

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, July 16, 2020
12:00 PM**

**Via Video Conference Call
+1 (312) 757-3121 Access Code: 653-997-133
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 Video Conference Call
+1 (312) 757-3121 Access Code: 653-997-133
Austin, TX
(512.477.4488)**

**Thursday, July 16, 2020
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

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

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding approval of the Board Minutes Summary for the June 18, 2020 Board Meeting

ACTION ITEMS

2. Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center
3. Presentation, Discussion, and Possible Action regarding Resolution No. 02661: Update of Travel Policy, ratified effective Fiscal Year 2020
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02662: Approval of updates to the Capitalization Policy
5. Presentation, Discussion, and Possible Action regarding Resolution No. 02663: Action Plan for Family Self-Sufficiency (FSS) Program for Project Based Rental Assistance (PBRA)
6. Presentation, Discussion, and Possible Action regarding Resolution No. 02659: Awarding a Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234
7. 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
8. Presentation, Discussion, and Possible Action on Resolution No. 02664: Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Arbors at Tallwood Apartments (the "Development") in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution

9. Update on AAHC's acquisition and development programs

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:

ADJOURNMENT

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE ITEM NO. 1.

MEETING DATE: July 16, 2020

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding approval of the Board Minutes Summary for the June 18, 2020 Board Meeting

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on June 18, 2020.

ATTACHMENTS:

- ▣ **20200618 HACA Board Minutes Summary**

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

June 18, 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, JUNE 18, 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 June 18, 2020, to order, at 12:08 p.m. The meeting was held via Conference Call from the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

ALSO ON THE CALL:

Wilson Stoker, Cokinos, Bosien & Young

STAFF PRESENT ON THE CALL:

Andrea Galloway, Ann Gass, Barbara Jackson, Becky Summerset, Catherine Crago, Jimi Teasdale, Gloria Morgan, Leilani Lim-Villegas, Lisa Garcia, Martha Ross, Michael Cummings, Michael Gerber, Michael Roth, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, Tiffany Middleton, and Sylvia Blanco

CITIZENS COMMUNICATION

Zenobia Joseph, Citizen, corrected her affiliation in the May 21, 2020 minutes and provided testimony on Resolution No. 02653: Regarding the use of force by police, the need for law enforcement reform, and addressing racism and systematic inequality, and Resolution No. 02658 by the Board of Commissioners of the Housing Authority of the City of Austin to take such actions necessary or convenient to facilitate the development of Vega Multifamily

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 May 21, 2020

Per testimony from **Zenobia Joseph** during Citizen's Communication, the minutes will be corrected to reflect, **Zenobia Joseph**, Citizen, provided testimony.

Commissioner Carrington moved the Approval of the Board Minutes Summary with corrected language for the Board Meeting held on May 21, 2020. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 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

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, 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 HACA's 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.

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

Based on testimony from **Ms. Joseph** during Citizen Communication, **Chairperson Richie** amended the Resolution language to insert the name *Javier Ambler* among those referenced in the first WHEREAS of the Resolution. **Chairperson Richie** also amended the Resolution under the fifth WHEREAS to strike stand together and insert, *HACA supports peaceful protests and the goals of Black Lives Matter*, and stands with our employees, to substitute the word stand with the word *agrees*.

Commissioner Bailey stated he wanted to ensure that passing such Resolution would not negatively impact HACA funding from local, state and federal sources, and wanted to ensure that outside general counsel had reviewed and approved the Resolution language. **Wilson Stoker**, HACA outside general counsel, confirmed that he reviewed the language and had no concerns with the passing of the Resolution.

2nd Vice-Chairperson Apostolou moved to approve Resolution No. 02653: Regarding the use of force by police, the need for law enforcement reform, and addressing racism and systematic inequality with the amended language to the Resolution. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 3: A report on the formation and work on HACA's Diversity, Equity, and Inclusion 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 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 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.

ITEM 4: Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center

Gloria Morgan, HACA Director of Human Resources, provided results from a recent staff work from home survey. Updates on HACA's actions related to the Coronavirus (COVID-19) and HACA's Resident and Client Support Center were provided. **Michael Gerber**, HACA President and CEO, reported that HACA has successfully been able to continue providing services to residents remotely throughout the pandemic. Staff and resident safety concerns remain a top priority for HACA, therefore, HACA executive staff recommend that staff return to the office no sooner than September 8th. The Board of Commissioners agreed with this recommendation.

ITEM 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

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 HACA 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.

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 recommended 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.

Commissioner Carrington moved 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. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion, and Possible Action regarding Resolution No. 02654: Approval of Revisions to the Family Self-Sufficiency Action Plan

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.

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. Participants that graduate due to income qualification can participate in program again if they did not receive escrow upon graduation.

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 ended at 5:00 p.m. on June 12th, 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 asked the Board of Commissioners' to approve revisions to HACA's Family Self-Sufficiency Action Plan.

Commissioner Duncan-Hall moved to approve Resolution No. 02654: Approval of Revisions to the Family Self-Sufficiency Action Plan. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 7: Update on AAHC's acquisition and development programs

Ron Kowal provided an update to the Board regarding progress with AAHC's Portfolio.

ITEM 8: Presentation, Discussion, and Possible Action on Resolution No. 02655 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Heritage Estates at Owen Tech) and to take such other actions necessary or convenient to facilitate the development of the Estates at Owen Tech

Austin Affordable Housing Corporation was presented with an opportunity to partner with Generation Housing Partners, LLC based in Dallas, Texas on a 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).

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.

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

Vice-Chairperson Bailey moved to approve Resolution No. 02655 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. in an amount not to exceed \$20,000,000. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 9: Presentation, Discussion, and Possible Action on Resolution No. 02656 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Woodway Village Apartments), Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Woodway Village Apartments

Austin Affordable Housing Corporation was presented with 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.

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.

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

Village Apartments.

Vice-Chairperson Bailey moved to approve Resolution No. 02656 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Woodway Village Apartments), Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Woodway Village Apartments in an amount not to exceed \$30,000,000. **Commissioner Duncan-Hall Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

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

This item was pulled.

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

Austin Affordable Housing Corporation was presented with 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.

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.

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

Commissioner Carrington moved to approve Resolution No. 02658 by the Board of Commissioners of the Housing Authority of the City of Austin to take such actions necessary or convenient to facilitate the development of Vega Multifamily. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

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

This item has been pulled.

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS

The Board accepts the following reports from the President:

- Mr. Gerber reported that HACA has officially adopted Juneteenth as a HACA holiday.
- Reported on the number of current COVID cases at HACA properties. 1 at Northgate, 1 at Thurmond, 3 at Bouldin Oaks, 2 at Coronado

June 18, 2020

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Hills, and 1 at BTW.

Vice-President Bailey moved to adjourn the meeting. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

The meeting adjourned at 3:03 p.m

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

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

MEETING DATE: July 16, 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**

JUNE - JULY 2020, COVID-19 DIVISION ACTIONS

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

ADMISSIONS-LAURA BODAI

1. Develop policies for remote processing of applicants and resume eligibility processing for HACA PBRA properties so we are able to fill vacant units.
2. Develop intricate shared spreadsheets to serve as effective communication tools used while conducting remote eligibility
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.

ASSISTED HOUSING-LISA GARCIA

1. The Assisted Housing team worked on the RENT program almost the entire month of May. In June, the Assisted Housing team successfully worked together to respond to a backlog of HCV tenants' and owners' inquiries and catch-up on recertifications and interims.
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. Wilson Stoker conducted a virtual COVID-19 HQS safety training for the entire inspection staff.
3. Continue to complete physical inspections of vacant units with personal protective gear. If the unit is not vacant, completing virtual inspection and videoing the 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.

AUSTIN AFFORDABLE FINANCE CORPORATION-RON KOWAL

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.

AUSTIN PATHWAYS/COMMUNITY DEVELOPMENT-PILAR SANCHEZ

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. The hours changed to 7:30am-5:30pm. Residents can call to request assistance and get referrals to services available to them in their area. HACA staff answer the calls and lend a friendly ear to residents, who may be experiencing difficulties due to COVID-19.
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. Kids at our 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 ensure every school aged child has a device for distance learning. Our Senior Director is participating in an AISD task force to ensure HACA has the latest plans for the next school year. The Board of Commissioners approved \$250K to implement programming that will assist our kids with distance
4. Austin Public Health would like to conduct CV19 testing at 4 of our sites. Staff is coordinating and preparing for testing. This would eliminate barriers to testing for our residents.
5. Austin Pathways is working on plans to complete the BHH program by 12/31/20. Based on resources, we will attempt to meet as many grant goals as possible. The St. David's Foundation has allowed HACA to update their grant goals due to CV19. Austin Pathways is also looking for a clinical partner who can continue the BHH services as the primary partner and

COMMUNICATIONS-KEN BODDEN

1. Winning 6 NAHRO Awards of Merit, plus being nominated for 2 coveted Awards of Excellence (See monthly Comms
2. Gaining 325 new followers on Facebook, which has become an even more vital tool for connecting with residents since
3. Shooting and editing 8 additional "Virtual Tour" videos of vacant units
4. Creating a Spanish translation to accompany the July Resident Newsletter
5. Shooting and Editing a video, with drone, of the COVID testing at Lakeside <https://youtu.be/mlKg7-Kvw8>

FINANCE-MARTHA ROSS

| | |
|--|--|
| 1. | Continued reallocating work and developing new controls for use during extended COVID period. For example, we had hired and trained Temporaries for Accounts Receivable and Accounts Payable last year while we continue to update processes through this year and next. However, we rightly terminated their contract when COVID emerged, as Temporaries are not allowed to work from home per HACA policy, due to lack of direct supervision. Given that, we have been reallocating work and developing new and different controls during the extended COVID period. |
| 2. | Continued updating timeline and deliverables for consultant assistance. The consultants have not allowed to work at HACA offices during COVID per policy, and they also have limited access to our systems remotely per their policy. |
| 3. | Received applicants for the one budgeted open Sr. Accountant position, which was an exception to the hiring freeze |
| HUMAN RESOURCES-GLORIA MORGAN | |
| 1. | The Human Resource Department coordinated with HACA's legal counsel, Wilson Stocker, to conduct virtual training during HACA's weekly all staff meeting. Wilson, provided information reminding staff of HACA's Ethics, Behavior and Sexual Harassment policies. The training was very well attended with over 200 employees. At the completion of the session, staff were required to e-sign an acknowledgement form that will be placed in their personnel file, as proof of attendance. This training was recorded and will be made available to staff that were unable to attend. The recorded training will also be implemented as part of HACA's New Hire orientation. HR will report on the survey results during the |
| 2. | With the expiration of the 90-day grace period, previously implemented by HACA at the onset of COVID-19, this resulted in the discontinuous use of Administrative Leave for COVID related absences. HR informed staff of the Family First Care Act. The Act provides for paid time off to employees that may be affected by COVID related instances, to care for either themselves or family members. |
| 3. | This month the Human Resources department conducted virtual New Employee Orientation for a new Lead Maintenance. 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. |
| 4. | The Human Resources department also continued to conduct virtual New Hire Benefits Enrollment via GoTo Meeting. Previously, 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 has been successful. |
| LOW INCOME HOUSING - MICHAEL ROTH & NANCY MCILHANEY | |
| 1. | Management offices, playgrounds and all community spaces 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. Through cooperation with CommUnityCare, Lakeside residents were offered free COVID-19 testing onsite. |
| 2. | Maintenance staff continue to complete 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. Procedures were updated to state if a property has 5% of its units - or 5 units, whichever is lower - reporting active COVID-19 cases, then routine work orders inside units will be suspended until cases at the |
| 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. Socially-distant move-ins continue to be completed. Lease enforcement continues; HACA Annular and interim re-certifications for HUD-PBRA continue to be completed primarily by phone, email and other virtual means. For the LIHTC program, staff implemented a socially-distant process for collecting and completing LIHTC Annual Eligibility Certifications (AECs). |
| 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. |
| OPERATIONS & PROCUREMENT-NORA MORALES | |
| 1. | Building staff continues to run bulk trash three times-Monday/Wednesday/Friday. On Tuesday and Thursday they perform preventative building maintenance, recycling of items picked up during bulk trash pick-up. They are also working with contractors in getting the building in compliance of the CDC recommendations for a "return to work" plan. |
| 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 continues to fine tune the Laserfiche files for all documents ie Contracts, Fleet vehicles, Building Inspections, Contractor Insurance and Certifications. |
| 4. | We started working with P/D and other departments to create a "back to work" task force. |

| | |
|--|--|
| 5. | We will explore online or virtual training possibilities to all OPS staff to enhance skills and become cross trained. Prepping for the transition to the new software, Yardi. Building partnerships with new vendors to provide PPE. Adjusting to the new normal of HACA Operations. Operating paperless and electronically more now than ever before. |
| PLANNING & DEVELOPMENT-JIMI TEASDALE | |
| 1. | working on bldg hvac retrofits and IAQ quality issues. |
| 2. | vetting a consulting firm to assist HACA with BTW plans and strategies. |
| 3. | doing online trainings on Back To Work preparedness for readying workplaces. |
| 4. | still implementing some selective work with work crews using PPE, and distanced from residents and staff, and keeping the work moving that is possible to do, in safest ways we can. |
| 5. | not panicking... staying calm and working methodically! |
| QUALITY CONTROL-KELLY CRAWFORD | |
| 1. | Compliance investigations are being conducted via conference calls and video calls with impacted participants. |
| 2. | Virtual appeal hearings are being 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. |
| RAD-ANN GASS | |
| 1. | We have held virtual meetings with Chalmers West residents who will relocate later this year. We continue to support residents who are relocated from Chalmers East via phone and email. The last returning resident moved back in to |
| 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. | We are taking steps to restart the RAD rehabilitation work at Lakeside. The first project to be undertaken will be the |
| 5. | All staff working from home. |
| SOUTHWEST HOUSING COMPLIANCE CORPORATION-MICHAEL CUMMINGS | |
| 1. | Management and Occupancy Reviews (MORs) were suspended by HUD effective March 13, 2020. On May 22, 2020, HUD lifted the suspension and authorized Contract Administrators the option to conduct some or all previously scheduled MORs. In doing so, HUD 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 prior to resuming. Based on this development, SHCC resumed MORs the week of June 22, 2020. Almost simultaneously, a rapid increase in COVID-19 cases were being reported in Texas and Arkansas and SHCC began to receive confirmation of COVID-19 cases among residents and staff at number of properties we were planning to visit. Due to these worsening conditions, SHCC cancelled 7 of 20 scheduled MORs and notified HUD on June 25, 2020, that it was suspending MORs indefinitely beginning June 29, 2020. SHCC did conduct 13 MOR site visits in Texas and Arkansas prior to this suspension and is working to complete those reports. SHCC <u>will continue to monitor state and local COVID-19 conditions and reconsider performing MORs once conditions improve</u> |
| 2. | SHCC MOR staff will be transitioning back to assisting HACA in other areas/projects until MOR duties resume again. |
| 3. | 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. |
| 4. | All staff continue to work successfully from home. All HUD performance deadlines have been met and 100% of fees |
| TECHNOLOGY MANAGEMENT & INNOVATION-ANDREA GALLOWAY | |
| 1. | Started a new phishing test campaign for staff to increase their awareness and vigilance in a time where cyber security issues have increased. |
| 2. | Continued equipment and technical support for staff working from home. |
| 3. | Re-started the implementation for the HCV online recertification portal. |
| 4. | Continued implementation of Rent Café and Payment Processing for LIH clients. |
| 5. | Continued support for virtual meetings. |

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02661

FINANCE ITEM NO. 3.

MEETING DATE: July 16, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02661:
Update of Travel Policy, ratified effective Fiscal Year End 2020

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 2661 to allow paperless (electronic/scanned) receipts, in addition to original paper receipts, for travel expense reimbursements. The policy would also be ratified for reimbursement of airport parking of \$11/day.

SUMMARY

Background:

HACA Finance developed a software-enabled tool and process in-house in fiscal year 2019. In collaboration with the HACA Travel Coordinator and a cross-functional pilot group of users, the new workflow was tested in fiscal year 2020. This new process improved efficiency (less resources, faster review, centralized data, standardized review and added internal controls).

A key component of the new travel advance and reimbursement process was to go paperless. Our external independent auditors recommend we update our Travel Policy to accept paperless (scanned, electronic) receipts to pair with the process improvement. Previously, original paper-based receipts were required.

Process:

The proposed change to allow electronic receipts (scanned receipts, or cell phone copies of receipts) would be ratified and made effective fiscal year 2020. The traveler either takes a smartphone picture of the receipt in a legible clear manner, or scans paper receipts when they arrive home using a copier/scanner. All travel related forms are attached to the event (that one trip) in a project software tool, which is used for electronic workflow and routing of approvals.

After the 2019/2020 pilot period for the new process, HACA will have a transition period where Travelers will

continue to send the original paper receipt to Finance for a period of two years, to allow for internal and external audit to compare original receipts to the electronic receipts. During this same time frame, we will ask all stakeholders, grantors, partners to amend contract renewals to allow for electronic receipts for expense support and periodic audit.

Staff Recommendation:

Approval is recommended. Additional Travel Policy updates are planned for later in fiscal year 2021; this electronic receipt amendment is the only update requested and proposed at this time.

ATTACHMENTS:

- ▣ **Travel Policy 2011 - Updates**

RESOLUTION NO. 02661

Update of HACA Travel Policy, ratified effective Fiscal Year End 2020

WHEREAS, the U.S. Department of Housing and Urban Development requires the Housing Authority of the City of Austin ("HACA") to have adopted and approved a Travel Policy;

WHEREAS, Resolution 2252 approved the last Travel Policy update October 20, 2011; and

WHEREAS, HACA is currently updating all required policies to allow for technology and efficiency improvements, while still maintaining (1) internal controls in the agency's business operations and (2) compliance with all federal statutes and regulations.

NOW, THEREFORE BE IT RESOLVED, that HACA's Board of Commissioners approves and adopts the updated Travel Policy and ratifies allowing paperless / scanned / electronic receipts effective during fiscal year 2020.

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

Carl S. Richie, Chairperson

Michael Gerber, Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

TRAVEL POLICY AND PROCEDURES

(Revised 10/20/11 - Resolution 2252)

I. INTRODUCTION

A. Purposes. The purposes of this travel policy are as follows:

1. To establish clear, uniform policies and procedures for the reimbursement of travel costs incurred while on HACA business, which is defined as, but not limited to, conducting or holding oneself out as conducting any business related activity which benefits HACA, including all meetings, workshops, seminars, conferences attended by Agency Staff or Commissioners.
2. To clearly identify travel expenses eligible for payment by HACA.
3. To account for and report properly for all travel-related expenses.

B. Official Policy. Official travel is travel that is reasonable and necessary for the conducting of official HACA business.

*Travel advances will not be made available to travelers that have outstanding travel reimbursements.

II. RESPONSIBILITIES

A. Traveler Responsibilities.

1. Ensure that a Travel Expense Claim is filed in accordance with this policy.
2. Be conservative in expenditures while traveling on HACA business, as if such costs were being paid by the traveler personally. Exercise prudence in the selection of lodging, meals, and training.
3. Request for travel should be submitted no fewer than 10 working days prior to the trip.
4. Complete and submit forms to detail actual travel expense within one week (seven calendar days) of the travel completion date.

July 2020 AMENDMENT:

5. Submit the original paper receipt, or an electronic receipt with the expense reimbursement to substantiate the expense as reasonable and appropriate. If an electronic receipt is submitted, after the pilot period, there will be a transition period of two years, where a) the traveler must also send the original paper receipt to Finance, in the event the expenditure is audited by a third party, and b) HACA will ask third party partners and grantors to update agreements to accept electronic receipts as the new normal.

B. Finance Department Responsibilities. Departmental responsibilities include the following areas:

1. Monitor approved travel budget.
2. Establish adequate internal controls to provide reasonable assurance that instances of noncompliance with this travel policy are detected and resolved.
3. Report travel expenditures under the proper accounting codes and according to procedure.

4. Review Travel Expense Claims to insure compliance with this travel policy.
5. Authorize reimbursement for properly completed Travel Expense Claims.
6. Submit travel advances and travel claims to the President/CEO's office in a timely manner.
7. Authorize or dispute air travel charges in accordance with section IV-E-2.
8. Assure that duplicate travel claims are not submitted; assure that expenses claimed for reimbursement have not been paid directly by HACA.
9. Ensure that the agency's policy is in total compliance with all HUD, State, and Federal regulations.
10. Make payment for authorized travel advances and for reimbursement of authorized travel claims.
11. Provide periodic reports to the President/CEO of any travel-related problems identified.

III. AUTHORITY TO TRAVEL

Authorization. All travel for the Authority shall be authorized and approved by the Department Director/Vice President, or their designate, if the travel expenditure is budgeted. If the travel expenditure is not budgeted it must be approved by the President/CEO, or their designate.

IV. EXPENSES ELIGIBLE FOR REIMBURSEMENT

A. Receipts are Required for the Expenses on this Page

| <u>Description</u> | <u>Amount Reimbursed</u> ¹ |
|---|---------------------------------------|
| Lodging ² | |
| Cities listed in General Services Administration Index | GSA Lodging rates |
| Locations not listed in General Services Administration Index | Use GSA Standard rates |
| Transportation: | |
| Airline ³ | Coach |
| Car rental, gas | Actual |
| HACA Vehicle, gas, repairs | Actual |
| Taxi/Shuttle | Actual |
| Parking | Actual up to \$10 per day |
| Toll ⁴ | Actual |
| Training Seminars/Conferences: | |
| Registration | Actual |
| Books, supplies | Actual |
| Other: | |
| Business calls/Internet/Faxes | Actual |
| Personal calls (1 arrival, 1 departure) | \$3 each |

NOTES (1) - (4) on next page:

Notes:

- (1) Reimbursement is for actual costs, limited by the amounts or guidelines noted.
- (2) Request lowest rate (governmental, corporate or other) for hotels.
- (3) Attempt to book ahead to obtain lower fares if appropriate.

(4) Tolls (Limited to \$5 a day without receipts. If fees exceed the \$5, receipts are required.)

B.Receipts are NOT Required for these Expenses

**Exception: Commissioners are not eligible for per diem. A Commissioner is entitled to receive a reimbursement for necessary expenses only. Detailed, itemized, receipts must be submitted in order for Commissioners to be reimbursed. The cap on Reasonable Expense placed on a Commissioner's expenses will be based on the General Services Administration Meals and Incidental Expenses (M&IE). Index rates. (Vernon's Texas Codes Annotated, Local Government Code Section 392.035. Compensation)*

| Description | Amount Reimbursed |
|-------------|-------------------|
|-------------|-------------------|

Meals (including tip): ¹

| | |
|---|------------------------|
| Cities listed in General Services Administration Index | GSA (M&IE) rates |
| Locations not listed in General Services Administration Index | Use standard GSA rates |

Transportation:

| | |
|---------------------------------------|----------------------|
| Personal vehicle: no car allowance | Federal mileage rate |
|---------------------------------------|----------------------|

Other:

| | |
|---|----------------------|
| Gratuities (other than meals)/Incidentals | Included in Per Diem |
|---|----------------------|

Day Travel Only

For travel that is not overnight and less than 12 hours, the traveler must provide receipts for all meals and incidentals. The traveler will be reimbursed in accordance with the GSA (M&IE) rates.

Notes:

(1) Meals included in the registration fee for Seminar will not be advanced or reimbursed unless on official business other than a conference. It is the responsibility of the traveler, if he/she has special dietary needs, to make prior arrangements with the Events Coordinator of the Conference/Seminar or to request from the server at the conference/seminar for a special dietary meal. If this is not possible, the traveler may be compensated for this meal and the traveler must provide a written explanation to be included with traveler's reimbursement form. If the actual cost of the meal exceeds the GSA (M& IE) rates, the traveler will be responsible for the difference.

B. Personal travel expenses which are not reimbursable include, but are not limited to, the following:

1. Loss of funds or personal property.
2. Entertainment expenses, including the cost of alcoholic beverages, or the cost of movie rental expense.
3. Transportation - taxi fare, parking, toll fees or mileage - to and from entertainment.
4. Mileage between home and airport.
5. Flight or trip insurance.
6. Laundry/dry-cleaning costs incurred in the first week of travel (these are reimbursable after (8) working days on continuous travel status).
7. Excess baggage charge for personal belongings that exceeds two bags.
8. Gasoline or repair costs for privately owned vehicles.
9. Cost of meals in excess of the allowed amount and meals included in the registration fee.
10. Cost of lodging in excess of the allowed amount unless it is the hotel where the conference

is being held.

11. Excessive mileage reimbursement (mileage incurred for personal reasons).
12. Unauthorized expenses for car rental.
13. Unauthorized registration fees.

Expenses will be reimbursed based on the following guidelines:

C. Lodging.

1. **Reimbursable Amounts.** Lodging receipts are required. Reimbursement is based on the actual costs. For cities that are included in the current General Services Administration (GSA) Per Diem rates, reimbursement will be limited to the GSA Per Diem Lodging Rates, with one exception as noted below. For cities not included in the GSA Per Diem Lodging Rates, reimbursement will be limited to the average cost of closest city.

Exception: if a traveler attending a conference or seminar and the conference hotel rate exceeds the GSA Per Diem Lodging Rate, the rate of the conference hotel will be reimbursed.

2. **Room Rate.** Reservations should be made at the lowest rate possible. In most cases, this will be the governmental rate. In the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be provided upon check-in. Be prepared to provide the hotel with some form of identification, such as a HACA identification card, to indicate official travel status for the Authority.

3 **Other.** If a guest accompanies a claimant, obtain the single occupancy rate and note it on the lodging bill. In no case will HACA pay more than the (lowest) single occupancy rate when only one HACA traveler occupies the room. Lodging provided by family/friends is non-reimbursable. Meals, groceries, or gifts for people providing lodging to a HACA traveler is non-reimbursable. All travel by spouses or other guests must be paid for by the traveler prior to the trip. Under no circumstances will the travel be charged to HACA's account or credit card.

4. If HACA traveler desires to extend their stay over the weekend following a seminar, and it is financially advantageous to HACA for the employee to do so, HACA will pay for the traveler's allowable expenses. Traveler should not accept airline incentives to prolong or extend stays if it increases HACA's expenses such as lodging and meal allowances.

5. Cancellation Policy. If traveler cannot attend a seminar or workshop after hotel and other guaranteed reservations have been made, the traveler must immediately cancel any prepaid or guaranteed hotel rooms and must provide documentation to include the cancellation number to the Finance Department. Failure to do so will result in the traveler being held personally responsible for any financial expenses incurred by HACA.

D. Meals.

1. **Introduction.** Travelers will be reimbursed for meal costs: based on the General Services Administration (GSA) Per Diem rates, (Receipts are not required for employees, however **Commissioners must provide receipts**).

2. **Reimbursable Meal Costs.** Travelers will be reimbursed for meals based on the General Services Administration (GSA) Per Diem rates. Reimbursement for meals, including tips, is limited to the GSA Meals and Incidental Expenses (M&IE) Index rates. Costs exceeding the GSA Meals and Incidental Expenses (M&IE) Index rates are considered personal expenses. Meals included in the

registration fee will not be advanced or reimbursed. It is the responsibility of the traveler, if he/she has special dietary needs, to make prior arrangements with the Events Coordinator of the Conference/Seminar or to request from the server at the conference/seminar for a special dietary meal. If this is not possible, the traveler may be compensated for this meal and the traveler must provide a written explanation to be included with traveler's reimbursement form. If the actual cost of the meal exceeds the GSA (M& IE) rates, the traveler will be responsible for the difference.

3. Meals Eligible for Reimbursement. The time of departure from or arrival in Austin determines the meals eligible for reimbursement, according to the following schedule

| <u>Leave from Austin or arrive at Departing Airport *</u> | <u>Allowed</u> |
|---|----------------|
| Before 7 a.m. | Breakfast |
| Before 11 a.m. | Lunch |
| Before 6 p.m. | Dinner |
| <u>Arrive at Departing Airport *or arrive in Austin</u> | <u>Allowed</u> |
| After 9 a.m. | Breakfast |
| After 1 p.m. | Lunch |
| After 6 p.m. | Dinner |

*When flying, travelers can be advanced for meals at a maximum of two hours before flight departure time.

E. Transportation.

Reimbursement of transportation costs will be based on the most economical cost and practical mode of transportation for HACA. The determination of the most economical method is not made on the basis of personal preference or inconvenience to the traveler.

1. Air Transportation. Use coach-class accommodations.

a. When arranging air travel, travel arrangements should be booked as early as possible and all discounts should be pursued.

b. **Procedures for Booking Air Travel.** Airfares may be purchased by a designated person selected by the department Vice President/ President & CEO, either directly from an airline or under special circumstances through a travel agency.

If purchasing airfare through a travel agency, the following procedures shall be used:

1. Authorized departmental personnel shall call the travel agencies to arrange the flight(s). The department Vice President will provide the travel agency with the appropriate credit card number.
2. Accounts Payable or their designate will then receive a monthly invoice for all HACA air travel, a copy of which will be distributed immediately to the department Vice President for review.
3. Persons authorized to make travel arrangements, will approve and sign the invoice and return once all travel is verified. The person signing the invoice for travel must be on the authorized signature list. If there are charges on the invoice that are not valid, these must be brought to the attention of the Accounts Payable in writing within two weeks.

2. Vehicle

Use of a HACA vehicle is the preferred form of transportation. Usage of a rental vehicle may be authorized when flying out of town and the traveler's trip requires extensive driving. If there is no availability of a HACA vehicle for a traveler's usage, the traveler

must receive authorization to be reimbursed for usage of a privately-owned vehicle.

- a. **HACA Vehicle.** A HACA-furnished automobile should be used whenever it is reasonably available and a car is required for official travel.
- b. **Rental Vehicle.** Rental of a vehicle is authorized when it is more practicable and/or less expensive than the use of taxi cabs or other public transportation for official business. Receipts are required.
- c. **Personal vehicle.** Prior authorization must be given for a traveler and the traveler may be reimbursed for the use of a privately-owned vehicle while on official travel only. Reimbursement for transportation shall be made at the rate allowed by the IRS for cost estimating purposes.

- 1. **Other Limits.** Travelers should limit claims for mileage reimbursement in situations in which claimants can reasonably travel together. When two to three travelers are aware that they have the same itinerary on the same dates and are traveling on the same HACA business for which mileage in a privately-owned vehicle is claimed, payment should be claimed and allowed for only one of the travelers.
- 2. **Other Costs.** No other expenses or costs of operating a privately-owned vehicle are allowed, other than for cost of airport parking or other parking fees or toll charges.
- 3. **Airport Parking.** Travelers who park at the airport should have their parking receipts turned in with other expenses.

3. Airport Parking. A traveler may park either onsite at the airport or an offsite parking lot. A traveler will only be reimbursed up to a maximum amount of ~~\$10/day~~ **\$11/day** for parking. A parking receipt must be submitted with the travel reimbursement form to show the time of arrival and departure from the airport parking lot and the actual expense. If a traveler chooses to valet park at an airport parking lot, the traveler will only be reimbursed at the maximum amount of ~~\$10/day~~ **\$11/day**.

F. Other Expenses Eligible for Reimbursement.

Other expenses for which all travelers may be reimbursed are listed below.

- 1. **Receipts required.** Expenses included as part of a registration fee (e.g. meals, lodging, etc.) are not additionally reimbursable as separate items.
 - a. **Training Seminars and Conferences.** The receipt shall include the agenda or program identifying all activities that are included in the registration fee.
 - b. **Books and Supplies.** These expenses are reimbursable only if necessary and related to HACA business. The items are HACA property.
 - c. **Taxi/Shuttle Service in Other Cities.** Related to approved travel for business purposes. Transportation to/from eating establishments is reimbursable. However, transportation to/from entertainment is not reimbursable.
 - d. **Repair of HACA Vehicles.** Repair costs for HACA vehicles (parts, labor and towing charges) should be approved by the Purchasing Department in advance, where circumstances allow.
 - e. **Telephone/Internet/Facsimile Business calls** charged to lodging bills or credit cards will be recognized as a reasonable expense. **Personal Calls.** (One arrival and one departure call) may be reimbursed for the actual costs, up to a maximum of \$3 for each call, for a total of \$6.

- f. Parking .Actual costs for parking are reimbursable with receipts (maximum amount reimbursable is ~~\$10.00~~ **\$11.00** per day)
- g. Freight charges to ship HACA equipment or materials.
- h. Laundry/dry-cleaning costs incurred after (8) working days on continuous travel status.

2. Receipts not required. Receipts should be provided if available. Reimbursement is limited to actual costs.

- a. Parking Meter Fees and Toll Charges. Actual cost of parking meter fees and toll charges associated with approved travel are reimbursable up to \$5 per day. Parking fees in excess of this amount may be reimbursed only if receipts are provided.
- b. Gratuities. Gratuities for meals are included in the GSA per diem meal rates.

V. TRAVEL REIMBURSEMENT

A. Within one week (seven calendar days) after the completion of the trip, the traveler will submit to the Finance Department a properly completed Travel Expense Form. No other advances will be given until the outstanding travel reimbursements are settled with the Finance Department.

The traveler must do the following when requesting reimbursement:

- 1. Itemize all reimbursable expenses incurred. Do not include any expenses for which reimbursement is not sought. Do not include any expenses that have been paid directly by the HACA; do not include any personal expenses.
- 2. Attach required original invoices or other receipts. Any amounts included in the invoices or receipts that are personal expenses should be so noted on the invoices or receipts; the traveler should initial any amounts so noted.
- 3. Fill out all applicable sections of the travel reimbursement form appropriately and timely.

B. Amount Due HACA. Within seven calendar days of returning from the trip, submit a travel reimbursement form and payment by cash or check for any amount owed to HACA.

C. Amount Due Claimant .Travelers seeking reimbursement should follow the same procedures outlined above in section V-A. The travel expense claim, along with receipts and all other supporting documentation, should be sent to the Finance Department.

D. Review Claim. After receiving the properly completed Travel Expense Form to include all the supporting documentation, the Finance Department will process and make payment of any balance due to the traveler within seven calendar days. The Finance Department will review the claim for reasonableness of the expenses claimed. Compliance reviews of claims will be done on a sample basis, with results communicated periodically to the President/CEO.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02662

FINANCE ITEM NO. 4.

MEETING DATE: July 16, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02662:
Approval of updates to the Capitalization Policy

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02662 to update the Capitalization Policy

SUMMARY

Background:

An update to Capitalization Policy, Resolution No. 1784, adopted November 14, 2001 is proposed. To clarify the policy, three amendments are proposed to ratify historical practice with respect to capitalization:

{1) This policy applies to HACA and all Subsidiaries (Blended Component Units), unless super-ceded by third party agreements (e.g., properties co-owned with investors and managed by others).

(2) The policy would now show asset lives.

The asset lives define the estimated useful life of the asset. For example, if an asset costs \$10,000, we typically pay cash in full when purchased (\$10,000), but for GAAP financial accounting, we are required to show an asset with a life of 10 years with a "depreciation expense" of \$1,000 per year for 10 years (\$10,000 asset cost divide by 10 years equals \$1,000 expense per year). Of note, depreciation is a "non-cash" expense and is disregarded in our budget, department reports and debt service calculations, but is required to be shown in our annual audit report. Also of note, financial accounting asset lives are different than asset lives allowed per the IRS for taxable depreciation. Each organization gets to determine their own asset lives and asset classes within reason.

(3) We perform a physical inventory of assets at least biennially (every other year).

Performing a physical inventory is required by HUD, is expected financial practice, and ensures asset values are fairly represented in our financials. Most of our asset value is in buildings which we can readily see and "inventory", as well as fleet (automobiles) as they are serviced regularly. We also inventory equipment, furniture, fixtures, etc. and other items not capitalized as assets, due to value less than \$2,500 (like computers / laptops).

Process:

The current threshold for accounting Capitalization (calling an item an "asset" on the Balance Sheet, rather than "expense" in the Budgeted Revenues versus Expenses), is expenditures over \$2,500 with a life over one year. If an item is less than \$2,500 OR has a life less than one year, it is fully expensed in that year's budget for that department. Otherwise, the cash is paid out in year one on the Balance Sheet, but the items is "expensed" over time on the financials, to match the assets contribution against revenues earned over time.

The three amendments to the existing Capitalization Policy would clarify and ratify the policy to adopt the scope, asset types and categories , and biennial physical inventory practices that have been in use.

Staff Recommendation:

Approval is recommended.

ATTACHMENTS:

- ▣ **Capitalization Policy Updates proposed**

RESOLUTION NO. 02662

Approval of Updates to the Capitalization Policy

WHEREAS, the Department of Housing and Urban Development requires the Board of Commissioners to approve the Capitalization Policy; and

WHEREAS, HACA's Capitalization Policy was adopted on November 14, 2001; and

WHEREAS, three proposed updates to the existing Capitalization Policy would clarify and ratify the policy to adopt the asset lives, scope, and inventory practices that have been in use.

NOW, THEREFORE BE IT RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approve the proposed updated Capitalization Policy.

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

Carl S. Richie, Chairperson

Michael Gerber
Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN CAPITALIZATION POLICY

Resolution No. 1784, revised and adopted November 14, 2001

Amendment 1:

The scope of this policy has been for HACA and all of its blended component units, unless super-ceded by a third party contract.

The Housing Authority of the City of Austin shall capitalize all real property including, land and land improvements, building and building improvements, and leasehold improvements, donated, purchased or constructed using operating funds, retained earnings, borrowed funds or donated funds. Any costs that do not add value to these assets such as relocation costs and administrative costs shall be expensed.

Personal assets such as vehicles and equipment with a unit cost of \$2,500 or greater donated or purchased using operating funds, retained earnings, borrowed funds or donated funds shall be capitalized for budgetary and financial control purposes.

Items capitalized shall be shown as assets in the financial records of HACA. Both personal assets and real property excluding land will be depreciated over the useful lives of the asset.

HACA shall follow Generally Accepted Accounting Principles (GAAP) applicable to governmental and enterprise fund accounting as the basis for accounting and recording these fixed assets transactions.

Amendment 2:

Historical Asset Lives in use since inception for annual depreciation are:

| | |
|--|---------------------|
| Buildings and Building Improvements | 7 – 40 years |
| Non-Dwelling Building | 5 – 40 years |
| Equipment | 3 – 10 years |
| Site Improvements | 7 – 30 years |

Amendment 3:

Physical Inventory will be conducted at least once every two years to verify asset value remains appropriate on the financial records; for example, a review for obsolescence, impairment and existence. (Does the item work, is it broken, is it outdated, etc.)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02663

HOUSING AND COMMUNITY DEVELOPMENT

ITEM NO. 5.

MEETING DATE: July 16, 2020

STAFF CONTACT: Barbara Jackson, Jobs Plus

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02663: Action Plan for Family Self-Sufficiency (FSS) Program for Project Based Rental Assistance (PBRA)

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is asked to Approve the Action Plan for Family Self-Sufficiency (FSS) Program for the Project Based Rental Assistance (PBRA) program.

SUMMARY

Background:

HACA has an established track record of successfully administering the Family Self Sufficiency program created by HUD's Office of Public and Indian Housing (PIH). HACA has transitioned from public housing to PBRA under HUD's Office of Multifamily Housing. Until fairly recently, the FSS Program was not an available program for residents served through the PBRA program.

Owners of HUD-assisted multifamily housing can now operate a voluntary FSS program at their housing sites (Multifamily Notice H-2016-08). Families entering the FSS program develop goals toward self-sufficiency within a 5-year period. These goals are laid out in the Individual Training and Service Plans (ITSP). Families sign a contract of participation (CoP) with the owner, for up to five years.

The owner establishes an interest-bearing escrow account for all FSS families, with separate accounting for each participating family. The escrow account is funded by HUD through adjustments to rental subsidy payments to the owner. When the family meets its goals and successfully completes its FSS contract, the family becomes eligible for the funds in their escrow account.

HACA will designate two existing staff to implement the FSS program for PBRA. Each of the two FSS Coaches will build a caseload of 20 FSS participants during the initial phase of the program. Pathways properties to be served in this initial phase include Booker T Washington, Santa Rita, Rosewood, Meadowbrook and Bouldin Oaks. Partners and services will be very similar to the HCV/PH FSS program

and will include participation in the existing FSS Program Coordinating Committee. This new PBRA FSS program will be budget neutral.

- a. FSS Coaches – Funded by owner/HACA. HACA plans to implement FSS utilizing existing staff. This will be budget neutral, adding no additional cost in staffing or support services. Owners are required by HUD to make a 5-year commitment to fund the FSS Coach or Coordinator positions.
- b. Escrow: The escrow account is funded by HUD through adjustments to rental subsidy payments to the owner (same process as is currently in place for formerly Public Housing residents that transitioned to PBRA with RAD and were allowed to continue with FSS.)

Process:

A committee of representatives from Austin Pathways, Low Income Housing Department, and Assisted Housing reviewed the *Family Self-Sufficiency Program Guidebook for Owners of Project-Based Section 8 Developments* and drafted an Action Plan based on recommendations in the *Guidebook* and provisions set forth in Notice H-2016-08. Notice H-2016-08 authorizes owners of HUD-assisted multifamily developments with a Section 8 contract to establish a voluntary Family Self-Sufficiency (FSS) program at one or more of their properties. Notice H-2016-08 also describes the basic rules that apply to FSS programs that serve residents.

A Draft of the FSS for PBRA Action Plan was presented to the CEO and COO. The draft Action Plan was approved for posting for public comment.

On June 16, 2020, the FSS Action Plan for PBRA was posted on the HACA website for public comment.

A final version of the FSS for PBRA Action Plan will be sent to HUD for approval.

Within 60 days of HUD approval, Austin Pathways will begin recruiting and enrolling families from the five initial sites and executing the Contract of Participation. Up to 40 families will be enrolled in this initial period.

After the pilot program with 40 participants over the five initial sites proves successful, Austin Pathways will seek to expand the program to more families and additional PBRA properties, contingent upon securing the necessary funding to expand.

HUD recently announced that the forthcoming opportunity to apply for FSS Coordinator funding will also allow for PBRA owners to submit funding applications. Austin Pathways plans to aggressively pursue this long-awaited funding opportunity.

Staff Recommendation:

Staff is recommending Board approval of this Action Plan.

ATTACHMENTS:

- ▣ **FSS PBRA Action Plan**

RESOLUTION NO. 02663

Action Plan for Family Self-Sufficiency (FSS) Program for Project Based Rental Assistance (PBRA)

WHEREAS, HACA has operated a successful Family Self Sufficiency (FSS) program since 1994 administered by HUD's PIH division; and

WHEREAS, after conversion to the PBRA program, families wishing to join the FSS program would have to join the PBRA FSS program administered and funded by HUD's Multifamily division; and

WHEREAS, an owner must commit to fund the staff needed to administer a voluntary FSS program for a minimum of 5 years; and

WHEREAS, according HUD Notice H-2016-08, HACA is eligible to continue receiving funds from HUD to cover the escrow incentive provided to PBRA FSS participants; and

WHEREAS, HACA is submitting this Plan to HUD for approval and to HACA's Board of Commissioners for adoption in order to operate its first PBRA voluntary FSS Program through the Multifamily division; and

WHEREAS, HACA proposes to commit funding for two PBRA FSS Coordinators (Coaches) currently not eligible under the HUD Coordinator grant until HUD makes funding available for Multifamily FSS Coordinators; and

WHEREAS, Austin Pathways (AP) is HACA's subsidiary non-profit that will coordinate resident services and manage the PBRA voluntary FSS program at designated HACA PBRA properties;

NOW THEREFORE BE IT RESOLVED, the Housing Authority of the City of Austin Board of Commissioners approves and adopts this PBRA FSS Action Plan and approves the implementation of a new PBRA voluntary FSS program;

BE IT FURTHER RESOLVED, that the Board of Commissioners also commits to funding two FSS Coaches for an initial 5 year period. This commitment should not preclude Austin Pathways and/or HACA from applying for FSS Coordinator funding through future Notices of Funds Availability from HUD.

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

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



Housing Authority of the City of Austin

Established in 1937

June 16, 2020

To Whom It May Concern:

NOTICE OF PROPOSED FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN for Project Based Rental Assistance (PBRA)

The Housing Authority of the City of Austin (HACA) was established in 1937. As a housing authority, we have housed over 4,300 individuals nightly in the conventional public housing program and approximately another 15,000 individuals nightly through the Section 8 Housing Choice Voucher and Special Voucher programs. We provide subsidized housing to the most vulnerable people in Austin, Texas. Almost half of our residents are children, over 12% are persons 62 years old and older, about 30% are persons with a disability, a majority of the households are headed by a single female, and the average household income is about \$13,000.

In 2016, HACA endeavored to transform its conventional public housing program through HUD's Rental Assistance Demonstration (RAD). As of June 15, 2020, of the 18 public housing properties and 22 Single Family Homes (1,839 units) originally funded by Section 9 of the 1937 Housing Act, only one property (78 units) remains in the conventional public housing program funded by Section 9. The 22 single family homes have been approved for disposal via HUD's Section 18 program. All other properties and units have converted through RAD to Project Based Rental Assistance (PBRA). PBRA residents still pay 30% of their adjusted income towards their portion of the rent and HUD pays the remaining balance of the rent in Housing Assistance Payments (HAP). The PBRA program is funded by Section 8 of the Act.

HACA has operated a successful Family Self Sufficiency (FSS) program since 1994 administered by HUD's PIH division. After conversion of our properties, HUD's Multifamily division administers programs subsidized by the PBRA program. After conversion to the PBRA program, families wishing to join the FSS program would have to join via the Multifamily FSS program administered and funded by HUD's Multifamily division. Any family in the FSS program prior to conversion are eligible to continue in the FSS program administered by HUD's PIH program. HACA is eligible to continue serving these pre-conversion FSS families through a FSS Coordinator grant. All post-conversion families cannot be served by the FSS Coordinator grant, and therefore HACA must fund those coordinator salaries. But according to Notice H-2016-08, HACA is eligible to receive funds from HUD to cover the escrow of both types of FSS families.

HACA is therefore submitting this Plan to HUD for approval and to HACA's Board of Commissioners for adoption in order to operate a FSS Program through the Multifamily division. This is HACA's first PBRA FSS Program. HACA understands that HUD will fund the escrow account of each FSS Family through the HAP and the Multifamily division. HACA will cover the costs of Multifamily FSS Coordinators not eligible under the HUD Coordinator grant until HUD makes funding available for Multifamily FSS Coordinators.

Several entities are involved in the ownership and management of these PBRA properties and the FSS program. HACA continues to have control of the properties through its subsidiary, Austin Affordable Housing Corporation (AAHC). AAHC is the Sole Member or General Partner of all these properties/entities. For properties assisted with the Low Income Housing Tax Credit, AAHC shares ownership with tax credit investment partners. Each property is its own entity, but 17 are managed within one portfolio by one agent. Pathways Asset Management Incorporated (PAMI) is the managing agent and also a subsidiary of the Housing Authority of the City of Austin.

Atlantic Pacific Management Company is the managing agent for Pathways at Goodrich Place. Austin Pathways Incorporated (AP) is HACA's subsidiary non-profit who will be coordinating resident services and managing the FSS program at all 18 properties. AP staff have extensive experience working with HACA and managing resident services at HACA. AP provides services under four pillars: Workforce Development, Youth Educational Success, Health & Wellness, and Digital Inclusion. While Workforce Development is the key pillar in the FSS program, the AP staff will coordinate services in all four pillars for FSS participants to ensure success. In addition, AP FSS Managing Director has extensive experience specific to managing the FSS program at HACA under PIH.

The Housing Authority of the City of Austin (HACA) will receive written comments regarding the enclosed proposed HACA FSS Action Plan for PBRA properties during a thirty-day public comment period to commence June 16, 2020 through July 15, 2020. This FSS Action plan for PBRA will define a new "voluntary" program for residents of HACA's PBRA housing. The overall goals and objectives to the FSS Program remain the same, but this new FSS Action Plan for PBRA will provide clarification and guidance to the staff who implement the new "voluntary" PBRA program for the following PAMI properties:

Pathways at Booker T. Washington Terraces,

Owner Entity: Pathways at Booker T. Washington Terraces, LLC
Contract Number: TX16RD00042

Pathways at Bouldin Oaks; Owner Entity: Pathways at Bouldin Oaks, LLC
Contract Number: TX16RD00028

Pathways at Coronado Hills, Owner Entity: Pathways at Coronado Hills, LLC
Contract Number: TX16RD00029

Pathways at Gaston Place; Owner Entity: Pathways at Gaston Place, LP
Contract Number: TX16RD00040

Pathways at Georgian Manor, Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00025

Pathways at Goodrich Place; Owner Entity: Pathways at Goodrich, LP
Contract Number: TX16RD00066

Pathways at Lakeside; Owner Entity: Pathways at Lakeside, LLC
Contract Number: TX16RD00086

Pathways at Manchaca II, Owner Entity: Pathways at Manchaca II, LLC
Contract Number: TX16RD00030

Pathways at Manchaca Village; Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00037

Pathways at Meadowbrook Court; Owner Entity: Pathways at Meadowbrook Court, LLC
Contract Number: TX16RD00043

Pathways at North Loop; Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00036

Pathways at Northgate, Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00035

Pathways at Rosewood Courts, Owner Entity: Pathways at Rosewood Courts, LLC
Contract Number: TX16RD00050

Pathways at Salina, Owner Entity: Pathways at Salina, LLC
Contract Number: TX16RD00069

Pathways at Santa Rita Courts; Owner Entity: Pathways at Santa Rita Courts, LLC
Contract Number: TX16RD00072

Pathways at Shadowbend Ridge; Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00034

Pathways at Thurmond Heights; Owner Entity: Thurmond Heights, LLC
Contract Number: TX16RD00063

All copies of the proposed changes are available in the links below. Copies of the full Action Plan are also available at the HACA Central Office (1124 S IH 35, Austin, TX 78704) or on our website at www.hacanet.org.

All written comments are to be mailed or emailed to the following addresses:

**Housing Authority of the City of Austin
Attn: President and CEO
1124 IH 35 South
Austin, TX 78704
Or emailed to: 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 July 2020 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, July 16, 2020. The public is invited to access and participate in the Board Meeting by dialing in using your phone. Check the HACA website for call-in information at www.hacanet.org/board. HACA will provide online written notice containing a public toll-free dial-in number, as well as an electronic copy of the agenda packet, in advance of the telephonic conference meetings at www.hacanet.org/board. The public will have a means to participate in the meetings through two-way audio connections. 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. 2108.

Sincerely,

Pilar Sanchez
Vice President Community Development/Austin Pathways



Housing Authority of the City of Austin

Family Self-Sufficiency Action Plan for
Project Based Rental Assistance
Properties

June 16, 2020

HOUSING AUTHORITY OF THE CITY OF AUSTIN

FAMILY SELF-SUFFICIENCY PROGRAM FOR PROJECT BASED RENTAL ASSISTANCE ACTION PLAN

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RAD Property Info

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) for PBRA program that will serve the residents of HACA's properties assisted under the **Project Based Rental Assistance (PBRA)** Program.

Several entities are involved in the ownership and management of these PBRA properties (properties listed below) and the FSS program. HACA continues to have control of the properties through its subsidiary, Austin Affordable Housing Corporation (AAHC). AAHC is the Sole Member or General Partner of all these properties/entities. For properties assisted with the Low Income Housing Tax Credit, AAHC shares ownership with tax credit investment partners. Each property is its own entity, but 17 are managed within one portfolio by one agent. Pathways Asset Management Incorporated (PAMI) is the managing agent and also a subsidiary of the Housing Authority of the City of Austin. Atlantic Pacific Management Company is the managing agent for Pathways at Goodrich Place. Austin Pathways Incorporated (AP) is HACA's subsidiary non-profit who will be coordinating resident services and managing the FSS program at all 18 properties. AP staff have extensive experience working with HACA and managing resident services at HACA. AP provides services under four pillars: Workforce Development, Youth Educational Success, Health & Wellness, and Digital Inclusion. While Workforce Development is the key pillar in the FSS program, the AP staff will coordinate services in all four pillars for FSS participants to ensure success. In addition, AP FSS Managing Director has extensive experience specific to managing the FSS program at HACA under PIH.

Pathways at Booker T. Washington Terraces,

Owner Entity: Pathways at Booker T. Washington Terraces, LLC

Contract Number: TX16RD00042

Pathways at Bouldin Oaks; Owner Entity: Pathways at Bouldin Oaks, LLC

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Pathways at Goodrich Place; Owner Entity: Pathways at Goodrich, LP

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Pathways at Santa Rita Courts; Owner Entity: Pathways at Santa Rita Courts, LLC
Contract Number: TX16RD00072

Pathways at Shadowbend Ridge; Owner Entity: HACA Pathways I, LP
Contract Number: TX16RD00034

Pathways at Thurmond Heights; Owner Entity: Thurmond Heights, LLC
Contract Number: TX16RD00063

This Plan is modeled after the 2020 HACA FSS Action Plan. 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 PAMI's Family Self-Sufficiency Program for PBRA describes ongoing efforts to foster self-sufficiency among PBRA residents.

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

Using housing as the stabilizing factor, resources and services are coordinated to assist PBRA residents who are unemployed or under-employed to become fully employed. PAMI and the FSS family Head of Household enter a 5 year agreement governed by the HUD FSS Contract of Participation (CoP). 's FSS Coaches 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 financial security.

FSS Coaches provide service coordination and coaching with the goal of fostering the agency 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 Notice H-2016-08, 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 9831A, 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 PAMI. 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 PAMI, according to guidelines set forth in the CoP and HUD's FSS Escrow Account Worksheet, form 9831C for Multifamily (PBRA) FSS. There will be one interest bearing Escrow Account for all PBRA FSS participants. 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 the PBRA 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-9831A, 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 applications. These activities will be documented by submitting a minimum of 10 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 job training program completion 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 property on behalf of a participating family.

III. FAMILY DEMOGRAPHICS

The demographics included are for the PBRA properties where there is the intention to actively enroll households into the FSS program.

| <u>Pathways at Booker T. Washington Terraces</u> | | |
|---|-------------|---------|
| A. Average Family Size | 3.5 | |
| | | |
| B. Race of HOH | | |
| Asian | 1.9 % | 4/210 |
| Black | 31.9 % | 67/210 |
| Native American | 1.9% | 4/210 |
| Other | 13.8% | 29/210 |
| White | 47.1% | 99/210 |
| White/Black | .5% | 1/210 |
| White Other | .5% | 1/210 |
| Declined to Report | 2.4% | 5/210 |
| Ethnicity of HOH | | |
| Hispanic | 55.3% | 116/210 |
| Non-Hispanic | 41.4% | 87/210 |
| Declined to Report | 3.3 % | 7/210 |
| | | |
| C. Average Annual Income for Households | \$16,153.27 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 84.3% | 177/210 |
| Male | 15.7% | 33/210 |
| | | |
| E. Average Age – Head of Household | 44 years | |

| <u>Pathways at Bouldin Oaks</u> | | |
|--|--------|--------|
| A. Average Family Size | 2.3 | |
| | | |
| B. Race of HOH | | |
| Asian | 2.2 % | 3/136 |
| Black | 31.6 % | 43/136 |
| Black/Asian | .7% | 1/136 |
| Black/Other | .7% | 1/136 |
| Native American | .7% | 1/136 |
| Other | 13.2% | 18/136 |
| Pacific Islander/Native American | .7% | 1/136 |

| | | |
|--|-------------|---------|
| White | 41.9% | 57/136 |
| White/Asian/Native American | .7% | 1/136 |
| White/Black/Native American | .7% | 1/136 |
| White/Native American | .7% | 1/136 |
| Declined to Report | 5.8% | 8/136 |
| Ethnicity of HOH | | |
| Hispanic | 44.9% | 61/136 |
| Non-Hispanic | 47.8% | 65/136 |
| Declined to Report | 7.4 % | 10/136 |
| | | |
| C. Average Annual Income for Households | \$13,835.46 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 75.7% | 103/136 |
| Male | 24.3% | 33/136 |
| | | |
| E. Average Age – Head of Household | 54 years | |

| | | |
|--|-------------|-------|
| <u>Pathways at Coronado Hills</u> | | |
| | | |
| A. Average Family Size | 2 | |
| | | |
| B. Race of HOH | | |
| Asian | 0 | 0/46 |
| Black | 36 % | 17/46 |
| Black/Other | 4.4% | 2/46 |
| Native American | 2.2% | 1/46 |
| Other | 6.5% | 3/46 |
| White | 37% | 17/46 |
| White Other | 8.7% | 4/46 |
| Declined to Report | 4.4% | 2/46 |
| Ethnicity of HOH | | |
| Hispanic | 41.3% | 19/46 |
| Non-Hispanic | 50% | 23/46 |
| Declined to Report | 8.7 % | 4/46 |
| | | |
| C. Average Annual Income for Households | \$13,555.78 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 78.3% | 36/46 |
| Male | 21.3% | 10/46 |
| | | |
| E. Average Age – Head of Household | 53 years | |

| <u>Pathways at Georgian Manor</u> | | |
|--|-------------|-------|
| A. Average Family Size | 2.2 | |
| B. Race of HOH | | |
| Asian | 1.3 % | 1/80 |
| Black | 33.8% | 27/80 |
| Native American | 0% | 0/80 |
| Other | 11.3% | 9/80 |
| White | 47.5% | 38/80 |
| White/Other | 1.3 % | 1/80 |
| Declined to Report | 5 % | 4/80 |
| Ethnicity of HOH | | |
| Hispanic | 37.5% | 30/80 |
| Non-Hispanic | 56.2% | 45/80 |
| Declined to Report | 6.3% | 5/80 |
| C. Average Annual Income for Households | \$13,143.04 | |
| D. Gender of Head of Household | | |
| Female | 71.25% | 57/80 |
| Male | 28.75% | 23/80 |
| E. Average Age – Head of Household | 51 years | |

| <u>Pathways at Goodrich Place*</u> | | |
|--|--|--|
| *Pathways at Goodrich Place was completed for occupancy in May of 2020. To date, 11 out of 40 PBRA units have been occupied by new and returning residents. The management company, Atlanta Pacific Corporation plans to fill all the units by July of 2020. Demographic information will be available at that time. | | |

| <u>Pathways at Manchaca II</u> | | |
|--|-------------|-------|
| A. Average Family Size | 1.9 | |
| B. Race of HOH | | |
| Black | 22.6% | 7/31 |
| Other | 12.9% | 4/31 |
| White | 38.7% | 12/31 |
| Declined to Report | 25.8% | 8/31 |
| Ethnicity of HOH | | |
| Hispanic | 32.3% | 8/31 |
| Non-Hispanic | 41.9% | 13/31 |
| Declined to Report | 8.7 % | 10/31 |
| C. Average Annual Income for Households | \$11,520.58 | |
| D. Gender of Head of Household | | |
| Female | 83.9% | 26/31 |

| | | |
|---|----------|------|
| Male | 16.1% | 5/31 |
| | | |
| E. Average Age – Head of Household | 53 years | |

| <u>Pathways at Manchaca Village</u> | | |
|--|-------------|-------|
| A. Average Family Size | 2.2 | |
| | | |
| B. Race of HOH | | |
| Black | 6.9% | 2/29 |
| Other | 20.7% | 6/29 |
| White | 51.7% | 15/29 |
| Declined to Report | 20.7% | 6/29 |
| Ethnicity of HOH | | |
| Hispanic | 41.4% | 12/29 |
| Non-Hispanic | 37.8% | 11/29 |
| Declined to Report | 20.7% | 6/29 |
| | | |
| C. Average Annual Income for Households | \$14,134.14 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 72.4% | 21/29 |
| Male | 27.6% | 8/29 |
| | | |
| E. Average Age – Head of Household | 53 years | |

| <u>Pathways at Meadowbrook Court</u> | | |
|--|-------------|--------|
| A. Average Family Size | 3.1 | |
| | | |
| B. Race of HOH | | |
| Asian | .7 % | 1/150 |
| Black | 28.7% | 4/150 |
| Native American | 2.6% | 1/150 |
| Other | 12% | 18/150 |
| White | 49.3% | 74/150 |
| White/Asian | .7 % | 1/150 |
| White/Black/ Native American | .7 % | 1/150 |
| White/Black/Other | .7 % | 1/150 |
| White/Other | 2 % | 3/150 |
| Declined to Report | 2.6% | 4/150 |
| Ethnicity of HOH | | |
| Hispanic | 53.4% | 80/150 |
| Non-Hispanic | 41.3% | 62/150 |
| Declined to Report | 5.3% | 8/150 |
| | | |
| C. Average Annual Income for Households | \$13,586.19 | |
| | | |
| D. Gender of Head of Household | | |

| | | |
|---|----------|---------|
| Female | 79.3% | 119/150 |
| Male | 20.7% | 31/150 |
| | | |
| E. Average Age – Head of Household | 42 years | |

| | | |
|--|-------------|-------|
| <u>Pathways at Northgate</u> | | |
| A. Average Family Size | 2.49 | |
| | | |
| B. Race of HOH | | |
| Asian | 2.9 % | 1/35 |
| Black | 22.9 % | 8/35 |
| Native American | 2.9 % | 1/35 |
| Other | 8.6% | 3/35 |
| White | 51.4% | 18/35 |
| White/Other | 2.9 % | 1/35 |
| Declined to Report | 8.6% | 3/35 |
| Ethnicity of HOH | | |
| Hispanic | 40% | 14/35 |
| Non-Hispanic | 51.4% | 18/35 |
| Declined to Report | 8.6% | 3/35 |
| | | |
| C. Average Annual Income for Households | \$13,835.46 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 68.6% | 24/35 |
| Male | 31.4% | 11/35 |
| | | |
| E. Average Age – Head of Household | 50 years | |

| | | |
|--|-------------|--------|
| <u>Pathways at Rosewood Courts</u> | | |
| A. Average Family Size | 2.1 | |
| | | |
| B. Race of HOH | | |
| Black | 31.6 % | 58/121 |
| Native American | 3.3% | 4/121 |
| Other | 15.7% | 19/121 |
| White | 28.1% | 34/121 |
| White/Black | 2.5% | 3/121 |
| Declined to Report | 1.7% | 2/121 |
| Ethnicity of HOH | | |
| Hispanic | 38.8% | 47/121 |
| Non-Hispanic | 60.3% | 73/121 |
| Declined to Report | .8 % | 1/121 |
| | | |
| C. Average Annual Income for Households | \$11,001.72 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 70.3% | 85/121 |

| | | |
|---|----------|--------|
| Male | 29.7% | 36/121 |
| | | |
| E. Average Age – Head of Household | 47 years | |

| <u>Pathways at Santa Rita Courts</u> | | |
|--|----------|-------|
| A. Average Family Size | 3 | |
| | | |
| B. Race of HOH | | |
| Asian | 2.1 % | 2/95 |
| Black | 24.2 % | 23/95 |
| Black/ Pacific Islander | 1.1% | 1/95 |
| Black/Other | 1.1% | 1/95 |
| Native American | 1.1% | 1/95 |
| Other | 34.7% | 33/95 |
| White | 26.3% | 25/95 |
| White/Black/Asian/Native American /Other | 1.1% | 1/95 |
| White/Other | 1.1% | 1/95 |
| Declined to Report | 6.3% | 6/95 |
| Ethnicity of HOH | | |
| Hispanic | 51.6% | 49/95 |
| Non-Hispanic | 43.2% | 41/95 |
| Declined to Report | 5.2 % | 5/95 |
| | | |
| C. Average Annual Income for Households | \$13,243 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 75.7% | 2/95 |
| Male | 24.3% | 2/95 |
| | | |
| E. Average Age – Head of Household | 54 years | |

| <u>Pathways at Shadowbend Ridge</u> | | |
|--|-------------|-------|
| A. Average Family Size | 2.34 | |
| | | |
| B. Race of HOH | | |
| Asian | 2.1% | 1/47 |
| Black | 17 % | 8/47 |
| Other | 21.3 % | 10/47 |
| White | 48.9.4% | 23/47 |
| Declined to Report | 10.6% | 5/47 |
| Ethnicity of HOH | | |
| Hispanic | 57.5% | 27/47 |
| Non-Hispanic | 31.9% | 15/47 |
| Declined to Report | 10.6% | 5/47 |
| | | |
| C. Average Annual Income for Households | \$13,554.40 | |
| | | |
| D. Gender of Head of Household | | |

| | | |
|---|----------|-------|
| Female | 76.6% | 36/47 |
| Male | 23.4% | 11/47 |
| | | |
| E. Average Age – Head of Household | 54 years | |

| | | |
|--|-------------|---------|
| <u>Pathways at Thurmond Heights</u> | | |
| A. Average Family Size | 2.31 | |
| | | |
| B. Race of HOH | | |
| Asian | 2.88 % | 4/139 |
| Black | 36% | 50/139 |
| Black/ Other | .7% | 1/139 |
| Native American | 2.88 % | 4/139 |
| Native American/Other | .7% | 1/139 |
| Other | 17.3% | 24/139 |
| White | 31.7% | 44/139 |
| White/Asian | .7% | 1/139 |
| White/Black | .7% | 1/139 |
| White /Other | .7% | 1/139 |
| Declined to Report | 5.8% | 8/139 |
| Ethnicity of HOH | | |
| Hispanic | 41% | 57/139 |
| Non-Hispanic | 51.1% | 71/139 |
| Declined to Report | 7.9 % | 11/139 |
| | | |
| C. Average Annual Income for Households | \$13,717.22 | |
| | | |
| D. Gender of Head of Household | | |
| Female | 75.5% | 105/139 |
| Male | 24.5% | 34/139 |
| | | |
| E. Average Age – Head of Household | 49 years | |

IV. FSS PBRA 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 PBRA Programs.

V. ESTIMATE OF PARTICIPATING FAMILIES

HACA will enroll interested PBRA residents from the PBRA properties selected for the initial pilot period. For this new enrollment period, a minimum of 50 FSS slots will be made available for these families. Estimated number of families served per pilot PBRA property:

Pathways at Booker T. Washington-14

Pathways at Santa Rita Courts-12

Pathways at Rosewood Courts-8

The availability of the FSS Waitlist will be posted at the HACA Administrative Offices, at PBRA property management 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 based on the availability of openings on the FSS Coaches' caseloads. 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. At the time of the posting of this Action Plan, there are approximately 23 families who enrolled prior to RAD conversion at their property and are still enrolled in FSS under PBRA post-RAD conversion. They will not be counted as part of the initial 50 FSS slots.

VII. TIMETABLE FOR IMPLEMENTATION

The Housing Authority of the City of Austin will enroll new participants from HACA's PBRA properties into the FSS program within 90 days of HUD approval of the FSS Action Plan for PBRA properties. Additional participants (beyond 50) may be enrolled on a rolling basis as determined by availability on the FSS Coaches' caseloads and contingent upon funding availability.

VIII. OUTREACH EFFORTS

HACA will conduct ongoing outreach to PBRA households by way of newsletter, flyers, and brochures describing the FSS Program and announcing various FSS events. Property Managers and staff will distribute FSS brochures to residents at annual re-examinations and initial orientations. In addition, when the FSS Waitlist is open, FSS Coaches will notify PBRA Property staff so that they may notify their residents of the opportunity. HACA will also conduct FSS promotional activities including social media outreach, 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 PBRA families without regard to race, color, religion, sexual identity, sexual orientation, handicap, familial status, age, or national origin.

IX. SELECTION PROCEDURES

A. Reasonable Accommodations

The FSS program will make reasonable accommodations to those persons with disabilities who request such an accommodation. Please note that FSS Program guidelines do not allow for employment requirements to be waived in full.

B. Non-discrimination

Selection is made without regard to race, color, religion, sexual identity, disability, 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.

HACA does not discriminate on the basis of disability status in admission or access to, or treatment or employment in, its federally assisted programs and activities. The following person has been designated to coordinate compliance with the nondiscrimination requirements contained in HUD's regulations implementing Section 504: Vice President of Community Development, 1124 S. IH 35, Austin, TX 78704, (512)477-4488: TTY: (800) 735-2989 or 711 Voice Relay.

C. Application Procedures

1. Waiting List:

Recognizing that the level of interest in FSS participation may occasionally exceed the FSS Coaches' caseload capacity, 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 Coaches with administrative oversight provided by the Family Programs Director.

To be placed on the FSS waiting list, interested HACA PBRA families must complete and return an FSS Interest Form. Upon completion and submission of the FSS Interest Form, the PBRA family will be placed on the appropriate waiting list (if a waiting list exists), and allowed entry into the FSS Program as space allows.

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 FSS 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 the 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 (CoP) 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 (2nd attempt) and has failed to contact the assigned 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 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 2nd 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 the 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 2nd rescheduled appointment, the applicant requires more than 30 additional days for intake appointment, they will be placed back on the waitlist.

X. PROGRAM TRANSFERS

A FSS Family moving to another property:

- a) The new (Multifamily) project that the FSS family is moving to has an FSS program. If the new project has an FSS program, the family may continue its participation in FSS. The CoP and escrow balance must be transferred to the new Multifamily project and each owner must report this transfer in their next quarterly report to HUD.
- b) The new (Multifamily or Non-Multifamily) project that the FSS family is moving to does not have an FSS program.
 - 1) If the new project does not have an FSS program, but the head of household has maintained suitable employment and all family members have been independent from welfare assistance for at least one year (self-certification required, per Section IV.E.5 of this Notice), then the owner must modify the goals under the CoP and report that the family has successfully completed the CoP. The current balance in the escrow account must be disbursed to the FSS family. 27
 - 2) If the new project does not have an FSS program, and the head of household has not maintained suitable employment or has not been independent from welfare assistance for at least a year, then the owner must terminate the CoP and the escrow balance must be returned to HUD by a negative OARQ adjustment on the owner's monthly HAP voucher.
 - 3) Note: Owners must clearly explain to FSS families how such a move may impact the family's participation in FSS. For example, if modification of the FSS contract to allow the family to graduate prior to the move is not possible, the owner must explain to the family that this may result in forfeiture of their FSS escrow funds. In cases where a move would result in forfeiture of the FSS escrow funds, the owner may request to HUD a waiver for good cause so that the escrow funds in the family's escrow account at the time of the move can be disbursed to the family regardless of completion of the FSS CoP. Such requests will be approved by HUD's Asset Management Division Director at the field level, provided that there is good cause for the move and that the family has complied with its responsibilities under the CoP. Good cause for a move includes, but is not limited to, moving to achieve self-sufficiency goals as established under the FSS CoP.

B FSS Family moving between rental assistance programs.

When an FSS family leaves the Multifamily program and enters the Public Housing or Housing Choice Voucher (HCV) program or vice versa (whether through RAD or otherwise; for example, a Multifamily FSS participant may leave Multifamily and become an HCV participant through the PHA's HCV waiting list) the participant does not need a new FSS CoP. The current escrow balance and CoP must be transferred to the Public Housing or HCV program.

- C All contracts for FSS families moving between PBRA Properties and for families moving between rental assistance programs must be executed within 90 days of lease-up.

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 coaching and service coordination such as the Arizona Self-sufficiency Matrix or other evidence based tools.

A. Individual Training and Service Plan (ITSP)

A member of the 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 Notice H -2016-08, 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 Coach;
- 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 PBRA Housing Lease Agreement (HUD Model Lease 90105a and attachments);
- 6) Fulfill the family obligation requirements under the Project Based Rental Assistance Program. This includes timely reporting of changes in residency, family composition, and 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

- 1) In order to monitor the progress of each participant, HACA's FSS team will do the following:
- 2) 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;
- 3) Work with PBRA property managers to determine changes in residency, family composition, or income and obtain referrals for new FSS participants;
- 4) Maintain a contact record documenting tasks and accomplishments made towards achieving goals for all FSS participants;
- 5) Conduct regularly scheduled orientations for interested potential new participants;
- 6) Provide referrals and supportive services (as defined in Section XII.A) available to FSS families; and
- 7) 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

A. Supportive Services

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

- 1) Childcare
- 2) Transportation
- 3) Soft Skills Training
- 4) Education
- 5) Employment Opportunities and Job Training
- 6) Financial Literacy
- 7) Home Ownership Training
- 8) Parenting Supports

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, coaching, referrals and other supportive services to the families.

A. Formed Partnerships with Public and Private Entities

The owner 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, Austin Pathways, a non-profit subsidiary of the Housing Authority of the City of Austin provides 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 Austin Pathways executive staff. The FSS program staff and Austin Pathways will work to expand the range of services available through partnerships.

B. 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 Notice H – 2016 -08. The escrow calculation is based on increases in the rent actually paid by the FSS family. The escrow for PBRA families will be calculated in accordance with Housing Notice H-2016-08. PAMI will request escrow funds monthly via an Owner/Agent Request (OARQ) positive adjustment on the property's Housing Assistance Payment (HAP) voucher, as outlined in Housing Notice H-2016-08. .

1) Deposits

- a) PAMI will deposit the FSS escrow 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.
- b) 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 H-2016-08 for Multifamily FSS (PBRA).

2) Disbursements

- a) 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:
 - i. 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. Qualification to graduate may also be met for families whose

income goes above the low-income limit (above 80% of median). These families will not receive any (additional)escrow credit, but may continue as a participant in the FSS program until: I. The expiration of the CoP; 24 ii. All contract obligations have been completed; or iii. End of participation in the project-based Section 8 program. Note: If head of household has maintained suitable employment and all family members have been independent from welfare assistance for at least one year (self-certification required, per Section IV.E.5 of this Notice), then prior to the family ending their participation in the project-based Section 8 program, the owner may modify the goals under the CoP and report that the family has successfully completed the CoP. The current balance in the escrow account may be disbursed to the FSS family.

- ii. 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 H-2016-08. The FSS Coach will verify this information by obtaining documentation and contacting welfare agencies.
- iii. HACA will pay the head of household the amount in the family's escrow account less any outstanding balances owed to HUD.
- iv. HACA may permit the FSS 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 Austin Pathways.
- v. The FSS Coach Lead will review requests for interim disbursements and will make a recommendation to the Vice President of Austin Pathways. The President and CEO shall retain final approval. Early disbursements of escrow funds are at the sole discretion of PAMI. Partial disbursement of escrow funds will be allowed one time per year and must be limited to goal specific requests.
- vi. 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
- vii. available other than escrow accounts. PAMI 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 Project Based Rental Assistance, rental assistance is terminated for non-compliance in accordance with HUD requirements;
- 2) If the family violates family housing obligations. A participant family's housing obligations are described in the PBRA Housing Lease Agreement (HUD Model Lease 90105a and attachments); If the family breaches the FSS contract. The family's obligations for the FSS program are described in FSS Contract of Participation, HUD Form 9831A
- 3) If the FSS family's head of household fails to become independent from welfare assistance;
- 4) If the FSS family's head of household fails to meet the employment obligations of the contract;
- 5) The FSS PBRA participant and PAMI sign a written agreement mutually agreeing to terminate the contract;
- 6) The FSS staff 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;
- 7) PAMI determines that the resources and services necessary to complete the contract are not available;
- 8) Any related new HUD mandate resulting in changes to the contract of participation and/or the related CFR or Housing Notice,
- 9) Operation of law.

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

PAMI 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.

XV. APPEAL PROCEDURES

PBRA 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 each PBRA property's Tenant Selection Plan. The appeal procedures for FSS can be obtained through the FSS Coach Lead or the Informal Hearing Officer.

No appeal will be granted for voluntary withdrawal.

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

- A. 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.
- B. 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, and therefore denial of extensions are not eligible for appeal.
- c. PAMI 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.
- D. A participant may only graduate one time from the FSS program. The only exception to this guideline is a PBRA 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.

XVII. ASSURANCE OF NON-INTERFERENCE

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.

XVIII. COORDINATION WITH LOCAL SERVICES

In developing this FSS Action Plan, and the 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.

XIX. PROGRAM COORDINATING COMMITTEE (PCC)

The Housing Authority of the City of Austin and Austin Pathways partner with various

entities that serve as a referral network for residents. The establishment of a Program Coordinating Committee is not required for PBRA FSS Programs, but this PBRA program will coordinate services through HACA's existing PCC, and it will serve as a joint PCC for both programs. The collaborations with the PCC will serve to provide feedback to the FSS teams on methods to enhance the FSS programs. Some entities may be paid contractors for services and others unpaid contractors- informally with or without a MOU.

The Program Coordinating Committee (PCC) members will consist of a staff and volunteers 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
 - 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 – food pantry; emergency assistance, youth programming, Any Baby Can – parenting and life skills, workforce development
 - Lifeworks – Parenting and life skills
 - 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; skilled trades and health care professions
 - 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
 - Financial Literacy Coalition of Central Texas - financial literacy, Financial coaching and asset building
 - Texas Capital Bank – Financial Literacy
 - Austin Area Urban League- assessment, work readiness training, certificate training and job placement

Members may be removed from the PCC at the sole discretion of HACA. The PCC will also include representatives FSS participants.

XX. FSS COORDINATOR (COACH) FUNDING

FSS Coaches will be funded through donations to Austin Pathway Incorporated, a non-profit subsidiary of HACA until other grant funding is secured. HACA is committed to funding two (2) FSS PBRA Coach positions for a term of no less than 5 years.

XXI. CERTIFICATION OF COORDINATION

The 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

RESOLUTION NO. 02659

PURCHASING ITEM NO. 6.

MEETING DATE: July 16, 2020

STAFF CONTACT: Nora Morales, Director of Operations and Procurement

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

BUDGETED ITEM: Yes

TOTAL COST: \$292,100.00

ACTION

The Board is asked to Approve Resolution No: 02659 to enter into a contract with Unity Contractor Services for Agency wide ground maintenance annual contract not to exceed \$292,100.00 a year. This will be a five year contract with no cost increase, to be reviewed annually.

SUMMARY

Background:

This service contract will provide timely, planned, safe ground maintenance of HACA's Project Based Rental Assistance (PBRA - formerly public housing) and Tax Credit-blended portfolio, including office buildings. Mandatory responsibilities as per scope of work include but not limited to mowing, edging, flower bed maintaining, trimming, and debris clean up. Drip system maintenance and plant mulching will be optional services as needed at an additional cost.

Process:

A request for proposal for Agency wide ground maintenance was issued on November 24, 2019. It was advertised twice consecutively on Sunday, November 24th and again on December 1st, 2019 in the Austin American Statesman Public Notice Section. The proposal was available for download on our HACA's website under Business Opportunities. It was also faxed to the specified small/minority organization for distribution as per our Procurement Policy. The request for proposal had a deadline of January 6, 2020. Thirty proposals were mailed, emailed, and picked up. Six proposals were received for consideration.

An evaluation committee was created and led by Frank Garcia, HACA Central Community Director, to review and score submitted proposals. The Committee included Jim Mershdorf, Property Manager at Booker T. Washington, Stephane Lambour, Inspections Manager, and Phillip Schaffino, Lead Maintenance at Shadowbend/Manchaca Village. Proposals were evaluated based on various factors, including cost

effectiveness, multi-family & past experience, overall capability, and minority business status.

Staff Recommendation:

Staff's recommendation is to award the contract to Unity Contractor Services in the amount of \$292,100.00 per year. HACA reserves the option to renew for up to a total of five years. Unity is not requesting a yearly cost increase, per its proposal.

Unity has been a long-time contractor in good standing with HACA. This vendor has many years of experience and satisfactory performance of this scope with HACA.

ATTACHMENTS:

- ▣ **Attachment 1: Bidders Qualifications**
- ▣ **Attachment 2: Tabulations**
- ▣ **Attachment 3: Recommendation Memo**
- ▣ **Attachment 4: Evaluation Tally**

RESOLUTION NO. 02659

**RESOLUTION APPROVING A CONTRACT FOR AGENCY WIDE GROUND
MAINTENANCE SERVICES**

WHEREAS, on January 6, 2020 the Housing Authority of the City of Austin opened and publicly read the proposals to award a contract for Agency Wide Ground Maintenance Services, and;

WHEREAS, it is the recommendation of the President & CEO that the proposal of Unity Contractor Services in the total amount not to exceed \$ 292,100.00 a year be accepted as the most responsible and responsive proposal;

NOW, THEREFORE BE IT RESOLVED that the Housing Authority of the City of Austin Board of Commissioners authorizes the President & CEO to accept the proposal and award such contract.

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

Carl S. Richie Jr., Chairperson

Michael G. Gerber, Secretary



UNITY CONTRACTOR SERVICES, INC.

6448 East HWY 290 Suite F113 Austin, TX 78723
(512)926-8065 office (512)926-1292 facsimile

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Name of Bidder: UNITY CONTRACTOR SERVICES, INC.
2. Permanent main office address. 6448 EAST HWY 290 SUITE F-113 AUSTIN, TX 78723
3. When organized. 1993 as Sole Proprietorship and then Incorporated in 2007
4. State whether bidder is a Corporation, Partnership, or Sole Proprietor: Corporation
5. If "Corporation, date and State of Incorporation" State of Texas January 2007
6. A breakdown of the minority ownership of the business (Gender, White, Black Hispanic, American Hispanic, American Indian/Eskimo, Asian/Pacific islander, etc.). Who owns what percent of the business, and any other related information?

100% minority owned-African American-Certified through DSMBR as MBE/DBE/Certified by U.S. Small Business Administration as located in a HUBZone area equivalent to Section 3

7. Number of years engaged in contracting business under present name.

Operated from 1993 to 2006 as United Contractor Services and 2007 to present under Unity Contractor Services, Inc.

Contracts in Progress:

- Goodfellow AFB
- City of Austin Parks & Recreation \$400K scheduled to be completed February 2023
- City of Cedar Park Tree Trimming scheduled to be completed March 2020

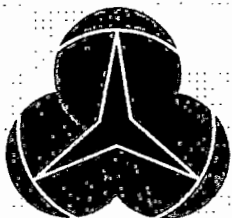
8. General character of work performed by your company:

Unity has always performed with the highest degree of character

9. Report on any failures to complete work awarded to you (where, when & why). Report any contracts you have defaulted on. Not applicable

Report any contracts you or your company has defaulted on. Not applicable

Proposal for Tree Trimming HACA-19-I-0235
Submitted by Unity Contractor Services, Inc. January 6, 2019



UNITY CONTRACTOR SERVICES, INC.

6448 East HWY 290 Suite F113 Austin, TX 78723

(512)926-8065 office (512)926-1292 facsimile

11. Name & address of bonding company and name and address of agent.

Brent Baldwin: 972-644-2688, Baldwin-Cox Agency 5930 Preston View Blvd., Suite 200,
Dallas, TX 75240

12. List 3 currently completed projects, including name, address, phone number and type of work.

- Barksdale Air Force Base – 41 Vandenberg Ave Shreveport LA 7111 Marla Poirer
318- 456-6833 Air Operations Command Center Full renovation and expansion of
55,000 SF Facility
- Barksdale Air Force Base – 41 Vandenberg Ave Shreveport LA 7111 Marla Poirer
318- 456-6833 Prep & Painting of multiple Military Buildings & Dormitories
- Ft. Hood Army Base – Jose Gonzalez 254-436-1380 complete renovation to a 28,500
SF motor pool building. Mechanical, Electrical, Plumbing, HVAC, Fire Protection,
Rough Carpentry, Framing, Site Management.

13. List any previous contracts with HACA, including dates performed.

- Tree Trimming 2012 - current
- Grounds Maintenance 2012- current
- Construction at Salina & Booker T. Washington: 2011
- PHAS Inspections renovation at scattered sites: 2012 – 2015
- HACA Thurmond Heights Phase IV Renovations: 2017
- Renovations at Thurmond Heights Phase III: 2016
- BTW & Meadowbrook RAD Renovations: 2019
- RAD Renovations Thurmond Heights, Santa Rita & Rosewood: 2019

Proposal for Grounds Maintenance HACA-19-P-0234
Submitted by Unity Contractor Services, Inc. January 6, 2019

TABULATION
Grounds Maintenance Services
HACA-19-P-0234
January 6, 2019 10:00 AM/CST

| SITES | Vendor #1 | | Vendor #2 | | Vendor #3 | | Vendor #4 | | Vendor #5 | | Vendor #6 | |
|-----------------------------|------------------------|--------------|-----------------------|--------------|--------------------|--------------|---------------|--------------|---------------------------------|--------------|--------------------------------|--------------|
| | MB Landscape Solutions | | A-Class Land Services | | Grass Shepherd LLC | | Cutrite | | Maldonado Nursery & Landscaping | | Unity Contractor Services, Inc | |
| 1507 S. IH 35 | \$ 35.00 | \$ 1,820.00 | \$ 95.00 | \$ 4,940.00 | \$ 34.00 | \$ 1,768.00 | \$ 145.92 | \$ 7,587.84 | \$ 82.56 | \$ 4,293.12 | \$ 35.00 | \$ 1,820.00 |
| 1503 S. IH 35 | \$ 35.00 | \$ 1,820.00 | \$ 95.00 | \$ 4,940.00 | \$ 34.00 | \$ 1,768.00 | \$ 145.92 | \$ 7,587.84 | \$ 67.97 | \$ 3,534.44 | \$ 35.00 | \$ 1,820.00 |
| 1124 South I-35 | \$ 210.00 | \$ 10,920.00 | \$ 450.00 | \$ 23,400.00 | \$ 222.56 | \$ 11,573.12 | \$ 663.92 | \$ 34,523.84 | \$ 116.33 | \$ 6,049.16 | \$ 145.00 | \$ 7,540.00 |
| 1144 Airport Blvd | \$ 170.00 | \$ 8,840.00 | \$ 250.00 | \$ 13,000.00 | \$ 161.84 | \$ 8,415.68 | \$ 774.18 | \$ 40,257.36 | \$ 177.41 | \$ 9,225.32 | \$ 145.00 | \$ 7,540.00 |
| 1100 South I-35 | \$ 98.00 | \$ 5,096.00 | \$ 95.00 | \$ 4,940.00 | \$ 92.00 | \$ 4,784.00 | \$ 129.92 | \$ 6,755.84 | \$ 94.49 | \$ 4,913.48 | \$ 35.00 | \$ 1,820.00 |
| 85 Trinity Street | \$ 90.00 | \$ 4,680.00 | \$ 295.00 | \$ 15,340.00 | \$ 84.00 | \$ 4,368.00 | \$ 286.02 | \$ 14,873.04 | \$ 106.36 | \$ 5,530.72 | \$ 145.00 | \$ 7,540.00 |
| 1941 Gaston Place | \$ 90.00 | \$ 4,680.00 | \$ 310.00 | \$ 16,120.00 | \$ 92.00 | \$ 4,784.00 | \$ 244.22 | \$ 12,699.44 | \$ 68.25 | \$ 3,549.00 | \$ 95.00 | \$ 4,940.00 |
| 2300 W. Northloop | \$ 75.00 | \$ 3,900.00 | \$ 285.00 | \$ 14,820.00 | \$ 75.00 | \$ 3,900.00 | \$ 382.17 | \$ 19,872.84 | \$ 326.94 | \$ 17,000.88 | \$ 75.00 | \$ 3,900.00 |
| 6113 Buffalo Pass | \$ 99.00 | \$ 5,148.00 | \$ 280.00 | \$ 14,560.00 | \$ 120.00 | \$ 6,240.00 | \$ 446.92 | \$ 23,239.84 | \$ 115.10 | \$ 5,985.20 | \$ 145.00 | \$ 7,540.00 |
| 9120 Northgate Blvd. | \$ 110.00 | \$ 5,720.00 | \$ 450.00 | \$ 23,400.00 | \$ 205.00 | \$ 10,660.00 | \$ 479.22 | \$ 24,919.44 | \$ 138.09 | \$ 7,180.68 | \$ 195.00 | \$ 10,140.00 |
| 2001 Rosewood | \$ 265.00 | \$ 13,780.00 | \$ 365.00 | \$ 18,980.00 | \$ 250.00 | \$ 13,000.00 | \$ 621.92 | \$ 32,339.84 | \$ 200.81 | \$ 10,442.12 | \$ 195.00 | \$ 10,140.00 |
| 1143 Salina | \$ 90.00 | \$ 4,680.00 | \$ 325.00 | \$ 16,900.00 | \$ 84.00 | \$ 4,368.00 | \$ 222.37 | \$ 11,563.24 | \$ 107.59 | \$ 5,594.68 | \$ 45.00 | \$ 2,340.00 |
| 1801 East 4th Street | \$ 350.00 | \$ 18,200.00 | \$ 300.00 | \$ 15,600.00 | \$ 347.80 | \$ 18,085.60 | \$ 306.92 | \$ 15,959.84 | \$ 730.81 | \$ 38,002.12 | \$ 295.00 | \$ 15,340.00 |
| 6328 Shadowbend | \$ 150.00 | \$ 7,800.00 | \$ 425.00 | \$ 22,100.00 | \$ 150.00 | \$ 7,800.00 | \$ 739.82 | \$ 38,470.64 | \$ 729.75 | \$ 37,947.00 | \$ 295.00 | \$ 15,340.00 |
| 1438 Coronado Hills | \$ 170.00 | \$ 8,840.00 | \$ 325.00 | \$ 16,900.00 | \$ 165.00 | \$ 8,580.00 | \$ 446.92 | \$ 23,239.84 | \$ 148.81 | \$ 7,738.12 | \$ 195.00 | \$ 10,140.00 |
| 110 Boles | \$ 320.00 | \$ 16,640.00 | \$ 495.00 | \$ 25,740.00 | \$ 300.00 | \$ 15,600.00 | \$ 877.82 | \$ 45,646.64 | \$ 649.16 | \$ 33,756.32 | \$ 145.00 | \$ 7,540.00 |
| 3628 Manchaca | \$ 99.00 | \$ 5,148.00 | \$ 350.00 | \$ 18,200.00 | \$ 130.00 | \$ 6,760.00 | \$ 628.07 | \$ 32,659.64 | \$ 514.61 | \$ 26,759.72 | \$ 145.00 | \$ 7,540.00 |
| 2341 Corta Street | \$ 350.00 | \$ 18,200.00 | \$ 350.00 | \$ 18,200.00 | \$ 225.00 | \$ 11,700.00 | \$ 446.92 | \$ 23,239.84 | \$ 208.51 | \$ 10,842.52 | \$ 295.00 | \$ 15,340.00 |
| 1203 Cumberland | \$ 545.00 | \$ 28,340.00 | \$ 1,385.00 | \$ 72,020.00 | \$ 660.00 | \$ 34,320.00 | \$ 1,748.50 | \$ 90,922.00 | \$ 268.95 | \$ 13,985.40 | \$ 590.00 | \$ 30,680.00 |
| 8426 Goldfinch | \$ 365.00 | \$ 18,980.00 | \$ 810.00 | \$ 42,120.00 | \$ 435.00 | \$ 22,620.00 | \$ 1,163.00 | \$ 60,476.00 | \$ 302.03 | \$ 15,705.56 | \$ 690.00 | \$ 35,880.00 |
| 1201 W. Live Oak | \$ 520.00 | \$ 27,040.00 | \$ 425.00 | \$ 22,100.00 | \$ 495.00 | \$ 25,740.00 | \$ 1,677.00 | \$ 87,204.00 | \$ 302.03 | \$ 15,705.56 | \$ 695.00 | \$ 36,140.00 |
| 905 Bedford | \$ 520.00 | \$ 27,040.00 | \$ 1,300.00 | \$ 67,600.00 | \$ 633.00 | \$ 32,916.00 | \$ 1,885.00 | \$ 98,020.00 | \$ 712.26 | \$ 37,037.52 | \$ 890.00 | \$ 46,280.00 |
| 2989 East 51st Street QRTLY | \$ 1,200.00 | \$ 4,800.00 | \$ 1,100.00 | \$ 4,400.00 | \$ 183.00 | \$ 732.00 | \$ 1,375.00 | \$ 5,500.00 | \$ 1,133.58 | \$ 4,534.32 | \$ 1,200.00 | \$ 4,800.00 |
| WEEKLY BILLING RATE | \$ 4,756.00 | | \$ 9,460.00 | | \$ 4,995.20 | | \$ 14,462.67 | | \$ 6,168.82 | | \$ 5,525.00 | |
| ANNUAL COST | \$ 252,112.00 | | \$ 496,320.00 | | \$ 260,482.40 | | \$ 757,558.84 | | \$ 325,312.96 | | \$ 292,100.00 | |
| 2nd year cost | \$ 264,717.60 | | \$ 506,246.40 | | \$ 264,389.64 | | \$ 772,710.02 | | \$ 333,445.78 | | \$ 292,100.00 | |
| % Annual renewal | 5% | | 2% | | 1.50% | | 2% | | 2.50% | | 0% | |

Bid Official: _____ Nora Morales

Date: _____ 1/6/2020

Official Witness: _____ Jeffrey Lyon

Date: _____ 1/6/2020



Housing Authority of the City of Austin

Established in 1937

Interoffice memo

To: Sylvia Blanco – Chief Operating Officer
From: Frank Garcia, Community Director
Subject: Grounds Bid Summary
Date: 6/4/2020

Background

The City of Austin Housing Authority issued a Request for Proposal for agency wide Grounds Maintenance Contract. As a result, the Housing Authority received six bids. The name of the Venders are: MB Landscape, A-Class Land Service, Grass Shepherd LLC, Cutrite, Maldonado Nursery & Landscaping, and Unity Contractor Service, Inc. In order to fairly review and score each vendor, HACA put together a committee to score each vendor.

Results from Evaluation

The committee reviewed and scored all vendors accordingly. In conclusion, the committee made the decision to award Unity Contractor Service Inc., based on the following factors:

1. Cost – Unity's contract, \$288,500 annually, offers a flat rate cost that will not increase at renewal. They are not the lowest bid, however, they offer the most efficient, best written proposal with excellent experience and latest equipment. This allows the agency to project future costs more effectively, making Unity the most cost effective over time.
2. Services – In Unity's bid proposal, they offer optional services that include tree assessments for property PHAS prep, maintenance and repair of the flowerbed drip system and mulch as needed services for our Tax credit Properties. Regular scope of work included in this proposal is mowing, edging, leaf bagging, fence line clean up, flowerbed maintenance, gutter cleaning and hedge trimming.
3. Experience – Unity demonstrated that they have the most experience when working with Low Income Housing providers. They understand what it takes to have a property ready for a variety of upcoming inspections and make the Agency a top priority.

Evaluation Tabulation HACA-19-P-0234
GROUND MAINTENANCE
January 6, 2020, 10:00AM/CST

| Evaluators | MB Landscape | A-Class Lawn Services | Grass Shepherd LLC | Cutrite | Maldonado Nursery & Landscaping | Unity Contractor Services. Inc |
|--------------------------|--------------|-----------------------|--------------------|------------|---------------------------------|--------------------------------|
| Frank Garcia | 69 | 18 | 42 | 15 | 76 | 97 |
| Stephane Lambour | 55 | 18 | 48 | 40 | 80 | 86 |
| Phillip Schaffino | 50 | 10 | 80 | 75 | 80 | 85 |
| Jim Merschdorf | 40 | 0 | 62 | 0 | 0 | 100 |
| <i>Total :</i> | <i>214</i> | <i>46</i> | <i>232</i> | <i>130</i> | <i>236</i> | <i>368</i> |
| Average Score | 54 | 12 | 58 | 33 | 59 | 92 |

Recommended: Unity Contractor Service

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02657

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 7.

MEETING DATE: July 16, 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.

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 16th day of July, 2020.

ATTEST:

Carl S. Richie, Jr., Chair

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02664

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 8.

MEETING DATE: July 16, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02664: Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Arbors at Tallwood Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02664 authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Arbors at Tallwood Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution

SUMMARY

Background:

Austin Affordable Housing Corporation (AAHC), has been presented an opportunity to partner with Belveron Corporation, to purchase a 120 unit apartment complex called the Arbors at Tallwood. The complex is located at 8810 Tallwood Drive, Austin, Texas 78759, in the Northwest Central market in the very high opportunity area of Northwest Hills.

AAHC’s proposed partner, Belveron Corporation, prides itself on long term preservation of workforce housing. Located out of San Francisco, Belveron, is a privately held investment firm with a current portfolio of more than 25,000 units across the United States. Founded in 2006, Belveron has invested in more than 200 properties in 32 states. AAHC is working with Managing partner, Paul Odland, and Senior Portfolio Manager, Josh Plattner.

The Arbors at Tallwood was built in 1972 and sits on 5.76 acres. 78% of the units have gone through renovation and improvement and the current ownership has spent more than \$600,000 on exterior work. The property has a newly installed dog park along with a swimming pool and clubhouse and is equipped with

several remodeled laundry rooms throughout the site. The property feeds in to several of the strongest performing schools within AISD; property residents are assigned to Hill Elementary School, Murchison Middle School and Anderson High School. The property’s proximity to Loop 1 (Mopac) and Highway 183 provides easy access to many employers, retail shops, grocery stores and medical providers. Below is a breakdown of the many variations of unit sizes.

| | |
|-----------------------|-------------------|
| 24 1-bedroom/1-bath | 700 square feet |
| 16 1-bedroom/1-bath | 730 square feet |
| 38 2 bedroom/1 ½ bath | 966 square feet |
| 16 2-bedroom 2 bath | 1,144 square feet |
| 6 3-bedroom/2 bath | 1,315 square feet |
| 20 3-bedroom/2 ½ bath | 1,354 square feet |

Process:

The purchase price for the Arbors at Tallwood is \$17,825,000. Belveron will be investing 30% cash to the purchase (approximately \$5.4 MM) as a down payment. In addition, Belveron will place an additional \$1,800,000.00 for future capital needs. Belveron has also committed to place in escrow an additional reserve amount equal to 1 full year of mortgage payments to ease any future rental issues due to the Covid-19 virus. AAHC will not have any liability and will not be responsible for any guarantees required by the lender. The property will serve residents at 80% MFI and below. AAHC and Belveron have committed to not raising rents for the next 12 months and are committed to leasing to HCV voucher holders. The property will be managed by Apartment Management Professionals.

Staff Recommendation:

Board approval will allow Housing Authority of the City of Austin to take the following actions with regard to the Arbors at Tallwood Apartments (the “Development”) in Austin, Texas: (A) acquire the site of the Development; (B) lease the Development site to the owner of the Development; and (C) such other actions necessary or convenient to carry out this Resolution

RESOLUTION NO. 02664

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

WHEREAS, Austin Affordable Housing Corporation (“AAHC”) has agreed to participate in the acquisition and rehabilitation of the Development;

WHEREAS, in connection therewith, the Housing Authority of the City of Austin (“HACA”) has agreed to acquire certain real property in Austin, Texas (the “**Land**”), which constitutes the site for the Development, and to simultaneously lease the Land to Arbors at Tallwood, LLC, a Delaware limited liability company the managing member of which is an affiliate of AAHC (the “**Owner**”), under a long-term ground lease (the “**Ground Lease**”);

NOW, THEREFORE, the Board of Commissioners of HACA hereby approves and adopts the following resolutions, and hereby authorizes its Chief Executive Officer (or the Chief Executive Officer’s designee) to do the following:

1. Acquire the Land and enter into the Ground Lease with the Owner.
2. Review, execute and approve the Ground Lease and all such other documents necessary to effectuate the acquisition of the Land, execution of the Ground Lease and Owner’s acquisition of the Development, including but not limited to such security instruments and estoppel certificates as any lender involved with the Development may require, all on such terms and containing such provisions as the Chief Executive Officer (or his designee) shall deem appropriate, and the approval of the terms of each such instrument shall be conclusively evidenced by his execution and delivery thereof.

THIS RESOLUTION shall be in full force and effect from and upon its adoption.

[End of Resolution]

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

ATTEST:

Carl S. Richie, Jr., Chair

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 9.

MEETING DATE: July 16, 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 Board action is required.