	" "	
	Total	55	14	25%				
Coronado Hills	Elementary	8	3	38%	A Spacious Place- Art Activities	summer art online	ASP funding or new grant	supplies delivered but online
	Middle	1	0	0%	A Spacious Place- Art Activities	summer art online	" "	supplies delivered but online
	High	9	4	44%	A Spacious Place- Art Activities	summer art online	" "	supplies delivered but online
	Total	18	7	39%				
Georgian Manor	Elementary	30	14	47%	Request BGC Club onsite	summer & fall if needed	BGC funding or new grant	
	Middle	17	8	47%	Request BGC Club onsite	summer & fall if needed	" "	
	High	26	11	42%	Request BGC Club onsite	summer & fall if needed	" "	
	Total	73	33	45%				



YES Covid-19 Slide Strategy			Non-AISD Charter	Programs	Dates	Funding	Notes
			# %				
Goodrich Place	Elementary ?			4-H online extension program	summer	no cost	faith based afterschool program/fall
	Middle ?			4-H online extension program	summer	no cost	faith based afterschool program/fall
	High 2					no cost	faith based afterschool program/fall
	Total 2	0	#DIV/0!				
Manchaca II	Elementary 12	3	25%	El Buen Camp, Latinitas (online coding)	summer	Free or new grant	
	Middle 4	1	25%	El Buen Camp, Latinitas (online coding)	summer	" "	
	High 10	4	40%	Latinitas (online coding)	summer	" "	
	Total 26	8	31%				
Manchaca Village	Elementary 8	1	13%	El Buen Camp, Latinitas (online coding)	summer	Free or new grant	
	Middle 4	0	0%	El Buen Camp, Latinitas (online coding)	summer	" "	
	High 8	4	50%	Latinitas (online coding)	summer	" "	
	Total 20	5	25%				
Meadowbrook Apartments	Elementary 104	22	21%	CIS; BGC at FETC	Summer & school year	AP budget/current contracts	
	Middle 51	6	12%	CIS; BGC at FETC	Summer & school year	" "	
	High 60	23	38%	CIS; BGC at FETC	Summer & school year	" "	
	Total 215	51	24%				
Northgate Apartments	Elementary 18	2	11%	Creative Action -online; Latinitas	summer	Free or new grant	many students have laptops
	Middle 10	1	10%	Creative Action -online; Latinitas	summer	Free or new grant	many students have laptops
	High 6	3	50%	Creative Action -online; Latinitas	summer	free or new grant	many students have laptops
	Total 34	6	18%				
Rosewood Courts	Elementary 50	9	18%	Request BGC Club onsite	summer & fall if needed	BGC funding or new grant	
	Middle 16	2	13%	CIS remote camp/SmartKids	Summer	AP budget/current contract	
	High 17	10	59%	CIS remote camp/SmartKids	Summer	" "	
	Total 83	21	25%				

YES Covid-19 Slide Strategy			Non-AISD Charter		Programs	Dates	Funding	Notes
			#	%				
Santa Rita Courts	Elementary	46	8	17%	CIS remote camp/SmartKids	Summer & school year	AP budget/current contract	
	Middle	33	4	12%	CIS remote camp/SmartKids	Summer & school year	" "	
	High	47	21	45%	CIS remote camp/SmartKids	Summer & school year	" "	
	Total	126	33	26%				
Shadow Bend Ridge	Elementary	23	3	13%	El Buen Camp, Latinitas (online coding)	summer	Free or new grant	
	Middle	11	3	27%	El Buen Camp, Latinitas (online coding)	summer	" "	
	High	13	6	46%	Latinitas (online coding)	summer	" "	
	Total	47	12	26%				
Thurmond Heights	Elementary	57	16	28%	Request BGC Club onsite	summer & fall if needed	BGC funding or new grant	
	Middle	26	7	27%	Request BGC Club onsite	summer & fall if needed	" "	
	High	40	27	68%	Request BGC Club onsite	summer & fall if needed	" "	
	Total	123	50	41%				
Grand Total	Elementary	631	150	24%				
	Middle	309	61	20%				
	High	386	184	48%				
	Total	1326	395	30%				
						proposed programming		

# Digital Inclusion for HACA Youth - Assessment

- 100% of youth at family properties have access to free internet
  - 68% have free in-home gigabit speed internet year round
  - 32% have access to on-property Wi-Fi through 6/30/20
- In February, 2020 an estimated:
  - 85% of youth at family properties had at least one device in their home, compared to 60% of AISD kids and 35% of youth in low-income housing.
  - Pre-K to 3rd grade have no digital curricula.
- Each year, about 10-15% of families leave HACA; we estimate about 300 new youth move in each year.



	# of HH	% INTERNET	% DEVICES	NUMBER OF YOUTH			
				ELEM	MIDDLE	HIGHSCH	TOTAL
Total Non Google Fiber Properties	580	45%	75%	142	83	116	341
Total Google Fiber Properties	827	90%	90%	429	230	309	968
					<b>TOTAL</b>		<b>1309</b>

# Digital Inclusion for HACA Youth - Options

- AISD has pledged to provide 1:1 devices to every household
- Charter Schools and partners working with new funding to deploy WiFi hotspots
- Data sharing agreement in place with AISD:
  - Which summer school youth need devices?
  - Which youth services participants need devices?
  - Which adults need devices to help their kids navigate school at home?
- Assets:
  - About 300 devices in inventory; 10 WiFi hotspots in inventory; WiFi hotspots hard to get
  - ~500 devices on request from Indeed and AISD
  - Consultant on board with most extensive digital inclusion data in the country
  - Smart City Ambassadors funded through December; starting virtual computer lab
  - Offers to pilot remote learning support from Charter Spectrum and ALA

# Youth Programs/AISD Challenges and Gaps

- Not all HACA properties are served by Boys and Girls Club or Communities in Schools.
- WiFi buses only offered until June 30, 2020.
- Households may not have 1:1 devices, i.e. 1 device per each child an issue when virtual classes are scheduled at the same time
- AISD does not have enough space to accommodate students per classroom while applying social distancing guidelines.
- AISD Schools open on August 18, 2020. No existing federal, state, or local guidelines. Uncertainty of adequate funding.



# Recommendations/Proposed Solutions

- HACA launched a Back to School Task Force beginning in June 2020. Collaborative partner strategies in conjunction with AISD and CDC guidelines.
- Congratulate, Celebrate, Elevate High School Seniors Class of 2020.
- HACA Resident Scholarship Virtual Ceremony in August 2020.
- BookSpring to deliver 5 children's books to each household that fills out request form
- Continue to Enable Distance Learning - 100% in home internet & 1:1
  - Continue to identify and deploy digital devices to students lacking technology through AISD, Charter Schools and Partners
  - Leverage new funding streams (City) and pro-bono distance learning offers
  - Open HACA properties with community rooms to distance learning.
  - Hire Resident Certified Para-Educators and Smart City Ambassadors to facilitate online learning.



# Recommendations/Proposed Solutions

- Re-open onsite Boys and Girls Club at Meadowbrook to safely serve 30-45 HACA youth in the multiple rooms available now at the FETC.
- Partner with CIS and Boys and Girls Club to offer youth services to additional HACA properties (may require more funding/new grants).
- Encourage additional partners to use newly available COVID-19 funds to serve additional HACA youth (Creative Action, Girl Scouts, Latinitas, etc.)
- Provide educational materials to families picking up meals at HACA summer lunch sites for youth (Northgate, Georgian, Thurmond, Manchaca Village)
- Engage/hire Hire Resident Certified Para-Educators to follow up with groups of students not served by CIS or Boys and Girls Club.
- Resident Certified Para-Educators train groups of parents on how to support their children with online learning and homework.



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# Questions and Answers





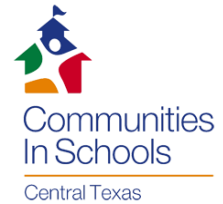
# Housing Authority of the City of Austin

Established in 1937

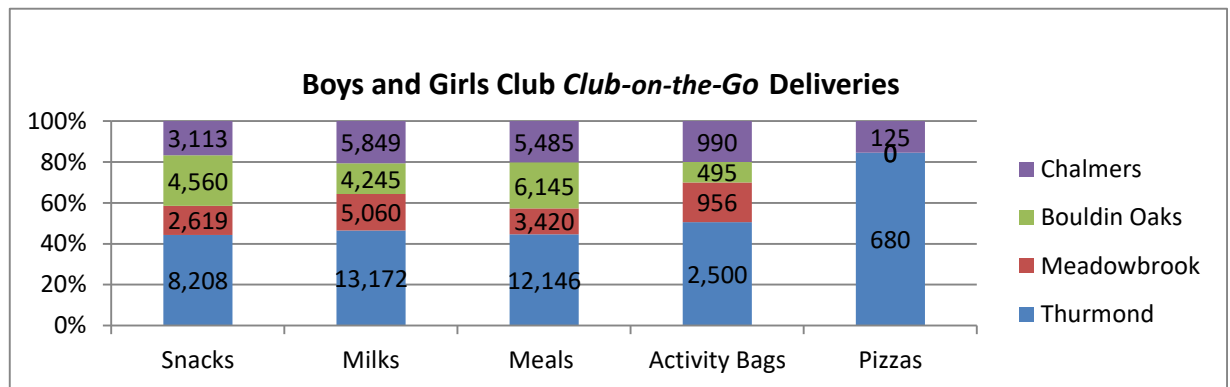
## Austin Pathways - COVID 19 Service Response HACA Youth Educational Success (YES) Programs

### Communities in Schools – SmartKids Programs

- **16 CIS staff** called **261 families** and **assisted 189 youth and families** with resources, referrals, and social emotional support.
- CIS provided **\$17,550 in financial assistance** in rent and gift cards for food March 23 – May 30th. CIS has provided another \$1,000 in Lyft vouchers for 40 families.
- CIS hosted **six weeks of SmartKids Afterschool Zooms** with 24 sessions each for elementary and secondary students.
  - Each SmartKids session included academic assistance, Social-Emotional Learning (SEL) check-ins, mindfulness moments and engaging group.



GREAT FUTURES START HERE.



### HACA Considers Re-opening Boys and Girls Club at Meadowbrook



### Keeping Our Community Safe

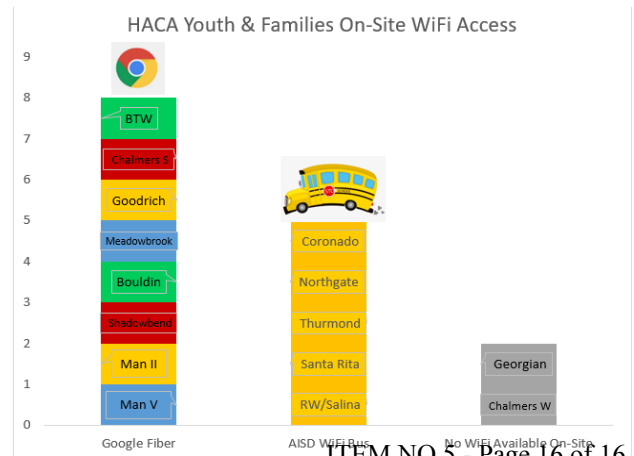
BGCAA follows all CDC health guidelines and preventative measures to ensure the health and safety of staff and Club families.

- Hourly wipe downs in every workstation
- Temperature checks 3x each day
- Club deep cleaned 2x a day
- Hand washing every 45 minutes
- Adhere to social distancing of 6 feet

*Any child showing signs of illness or sickness will be separated from the program and families will be called for pick up.*

### BookSpring: Sending Books HOME!

- Partnered with HACA to provide up to 5 books per household for children age 0-17 living at HACA properties
- HACA will call, text and email a link to a short survey parents can fill out for
- Parents will complete a short survey online or by phone and BookSpring will then mail the books that their children prefer.



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02654

#### ASSISTED HOUSING ITEM NO. 6.

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**MEETING DATE:** June 18, 2020

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02654: Approval of Revisions to the Family Self-Sufficiency Action Plan

**BUDGETED ITEM:** No, N/A

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to approve Resolution No. 02654 adopting revisions to the Family Self-Sufficiency Action Plan.

#### **SUMMARY**

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

The purpose of the Family Self-Sufficiency Action Plan is to describe the policies and procedures of the Family Self-Sufficiency (FSS) Program. The Action Plan was last revised in 2011. The proposed revisions reflect policy changes to benefit program participants. The revised FSS Action Plan must be approved by HACA's Board of Commissioners prior to submission to HUD for approval. Per HUD CFR 984.101, the FSS Action Plan must be submitted to HUD for approval when policy changes are made to the FSS Action Plan.

All changes are reflected in Exhibit 1. The following summarizes the primary revisions to the FSS Action Plan.

##### **Program participant changes:**

Language added explaining that per HUD direction, this Action Plan applies to residents of HCV and PH programs, and only PBRA FSS participants that were enrolled in the program prior to RAD conversion. Interested residents from Chalmers West will be enrolled prior to conversion to PBRA.

Additions to caseloads will be made with HCV residents and PH residents prior to conversion to PBRA to maintain program size needed to maintain HUD funding for FSS Coordinators.

##### **Policy Revisions:**

- Per HUD guidance in the last NOFA, the requirement was removed for suitable employment to be defined at 32 hours per week of work. Suitability of employment will be determined on a case-by-case basis.
- Option provided to allow for frequency of progress reviews to occur based on assessed need. Instead of quarterly reviews for all participants, change in frequency permitted to semi-annually up to monthly to increase effectiveness of program.
- Direct outreach will be made to FUP families to notify them of FSS waitlist opening opportunities.
- Families porting in or out of HACA with HCV program must execute Certificate of Participation within 90 days of lease-up to prevent a gap in escrow accrual.
- HACA can use discretion in re-enrolling families that were previously terminated. For example, former participants that engaged in fraudulent or threatening behavior may be declined for re-enrollment.
- Participants that graduate due to income qualification can participate in program again if they did not receive escrow upon graduation.

***Process:***

On May 12th, 2020, the notice of proposed changes was publicly posted online and in the HACA Central Office. The 30-day public comment period ends at 5:00 p.m. on June 12<sup>th</sup>, 2020.

HACA will thoroughly review all comments received and will present any additional recommended changes to the FSS Action Plan to the Board for consideration.

***Staff Recommendation:***

Staff is asking the Board of Commissioners' approval of revisions to HACA's Family Self-Sufficiency Action Plan.

**ATTACHMENTS:**

- ▣ **Exhibit 1 FSS Action Plan**

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**RESOLUTION NO. 02654**

**APPROVAL OF REVISIONS TO THE FAMILY SELF-SUFFICIENCY ACTION PLAN**

**WHEREAS**, the Housing Authority of the City of Austin (HACA) is responsible for administering the Family Self-Sufficiency Program; and

**WHEREAS**, the Family Self-Sufficiency program, as mandated by the Department of Housing and Urban Development (HUD), is required to adopt a Family Self-Sufficiency Action Plan establishing its policies as required under federal regulations; and

**WHEREAS**, the Housing Authority of the City of Austin posted the proposed revisions to the Family Self-Sufficiency Action Plan for public comment beginning on May 12th, 2020 and ending at 5:00 p.m. on June 12th, 2020; and

**WHEREAS**, The Housing Authority of the City of Austin seeks to formally adopt the revised Family Self-Sufficiency Action Plan to incorporate policy changes to benefit program participants and improve the effectiveness of the program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Authority of the City of Austin's Board of Commissioners approves and adopts the revised Family Self-Sufficiency Action Plan.

**PASSED, APPROVED AND ADOPTED** this 18th day of June 2020.

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

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



# Housing Authority of the City of Austin

*Established in 1937*

May 12<sup>th</sup>, 2020

To Whom It May Concern:

## **NOTICE OF PROPOSED REVISIONS TO FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN**

The Housing Authority of the City of Austin (HACA) will receive written comments regarding the enclosed proposed revisions to the HACA FSS Action Plan during a thirty-day public comment period to commence May 12<sup>th</sup>, 2020 through June 12<sup>th</sup>, 2020. HACA previously updated its FSS Action Plan in 2011. The 2011 FSS Action Plan was recently updated to provide further definition and explanation of the FSS Program. The overall goals and objectives to the FSS Program remain the same, but the additional revisions will help provide more clarification and guidance to the staff who implement the program.

All copies of the proposed changes are available in the links below. Copies of the full Action Plan are also available on our website at [www.hacanet.org](http://www.hacanet.org).

All written comments are to be mailed or hand delivered to the following address:

**Housing Authority of the City of Austin**  
**Attn: President and CEO**  
**1124 IH 35 South**  
**Austin, TX 78704**  
**Or emailed to: [Executive@hacanet.org](mailto:Executive@hacanet.org)**

The Housing Authority of the City of Austin Board of Commissioners will meet to vote on the adoption of the proposed revisions to the FSS Action Plan at the June Board Meeting. 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, June 18, 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](http://www.hacanet.org/board). The public will have a means to participate in the meetings through two-way audio connections. A forum will be available during Citizens Communication to voice your concerns. Additionally, HACA will post an audio recording of the meetings on our website.

If you should have any questions pertaining to the proposed revisions, please call 512-477-4488 ext. 1300.

Sincerely,

Michael Gerber,  
President & CEO

The changes and/or additions in the attached 2020 FSS Action Plan are described in bold below for each section and highlighted in the Action Plan. **Note: Throughout the document, the term “FSS member” has been replaced with “FSS participant” as preferential term.**

I. INTRODUCTION:

Paragraph One: **Added explanation that remaining PBRA families that were previously enrolled in FSS will be included in a combined FSS program for HCV and PH; added that no new PBRA residents will be enrolled into FSS under the existing NOFA per HUD guidance; included latest revision date.**

Paragraph Two: **Included “Project Based Rental Assistance” in listing of residents served by the Housing Authority.**

II. TERMS AND DEFINITIONS:

Escrow Account: **Added “9831C for Multifamily (PBRA) FSS” and “PBRA FSS Program” to include PBRA participants. Added language about escrow account separated by housing assistance program (PH, HCV, PBRA).**

Suitable Employment: **Removed “32 hours per week” from definition in accordance with new NOFA; Added statement about reasonable accommodations; added that suitability of employment will be determined on a case-by-case basis.**

III. FAMILY DEMOGRAPHICS – PUBLIC HOUSING

**Added explanation of RAD conversion of PH properties (Demographics updated as of 2/21/2020)**

IV. FAMILY DEMOGRAPHICS-HOUSING CHOICE VOUCHER PROGRAM (Demographics updated as of 2/21/2020)

VI. ESTIMATE OF PARTICIPATING FAMILIES

A. Public Housing- **Added language about serving the remaining PH families**

B. Project Based Rental Assistance- **Added language about only serving PBRA families that were previously enrolled.**

C. Housing Choice Voucher Program- **Includes language regarding FSS Coordinators who serve PH and PBRA members to also have HCV members as needed to maintain their caseload sizes; altered waitlist posting to remove set date of opening every year; noted waitlist opening announcement to be made on website and social media.**

VII. TIMETABLE FOR IMPLEMENTATION: **Description added of joint PH and HCV FSS Program. Enrollment of PH and HCV on a rolling basis. PH enrollment to cease prior to conversion to PBRA.**

VIII. OUTREACH EFFORTS: **Changed job title of HCV staff processing rent**

**calculations; removed “job fairs” and added “workshops” to reflect services provided more often to members; added age, sexual identity, and sexual orientation to list of factors that will not be considered during outreach; added outreach will occur when vouchers are distributed to HCV, FUP, and VASH; FSS Coordinators will directly notify FUP youth and families and will notify HCV & VASH staff to notify their residents when the FSS waitlist is open.**

**IX. SELECTION PROCEDURES - PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAM:**

**A. Reasonable Accommodations: Added language about obtaining suitable employment**

**B. Non-discrimination: Added age; sexual identity and sexual orientation to list of protections**

**C. Application Procedures- (1) Added title of FSS Program supervisor; added HCV FSS to language about porting.**

**(2) Added email for method of contact; added possible virtual orientations; Altered language on timeline for FSS orientation to further accommodate new applicants**

**X. PORTABILITY PROVISIONS:**

**Added this section to include guidance on incoming and outgoing portability of FSS Contract. CoP must be signed within 90 days of lease-up for outgoing or incoming FSS participants.**

**XI. METHOD OF IDENTIFICATION FOR FAMILY SUPPORT NEEDS**

**B. Family Responsibilities: Added PBRA to listing of programs; removed “quarterly” progress reviews to accommodate more and less frequent meetings based on individual participant need.**

**C. HACA Responsibilities: Added email to methods of contact; added PBRA to staffing and updated title for HCV staff; removing quarterly progress reviews and adding that reviews will be based on need but at least twice per year (monthly to semi-annually)**

**XII. INCENTIVES TO ENCOURAGE PARTICIPATION – PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAM: Added Project Based Rental Assistance to this title**

**B. Formed Partnerships with Public and Private Entities: Added language about HACA’s non-profit that provides FSS members with supportive services**

**C. Escrow Account: Added language about the Jobs Plus EID and PBRA escrow calculation; Added language about cooperation needed between property management for PBRA properties and FSS staff for escrow calculation**

**1. Deposits: Added PIH Notice for Multifamily FSS to address PBRA families**

**2. Disbursements: Added language about HCV being only program that FSS participants can graduate do to income level. Added PIH notice about Multifamily FSS, FSS staff duties, and removed EIV language for income verification.**

**Edited language about authorization hierarchy since programs merged into one**

**under one Manager and one Vice President.**

- 3. Flat Rent (PH); Earned Income Disallowance and other Incentives:  
Changed “30% of family’s adjusted monthly income” to “family rent” for accuracy.**

**XIII. CORRECTIVE ACTION: FAILURE TO MEET FAMILY RESPONSIBILITIES:  
Removed additional 90 days from probationary period**

**XIV. CONTRACT TERMINATION AND WITHHOLDING OF SUPPORTIVE SERVICES:**

- 1. Added Project Based Rental Assistance**
- 10. Removed “if HUD no longer funds FSS Coordinator Program” in accordance with regulations  
Added language for option of PHA to not allow previous participants to re-enter program in consideration of the reason for termination**

**XV. APPEAL PROCEDURES:  
Added Project Based Rental Assistance; updated staff titles**

**XVI. HUD FSS CONTRACT TERM, EXTENSION, MODIFICATION, AND ADDITIONAL TERMS:**

- A. Added “Project Based Rental Assistance”**
- 3. Changed time-frame to alter ITSP to allow for more flexibility**
- 4. Added PBRA to list of programs; change to allow for HCV graduates due to income to re-enroll in program if qualified after a one-year waiting period if no escrow was paid out to family upon graduation.**

**XVII. ASSURANCE OF NON-INTERFERENCE- PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAM: Added “Project Based Rental Assistance” to title**

**XVIII. COORDINATION WITH LOCAL SERVICES: Updated WIA to WIOA**

**XIX. PROGRAM COORDINATING COMMITTEE (PCC): Removed contract or MOU as a requirement. Removed Austin Academy and added Literacy Coalition of Central Texas; added Austin Energy as partner; removed Caritas of Austin; added services to Foundation Communities**

**Added language on PCC in relation to PBRA FSS**

**XX. FSS COORDINATOR FUNDING:  
Added language for FSS Coordinator funding**

**XXI. CERTIFICATION OF COORDINATION: Updated WIA to WIOA; Updated CEO name**





Housing Authority of the City of Austin

Family Self-Sufficiency Action Plan

May 12, 2020

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## FAMILY SELF-SUFFICIENCY PROGRAM ACTION PLAN

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## I. INTRODUCTION

This Action Plan describes the goals and objectives of the Housing Authority of the City of Austin (HACA)'s Family Self Sufficiency (FSS) program that will serve as one program combining the residents of Public Housing and the Housing Choice Voucher Program. This program will also continue to serve the remaining Public Housing families previously enrolled FSS prior to conversion to Project Based Rental Assistance under RAD. Under this Plan, no new PBRA FSS Participants will be enrolled. This Plan is a revision of a previous Action Plan, dated April 16, 1999 and updated February 19<sup>th</sup>, 2004, and August 24<sup>th</sup>, 2011. As an agency, HACA works to break the cycle of poverty by serving as a catalyst for residents to become economically self-sufficient. The following Action Plan for HACA's Family Self-Sufficiency Programs describes the ongoing efforts to foster self-sufficiency among HACA residents.

The purpose of the Family Self-Sufficiency FSS programs is to promote a coordination of public and private resources to support Housing Choice Voucher Public Housing, and Project Based Rental Assistance residents (hereafter referred to as Housing Authority residents) efforts to achieve economic self-sufficiency leading to economic security. In support of the FSS program objectives, HACA promotes a dynamic partnership between FSS families, staff, and the community that empowers participants to overcome socio-economic barriers and achieve their potential to fully participate in the economy.

Using housing as the stabilizing factor, resources and services are coordinated to assist residents who are unemployed or under-employed to become fully employed. HACA and the FSS family Head of Household enter a 5 yr agreement governed by the HUD FSS Contract of Participation (CoP). HACA's FSS Coordinators work with FSS participants to leverage resources in order to address the participant's identified gaps in education, skill development, supportive services, job training, and job placement that present challenges to achieving financial security.

HACA's FSS Coordinators provide individual case management with the goal of fostering the self-confidence and skills required to achieve financial security. In order to graduate from the FSS program, the family must become free of welfare assistance. Welfare assistance, for the purposes of the FSS Program only, as defined in 24 CFR §984.103, is income from Federal or State welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs (commonly referred to as "Temporary Aid to Needy Families" or "TANF").

## II. TERMS AND DEFINITIONS:

To promote a common vocabulary to facilitate our work of assisting families build economic self-sufficiency, commonly used terms and phrases have been defined as follows:

### **Financial security and economic self-sufficiency for the individual**

Financial security and economic self-sufficiency is the condition of having stable income or other resources to support a standard of living now and in the foreseeable future without the help of public assistance.

**Public assistance:**

Public assistance for the purposes of the FSS program is defined as welfare payments or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, State or local governments. It includes only cash payment for ongoing basic needs (TANF).

**Contract of Participation (CoP):**

The Family Self-Sufficiency (FSS) Program Contract of Participation, HUD form 52650, which set forth the principal conditions and terms governing participation in the FSS program. The contract includes the rights and responsibilities of both the FSS participant and HACA. The contract also includes the Individual Training and Service Plan (ITSP): a section of the CoP that becomes part of the family responsibilities under the contract, addresses personal and professional goals as benchmarks to be achieved, plus activities and services to assist the family meet goals leading toward self-sufficiency

**Escrow Account:** Under the terms of the CoP, eligible participants will have deposits made into an escrow account, operated and maintained by HACA, according to guidelines set forth in the CoP and HUD's FSS Escrow Account Worksheet, form HUD-52652 and 9831C for Multifamily (PBRA) FSS. There will be one interest bearing Escrow Account for all FSS participants, separated by housing assistance program: PH, HCV, and PBRA. Each FSS participant will have a separate sub-line item, which will include all deposits and calculated interest.

**FSS participant/Head of Household (HOH):**

The HOH for the FSS contract must be the same adult family member who is HOH for purposes of PH lease and Housing Choice Voucher Program. This individual assumes legal and financial responsibility for the household and is listed on the FSS contract.

**Individual Training and Service Plan (ITSP):**

As part of the CoP, form HUD-52650, a written plan is prepared in cooperation with each FSS participant. The ITSP includes personal and professional goals to be accomplished by the participant before the ending date of CoP. Family members over the age of 18 who choose to, may also execute an individual training and services plan under the contract.

**Seeking Employment:**

"Actively seeking" shall include activities to prepare for employment. This may entail attending workforce development classes such as résumé review, interview skills etc, or conducting job search by sending out resumes, attending job interviews and, submitting employment application. These activities will be documented by submitting a minimum of 20 applications per week, or class attendance records/certificates of completion.

**Suitable Employment:**

Employment obtained and maintained by the FSS participant that will allow for independence from welfare assistance i.e. allow the family or individual to meet basic needs and lead to building financial security. Suitability of employment for participant will be determined on a case-by-case basis with consideration of individual circumstances and may include full-time or part-time employment that is reasonably expected to continue. Ideally income is expected to be related to a job training program completed as identified in the individual training and services plan, with consideration given to available job opportunities in the area. Reasonable accommodations will be made by request of those claiming a disability.

**Earned Income:**

Income or earnings included in annual income from wages, tips, salaries, other employment compensation, and self-employment. Earned income does not include pension or annuity, transfer payments, lump sum payments any cash or in-kind benefits, or funds deposited in or accrued interest established by a PHA on behalf of a participating family.

**III. FAMILY DEMOGRAPHICS – PUBLIC HOUSING**

The Housing Authority of the City of Austin (HACA) is in the process of converting all Public Housing stock to Project Based Rental Assistance under RAD. There is currently 1 PH property that has yet to be converted to PBRA at the time of the posting of this Action Plan: Chalmers West.. Characteristics of the 87 families living within this public housing family development as of February 21<sup>st</sup>, 2020, include the following:

**A. Family Size – Public Housing**

- The average family size is 2.59.

**B. Race/Ethnicity of HOH – Public Housing****Race:**

- Black: 36, 41.38%
- White: 50, 57.47%
- Asian: 1, 1.15%
- Native American: 0, 0%
- Pacific Islander: 0, 0%

**Ethnicity:**

- Hispanic: 43, 49.43%
- Non-Hispanic: 44, 50.57%

**C. Income – Public Housing**

- The average income of a public housing family: \$12,475

#### **D. Gender of Head of Household– Public Housing**

- Females: 64, 73.56%
- Males: 23, 26.44%

#### **E. Average Age – Head of Household – Public Housing**

- 50.33

### **IV. FAMILY DEMOGRAPHICS – HOUSING CHOICE VOUCHER PROGRAM**

The Housing Authority of the City of Austin manages 5,518 vouchers. Characteristics of the families living within the Housing Choice Voucher Program, as of February 21<sup>st</sup>, 2020 include the following:

#### **A. Family Size – Housing Choice Voucher**

- The average family size is 2.38.

#### **B. Race/Ethnicity (HOH) – Housing Choice Voucher**

##### **Race:**

- Black: 2,987, 54.13%
- White: 2,442, 44.26%
- Asian: 104, 1.88%
- Native American: 59, 1.07%
- Pacific Islander: 17, 0.31%

##### **Ethnicity:**

- Hispanic: 1,507, 27.31%
- Non-Hispanic: 4,011, 72.69%

#### **C. Income – Housing Choice Voucher**

- The average income of a Housing Choice Voucher family is \$15,774

#### **D. Average Age – Head of Household - Housing Choice Voucher**

- 50.04

### **V. FSS PROGRAM PARTICIPANTS – ANTICIPATED PARTICIPATION**

HACA will make a good faith effort to have the FSS program emulate the demographics of the residents of HACA's Public Housing and Housing Choice Voucher Programs.

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**VI. ESTIMATE OF PARTICIPATING FAMILIES****A. Public Housing**

HACA will enroll interested public housing residents from the remaining PH property as they end their participation in the Jobs Plus Program. For this new enrollment period, a minimum of 10 slots will be made available for these families and additional families may enroll based on the availability of openings on the FSS Coordinators' caseloads. Enrollment will end prior to the property's conversion to PBRA under RAD.

**B. Project Based Rental Assistance**

HACA will only continue to serve the FSS participants that enrolled in the program prior to conversion from Public Housing to PBRA. At the time of the posting of this Action Plan, there are approximately 23 families who are still enrolled in FSS under PBRA post-RAD conversion.

**C. Housing Choice Voucher Program**

HACA had 31 Section 8 Rental Certificates that were allocated in September 1993, and were designated for the Family Self-Sufficiency Program. HACA was allocated 41 mandatory FSS slots under the Quality Housing and Work Responsibility Act (QHWRA). Per the amended mandatory requirements with (QHWRA), HACA reduced the mandatory slots by one for each FSS graduate fulfilling the family's contract of participation on or after October 21, 1998, and completed the mandatory program (Phase I). HACA serves as many participants as it can accommodate with current staff (as determined by HACA), and with a maximum of 65 participants per FSS Coordinator. FSS Coordinators serving PH and remaining PBRA families will add HCV families on their caseloads as needed to maintain minimum caseload sizes of 50. The availability of the FSS Waitlist will be posted at the HACA Administrative Offices, on the HACA website, and on social media when the program has capacity to bring on new participants. Recruitment of new families will be ongoing to replace any available openings. Section VIII and XI of this plan describe outreach and selection procedures. HACA will evaluate its capacity to serve more FSS participants on an ongoing basis.

**VII. TIMETABLE FOR IMPLEMENTATION**

The Housing Authority of the City of Austin began its FSS program in 1994 and has continuously operated both PH FSS and HCV FSS programs since combining the two programs after the grant was merged into one by HUD. New participants from the remaining Public Housing property and from the HCV Program will be enrolled onto the FSS program on a rolling basis as determined by availability on FSS Coordinators' caseloads. Enrollment for the remaining Public Housing Property (Chalmers West) will cease prior to the property's conversion to PBRA.



## VIII. OUTREACH EFFORTS

HACA will conduct ongoing outreach to Public Housing and HCV households by way of newsletter, flyers, and brochures describing the FSS Program and announcing various FSS events. Public Housing Managers and Housing Choice Voucher Program's **Housing Eligibility Specialists** will distribute FSS brochures to residents at annual re-examinations and initial orientations. When vouchers are distributed to HCV, FUP, and VASH participants, information will be given on the Family Self-Sufficiency Program. In addition, when the FSS Waitlist is open, FSS Coordinators will notify HCV and VASH staff so they may notify their residents of the opportunity, and directly notify FUP youth and families. HACA will also conduct FSS promotional activities including **workshops**, resident empowerment events, and other such activities.

In order to develop the resources and support necessary for **FSS participants** to achieve their goals, outreach efforts to service providers will be ongoing. The FSS Program Coordinating Committee (PCC) will also assist with outreach efforts to local area service providers. Outreach will be made to all HACA families without regard to race, color, religion, **sexual identity, sexual orientation**, handicap, familial status, age, or national origin.

## IX. SELECTION PROCEDURES - PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAM

### A. Reasonable Accommodations

HACA will make reasonable accommodations to those persons with disabilities who require such accommodation **as long as suitable employment within abilities can be met.**

### B. Non-discrimination

Selection is made without regard to race, color, religion, **sexual identity, sexual orientation**, handicap, familial status, national origin, **age**, or sexual orientation, in compliance with Title VI of the Civil Rights Act of 1964, as amended, Title VII of the Civil Rights Act of 1968, as amended, and Executive Order 11063.

### C. Application Procedures

#### 1. Waiting List:

Recognizing that the level of interest in FSS participation may occasionally exceed the capacity of HACA to meet, a waiting list of interested families may be deemed necessary. This will be maintained as a pool of possible participants and maintained by HACA's FSS Coordinators with administrative oversight provided by **the FSS Program Manager.**

The waiting list will be opened at least annually as described under section VII B and VII C.

There will be separate waiting lists for the Public Housing and Housing Choice Voucher Program, if a waiting list is deemed necessary. To be placed on the waiting

list, interested HACA families must complete and return an FSS Interest Form. Upon completion and submission of the FSS Interest Form, a member of HACA's FSS team will date stamp the information and the Housing Authority resident will be placed on the appropriate waiting list (if a waiting list exists), and allowed entry into the FSS Program as space allows. If there is a waiting list, Housing Authority residents who have ported in to HACA from another jurisdiction and were actively participating in the FSS program at the original Housing Authority, will receive priority and may be absorbed into the **HCV** FSS program without first becoming waitlisted.

## 2. Application:

As openings to the FSS waiting list become available, individuals on the list will be contacted via mail **or email** by order of date and time listed, and provided a program application form. The resident will have fourteen (14) calendar days to complete and return the FSS Application Form, or if failing to do so, be removed from the list and consideration for enrollment. Delisted residents will have the option to re-apply to the waitlist at the next waitlist opening. There is no limit to successive applications if the resident chooses to re-apply. Successful completion and timely submission of the FSS Application Form shall serve as a level of motivational screening for HACA's FSS program. Residents with disabilities or limited English proficiency (LEP) may request support completing the form.

Eligible applicants will be contacted by an assigned FSS staff within 2 weeks of their application date for a scheduled group or one-on-one orientation **in a virtual setting or in person**. At the conclusion of the orientation the applicant may make a decision to execute a contract of participation and ITSP at that time but no later than 7 business days after the orientation. The applicant also has the option to decline participation. If the applicant fails to attend the scheduled orientation, an opportunity will be made available for a rescheduled orientation appointment within two weeks.

If the applicant fails to attend the rescheduled appoint (2<sup>nd</sup> attempt) and has failed to contact the assigned HACA FSS staff within ten business days, (i.e. applicant is counted as "no call, no show") HACA will interpret the no call, no show to mean the applicant has withdrawn their interest in the program, and the applicant will automatically be withdrawn from consideration. If the resident chooses to re-apply to the waitlist at a later time, the procedures defined above in (a) shall be followed.

**In the event the applicant is unable to attend the scheduled orientation and initiates the request for a rescheduled appointment, a rescheduled appointment will be made within two weeks. If the applicant initiates a request for a 2<sup>nd</sup> rescheduled appointment they will be rescheduled. If the applicant fails to attend the orientation two (2) times, they will be not be eligible to reapply to HACA's FSS program or open waitlist before a six (6) month waiting period. This period is the second motivational screening for level of interest. If at the time of the 2<sup>nd</sup> rescheduled appointment, the applicant requires more than 30 additional days for intake appointment, they will be placed back on the waitlist.**

## **X. PORTABILITY PROVISIONS**

HCV families may relocate as a feature of the program and FSS families may end their participation in FSS or transfer their FSS contract to the receiving PHA. If a HACA FSS Participant chooses to move to another jurisdiction and their voucher is being absorbed, the family must provide a signed and revised FSS CoP in order for the transfer of FSS funds to the receiving PHA to occur. If the signed CoP is not received within 90 days of HACA's receipt of notification that the household has leased up in that jurisdiction, then the family's participation in HACA's FSS Program will be terminated and any escrow monies will be forfeited.

FSS families porting into HACA's jurisdiction will receive priority entry onto the program and may be absorbed into the HCV FSS program without first becoming waitlisted. The family that is porting into HACA's FSS Program must sign the contract of participation within 90 days of lease-up with HACA. If the port-in family does not sign HACA's CoP within 90 days, then the initial PHA may terminate their CoP and forfeit the family's escrow.

## **XI. METHOD OF IDENTIFICATION FOR FAMILY SUPPORT NEEDS**

The success of participants' outcomes and general success of the Family Self-Sufficiency Program will depend greatly on how effectively the needs of the participant family are addressed and how committed the FSS participant is to becoming self-sufficient. HACA's FSS team will assess the needs of each FSS family beginning at intake and on an ongoing basis, using case-by-case evaluation and self-reporting, in addition to any tools pursuant to delivering effective case management.

### **A. Individual Training and Service Plan (ITSP)**

A member of HACA's FSS team and the head-of-household will collaboratively develop an Individual Training and Service Plan (ITSP), which establishes the family's specific interim and final goals. The goals set out in the ITSP must lead to economic self-sufficiency. One interim goal for each family currently receiving TANF must be that the family must become independent of welfare assistance, as defined in 24 CFR §984.103, at least one year prior to the expiration of the term of the FSS CoP. The role of the FSS staff in the creation of the ITSP is to collaborate with the family to ensure such goals are likely to lead to self-sufficiency and employment, and that the resources are identified and available to enable families to succeed. The ITSP is not a static document but must demonstrate measurable progress towards milestones and will be reviewed at least annually to ensure relevance of interim goals to the final goal of self-sufficiency, and the availability and access to resources to meet said goals is within the scope of the family's abilities.

### **B. Family Responsibilities**

In order to track participant progress towards meeting their interim goals and to provide follow-up supportive services, the FSS participant must:

- 1) Attend all scheduled appointments and FSS meetings with frequency determined by FSS Coordinator

- 2) Seek and maintain suitable employment after completion of any job-training program listed on the ITSP;
- 3) Complete the activities within the specified completion date as documented in the ITSP;
- 4) Provide HACA with updated information about the family's participation in services related to the goals listed, and the FSS Program in order to evaluate HACA's partnerships with community organizations, private business entities, and governmental agencies. This could include information regarding employment, job interviews, training, educational attendance and other FSS services and activities;
- 5) Comply with the terms of the Housing Lease Agreement;
- 6) Fulfill the family obligation requirements under the Public Housing, **Project Based Rental Assistance Program** and Housing Choice Voucher Rental Programs. This includes reporting changes in residency, family composition, or income to HACA; and
- 7) Become free of welfare assistance and remain welfare-free for at least 12 consecutive months prior to expiration date of the FSS CoP.

### **C. HACA Responsibilities**

In order to monitor the progress of each participant, HACA's FSS team will do the following:

- 1) **Contact FSS participant regularly based on assessed need (monthly to semi-annually)** to determine progress made toward defined goals via personal interviews, phone contact, **email** or group meetings;
- 2) Work with Public Housing and **PBRA** Managers or Housing Choice Voucher Program **Eligibility Specialists** to determine changes in residency, family composition, or income and obtain referrals for new **FSS participants**;
- 3) Maintain a contact record documenting tasks and accomplishments made towards achieving goals for all **FSS participants**;
- 4) Conduct regularly scheduled orientations for interested potential new participants;
- 5) Provide referrals and supportive services (as defined in Section XI.A) available to FSS families; and
- 6) Provide annual updates to the FSS Program Coordinating Committee (PCC) and to HACA's Board of Commissioners on successes of the FSS program and the participants.

## **XII. INCENTIVES TO ENCOURAGE PARTICIPATION – PUBLIC HOUSING, **PROJECT BASED RENTAL ASSISTANCE**, AND HOUSING CHOICE VOUCHER PROGRAM**

### **A. Supportive Services**

In order to support **FSS participants** in achieving their goals, the HACA FSS team will coordinate the following services or will provide referrals to partnering agencies:

- 1) Childcare
- 2) Transportation

- 3) Life Skills Training
- 4) Education
- 5) Employment Opportunities and Job Training
- 6) Financial Literacy
- 7) Home Ownership Training
- 8) Parenting Skills

In order to assist the FSS families with completing the goals set forth in the FSS Contract of Participation, HACA will provide ongoing support, follow-up, tracking, counseling, referrals and other supportive services to the families.

## **B. Formed Partnerships with Public and Private Entities**

HACA has formed partnerships with public and private entities to provide opportunities that enable and empower FSS families to become self-sufficient. The public and private entities will provide supportive services for the FSS program, including the resources listed above. In addition to these partnerships, HACA's non-profit subsidiary, Austin Pathways, provides limited supportive services to FSS families subject to available funding. Supportive services may include but are not limited to: bus passes; gas cards; certification programs; testing for licensing and certification; work and school uniforms/equipment; and transitional childcare. This supplementary support is based on the evaluated need of FSS participants and the impact on the family's successful completion of their program goals. Support is limited and provided as available at the approval of HACA executive staff. HACA staff will work to continually expand the range of services available through partnerships.

## **C.–Escrow Account**

Families participating in the FSS Program may, if eligible, accumulate money in an escrow account when their earned income increases. Each time eligible families' earned income increases, this will typically result in a rent increase. A portion of the increased rent amount is deposited into an escrow account. The amount credited to the escrow account will be calculated using the formula required by federal regulations, as defined in 24 CFR §984.305. The escrow calculation is based on increases in the rent actually paid by the FSS family, potentially capped due to payment of flat rent for Public Housing families or Jobs Plus Earned Income Disallowance (EID). This is discussed further in Section C.3. The escrow for PBRA families follows the same principle as escrow calculations for PH and HCV, and will be calculated in accordance with Notice H-2016-08. The property management company or those completing PBRA certifications must communicate and cooperate with the FSS Program for the purposes of escrow calculation and program participation.

### **1. Deposits**

HACA will deposit the FSS account funds for each eligible family into one main escrow account, and maintain a separate General Ledger Account in the Housing Authority of the City of Austin books. The FSS General Ledger Account will consist of subsidiary ledgers for each individual eligible FSS participant including, but not limited to, name of participant, date participant entered the program, individual escrow transactions by date and

amount, interest earned on individual balances and date that the account is terminated or disbursed. The main escrow account will be invested in HUD-approved investments.

Interest earned on the main escrow account will be earned on a monthly basis and allocated to each individual account. During the time of the Contract of Participation, HACA shall credit periodically, at least annually, to each family's FSS account, the amount of FSS credit determined in accordance with 24 CFR §984.305 and H-2016-08 for Multifamily FSS (PBRA).

## 2. Disbursements

The final disbursement of FSS account funds is made to the head of household of the FSS family when the following conditions have been met:

- 1) The FSS family has fulfilled all of its obligations under the Contract of Participation on or before the expiration of the contract term, including any extension thereof. For HCV FSS families only, qualification to graduate may also be met if 30% of the family's monthly adjusted income equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on HACA's occupancy standards (even if the contract termination date or any extension thereof, have not expired);
- 2) The head of the household certifies that no member of the FSS family is a recipient of federal or state welfare assistance, as defined in 24 CFR §984.103 and H-2016-08. The FSS Coordinator will verify this information by obtaining documentation and contacting welfare agencies.
- 3) The Housing Authority resident must live in the jurisdiction of HACA for at least twelve (12) months prior to contract completion date to receive the escrow funds.

HACA will pay the head of household the amount in the family's escrow account less any outstanding balances owed to HACA.

HACA may permit the family to make partial withdrawals from the FSS escrow account before completion of the contract if the family has completed at least one goal set forth in the ITSP and the funds are needed to complete the CoP. Requests for interim disbursements must be made in writing by the head of the household and follow the proper HACA Standard Operating Procedures, which is subject to approval. The request shall be no more than ½ of the amount in the FSS escrow account, unless authorized by the Vice President of Assisted Housing.

The FSS Program Manager will review requests for interim disbursements and will make a recommendation to the Vice President of Assisted Housing. The President and CEO shall retain final approval. Early disbursements of escrow funds are at the sole discretion of HACA. Partial disbursement of escrow funds will be allowed one time per year and must be limited to goal specific requests.



### **3. Flat rent (PH); Earned Income Disallowance and other Incentives**

Public Housing Flat rent: When a Public Housing FSS participant's earned income increases and surpasses the established flat rent for his/her housing unit, the FSS participant will have the option to pay, without penalty, either the flat rent amount or the higher, income based rent amount. If the participant chooses to pay flat rent, any escrow accrued will be calculated based on the flat rent amount actually paid by the participant, versus the Family Rent.

Earned Income Disallowance (EID): EID was established by QHWRA to encourage residents to become self-sufficient by rewarding residents who go to work or have increased earnings. Residents who meet EID, as defined in 24 CFR §960.255, will be excluded from the aggregate of earned income for the purposes of calculating escrow.

To this end, FSS Participants whose earned income increases will not accrue escrow credit during the period of time in which 100% of the earned income increase is being disallowed. FSS participants on EID will be eligible to begin accumulating escrow at the beginning of the phase in period, when 50 % of their income determination becomes included in the rent calculation. The amount of income included in rental calculation will be the amount included in the escrow calculation.

Other incentives: Gift certificates, awards, ribbons, plaques, banquets, etc., may be offered to motivate, reward and recognize participants as they progress through interim goals and achieve successful CoP completion. There may be times when no other incentive is available other than escrow accounts. HACA is in no way obligated to provide monetary or non-monetary incentives other than the escrow account.

### **XIII. CORRECTIVE ACTION: FAILURE TO MEET FAMILY RESPONSIBILITIES**

FSS participants may be subject to corrective action should the head of household fail to fulfill the Family's Responsibilities as defined in Section XI, Paragraph B. Corrective Action may include being placed on probation for a period of ninety (90) calendar days. During the 90 days there will be an addition of conditional and mandatory activities added as an amendment to the ITSP. These activities will address persistent obstacles to meeting benchmarks outlined in the ITSP, and to help the participant identify and enact strategies to move forward with renewed momentum. Should the FSS Participant violate the terms of the FSS Probationary Agreement, the FSS contract will be terminated as outlined in Section XIV.

### **XIV. CONTRACT TERMINATION AND WITHHOLDING OF SUPPORTIVE SERVICES**

#### **A. FSS Contract Termination**

The FSS Contract of Participation may be terminated before the expiration of the contract term, and any extension thereof, for the following reasons:

- 1) The Contract of Participation is automatically terminated if the family's Public Housing, **Project Based Rental Assistance**, or Housing Choice Voucher Program assistance is terminated in accordance with HUD requirements;
- 2) If the family violates family housing obligations. A participant family's housing obligations are described in the Certificate of Family Participation/Lease Agreement and the Family Obligation under the Housing Choice Voucher Contract.
- 3) If the family breaches the FSS contract. The family's obligations for the FSS program are described in FSS Contract of Participation, HUD -52650.
- 4) If the FSS family's head of household fails to become independent from welfare assistance;
- 5) If the FSS family's head of household fails to meet the employment obligations of the contract;
- 6) The FSS participant and HACA sign a written agreement mutually agreeing to terminate the contract;
- 7) HACA determines that the family has not fulfilled its responsibilities under the FSS Contract of Participation and that there is not good cause for the family's failure to fulfill such responsibilities;
- 8) The family moves outside of HACA's jurisdiction under Housing Choice Voucher Program portability procedures and enters the FSS Program of another housing authority;
- 9) HACA determines that the resources and services necessary to complete the contract are not available;
- 10) **Any related new HUD mandate resulting in changes to the contract of participation and/or the related CFR,**
- 11) Operation of law.

If for any reason HACA terminates the FSS Contract of Participation, the FSS participant will not be allowed to participate in any FSS programs administered by HACA for one year.

**HACA may use discretion in determining eligibility for return to the program in reference to the reason for original termination. For example, in cases of fraudulent or threatening behavior by a previous participant, repeat participation may be declined.**

## **VII. APPEAL PROCEDURES**

Housing Authority residents may file a grievance for any decision involving termination from the FSS Program, denial of FSS participation, escrow funds forfeited, and withdrawal of the FSS application. The Housing Authority of the City of Austin's informal hearing procedures shall apply as established in Public Housing, **Project Based Rental Assistance**, and Housing Choice Voucher Program Administrative Plans. The appeal procedures for FSS can be obtained through the **FSS Program Manager** or the Informal Hearing Officer.

No appeal will be granted for voluntary withdrawal.



## **VIII. HUD FSS CONTRACT TERM, EXTENSION, MODIFICATION AND ADDITIONAL TERMS**

### **A. Public Housing, Project Based Rental Assistance, and Housing Choice Voucher Program**

- 1) The Contract of Participation shall provide that each FSS family is required to fulfill those obligations to which the participating family has committed itself under the FSS Contract of Participation no later than five years after the effective date of the contract, unless the FSS participant is terminated prior to the end of the five-year period of the contract pursuant to the provisions of this agreement.
- 2) HACA may, in writing, extend the term of the Contract of Participation for a period not to exceed two years when good cause exists for granting the extension. A family must supply a written request for an extension that includes a description of the need for the extension no later than thirty (30) calendar days prior to the expiration date of the FSS Contract of Participation. Requests for an extension shall not be approved unless circumstances beyond the control of the FSS family are evident in the need for extension. Examples of circumstances beyond the control of the FSS family include involuntary loss of employment or extended serious illness that prevented the participant from seeking or maintaining suitable employment. HACA retains the sole discretion to grant or deny an extension request.
- 3) HACA and the FSS family may mutually agree to modify the Contract of Participation. The Contract of Participation may be modified in writing with respect to the Individual Training and Services Plans, the contract term in accordance with paragraph 2 of this section, and designation of the head of the family. Modifications to the Individual Training and Service Plan may be made no later than 30 days prior to the expiration date of the FSS Contract of Participation.
- 4) A participant may only graduate one time from either the Public Housing / PBRA or the Housing Choice Voucher FSS program. The only exception to this guideline is an HCV family that meets the qualification to graduate due to income and there is no escrow disbursement. If this is the case and the resident becomes income eligible again for the program after a one year waiting period, the family may re-enroll into the FSS program.

## **IX. ASSURANCE OF NON-INTERFERENCE – PUBLIC HOUSING, PROJECT BASED RENTAL ASSISTANCE, AND HOUSING CHOICE VOUCHER PROGRAM**

Families choosing not to participate in the FSS program will not have their continued occupancy affected nor have their right to admission encumbered should they wish not to participate.

## **X. COORDINATION WITH LOCAL SERVICES**

In developing and revising this FSS Action Plan, and the attendant services and activities, HACA has coordinated with local employment training programs, including the CHOICES program and local Workforce Investment **Opportunity** Act (**WIOA**) programs. HACA continues to coordinate with other relevant employment, childcare, transportation, training and education programs in the Austin/Travis County areas. Service coordination is critical to participant and program success and will continue in the implementation of the FSS programs at HACA. A certification attesting to such is included as Section XXI.

## **XI. PROGRAM COORDINATING COMMITTEE (PCC)**

The Housing Authority of the City of Austin partners with various entities that serve as a referral network for our residents; some as paid contractors for services and others as unpaid contractors informally with or without MOU. These collaborations also serve to provide feedback to the FSS team on methods to enhance the FSS program. The Program Coordinating Committee (PCC) members will consist of a selection from among the following agencies:

- 1) Membership from select Partner Agencies, including:
  - AUSTIN COMMUNITY COLLEGE – GED and ESL classes; postsecondary education
  - AUSTIN ENERGY – Utility Assistance for FSS participants in addition to other self-sufficiency program members and the elderly/disabled residents of HACA
  - CAPITAL AREA WORKFORCE DEVELOPMENT BOARD/Workforce Solutions– job readiness training, job training; job placement; supportive services, sharing information on TANF program rules, services and benefits that support FSS families’ work efforts, encourage TANF recipients who are served by the HA to enroll in FSS
  - CITY OF AUSTIN OFFICE OF NEIGHBORHOOD HOUSING & COMMUNITY DEVELOPMENT –down payment assistance program; affordable housing program
  - GOODWILL INDUSTRIES – job placement services; interviewing skills; resume writing, financial literacy and life skills training
  - AREA CHURCHES and Christian Women’s Job Corp – food pantry; emergency assistance, youth programming, workforce development opportunities targeting women
  - Any Baby Can – parenting and life skills, workforce development
  - Lifeworks – Parenting and life skills, workforce development
  - Literacy Coalition of Central Texas – workplace competency training and GED preparation
  - Skillpoint Alliance - Job readiness/workplace competency, career assessment and counseling, job training, job placement, computer literacy
  - Foundation Communities –financial management education, college planning, free tax preparation, and health insurance enrollment

- Frost Bank – financial literacy and asset building; Other service provided as determined

Members may be removed from the PCC at the sole discretion of HACA. The PCC will also include representatives required per the CFR - two FSS participants, one from each PH and HCV FSS Programs. A PCC is not required for PBRA FSS; however, PBRA residents will be included and served by HACA's PCC.

## **XII. FSS COORDINATOR FUNDING**

FSS Coordinators will be funded through the FSS NOFA to serve HCV, PH, and PBRA residents that were already enrolled in FSS prior to conversion through RAD. The Housing Authority will maintain enrollment of HCV residents in the FSS Program to maintain eligibility to apply for FSS Coordinator funding under the FSS NOFA to serve eligible residents.

## **XIII. CERTIFICATION OF COORDINATION**

The Housing Authority of the City of Austin's Family Self-Sufficiency Program has been developed to avoid duplication of services and activities. The FSS program utilizes existing networks of services in the Austin area in order to avoid such duplication. Additionally, the FSS program has been developed, and continues to be implemented in collaboration with other entities in the Austin area, including the City of Austin and the Capital Area Workforce Development Board, which administer the Workforce Investment and Opportunity Act and Choices programs. HACA will continue to coordinate with relevant agencies and organizations throughout the implementation of the FSS program in order to promote the maximum benefit to participants while avoiding any duplication of services.

Signed: \_\_\_\_\_  
Michael Gerber, President and CEO

Date: \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF AUSTIN**  
**BOARD ACTION REQUEST**  
**AUSTIN AFFORDABLE HOUSING CORPORATION**  
**ITEM NO. 7.**

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**MEETING DATE:** June 18, 2020

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

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

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

**ACTION**

No action is being requested. Staff will provide an update to the Board regarding progress with AAHC's Portfolio.

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02655

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 8.

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**MEETING DATE:** June 18, 2020

**STAFF CONTACT:** Suzanne Schwertner, Director of Development

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02655 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Estates at Owen Tech

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

### ACTION

The Board is being asked to approve Resolution No. 02655 approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Estates at Owen Tech.

### SUMMARY

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

Austin Affordable Housing Corporation has been presented an opportunity to partner with Generation Housing Partners, LLC based in Dallas, Texas on a certain tract of land located at 14011 Owen Tech Boulevard, Austin, Texas 78728 (northwest quadrant of Owen Tech Blvd and Interstate 35) located in the Travis County ETJ. The project (Heritage Estates at Owen Tech) will consist of 174 senior apartment units serving tenants 62 years old and above with incomes from 40%-70% Area Median Family Income (AMFI). The board has seen this project twice before: June 2019 for the Tax Credit Application Resolution and October 2019 for the Bond Inducement Resolution. The nearest property in AAHC’s current portfolio is Preserve at Wells Branch located at 1773 Wells Branch Parkway, Austin, TX 78728 (to the North).

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

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$35,000,000. The planned development will consist of 104 one bedroom/one bath units and 70 two bedroom/two bath units. Income averaging will be used to enable more deeply affordable units. Seventeen units will be affordable to tenants with incomes at 40% AMFI or below; 148 will be affordable to

tenants with incomes at 60% AMFI or below; and 9 units will be affordable to tenants with incomes at 70% AMFI or below. All units averaged together will equal 60% AMFI. As with all AAHC properties, all units will be marketed to HACA's Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$20,000,000. Financing of the project will come from the following sources: Bank OZK will carry the construction phase debt; KeyBank N.A. will provide the permanent debt; Monarch Private Capital, LLC will provide equity; and TDHCA will carry a Multifamily Direct Loan. In the January 30, 2019 HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By serving families with incomes 40% to 70% AMFI and below, Heritage Estates at Owen Tech meets these targeted affordability goals.

Heritage Estates at Owen Tech will offer transportation options via the on-site bus stop or the community van. Amenities will include Energy Star appliances, ceiling fans, laundry connections, high-efficiency HVAC, open concept floor plans, covered entries and nine-foot ceilings. Common-area amenities will include barbeque grills, a resort-style swimming pool, community event center, theater room, business center, outdoor community garden and fitness center.

Unit Breakdown:           104 1-bedroom/1-bath 614-835 sq ft  
                                  70 2-bedroom/2-bath 1,083 – 1,169 sq ft

***Staff Recommendation:***

Board approval will allow Austin Affordable PFC, Inc. to issue Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) (the "Note") and to take such other actions necessary or convenient to facilitate the development of the Estates at Owen Tech.

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## **RESOLUTION NO. 02655**

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

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

**WHEREAS**, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

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

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its Austin Affordable PFC, Inc. Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) Series 2020 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$20,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 14011 Owen Tech Blvd., Austin, Texas 78728, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

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

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

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

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

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, a ground lease between the Sponsor and TX Owen Tech 2018, Ltd., as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

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

**PASSED, APPROVED AND ADOPTED** this 18th day of June, 2020.

ATTEST:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02656

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 9.

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**MEETING DATE:** June 18, 2020

**STAFF CONTACT:** Suzanne Schwertner, Director of Development

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02656 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Woodway Village Apartments), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Woodway Village Apartments

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

### ACTION

The Board is being asked to approve Resolution No. 02656 approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Woodway Village Apartments), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of the Woodway Village Apartments.

### SUMMARY

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

Austin Affordable Housing Corporation was presented an opportunity to partner with Dominion Group in 2019 to become the General Partner in an existing development located at 4600 Nuckols Crossing Road, Austin, Texas 78744. This property had been built using tax credits and reached its 15 year compliance period expiration. The project (Woodway Village) consists of 160 family apartment units serving residents at or below 60% Area Median Income. The board saw this project originally in June of 2019 for two resolutions to add AAHC as the General Partner as well as an inducement resolution and tax credit application resolution to apply for a new issuance of bonds/tax credits. This property is located immediately southeast of Signature at Franklin Park, which is located at 4509 East Saint Elmo Road, Austin, TX 78744.

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

The development will use a mix of 4% tax credits and bonds to finance the rehab with a total project cost of approximately \$36,000,000. The development currently consists of 32 one bedroom/one bath units, 47 two bedroom/two bath units, 16 two bedroom/two and half bath, 1 three bedroom/two bath and 64 three

bedroom/two and half bath units. As with all AAHC properties, all units will be marketed to HACA's Housing Choice Voucher families.

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

Rehab will include refurbishing eight units to meet accessibility codes and four units to accommodate hearing or visually impaired residents. In addition, work will include interior and exterior renovations to the apartment interiors and community building, addition to community building, construction of a new fitness center, new bus shelter, new mail kiosk, new pavilion, new maintenance building, and exterior building improvements and site improvements such as fence repair, roof and stucco repair, landscaping, irrigation system modifications for new landscaping and concrete drive repair.

Merchants Capital will provide the equity bridge loan and the permanent loan. Stratford Capital Group will provide equity.

Unit Breakdown:	32 1-bedroom/1-bath
	47 2-bedroom/2-bath
	16 2-bedroom/2 ½ bath
	1 3-bedroom/2-bath
	64 3-bedroom/2 ½ bath

***Staff Recommendation:***

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

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## **RESOLUTION NO. 02656**

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

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

**WHEREAS**, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

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

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its Austin Affordable PFC, Inc. Multifamily Housing Governmental Note (Woodway Village Apartments) Series 2020 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$30,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 4600 Nuckols Crossing Road, Austin, Texas 78744, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

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

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

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

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

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, an amended and restated ground lease between the Sponsor and Austin Leased Housing Associates IV, Limited Partnership, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

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

**PASSED, APPROVED AND ADOPTED** this 18th day of June, 2020.

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02657

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 10.

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**MEETING DATE:** June 18, 2020

**STAFF CONTACT:** Suzanne Schwertner, Director of Development

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02657 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Franklin Park), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of Franklin Park

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

### ACTION

The Board is being asked to approve Resolution No. 02657 approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Franklin Park), Series 2020 (the “Note”) and to take such other actions necessary or convenient to facilitate the development of Franklin Park.

### SUMMARY

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

Austin Affordable Housing Corporation was presented an opportunity to partner with Dominion Group in 2019 to become the General Partner in an existing development located at 4509 East Saint Elmo Road, Austin, Texas 78744. This property had been built using tax credits and reached its 15 year compliance period expiration. The project (Franklin Park) consists of 163 family apartment units serving residents between 30% and 80% Area Median Income. The board saw this project originally in February of 2019 for two resolutions to add AAHC as the General Partner and then in June of 2019 for an inducement resolution and tax credit application resolution to apply for a new issuance of bonds/tax credits. This property is located immediately northwest of Woodway Village which is located at 4600 Nuckols Crossing Road, Austin, TX 78744.

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

The development will use a mix of 4% tax credits and bonds to finance the rehab with a total project cost of approximately \$25,000,000. The development currently consists of 101 two bedroom/one bath units, 49 three bedroom/two bath units and 13 four bedroom/two bath units. Twenty-six units are affordable to tenants earning 30% AMFI and below; 53 units are at 40% AMFI and below; 52 units are at 50% AMFI and below; and 32 units are at 80% AMFI and below. As with all AAHC properties, all units will be marketed to

HACA's Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$15,000,000. In the January 30, 2019 HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By serving families with incomes between 30% and 80% Area Median Income, Franklin Park meets these targeted affordability goals.

Rehab will include converting a three-bedroom unit to an Accessible unit and converting one three-bedroom and one four-bedroom unit to Audio-Visual impaired units. In addition, the following amenities will be added: a new outdoor bus shelter, new outdoor pavilions, new outdoor pool and pool deck with fabric shade canopies, new outdoor sod play field, new outdoor playground with fabric shade canopies, two new outdoor trash enclosures, four new outdoor charcoal BBQ grill stations and two new monument signs. Renovations to apartment buildings include: improvements to existing interior and exterior fixtures, equipment and appliances.

Due to the limited interior scope of work, rehab will be complete with tenants in place following strict COVID-19 guidelines.

WNC & Associates, Inc. will provide Equity. JP Morgan Chase will provide the construction loan and an equity bridge loan. Bellwether Enterprise Real Estate Capital, LLC will provide permanent financing.

Unit Breakdown:

101 2-bedroom/2-bath 950 sq ft  
49 3-bedroom/2-bath 1,100 sq ft  
13 4-bedroom/2-bath 1,300 sq ft

***Staff Recommendation:***

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

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**RESOLUTION NO. 02657**

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

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

**WHEREAS**, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender’s tax-exempt debt;

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

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its Austin Affordable PFC, Inc. Multifamily Housing Governmental Note (Signature at Franklin Park Apartments) Series 2020 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the “Governmental Lender Resolution”), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an original principal amount not to exceed \$15,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 4509 East Saint Elmo Road, Austin, Texas 78744, including, without limitation, utilities, foundation, structures and equipment (collectively, the “Project”), are hereby approved pursuant to Section 303.071 of the Act.

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

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

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

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

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, an amended and restated ground lease between the Sponsor and Austin Leased Housing Associates III, Limited Partnership, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

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

**PASSED, APPROVED AND ADOPTED** this 18th day of June, 2020.

ATTEST:

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Carl S. Richie, Jr., Chair

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Secretary



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02658

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 11.

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**MEETING DATE:** June 18, 2020

**STAFF CONTACT:** Suzanne Schwertner, Director of Development

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02658 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of Vega Multifamily

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The board is being asked to approve Resolution No. 02658 to take such actions necessary or convenient to facilitate the development of Vega Multifamily.

#### SUMMARY

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

Austin Affordable Housing Corporation has been presented an opportunity to partner with the NRP Group to develop a property on Vega Avenue and Southwest Parkway called Vega Multifamily, to be located next to St. Andrew’s Episcopal School. AAHC and NRP have previously partnered on three projects; one of the projects is SOCO II, which is currently under construction and is located on South Congress Avenue.

Once built, 50% of the Vega Multifamily’s units will target individuals and families making 80% area median family income and below. Located in a high opportunity area, this property meets AAHC’s goals of providing housing in proximity to jobs, schools, grocers and transit. The property, as with all AAHC’s properties, will accept Housing Choice Vouchers upon completion.

Vega Multifamily will provide 330 units: 43 studios (650 sq ft), 165 one bedroom/one bath (725-917 sq ft), 107 two bedroom/two bath (1093-1330 sq ft) and 15 three bedroom/two bath (1431 sq ft). The property will be located at 5313 Vega Avenue, Austin, TX 78735 (southeast corner of Southwest Parkway and Vega Avenue).

Community amenities will include resort style pool with cabanas, 7,000+ square foot clubhouse and co-working space, state of the art fitness studio with yoga/spin rooms, secondary courtyard with movie viewing area and BBQ areas, dog spa, and 4th floor indoor/outdoor amenity deck with downtown views.

The site is adjacent to St. Andrew’s Episcopal School and is directly across the street from Regents School. NXP (4,000 employees), AMD (1,900 employees), Arm Ltd (700 employees), and YETI’s new corporate headquarters all reside within one mile of the property.

Lantana Place Shopping Center, located approximately one mile to the west of the site, is one of Austin’s newest mixed-use retail centers. The district has over 100,000 square feet of retail and restaurant space, anchored by Moviehouse & Eatery cinema, Orangetheory Fitness and Marriott’s AC boutique hotel.

***Process:***

The PFC financing structure will facilitate a lease of both the land and the improvements to a newly formed partnership. South Congress PFC will lease the land from St. Andrew’s Episcopal School on a 99 year ground lease. South Congress PFC will then turn around as landlord and sublease both the land and the improvements to the partnership for 99 years. At the end of the 99 years both the land and improvements will revert back to St. Andrew’s Episcopal School.

The property will be developed using a combination of equity from NRP and JP Morgan Chase and conventional debt through Zions Corporation, N.A. DBA Amegy Bank. The anticipated close and construction start is July/August of 2020.

Unit Breakdown:	43 Studio	650 sq ft
	165 1-bedroom/1-bath	725-917 sq ft
	107 2-bedroom/2-bath	1093-1330 sq ft
	15 3-bedroom/2-bath	1431 sq ft

***Staff Recommendation:***

Board approval will allow South Congress PFC, Inc. to take such actions necessary or convenient to facilitate the development of Vega Multifamily.

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**RESOLUTION NO. 02658**

**Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of Vega Apartments, a multifamily housing development (the “Project”)**

**WHEREAS**, the Authority has created South Congress Public Facility Corporation (“PFC”) to assist in the development of multifamily housing developments such as the Project;

**WHEREAS**, the Authority desires for the PFC to assume a leasehold interest in and to the real property on which the Project will be constructed (the “Land”) from NRP Properties, LLC (“NRP”) pursuant to an assignment and assumption agreement between PFC and NRP (the “Assumption Agreement”), whereby PFC will assume NRP’s role as tenant under that certain Ground Lease dated May 3, 2019 by and between St. Andrew’s Episcopal School (“Landlord”) and NRP, as amended (the “Ground Lease”);

**WHEREAS**, the PFC will enter into a sublease (the “Sublease”) with the Vega Avenue Apartments Owner LP (the “Partnership”) granting site control of the Land to the Partnership and a regulatory agreement providing that no less than 50% of the units in the Project are made available for rental to persons of moderate income (the “Regulatory Agreement”);

**WHEREAS**, the PFC will serve as a limited partner of Vega Avenue Apt LP, which is the limited partner of the Partnership and the sole member of Vega Avenue GP LLC, the general partner of the Partnership;

**WHEREAS**, pursuant to the terms of the Sublease and the Regulatory Agreement, the Partnership is required to develop the Project in a manner so that no less than 50% of the units are made available for rental to persons of moderate income;

**WHEREAS**, the Partnership will obtain a loan in the approximate amount of \$36,618,000 (“Mortgage Loan”) from Zions Bancorporation, N.A. DBA Amegy Bank (“Lender”) to finance the Project and, in connection with the making of the Mortgage Loan, Lender will require PFC to execute a leasehold deed of trust and to join in the execution of documents evidencing and/or securing the Mortgage Loan (collectively, the “Loan Documents”);

**NOW, THEREFORE**, in connection with the foregoing, the Board of Commissioners of the Authority hereby adopts the following resolutions:

**BE IT RESOLVED**, that the Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, leases, company agreements, documents and other writings, including the Loan Documents (collectively the “Agreements”) the Chief Executive Officer or his designee shall deem to be necessary or desirable in the consummation of the transactions and the formation of the entities herein contemplated;

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

**BE IT FURTHER RESOLVED**, that the Chief Executive Officer and his designee are 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 Chief Executive Officer or his designee shall deem to be necessary or desirable, and all acts heretofore taken by the Chief Executive Officer and his designee 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.

*[Remainder of page intentionally left blank for signature]*

**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of June, 2020.

ATTEST:

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CHAIR

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Secretary

This item has been pulled.