

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, November 19, 2020
12:00 PM**

Via Video Conference Call
1 (646) 749-3122; Access Code: 449-239-845
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 (646) 749-3122; Access Code: 449-239-845

Thursday, November 19, 2020
12:00 PM

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

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

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on October 15, 2020
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02675: Approval of the Board of Commissioners Meeting Schedule for 2021

ACTION ITEMS

3. Presentation, Discussion, and Possible Action on Resolution No. 02678 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds and Refunding Note (Bridge at Turtle Creek Apartments) Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Bridge at Turtle Creek Apartments
4. Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center
5. Presentation, Discussion and Possible Action regarding Resolution No. 02676: Approval of the Low Income Housing (LIH) Department Property Budgets for Calendar Year 2021
6. Presentation, Discussion, and Possible Action regarding Resolution No. Renewal of Boys & Girls Club Contract (Chalmers and Meadowbrook) for Comprehensive Youth Development Clubs
7. Update on the Housing Choice Voucher and other Rental Assistance programs
8. Update on AAHC's acquisition and development programs
9. Presentation, Discussion, and Possible Action on Resolution No. 02679 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Urban East Apartments Phase I (“Phase I”) and the Urban East Apartments Phase II (“Phase II” and together with Phase I, the “Developments”) in Austin, Texas: (i) acquire the sites of the Developments; (ii) lease the sites of the Developments to the owners of the Developments; and (iii) such other actions necessary or convenient to carry out this Resolution
10. Presentation, Discussion, and Possible Action on Resolution No. 02680 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Lexington Hills Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

11. Presentation, Discussion, and Possible Action on Resolution No. 02681 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to Broadstone Apartments (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution
12. Presentation, Discussion and Possible Action Regarding Resolution No: 02683: Resolution authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts West (the "Project")
13. Presentation, Discussion, and Possible Action on Resolution No. 02682 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to ground lease the land and transfer the improvements located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, a Texas limited liability company wholly owned by Austin Affordable Housing Corporation

EXECUTIVE SESSION

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

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

OPEN SESSION

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

REPORTS

The Board accepts the following reports:

- President's Report
- Chief Financial Officer's Report
- Commissioners' Reports/Questions to the Department Staff

ADJOURNMENT

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE ITEM NO. 1.

MEETING DATE: November 19, 2020

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on October 15, 2020

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on October 15, 2020.

ATTACHMENTS:

- ▣ **20201015 HACA Minutes Summary**

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

October 15, 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, OCTOBER 15, 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 October 15, 2020, to order, at 12:19 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
Will Henderson, Carleton Companies

STAFF PRESENT ON THE CALL:

Andrea Galloway, Angie Towne, Ann Gass, Barbara Jackson, Catherine Crago, Diane Falcon, Jimi Teasdale, Gloria Morgan, Kelly Crawford, Leilani Lim-Villegas, Lisa Garcia, Michael Cummings, Michael Gerber, Michael Roth, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner and Sylvia Blanco

CITIZENS COMMUNICATION

None.

Public Hearing (Note: There will be a three-minute time limit) To accept public comment on Bridge at Turtle Creek

Austin Affordable Housing Corporation was being presented with an opportunity to partner with the Journeyman Group on a 3.32 acre tract of land located at 735 Turtle Creek Boulevard, Austin, Texas 78745. The Bridge at Turtle Creek will consist of 310 family apartment units serving tenants at or below 60% of median family income. The development will use a mixture of 4% tax credits and bonds to finance the development with a total project cost of approximately \$66,000,000. The planned development will consist of 233 one bedroom and one bath units, and 77 two bedroom and two bath units. All units will be marketed to HACA's Housing Choice Voucher residents.

The following citizens attended the Public Hearing and provided testimony via video conference.

Anita Campuzano
Bill Flood
Shawn Alvear
Taylor McClure
Tiffany Wu

ADJOURNMENT

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

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on September 17, 2020

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on September 17, 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: Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center

Pilar Sanchez, HACA Vice President of Austin Pathways, reported on the Resident & Client Support Center activities. The overall activities include: school supplies distribution, opening of a new Boys and Girls Club at Booker T. Washington, census and voter registration, personal protective equipment distribution, working with Community Care to bring flu shots to some HACA sites, and continuing to work with at home learning. A complete list of COVID related updates is provided to the Commissioners on a monthly basis.

Barbara Jackson, HACA, Jobs Plus Director, reported that for the month of September the Call Center worked on promoting voter registration. 600 texts and phone calls were sent to residents, yard signs were placed at the HACA properties, and staff assisted residents with any questions they had. **Leilani Lim-Villegas, HACA Senior Director of Community Development - Austin Pathways**, also reported that HACA staff has been working with Congressman Lloyd Doggett's office and the ADAPT organization on voter registration education.

HACA staff worked with the Census Bureau with census taking, and reached 65-75% completion at all HACA properties and surrounding neighborhoods before the census was brought to an end.

Jimi Teasdale, HACA Director, Planning & Development, reported that the HACA Central Office lobby is now open in a limited capacity to provide services to residents. Residents will be able to drop off and retrieve forms. Face-to-face meetings between staff and residents are still not available due to safety concerns. Staff is working on proceeding with strategies for limited opening of property management offices as well.

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02669: Operating Budget Revision for fiscal year April 2020 to March 2021

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

Finance worked with Department managers to update the budget based on actual usage and forecast revenues and expenses through March 2021. After a full review of the Operating Budget, it was necessary to revise the 2020/2021 Budget. The 2020/2021 Budget Revision includes \$12,510,818 in additional revenue and \$5,959,391 in additional expenses.

The Audit and Budget Committee met and the Commissioners of the Housing Authority of the City of Austin have reviewed the revised Operating Budgets and found:

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

Vice-Chairperson Bailey moved the Approval of Resolution No. 02669: Operating Budget Revision for fiscal year April 2020 to March 2021. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 02670: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards

Housing Authorities are required to adopt Payment Standards for the Housing Choice Voucher Program between 90% and 110% of the currently published fair market rents.

The 2021 fair market rents (FMRs) reflect an average increase of 6% over last year's published FMRS. On November 21, 2019, the Payment Standards were approved by the Board at 100% of published fair market rents. The rising Austin rental rates continue to make it difficult for housing choice voucher families to locate affordable homes in the Austin area. In analyzing the factors outlined below, staff's recommendation is to adjust the payment standards to 100% of the recently published fair market rents for all bedroom sizes. Staff will continue to exercise the flexibility to approve payment standards up to 120% of the published fair market rents as a reasonable accommodation for persons with disabilities.

The recommendation is proposed in consideration of the following information:

By adjusting the Payment Standards as recommended, HACA is helping to ensure that rental assistance provided is competitive with the rising rents in the Austin metropolitan area and that families can locate affordable housing.

An analysis of the following reports reflect that proposed Payment Standards are below market rents:

- GoSection 8 Payment Standards Analysis report
- Austin Multi-Family Trend Report 2nd quarter 2020
- Austin Board of Realtors Multiple Listing Service Analysis of market rate units.

The approved Payment Standards will go into effect February 1, 2021.

Commissioner Carrington moved the Approval of Resolution No. 02670: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 5: Presentation and Discussion of the Proposed Revisions to the Housing Choice Voucher Administrative Plan

The Housing Choice Voucher (HCV) Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in HACA's agency plan. The Administrative Plan is a supporting document to HACA's agency plan, and is available for public review as required by CFR 24 Part 903. The HACA Board of Commissioners must approve the original policy and any subsequent changes to comply with HUD regulations.

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

Arrest Records - added language provided by Nan McKay's revision service regarding the use of arrest records and criminal activity, specifically that a PHA may not use arrest records alone as the basis for denial.

Briefings and Voucher Issuance - Added statement that HACA will conduct briefings individually, in groups, by phone or by a virtual method.

Housing Quality Standards Inspection - Added a statement for all inspections types that HACA may conduct inspections by a HUD approved virtual inspection protocol.

Reexamination appointments - Added statement that HACA may conduct re-exams by virtual method and that we will accept documents via DocuSign.

Termination of Assistance – Added statement per regulation 24 CFR 5.903 that governs a PHA's access to and use of criminal conviction records obtained from a law enforcement agency and the regulatory permitted uses includes allowing PHAs to use records for screening of applicants for admissions to the HCV program, but excludes the use of records for lease enforcement and eviction of HCV participants or to terminate assistance for participants.

Grounds for Owner Terminations - Added language regarding rules as it relates to foreclosures and during the term of the lease, the new owner of the property does not have good cause to terminate the tenant's lease, unless the new owner will occupy the unit as their primary residence and has provided the tenant with at least a 90-day notice.

Foreclosure - Added section that defines HCV families' protections in the event of a foreclosure as defined in PIH 2010-49 and Protection Tenants at Foreclosure ACT (PTFA).

Payment Standards – Added Exception Payment Standards information and revised HACA's policy as it relates to the use of Small Area FMRs. Revised policy to state that HACA will not voluntarily use Small Area FMRs except to establish exception payment standards in certain zip code areas.

Informal Reviews and Hearings - Added policy regarding remote informal review and hearing procedures.

VAWA Notification - Added information regarding Notice PIH 2017-08, which cautions PHAS from sending information by mail, since the abuser may be monitoring the mail. HACA will consider other alternative delivery methods.

Project-based vouchers – Revisions throughout chapter provided by Nan McKay's revision service.

Mainstream vouchers - Address new requirements of the Mainstream program which deals with the non-elderly disabled. These changes can easily be incorporated into the Plan, and will meet HUD requirements.

Proposed changes to the Housing Choice Voucher (HCV) Administrative Plan will go out for public comment for 30 days beginning Friday, October 16, 2020.

No action was required by the Board. The Board was asked to review the proposed revisions to the Housing Choice Voucher Administrative Plan as presented. Staff will post the document for a 30-day public comment period. Staff will present the proposed revised Housing Choice Voucher Administrative Plan to the Board for final consideration and approval at the December 17, 2020 Board Meeting.

ITEM 6: Presentation and Discussion of the Draft 2021 Public Housing Authority (PHA) Annual Plan

The Draft 2021 Public Housing Authority (PHA) Annual Plan and update to the Five Year Plan was brought to the Board for discussion and input. The Draft Plan will go out for public comment for 45 days beginning Friday, October 16, 2020. No formal vote was required of the Board. The Board was asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2020 Board Meeting.

The Annual PHA Plan provides a ready source for interested parties to locate basic housing authority policies, rules, and requirements concerning its operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the housing authority's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families. High Performer housing authorities such as HACA utilize Form HUD-50075-HP to submit annual changes to its PHA Plans.

The Draft 2021 PHA Plan incorporates proposed changes from the Housing Choice Voucher Administrative Plan along with updates regarding the Rental Assistance Demonstration (RAD) program and the agency's 5- Year Goals and Objectives. Due to HACA's conversion from public housing to Project-Based Rental Assistance (PBRA) through RAD, there are no longer any public housing facilities to include in the Annual Plan.

The Draft will also allow staff to make technical corrections and changes to the Plan to address new requirements of the Mainstream program which deals with the non-elderly disabled. These changes can easily be incorporated into the Plan, and will meet HUD requirements.

After incorporating any Board recommendations, HACA will invite public comment on the proposed changes beginning at 8:00 a.m. on Friday, October 16, 2020 through 5:00 p.m. on Monday, November 30, 2020. HACA will send the proposed changes to Texas Rio Grande Legal Aid, the Austin Tenants' Council and other stakeholders. After receiving the comments, the proposed changes will be presented to the Board for final approval at the December 2020 Board Meeting.

ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 02671: Approval of the acceptance and reallocation of 25 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA)

Central Texas Council of Governments (CTCOG) has agreed to transfer 25 tenant-based VASH Vouchers to the Housing Authority of the City of Austin (HACA) due to under utilization in the Temple, Texas area and an emergent need to provide affordable housing to homeless Veterans in the Austin area.

CTCOG's Board of Commissioners approved the transfer of 25 VASH Vouchers to HACA and HACA's Board of Commissioners needs to approve the acceptance of the 25 VASH Vouchers. Both approved Resolutions will be submitted to the Department of Housing and Urban Development to approve the re-allocation of 25 tenant-based VASH vouchers from CTCOG to HACA.

Staff recommended approval to accept the transfer of 25 VASH vouchers from CTCOG. This allows HACA to serve 25 additional homeless Veterans in need of supportive housing in the Austin area.

Commissioner Duncan-Hall moved to approve Resolution No. 02671: Approval of the acceptance and reallocation of 25 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA). **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 8: Update on AAHC's acquisition and development programs

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

ITEM 9: Presentation, Discussion, and Possible Action on Resolution No. 02672 by the Board of Commissioners of the Housing Authority of the City of Austin to take such actions necessary or convenient to ground lease the land and transfer the improvements located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, a Texas limited liability company wholly owned by Austin Affordable Housing Corporation

This item was tabled until the November Board Meeting.

ITEM 10: Presentation, Discussion, and Possible Action on Resolution No. 02673 by the Board of Commissioners of the Housing Authority of the City of Austin to take the following actions with regard to Melrose Trail Apartments in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

Austin Affordable Housing Corporation (AAHC), was presented with an opportunity to partner with Veritas Family Partners, to joint venture on a 183-unit apartment complex called the Melrose Trail Apartments. The complex is located at 13005 Heinemann Dr, Austin, Texas 78727. Veritas Family Partners, Ltd. and the Austin Housing Conservancy Fund will be partnering with AAHC on Melrose Trail. An affiliated entity of Veritas Family Partners is the current owner of the property and will remain as part of the ownership structure allowing them to defer capital gains taxes. Veritas is wholly owned by the Brock

Family with over 1,875 multifamily units owned during their existence with an additional 100 acres of land they plan to develop with an affordable housing component. The Austin Housing Conservancy Fund is already partners with AAHC on the Preserve at Wells Branch Parkway, The Bridge at Terracina and The Bridge at Northwest Hills. Melrose Trail will be their fourth acquisition.

Melrose Trail was built in 1986 and sits on 6.53 acres. About 80% of the units have gone through renovation/improvement and the current ownership has spent more than \$2,200,000 on renovations. The property has a newly installed dog park, along with a swimming pool and a completely renovated clubhouse. The property is one mile away from the current and new Apple campus at McNeil Drive and Parmer Lane. The location provides great access to retail shops, grocery stores and tech job providers. Below is a breakdown of the many variations of unit sizes.

The purchase price/market value for the Melrose Trail is \$26,108,000. Veritas will be investing 25% cash to the purchase (approximately \$6.4 MM) as a down payment/legacy equity. In addition, Austin Housing Conservancy will place up to an additional \$1,000,000.00 for future capital needs. The property will serve residents at 80% median family income and below. The property will be managed by Apartment Management Professionals. The property is currently 96% occupied, and 100% of the residents are under 80% of the area median income.

Board approval allows the Housing Authority of the City of Austin to take the following actions with regard to Melrose Trail Apartments in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution.

Commissioner Duncan-Hall moved to approve Resolution No. 02673 by the Board of Commissioners of the Housing Authority of the City of Austin to take the following actions with regard to Melrose Trail Apartments in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 11: Update on HACA's Rental Assistance Demonstration Program

ITEM 12: Presentation, Discussion and Possible Action Regarding Resolution No: 02674: Resolution authorizing the Housing Authority of the City of Austin to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts West

Pathways at Chalmers Courts West (Chalmers West) is the final phase of the three-phase redevelopment of Chalmers Courts. Chalmers West will be a 156-unit property, developed in partnership with Carleton Companies and financed using 9% Low Income Housing Tax Credits (LIHTC) through the Texas Department of Housing and Community Affairs. In addition to the 78 Project Based Rental Assistance (PBRA) and Project Based Vouchers (PBV) units that will replace the current 78 public housing units, HACA will project-base an additional 50 Housing Choice Vouchers at Chalmers West. Eight of those will be VASH vouchers that will serve homeless veterans.

The redevelopment of Chalmers Courts marks a milestone for HACA, as this is one of the three original public housing developments built in 1939. To honor this rich history, staff is also working with residents and the design team to incorporate Chalmers' history into the new property through exploration of the use of photos and reclaimed building materials. Chalmers West is the final project in HACA's conversion to the Rental Assistance Demonstration (RAD) Program. The Rental Assistance Demonstration (RAD) Program was authorized by the Consolidated and Further Continuing Appropriations Act of 2012. RAD is a tool that enables Public Housing Authorities to convert public housing subsidies into long-term, Section 8 rental assistance subsidy. This is beneficial to PHAs because historically public housing subsidies and funding for capital projects have been unpredictable and fluctuate annually due to federal budget cuts. The project based their residents. More importantly, the RAD program provides PHAs an opportunity to make substantial physical improvements to its properties, resulting in a higher quality of life for residents. Additionally, provisions with RAD ensure that existing residents are protected and enjoy more choices on where they wish to reside. The Housing Authority of the City of Austin (HACA) has successfully converted seventeen properties through RAD. Chalmers West is the last project to convert.

The families who currently live at Chalmers West will be relocated using Housing Choice Vouchers or to another HACA subsidized property. Most of the families have chosen to relocate to the new Chalmers East, adjacent to the current site of Chalmers Courts. All families will have the right to return to the newly redeveloped Chalmers West. HACA staff has worked closely with the residents to ensure that all residents understand their right to return. Staff will continue to meet with the residents regularly in an effort to maintain the sense of community that has developed as the residents prepared for the redevelopment of Chalmers.

HACA recommended that the Board approve Resolution No. 02674 in order to proceed with the development of Chalmers West.

2nd Vice-Chairperson Apostolou moved to approve Resolution No: 02674: Resolution authorizing the Housing Authority of the City of Austin to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts West. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

REPORTS

The Board accepts the following reports from the President:

- Mr. Gerber reported that there are five active COVID cases at the HACA properties, with a total of 53 cases to date, with two resident deaths.
- Six employees tested positive for COVID, and all have recovered.
- A copy of the 2021 Proposed Board Meeting dates will be shared with the Commissioners for review. The identified dates will be brought back to the Board in November for approval.
- A list of all Audits will be provided to the Board for review. A Reserve Schedule will also be provided.

THE BOARD RECESSED INTO EXECUTIVE SESSION AT 3:05 PM.

THE BOARD RETURNED FROM EXECUTIVE SESSION AT 4:46 PM. No action was taken.

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

The meeting adjourned at 4:55 p.m

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02675

EXECUTIVE

ITEM NO. 2.

MEETING DATE: November 19, 2020

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02675: Approval of the Board of Commissioners Meeting Schedule for 2021

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve Resolution No. 02675 to adopt the Board of Commissioners Meeting Schedule for the 2021 calendar year.

SUMMARY

Background:

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

A comprehensive list was created to show all future conference dates of state, regional and national associations. This list also includes the dates for the Austin Independent School District's Spring Break for 2021. Based on these dates, the 2021 HACA Board of Commissioners Meeting Schedule has been created.

Staff Recommendation:

Staff requests Board approval of the proposed dates as listed in the attached 2021 HACA Board Meetings Schedule.

ATTACHMENTS:

- ❑ **Exhibit 1: Posting for 2021 Board of Commissioners Meetings**
- ❑ **Exhibit 2: List of 2021 Conferences**

RESOLUTION NO. 02675

**APPROVAL OF THE BOARD OF COMMISSIONERS MEETING
SCHEDULE FOR 2021**

WHEREAS, the Housing Authority of the City of Austin has established Bylaws for the operation of the Housing Authority of the City of Austin;

WHEREAS, to be in compliance with the Bylaws, the Housing Authority is to maintain a schedule of the Board of Commissioners meetings dates and times to be posted at the Housing Authority developments;

WHEREAS, a list of dates and times have been compiled for the 2021 calendar year to ensure a quorum;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority Board of Commissioners approves and adopts the HACA Board Meeting Schedule for the 2021 calendar year effective this 19th day of November 2020.

PASSED, APPROVED AND ADOPTED this 19th day of November, 2020.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin

Established in 1937

Housing Authority of the City of Austin Board of Commissioners Regular Board Meetings for the Year 2021

Regular Board meetings are generally scheduled on the 3rd Thursday of each month to be held at the Central Office or at various housing development sites. Until further notice, all Board Meetings will be held via Video Conference calls due to COVID-19 safety precautions. The Annual Board meeting for 2021 has been moved to the 4th Thursday of March. The Board of Commissioners may reschedule a meeting date/time to ensure a quorum is met or to address an urgent matter on an “as needed basis.”

ALL BOARD MEETINGS WILL COMMENCE AT 12:00 P.M. (or unless otherwise indicated by the Posting of the Meeting)

<i>DAY/DATE</i>	<i>TYPE OF MEETING</i>	<i>ADDRESS</i>
Thursday, January 21	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH 35
Thursday, February 18	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, March 25	Annual Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, April 15	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, May 20	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, June 17 <i>*Optional</i>	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, July 15	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, August 19	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, September 16	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, October 21 <i>*Optional</i>	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, November 18	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, December 16	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35

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. Please call (512) 477-4488, extension 2104 for information.



Michael G. Gerber
President & CEO

1124 IH-35 South, Austin, TX 78704 • (512) 477-4488 • Fax (512) 477-0953

2021 Conferences/Meetings – As of November 6, 2020

January 10-13	PHADA	Commissioner's Conference	Orlando, FL
January 10-15	NSCHA	HFA Institute	Washington, DC
January	HACA-CWAB	Citywide Advisory Board Meeting	
January 21	HACA	Regular Meeting	HACA Central
January 27-28	SWNAHRO	Winter Committee Meetings	Grapevine, TX
Feb 3-5	NLHA	Mid-Year Meeting	Naples, FL
February 4-5	TAAHP	Online Forum	
February	HACA-CWAB	Citywide Advisory Board Meeting	
February 15-18	SWNAHRO	Maintenance Conference	Little Rock, AR
February 18	HACA	Regular Meeting	HACA Central
February 28-March 2	NAHRO	Washington Conference	Washington, DC
March 10-12	NAHMA	Winter Meeting	Washington, DC
March 14-21	AISD Spring Break		
March 22-24	NSCHA	Legislative Conference	Washington, DC
March	HACA-CWAB	Citywide Advisory Board Meeting	
March 25	HACA	Annual Meeting	HACA Central
March	CLPHA	Spring Membership Meeting	
April	HACA-CWAB	Citywide Advisory Board Meeting	
April 15	HACA	Regular Meeting	HACA Central
April 19-22	TXNAHRO	Annual Conference	Austin, TX
April 27-29	CHRA	Housing & Homelessness	St. Johns, Newfoundland
April	SWAHMA	Conference	
May 16-19	PHADA	Annual Convention & Exhibition	San Antonio, TX
May	HACA-CWAB	Citywide Advisory Board Meeting	
May	CLPHA	Education and Health Summit	
May 20	HACA	Regular Meeting	HACA Central
June	HACA-CWAB	Citywide Advisory Board Meeting	
June 17	HACA	Optional Meeting	HACA Central
June 20-23	SHRM	Annual Conference	Chicago, IL
June 22-25	NCSHA	Housing Credit Connect	Denver, CO
June	CLPHA	Summer Meeting	
June 23-25	NLHA	Annual Meeting	Washington, DC
June 27-July 1	SWNAHRO	Annual Conference	Baton Rouge, LA
July	HACA-CWAB	Citywide Advisory Board Meeting	
July 15	HACA	Regular Meeting	HACA Central
July	TAAHP	Annual Conference	NO CONFERENCE IN 2021
August	HACA-CWAB	Citywide Advisory Board Meeting	
August 17-19	THA	Annual Conference & Trade Show	Austin, TX
August 19	HACA	Regular Meeting	HACA Central
September	SWAHMA	Conference	
September 12-14	PHADA	Legislative Forum	Washington, DC
September 16	HACA	Regular Meeting	HACA Central
September 25-28	NCSHA	Annual Conference & Showplace	Detroit, MI
September	HACA-CWAB	Citywide Advisory Board Meeting	
October	HACA-CWAB	Citywide Advisory Board Meeting	
October	SWAHMA	Conference	
October 7-9	NAHRO	National Conference & Exhibition	Phoenix, AZ
October 20-22	NAHMA	Fall Meeting	Washington, DC
October 21	HACA	Optional Meeting	HACA Central

October 28-29	NLHA	Fall Seminar	Washington, DC
October	CLPHA	Fall Meeting	Washington, DC
November	HACA-CWAB	Citywide Advisory Board Meeting	
November 18	HACA	Regular Meeting	HACA Central
December	HACA-CWAB	Citywide Advisory Board Meeting	
December 16	HACA	Regular Meeting	HACA Central

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02678

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 3.

MEETING DATE: November 19, 2020

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02678 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds and Refunding Note (Bridge at Turtle Creek Apartments) Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Bridge at Turtle Creek Apartments

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02678 approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds and Refunding Note (Bridge at Turtle Creek Apartments) Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Bridge at Turtle Creek Apartments.

SUMMARY

Background:

Austin Affordable Housing Corporation has been presented an opportunity to partner with JCI Residential LLC for a second time. This property is set on a certain 3.32 acre tract of land located at 6020 South 1st Street, Austin, TX 78745 located in the Austin city limits. The project (Bridge at Turtle Creek) will consist of 307 family apartment units serving tenants with incomes from 50%-70% Area Median Family Income (AMFI). The board has seen this project twice before: March 2019 for the Tax Credit Application Resolution and the Bond Inducement Resolution and then again September 2020 for the public hearing. The nearest properties in AAHC’s current portfolio are: Urban Oaks located at 6725 Circle S Road and Bridge at South Point located at 6808 South IH 35 Frontage Road both to the South.

Process:

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$66,000,000. The planned development will consist of 134 efficiency units, 96 one bedroom/one bath units, 40 two bedroom/one bath units and 37 two bedroom/two bath units. Income averaging will be used to enable more deeply affordable units. Sixty-two units will be affordable to tenants with

incomes at 50% AMFI or below; 183 will be affordable to tenants with incomes at 60% AMFI or below; and 62 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 \$44,000,000. Financing of the project will come from the following sources: KeyBank N.A. will carry the construction phase debt; KeyBank N.A. will provide the permanent debt; Enterprise will provide equity. 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 50% to 70% AMFI and below, Bridge at Turtle Creek meets these targeted affordability goals.

Bridge at Turtle Creek will include an amenity center, enclosed courtyard, private entrance gate into parking garage, resort style pool and state of the art fitness center.

Unit Breakdown: 134 Efficiency 510- 589 sq. ft.
 96 one br/one ba 630- 750 sq. ft.
 40 two br/one ba 900-1010 sq. ft
 37 two br/two ba 969-1214 sq. ft.

AMI% Breakdowns: 62 Efficiency 50% AMI
 72 Efficiency 60% AMI
 96 one br/one ba 60% AMI
 15 two br/one ba 60% AMI
 25 two br/one ba 70% AMI
 37 two br/two ba 70% AMI

Staff Recommendation:

Board approval will allow Austin Affordable PFC, Inc. to issue Multifamily Housing Revenue Bonds and Refunding Note (Bridge at Turtle Creek Apartments) Series 2020 and to take such other actions necessary or convenient to facilitate the development of the Bridge at Turtle Creek Apartments.

RESOLUTION NO. 02678

RESOLUTION APPROVING ISSUANCE BY AUSTIN AFFORDABLE PFC, INC. OF THE AUSTIN AFFORDABLE PFC, INC. MULTIFAMILY HOUSING REVENUE BONDS AND REFUNDING NOTE (BRIDGE AT TURTLE CREEK APARTMENTS); 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, the Austin Affordable PFC, Inc. (the “Issuer”) 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 of the Issuer’s bonds; and

WHEREAS, the Board of Directors of the Issuer (the “Board”) has determined to authorize the issuance, sale and delivery of the Issuer’s Multifamily Housing Revenue Bonds (Bridge at Turtle Creek Apartments) Series 2020 (the “Bonds”), pursuant to and in accordance with the terms of a Trust Indenture (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee, and the Issuer’s Multifamily Housing Revenue Note (Bridge at Turtle Creek Apartments) (the “Refunding Note,” and together with the Bonds, the “Obligations”), pursuant to and in accordance with the terms of a Funding Loan Agreement (the “Funding Loan Agreement”), among the Issuer, KeyBank National Association, as initial funding lender, and BOKF, NA, as fiscal agent; and

WHEREAS, the Board adopted a resolution on the date hereof authorizing the issuance of the Obligations (the “Issuer Resolution”); and

WHEREAS, the proceeds of the sale of the Bonds will be used for the purpose of lending the funds to Bridge at Turtle Creek, LP, a Texas limited partnership (the “Borrower”), to provide financing for the acquisition, construction, renovation, repair, and equipping of a multifamily rental housing development identified on Exhibit A of the Issuer Resolution located in Austin, Texas known as the Bridge at Turtle Creek Apartments (the “Project”), all in accordance with the Constitution and laws of the State of Texas; and

WHEREAS, the proceeds of the sale of the Refunding Note will be used on the final Mandatory Tender Date (as defined in the Trust Indenture) for the purpose of lending the funds to the Borrower to refund all or a portion of the Bonds, all in accordance with the Constitution and laws of the State of Texas; and

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 Issuer Resolution, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. 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 Obligations shall never constitute an indebtedness or pledge of the Sponsor, the City of Austin, Travis County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Obligations 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 Issuer, the Sponsor, the City of Austin, Travis County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture and the Funding Loan Agreement.

Section 3. The activities and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 4. The officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 5. This Resolution was considered and adopted at a meeting of the Board of Commissioners of the Sponsor that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 6. This Resolution shall be in full force and effect from and upon its adoption.

PASSED, APPROVED AND ADOPTED this 19th day of November, 2020.

Chairperson

ATTEST:

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 4.

MEETING DATE: November 19, 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**
- ▣ **Resident Client Support Center**
- ▣ **At-Home Learning Program**

OCTOBER - NOVEMBER 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. Admissions Staff have been given permissions to work from the Central office as long as it is pre-scheduled and no more than 2 people populate the department at a time. The Admissions Director created a calendar for the empty front desk chair (since the front desk staff is alternating one at a time), so that staff can reserve the space and conduct client interviews utilizing the safety measures already in place for the front desk.
2. Continuing to process the majority of PBRA applicants through virtual interviews and online, fillable forms.
3. Preparing for the first round of remote HCV eligibility processing for the HCV 2018 waiting list. Currently drafting new interview and voucher issuance letters, to include invites to group GoTo Meetings with applicants and scheduled virtual interviews.

ASSISTED HOUSING-LISA GARCIA

1. On October 1, 2020, HACA opened the front office for limited customer service for receiving and picking up documents. The majority of staff continues to work remotely with the full range of services provided to families and property owners via the phone, virtual meetings, via emails or mail.
2. Virtual Choice Mobility briefings were coordinated and planned for Rosewood, Thurmond Heights, Santa Rita and Salina. Choice Mobility presentations have been recorded in English, Spanish and Arabic and the Choice Mobility sessions will be conducted in October using a GoToMeeting platform.
3. The HQS division has developing procedures to complete virtual annual HQS inspections and will pilot this new process at the Terrace at Oak Springs in October.

AUSTIN AFFORDABLE HOUSING CORPORATION-RON KOWAL

1. Construction sites continue to vigilantly monitor subcontractors by taking temperature, requiring masks, social distancing especially during breaks and lunch, and keeping each trade separated from other trades while working on the site.
2. Construction sites are slowly allowing us to hold owner's/draw meetings on site. Numbers of individuals allowed on site are limited and all meetings are held outside with masks while everyone is spread apart.
3. Our sites are working closely with AISD to allow their buses to park on sites to allow for internet hot spots to reach the students learning at home. We are also adding hot spots to some of our properties to allow more students to use our internet access to do school work.
4. Management offices are fully open to the public, but maintain strict controls over how many people are allowed in the office and masks are required. A thorough wipe down of desks, etc. is followed after each visit.
5. Our properties that are in lease up are adding a table and chairs outside the leasing trailer so that potential tenants can meet with staff outside, social distance and wear masks.

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. 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. Please see the one page report in your board book.
3. The Boys&Girls Club is operating all day at Meadowbrook, Chalmers South and BTW. CIS is now operating M-F from 8-5 at 3 sites by appointment. Catherine will join a panel with the "U.S. Department of Transportation, the FTA and U.S. Department of Housing and Urban Development regarding COVID-19 Recovery" The FTA is interested in discussing the Housing Authority of the City of Austin's partnership with Capitol Metro to deliver laptops to students and partnerships with local companies and non-profits to deliver food to vulnerable residents.
4. AP is applying for CV-19 assistance from Workforce Solutions to fund 6 PT Community Health Workers for 6 months in order to extend the BHH program past 12/31/20. APH distributed PPE at Gaston, Rosewood & Salinas (face masks, hand sanitizers, disposable gloves) (diapers and feminine products were included in Rosewood packets).

5.	Austin Pathways has received the following grants related to COVID-19 since March: \$10,000 United Way Aging Populations Grant, \$10,000 Texas Capital Bank, \$6,000 St. David's Foundation, \$20,000 Austin Public Health RISE Grant, \$15,00 United Way Critical Needs grant; \$75K St. David's Foundation; \$11K from SAATVA Mattress.
COMMUNICATIONS-KEN BODDEN	
1.	Designed and delivered updated COVID signage for the property management offices re-opening.
2.	Worked with local PR firms for quotes on additional RENT 2.0 marketing collateral.
3.	Assisted Pilar with RENT 2.0 by setting up, inviting, and monitoring two RENT 2.0 webinars with community partners.
4.	Designed and distributed flyers for Rosewood/Salina PPE give away.
FINANCE-ANN GASS	
1.	We continued reallocating work and developing new controls for use during this extended COVID period.
2.	We adjusted the methodology for the budget amendment process to allow for remote collaboration on each department's budget.
3.	Most staff continue to work from home. Some Accounts Receivable and Accounts Payable functions need to be done in person. Staff is observing all safety protocols when they have to be in the office.
HUMAN RESOURCES-GLORIA MORGAN	
1.	The Human Resources department continues to conduct New Employee Orientation virtually, via GoToMeeting. This month, New Hire orientation was conducted for two (2) new employees. 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 continues to be seamless.
2.	The Human Resources department also continues to conduct virtual New Hire Benefits Enrollment via GoTo Meeting. The necessary forms required to conduct this process were previously converted into a digital format using DocuSign. The process of obtaining new employees information to properly enroll them into benefit has been successful.
3.	This month the Human Resources department collaborated with Alliance Workforce Partners (AWP), our Employee Assistance Program (EAP), to provide four (4) counseling sessions for an agency department. AWP was also scheduled to provide information to all HACA staff during one of our bi-weekly staff meeting this month.
4.	Six (6) HACA employees have tested positive for COVID-19 since March 2020. Thankfully, all have recovered and returned to work.
LOW INCOME HOUSING - MICHAEL ROTH & NANCY MCILHANEY	
1.	Playgrounds at family sites, and outdoor benches at senior sites, were reopened October 1st. Limited property management office re-openings began October 26th. Offices are open a minimum of 8 hours a week by appointment only. Offices were equipped with new signs and safety measures, and residents are being required to wear masks and maintain six feet of social distancing.
2.	Maintenance staff continued completing all work orders. Staff is required to wear face masks at all times on property and full PPE when entering a resident unit. Internal UPCS inspections continue of the six sites pending a HUD REAC inspection (HUD REAC inspections resumed October 5, 2020). Inspections include the Site, Exterior, Systems, Common Areas, and Health & Safety. Units will not be inspected at this time.
3.	On September 30th HACA received supplemental payments from HUD for COVID-19 related expense totaling \$323,581. This covers expenses from March 27, 2020 through July 31, 2020. On October 27, 2020 during an industry association call Toby Halliday, HUD Director of OAMPO, announced that another round of COVID-19 funds would be available for expenses incurred between August 1, 2020 – November 30, 2020. LIH has begun the process to collect the documentation necessary to submit additional claims.
4.	Property management continues to complete socially distant move-ins to fill vacancies; our occupancy percentage is currently 98.7%. Resident interim and annual recertifications are being completed via a primarily virtual process. All 16 PBRA HAP vouchers remain current and received through November 5.
5.	To date we have submitted Special Claims for Vacancy Loss for 93 units totaling \$96,548. This is to recover a portion of rent loss for COVID-related vacancies from March 1 – September 30. Thus far we've received HUD-approval for 53 of the claims totaling \$56,603. The remaining claims are still pending HUD approval.
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. We are now fully staffed again.
2.	Procurement staff continues to work from home. Processing purchasing request and submitting invoice to Finance for payment. As of October 5, 2019 all site orders are being shipped to each location. One rotating Purchasing staff member will man all shipping & receiving for Haca headquarters from 8-5 AM. The availability of PPE equipment is becoming available and we are ensuring all maintenance staff has the supplies needed. We are now working on signage for each property with safe distancing and appointment requirements.
3.	OPS staff continues to prepare and monitor essential vehicles for inspectors and other staff as needed.
4.	We continue to work with P/D and other departments to create a "back to work" plan. Lobby project is complete and operational. We are only waiting for ADA speakers to cover the opening in the glass.
5.	We continue to 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.	COMPLETED HVAC Ion Kit retrofits to the distance learning labs set up in Community Rooms at Santa Rita, BTW, Bouldin, Thurmond. One add'l installed at Coronado Hills.
2.	Consulting firm completed Return To Work assessments, with report presentation & discussion on Nov 5, 2020 , regarding options/recommendations, to assist HACA with plans and strategies.
3.	HACA Central ADMIN Bldg Lobby retrofit completed, with Covid signage, divider panels, floor spacing, sanitizing equipment, etc., and re-opened Oct 1, with limited services. Lobby OPEN.
4.	Ordering info for Covid signage, equip needs, etc., provided to Housing Dept. remote site offices, now softly, but successfully. OPEN
5.	ERV/Fresh air Unit Replacment equipment, ordered for HACA HQ, to arrive in late Nov., and install planned for completion before 12/31/2020.
QUALITY CONTROL-KELLY CRAWFORD	
1.	In addition to the standard ways the Compliance has adapted to working from home, staff is actively engaged in overseeing the RENT 2.0 program, including conducting quality assurance of our sub-contractors' work.
RAD-ANN GASS	
1.	We have begun virtual interviews with residents who are relocating at Chalmers. Some in-person meetings have been necessary. All necessary protocols are being taken to ensure the safety of staff and residents.
2.	Construction continues at Chalmers East, with social distancing in place. We expect the first units to be available within 90 days.
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 elevator work.
5.	All staff working from home.
SOUTHWEST HOUSING COMPLIANCE CORPORATION-MICHAEL CUMMINGS	
1.	After previous HUD and SHCC suspensions, SHCC resumed Management and Occupancy Reviews (MORs) effective September 1, 2020. In October, 52 MORs were scheduled and 47 were performed. 5 were cancelled due to COVID related reasons affecting property operations and/or residents. Staff continue to be equipped with masks, hand sanitizer, and disinfectant wipes for each MOR and were previously provided safety training specific to COVID-19 travel. Prior to the MOR, SHCC performs outreach to owner/agents each month to ensure the Owner/Agent can provide proper space for social distancing and will reciprocate in the use of PPE. Overall, the travel to, and performance of, MORs is going well with the safety precautions noted above and owner/agent cooperation. We will continue to monitor state and local COVID-19 conditions to ensure a reasonably safe travel and performance environment.

2.	SHCC staff are preparing for another round of HUD COVID Supplemental Payments (CSP) applications in December. The 1st round of CSP was completed in October and resulted in additional owner subsidy of \$1,226,229.00 and \$37,800 in additional SHCC fee income.
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.	SHCC's Annual Contributions Contract (ACC) with HUD was set to expire 01/31/21. On 11/3/2020, HUD extended the ACC to 1/31/22.
TECHNOLOGY MANAGEMENT & INNOVATION-ANDREA GALLOWAY	
1.	Continued DocuSign implementation in HCV to assist in external document collection.
2.	Began laptop distribution for Austin Pathways staff for added flexibility working from home and in the office.
3.	Working on an automated evaluation process with HR.
4.	Continued support of staff in their work from home needs.



Housing Authority of the City of Austin

Established in 1937

AUSTIN PATHWAYS REPORT FOR OCTOBER 2020

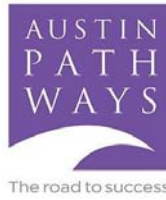
HACA RESIDENT & CLIENT SUPPORT CENTER

Open for Business: In October, the HACA Resident & Client Support Center *inbound* calls continued to come in at a manageable rate allowing for staff to participate in training and meetings and still respond to all the calls. Staff continued to send census and voter registration messages to residents until the election registration deadline. Residents responded that the registration information was very helpful and easy to use. Calls also continued to come in regarding the HACA At-Home Learning Survey and were directed to Austin Pathways Digital Inclusion interns. If the interns determined that there is a need for additional family support, they refer the caller for assistance from the Austin Pathways resident services Specialists and Coaches. The call center is open Monday through Friday from 7:30 AM to 5:30 PM by calling or texting (512) 588-8298 or residentsupport@hacanet.org.

Resident Concerns: Calls continue to come in from residents looking for resources related to rent and utility assistance. Other residents want to contact their property manager, Section 8 caseworkers, and Admissions staff. Some residents call several times each week, seeking more to talk and check in about what's happening at their property, rather than to receive a specific resource. Non-residents also call, seeking information about how to apply for housing and guidance regarding how to access the waitlist information. RENT information is provided to callers who may qualify for the program.



Increasing engagement through more contact channels: Unfortunately, low-income household contact information can change often and is intermittent. For example, at the end of the month residents with limited minutes may switch to text only when they shut off their phones to preserve minutes. To serve residents through their available and preferred contact channel, the HRSC teams continue to integrate and verify data from resident programs and improve our contact quality and the number of HACA households reached. Austin Pathways staff is also utilizing email as a primary mode of communication with residents. There has been an increase of participation at resident council meetings across all properties, and many residents turn on their cameras and join by video.



Housing Authority of the City of Austin

Established in 1937

AUSTIN PATHWAYS REPORT FOR OCTOBER 2020

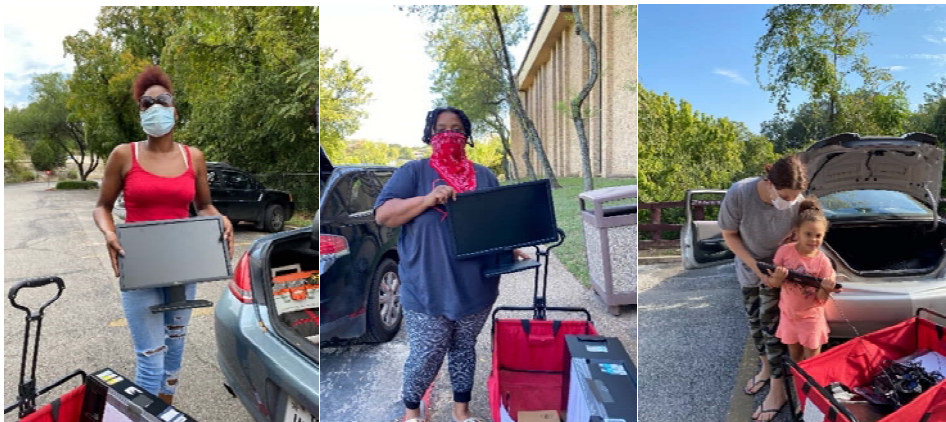
HACA AT-HOME LEARNING PROGRAM

Austin Pathways is committed to support resident children and parents to experience success in both “teacher-led” and “student-led” learning. In October, the AP team established three goals:

Support Youth in HACA Community Rooms & Prevent Academic Slide. (1) Communities in Schools (CIS) continues to meet with youth at HACA sites in October. CIS is providing support with remote learning and learning challenges. (2) Boys and Girls Club is open at Meadowbrook with 20 youth participating; at Chalmers Courts with 15 youth participating; and at Booker T. Washington with room for 25 students. Priority is given to youth with working parents or with high needs. The Clubs were open 7:30am - 5:30pm in October. Hours will transition to after school contingent upon the AISD calendar when at least 75% of students choose to return on campus, as opposed to online learning.

HACA Community Rooms for Remote Learning. (1) Staff investigated models and CDC safety requirements to use HACA community rooms as remote classrooms. Necessary space and adult supervision may fit the youth program model most effectively. (2) We have engaged 5 residents certified as Paraeducators to provide remote support to HACA families. In October, these Paraeducators completed additional training on remote learning tools to better assist students and parents. 15 additional residents began the 6-week Paraeducator certification program with Austin Community College. The resident Paraeducators will start working remotely with families in November.

Provide Parents with Tools & Resources to Provide 1:1 In-Home Classroom; Help Parents Continue to Work Remotely from Home. (1) To secure affordable high-speed broadband access. We are developing a reimbursement program and anticipate hotspot loans will be available and delivered through Austin Pathways and the Austin Public Library in November; (2) 57/73 devices for parents secured and deployed; (3) 14 ACC IT interns and Ambassadors providing technical support and assistance. *Below, HACA AISD parents picking up donated devices. Additional detail, see Digital Inclusion report.*



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02676

HOUSING AND COMMUNITY DEVELOPMENT

ITEM NO. 5.

MEETING DATE: November 19, 2020

STAFF CONTACT: Michael Roth, Director of Housing and Policy

ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No. 02676: Approval of the Low Income Housing (LIH) Department Property Budgets for Calendar Year 2021

BUDGETED ITEM: N/A

TOTAL COST: NA

ACTION

The Board is being asked to approve the proposed Calendar Year 2021 budgets for each of the 16 Project Based Rental Assistance (PBRA) properties in the Low Income Housing (LIH) portfolio.

SUMMARY

Background:

Historically the property budgets have come to the Board of Commissioners in March with the entire agency budget. However, as properties converted through RAD, all properties that were layered with Low Income Housing Tax Credits (LIHTC) were required to change their budget year to the calendar year. In an effort to streamline work for LIH and Finance, this year we are aligning all 16 properties to the calendar year budget cycle, although the LIH Central Office Cost Center will remain on the agency fiscal year.

At the time of the RAD conversion, properties took on debt to establish an initial reserve for capital project replacements over the next 20 years. HACA accepted that this debt would create challenges for smaller properties to meet expenses and expected debt service ratios. However, when viewed as a portfolio, the financial position would remain strong. The proposed budgets reflect both of these realities.

Process:

During the budget process, Property Management and Maintenance staff worked with their Community Directors to review property needs, expense trends and program requirements. They also took into account the special circumstances presented by Covid-19 and its potential impact on 2021 budgets. Staff focused on creating budgets that maintain safe, decent and sanitary housing for residents, meet all program and contract requirements while also providing a great workplace for staff.

Key Points to Note:

1. Properties are required to budget for 3.5% revenue loss for vacancy (unoccupied days). Across the portfolio that would be \$546,205. However, historically we are below 1.5% revenue loss for vacancy which is only \$234,088. This would increase our revenue by \$312,117.
2. The overall portfolio is budgeted to have a \$801,403 cash flow after all expenses and debt payments.
3. The total debt payments for the properties (principal and interest) is \$3,256,642.
4. The debt service coverage ratio for the portfolio is 1.25 and each property meets the requirements of our lenders and investors.
5. The pro-forma modeled at conversion had 2% increases in revenue and 3% increases in expenses each year. The portfolio budget matches these projections.

This budget also includes higher projected expenses for Covid-19 related items. The properties anticipate increased expenses for disinfecting supplies (\$6,533 increase), personal protective equipment (\$11,175 increase), and custodial contracts (\$6,754 increase).

Finally, it is worth noting that we are still negotiating the final terms of our property insurance renewal. However, we do not believe this should prevent the Board from moving forward with approval of these budgets.

Staff Recommendation:

As presented, the proposed budgets together with the existing capital reserve for replacement funds, demonstrate that the portfolio is in a strong financial position to meet operating expenses and ongoing needs.

Staff recommends approval of the 2021 calendar year budgets for all 16 properties.

ATTACHMENTS:

- ▣ **Consolidated LIH Budget - All Properties**
- ▣ **TX 02 Rosewood Courts Budget**
- ▣ **TX 03 Santa Rita Budget**
- ▣ **TX 04 Meadowbrook Budget**
- ▣ **TX 05 Booker T Washington Budget**
- ▣ **TX 07 Lakeside Budget**
- ▣ **TX 08 Salina Budget**
- ▣ **TX 09 Gaston Place Budget**
- ▣ **TX 10 Bouldin Oaks Budget**
- ▣ **TX 11 Thurmond Heights Budget**
- ▣ **TX 12 Georgian Manor Budget**
- ▣ **TX 15 North Loop Budget**
- ▣ **TX 16 Northgate Budget**
- ▣ **TX 17 Shadowbend Budget**
- ▣ **TX 18 Manchaca II Budget**
- ▣ **TX 19 Manchaca Village Budget**
- ▣ **TX 22 Coronado Hills Budget**

RESOLUTION NO. 02676

**APPROVAL OF THE OPERATING BUDGETS FOR THE 16 PROJECT BASED RENTAL
ASSISTANCE PROPERTIES FOR THE CALENDAR YEAR JANUARY 1, 2021 TO
DECEMBER 31, 2021**

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require the Owner to approve Operating Budgets for Project Based Rental Assistance (PBRA) properties; and

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

1. That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
2. That the financial plan is reasonable in that: it includes sources of funding adequate to cover all proposed expenses.
3. That all proposed rental charges and expenditures are consistent with provisions of law and the Housing Assistance Payments (HAP) contracts for each property; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the City of Austin is in compliance with the requirement of the HAP contracts, and that rents and utility allowance calculations have been adjusted in accordance with the current HUD requirements and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Calendar Year 2021 PBRA Operating Budgets are hereby approved by the Board of Commissioners of the Housing Authority of the City of Austin.

PASSED, APPROVED AND ADOPTED this **19th** day of **November, 2020**.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Consolidated - All LIH Properties CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$5,352,640	\$5,462,612	\$5,407,626	(\$54,986)	-1%
<i>Vacancies</i>	(\$270,564)	(\$538,312)	(\$546,205)	(\$7,893)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$317,548)	(\$307,608)	(\$312,117)	(\$4,509)	1%
<i>Excess Utilities</i>	\$8,814	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$64,310	\$71,596	\$74,476	\$2,880	4%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	(\$47,358)	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$2,802	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$125,782	\$0	\$0	\$0	0%
<i>Other Income</i>	\$155,758	\$96,440	\$120,098	\$23,658	25%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$83,260	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$10,071,722	\$9,917,735	\$10,198,236	\$280,501	3%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$712	\$0	\$0	\$0	0%
	\$15,230,330	\$14,702,463	\$14,942,113	\$239,650	2%
<i>Admin Salaries</i>	\$1,111,948	\$1,331,465	\$1,357,863	\$26,398	2%
<i>Admin Salaries - OT</i>	\$6,788	\$6,250	\$1,100	(\$5,150)	-82%
<i>Admin Salaries-Temp</i>	\$45,338	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$24,034	\$24,034	0%
	\$1,164,074	\$1,337,715	\$1,382,997	\$45,282	3%
<i>Legal</i>	\$1,728	\$76,750	\$76,750	\$0	0%
<i>Training</i>	\$3,184	\$36,462	\$34,112	(\$2,350)	-6%
<i>Travel-Convention & Meetings</i>	\$66	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$1,592	\$1,710	\$1,822	\$112	7%
<i>Audit Fees</i>	\$41,496	\$86,156	\$59,224	(\$26,932)	-31%
	\$48,066	\$201,078	\$171,909	(\$29,169)	-15%
<i>Office Supplies</i>	\$5,972	\$17,347	\$14,200	(\$3,147)	-18%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$4,666	\$3,543	\$5,383	\$1,840	52%
<i>Advertising</i>	\$1,802	\$1,704	\$1,529	(\$175)	-10%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$426	\$3,070	\$2,945	(\$125)	-4%
<i>Membership, Dues & Fees</i>	\$0	\$350	\$350	\$0	0%
<i>Telephone</i>	\$102,746	\$144,271	\$143,197	(\$1,074)	-1%
<i>Internet/Cable</i>	\$69,498	\$69,255	\$77,375	\$8,120	12%
<i>Court Cost</i>	\$2,504	\$15,630	\$18,072	\$2,442	16%
<i>Office Custodial</i>	\$0	\$200	\$200	\$0	0%
<i>Maintenance Agreements</i>	\$940	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$27,438	\$27,438	0%
<i>Equipment Leases</i>	\$20,572	\$25,797	\$25,488	(\$309)	-1%
<i>Office Equipment(Under \$2,500)</i>	\$12,116	\$3,650	\$1,550	(\$2,100)	-58%
<i>Office Equipment Repairs</i>	\$0	\$101	\$101	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$18,492	\$9,880	\$10,992	\$1,112	11%
<i>Collection Agency Fees</i>	\$74	\$0	\$50	\$50	0%
<i>Meeting Expense</i>	\$28	\$425	\$308	(\$117)	-28%
<i>Miscellaneous Expense</i>	\$458	\$150	\$400	\$250	167%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$3,300	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$6,614	\$9,203	\$9,290	\$87	1%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$150	\$0	(\$150)	-100%
<i>Criminal & Credit Reports</i>	\$0	\$50	\$50	\$0	0%

Consolidated - All LIH Properties CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Employee Physical	\$0	\$403	\$247	(\$156)	-39%
Interpreter Fee	\$5,498	\$9,550	\$9,800	\$250	3%
Software	\$85,086	\$97,470	\$105,914	\$8,444	9%
Document Shredding	\$220	\$2,275	\$2,725	\$450	20%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$350	\$375	\$375	\$0	0%
Inspections	\$0	\$32,360	\$3,120	(\$29,240)	-90%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$8,190	\$9,836	\$9,836	\$0	0%
Partnership Management Fee	\$3,750	\$9,548	\$9,548	\$0	0%
TDHCA Compliance Fee	\$0	\$18,280	\$18,280	\$0	0%
	\$353,302	\$484,873	\$498,764	\$13,891	3%
	\$1,565,442	\$2,023,666	\$2,053,669	\$30,003	1%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$6,428	\$0	(\$6,428)	-100%
Asset Management Fee	\$0	\$19,284	\$0	(\$19,284)	-100%
Admissions Fee	\$0	\$190,968	\$215,379	\$24,411	13%
Other COCC Management Fees	\$628,744	\$587,452	\$597,685	\$10,233	2%
	\$628,744	\$804,132	\$813,063	\$8,931	1%
Tenant Participation - Resident Council	\$3,958	\$24,270	\$24,270	\$0	0%
Tenant Participation - HACA	\$162	\$16,180	\$16,180	\$0	0%
	\$4,120	\$40,450	\$40,450	\$0	0%
Water & Sewer	\$1,091,062	\$1,223,000	\$1,242,686	\$19,686	2%
Electric	\$363,926	\$533,162	\$480,518	(\$52,644)	-10%
Gas	\$572,510	\$425,200	\$512,928	\$87,728	21%
	\$2,027,498	\$2,181,362	\$2,236,132	\$54,770	3%
	\$2,660,362	\$3,025,944	\$3,089,645	\$63,701	2%
Maintenance Labor	\$813,286	\$1,036,947	\$1,073,713	\$36,766	4%
Maintenance Labor - OT	\$86,036	\$50,050	\$77,873	\$27,823	56%
Maintenance Labor - Temp	\$63,032	\$0	\$0	\$0	0%
	\$962,354	\$1,086,997	\$1,151,586	\$64,589	6%
Custodial Materials	\$19,680	\$27,552	\$34,085	\$6,533	24%
Electrical Materials	\$21,584	\$39,325	\$38,550	(\$775)	-2%
Plumbing Materials	\$18,384	\$42,850	\$43,300	\$450	1%
Lawn Care & Grounds Materials	\$3,316	\$16,060	\$15,795	(\$265)	-2%
Tools & Equipment	\$9,734	\$19,623	\$19,123	(\$500)	-3%
Water Heater, Boiler & parts	\$0	\$12,300	\$10,700	(\$1,600)	-13%
Miscellaneous Materials	\$0	\$500	\$0	(\$500)	-100%
HVAC Materials	\$16,456	\$60,800	\$53,650	(\$7,150)	-12%
Materials-Gas & Oil	\$7,418	\$18,046	\$17,000	(\$1,046)	-6%
Exterior Lighting	\$3,740	\$8,925	\$14,975	\$6,050	68%
Auto Parts	\$484	\$2,470	\$3,060	\$590	24%
Paint & Supplies	\$49,104	\$56,755	\$61,400	\$4,645	8%
Flooring/Ceiling Materials	\$4,092	\$11,410	\$11,035	(\$375)	-3%
Glass & Window Materials	\$2,826	\$12,670	\$13,100	\$430	3%
Pest Control Materials	\$1,174	\$3,596	\$3,576	(\$20)	-1%
Appliance Parts	\$21,138	\$29,190	\$34,390	\$5,200	18%
Alarms/Extinguishers/Sprinklers	\$7,800	\$17,950	\$17,250	(\$700)	-4%
Roofing Materials	\$0	\$1,900	\$1,600	(\$300)	-16%
Hardware/Locks	\$14,410	\$22,915	\$23,100	\$185	1%
Safety Equipment (Glove/Belts/Goggles)	\$5,550	\$3,500	\$14,675	\$11,175	319%
Window Coverings	\$12,076	\$25,475	\$28,425	\$2,950	12%
Countertops/Cabinets	\$418	\$3,850	\$3,800	(\$50)	-1%
Lumber & Sheetrock	\$1,556	\$4,840	\$4,840	\$0	0%

Consolidated - All LIH Properties CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Maintenance Licenses and Fee	\$0	\$265	\$265	\$0	0%
Doors	\$6,846	\$17,800	\$19,200	\$1,400	8%
Fencing Materials	\$66	\$5,130	\$3,680	(\$1,450)	-28%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accommodation Materials	\$416	\$11,250	\$13,500	\$2,250	20%
	\$228,268	\$476,947	\$504,074	\$27,127	6%
Elevator Contracts	\$39,262	\$51,500	\$50,318	(\$1,182)	-2%
Trash Removal	\$133,530	\$234,624	\$304,058	\$69,434	30%
Custodial Contracts	\$40,968	\$38,346	\$45,100	\$6,754	18%
Plumbing Contracts	\$96,356	\$126,830	\$141,830	\$15,000	12%
Grounds Contracts	\$106,542	\$267,042	\$283,352	\$16,310	6%
HVAC Contracts	\$16,616	\$25,272	\$29,475	\$4,203	17%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$72,370	\$27,814	\$58,500	\$30,686	110%
Vehicle Repairs	\$5,038	\$10,700	\$11,500	\$800	7%
ACM Abatement	\$14,192	\$1,900	\$850	(\$1,050)	-55%
Make Ready/Cleaning	\$103,738	\$89,400	\$103,500	\$14,100	16%
Contract Painting	\$1,500	\$4,300	\$3,300	(\$1,000)	-23%
Carpet/Flooring Cleaing & Repair	\$1,252	\$4,000	\$6,680	\$2,680	67%
Pest Control Contracts	\$117,794	\$135,430	\$100,480	(\$34,950)	-26%
Water Treatment	\$4,100	\$12,250	\$12,000	(\$250)	-2%
Door/Window Repair Contracts	\$2,600	\$13,350	\$11,850	(\$1,500)	-11%
Masonry Work	\$0	\$1,330	\$1,280	(\$50)	-4%
Electrical Contracts	\$10,466	\$16,495	\$18,595	\$2,100	13%
Key & Lock Services	\$0	\$1,625	\$2,425	\$800	49%
Building & Equipment Repair	\$43,612	\$48,956	\$24,518	(\$24,438)	-50%
Uniforms Contract	\$0	\$8,442	\$8,230	(\$212)	-3%
Equipment Rental	\$1,708	\$3,750	\$2,450	(\$1,300)	-35%
Damages - Tenant Property	\$0	\$200	\$0	(\$200)	-100%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$6,130	\$105,932	\$104,432	(\$1,500)	-1%
Roofing	\$0	\$2,500	\$10,500	\$8,000	320%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$58,486	\$47,096	\$51,296	\$4,200	9%
Reasonable Accommodation Contracts	\$8,376	\$5,775	\$5,775	\$0	0%
RAD Relocation Expense	\$0	\$250	\$0	(\$250)	-100%
	\$884,636	\$1,285,109	\$1,392,295	\$107,186	8%
	\$2,075,258	\$2,849,053	\$3,047,954	\$198,901	7%
Security Contracts	\$47,218	\$58,910	\$22,612	(\$36,298)	-62%
Police Officers	\$223,244	\$260,205	\$262,525	\$2,320	1%
HACA/Police Liaison	\$0	\$25,619	\$26,220	\$601	2%
	\$270,462	\$344,734	\$311,357	(\$33,377)	-10%
Insurance	\$499,218	\$495,849	\$530,558	\$34,709	7%
Employee Benefit Contributions	\$1,119,412	\$1,126,182	\$1,167,405	\$41,223	4%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$2,365,176	\$2,343,828	\$2,325,416	(\$18,412)	-1%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$12,732	\$12,732	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$66,662	\$66,767	\$66,667	(\$100)	0%
	\$4,050,468	\$4,045,358	\$4,102,778	\$57,420	1%
	\$4,320,930	\$4,390,092	\$4,414,135	\$24,043	1%

Consolidated - All LIH Properties CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
	\$10,621,992	\$12,288,755	\$12,605,403	\$316,648	3%
<i>Provisions For Reserve</i>	\$4,608,338	\$2,413,708	\$2,336,710	(\$76,998)	-3%
<i>Debt Principal</i>		\$936,609	\$931,226	(\$5,383)	-1%
<i>Replacement Reserve</i>		\$590,305	\$604,081	\$13,776	2%
<i>Balance</i>	\$4,608,338	\$886,794	\$801,403	(\$85,391)	-10%
Net Income		\$4,167,231	\$4,058,045		
Total Debt		\$3,280,437	\$3,256,642		
Debt Service Coverage Ratio		1.27	1.25		

Rosewood CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$382,526	\$376,987	\$379,757	\$2,770	1%
<i>Vacancies</i>	(\$22,486)	(\$41,330)	(\$41,932)	(\$602)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$56,822)	(\$23,617)	(\$23,961)	(\$344)	1%
<i>Excess Utilities</i>	\$868	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$8,400	\$8,400	\$8,400	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$1,346	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$1,144	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$7,788	\$0	\$0	\$0	0%
<i>Other Income</i>	\$3,414	\$3,605	\$3,510	(\$96)	-3%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$11,530	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$809,706	\$803,861	\$818,301	\$14,440	2%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,147,414	\$1,127,906	\$1,144,074	\$16,168	1%
<i>Admin Salaries</i>	\$79,522	\$90,971	\$93,607	\$2,636	3%
<i>Admin Salaries - OT</i>	\$524	\$395	\$350	(\$45)	-11%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,528	\$2,528	0%
	\$80,046	\$91,366	\$96,485	\$5,119	6%
<i>Legal</i>	\$0	\$3,500	\$3,500	\$0	0%
<i>Training</i>	\$244	\$2,121	\$2,136	\$15	1%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$40	\$40	\$0	0%
<i>Audit Fees</i>	\$0	\$1,893	\$1,893	\$0	0%
	\$244	\$7,554	\$7,570	\$16	0%
<i>Office Supplies</i>	\$988	\$790	\$900	\$110	14%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$286	\$300	\$400	\$100	33%
<i>Advertising</i>	\$0	\$200	\$200	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$500	\$500	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$1,932	\$7,240	\$7,432	\$192	3%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$1,500	\$1,500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,380	\$1,356	\$1,353	(\$3)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$506	\$750	\$750	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$292	\$500	\$500	\$0	0%
Software	\$6,122	\$7,872	\$8,117	\$245	3%
Document Shredding	\$0	\$150	\$250	\$100	67%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$2,480	\$2,480	\$0	0%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	0%
Partnership Management Fee	\$0	\$0	\$0	\$0	0%
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	0%
	\$12,006	\$23,863	\$24,407	\$544	2%
	\$92,296	\$122,783	\$128,462	\$5,679	5%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$16,606	\$16,606	\$0	0%
Other COCC Management Fees	\$44,976	\$45,116	\$45,763	\$647	1%
	\$44,976	\$61,722	\$62,369	\$647	1%
Tenant Participation - Resident Council	\$0	\$1,860	\$1,860	\$0	0%
Tenant Participation - HACA	\$0	\$1,240	\$1,240	\$0	0%
	\$0	\$3,100	\$3,100	\$0	0%
Water & Sewer	\$29,752	\$40,000	\$35,000	(\$5,000)	-13%
Electric	\$18,358	\$30,000	\$25,000	(\$5,000)	-17%
Gas	\$57,028	\$40,000	\$50,000	\$10,000	25%
	\$105,138	\$110,000	\$110,000	\$0	0%
	\$150,114	\$174,822	\$175,469	\$647	0%
Maintenance Labor	\$65,026	\$88,032	\$90,673	\$2,641	3%
Maintenance Labor - OT	\$5,680	\$3,000	\$5,480	\$2,480	83%
Maintenance Labor - Temp	\$11,764	\$0	\$0	\$0	0%
	\$82,470	\$91,032	\$96,153	\$5,121	6%
Custodial Materials	\$1,130	\$1,185	\$2,500	\$1,315	111%
Electrical Materials	\$220	\$2,500	\$2,500	\$0	0%
Plumbing Materials	\$2,138	\$6,000	\$6,000	\$0	0%
Lawn Care & Grounds Materials	\$302	\$395	\$395	\$0	0%
Tools & Equipment	\$480	\$1,304	\$1,304	\$0	0%
Water Heater, Boiler & parts	\$0	\$4,000	\$3,000	(\$1,000)	-25%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$574	\$4,000	\$4,000	\$0	0%
Materials-Gas & Oil	\$680	\$1,500	\$1,500	\$0	0%
Exterior Lighting	\$0	\$750	\$750	\$0	0%
Auto Parts	\$0	\$150	\$150	\$0	0%
Paint & Supplies	\$5,914	\$5,000	\$6,000	\$1,000	20%
Flooring/Ceiling Materials	\$0	\$600	\$600	\$0	0%
Glass & Window Materials	\$1,000	\$670	\$1,200	\$530	79%
Pest Control Materials	\$456	\$198	\$198	\$0	0%
Appliance Parts	\$0	\$1,100	\$1,100	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$4,000	\$4,000	\$0	0%
Roofing Materials	\$0	\$160	\$160	\$0	0%
Hardware/Locks	\$1,782	\$2,100	\$2,100	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$150	\$150	\$950	\$800	533%
Window Coverings	\$1,342	\$3,000	\$3,000	\$0	0%
Countertops/Cabinets	\$0	\$800	\$800	\$0	0%
Lumber & Sheetrock	\$0	\$300	\$300	\$0	0%
Maintenance Licenses and Fee	\$0	\$100	\$100	\$0	0%
Doors	\$692	\$1,250	\$1,250	\$0	0%

Fencing Materials	\$0	\$100	\$100	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$800	\$800	\$0	0%
	\$16,860	\$42,112	\$44,757	\$2,645	6%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$15,380	\$30,500	\$35,271	\$4,771	16%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$40,000	\$35,000	(\$5,000)	-13%
Grounds Contracts	\$5,890	\$21,426	\$17,640	(\$3,786)	-18%
HVAC Contracts	\$0	\$711	\$711	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$1,258	\$3,000	\$3,000	\$0	0%
Vehicle Repairs	\$0	\$500	\$500	\$0	0%
ACM Abatement	\$672	\$200	\$0	(\$200)	-100%
Make Ready/Cleaning	\$17,612	\$10,000	\$12,000	\$2,000	20%
Contract Painting	\$0	\$1,000	\$1,000	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$5,768	\$8,300	\$3,900	(\$4,400)	-53%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$250	\$250	\$0	0%
Masonry Work	\$0	\$200	\$200	\$0	0%
Electrical Contracts	\$446	\$1,200	\$1,200	\$0	0%
Key & Lock Services	\$0	\$250	\$250	\$0	0%
Building & Equipment Repair	\$0	\$2,300	\$2,300	\$0	0%
Uniforms Contract	\$0	\$711	\$722	\$11	2%
Equipment Rental	\$0	\$500	\$300	(\$200)	-40%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$8,000	\$8,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,212	\$2,500	\$2,500	\$0	0%
Reasonable Accomodation Contracts	\$3,500	\$1,000	\$1,000	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$53,738	\$132,548	\$125,744	(\$6,804)	-5%
	\$153,068	\$265,692	\$266,655	\$963	0%
Security Contracts	\$0	\$0	\$0	\$0	0%
Police Officers	\$21,586	\$17,380	\$20,000	\$2,620	15%
HACA/Police Liaison	\$0	\$1,970	\$2,009	\$39	2%
	\$21,586	\$19,350	\$22,009	\$2,659	14%
Insurance	\$34,706	\$34,706	\$37,135	\$2,429	7%
Employee Benefit Contributions	\$79,258	\$85,577	\$88,401	\$2,824	3%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$254,574	\$207,059	\$199,304	(\$7,755)	-4%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$368,538	\$327,342	\$324,841	(\$2,501)	-1%
	\$390,124	\$346,692	\$346,850	\$158	0%
	\$785,602	\$909,989	\$917,436	\$7,447	1%
Provisions For Reserve	\$361,812	\$217,917	\$226,638	\$8,721	4%
Debt Principal		\$56,972	\$58,668	\$1,696	3%
Replacement Reserve		\$44,564	\$45,579	\$1,015	2%
Balance	\$361,812	\$116,381	\$122,391	\$6,010	5%

Net Income		\$380,412	\$380,363	
Total Debt		\$264,031	\$257,972	
Debt Service Coverage Ratio		1.44	1.47	

Santa Rita CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$333,588	\$332,243	\$332,916	\$673	0%
<i>Vacancies</i>	(\$12,670)	(\$37,733)	(\$38,269)	(\$536)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$46,838)	(\$21,562)	(\$21,868)	(\$306)	1%
<i>Excess Utilities</i>	\$1,076	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$1,410	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$21,600	\$0	\$0	\$0	0%
<i>Other Income</i>	\$3,374	\$2,165	\$2,770	\$605	28%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$9,510	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$736,586	\$745,856	\$760,496	\$14,640	2%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,047,636	\$1,020,969	\$1,036,043	\$15,074	1%
<i>Admin Salaries</i>	\$86,286	\$97,240	\$100,087	\$2,847	3%
<i>Admin Salaries - OT</i>	\$608	\$500	\$0	(\$500)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,100	\$2,100	0%
	\$86,894	\$97,740	\$102,187	\$4,447	5%
<i>Legal</i>	\$0	\$2,500	\$2,500	\$0	0%
<i>Training</i>	\$190	\$2,337	\$2,165	(\$172)	-7%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$50	\$25	\$0	(\$25)	-100%
<i>Audit Fees</i>	\$0	\$1,481	\$1,481	\$0	0%
	\$240	\$6,343	\$6,146	(\$197)	-3%
<i>Office Supplies</i>	\$1,156	\$900	\$900	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$328	\$122	\$122	\$0	0%
<i>Advertising</i>	\$0	\$0	\$0	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$100	\$50	(\$50)	-50%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$6,980	\$9,795	\$10,100	\$305	3%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$500	\$500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,362	\$1,695	\$1,692	(\$3)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$1,000	\$0	(\$1,000)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Miscellaneous Expense</i>	\$458	\$0	\$250	\$250	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$392	\$466	\$600	\$134	29%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

<i>Criminal & Credit Reports</i>	\$0	\$0	\$0	\$0	0%
<i>Employee Physical</i>	\$0	\$85		(\$85)	-100%
<i>Interpreter Fee</i>	\$22	\$1,750	\$1,500	(\$250)	-14%
<i>Software</i>	\$4,786	\$6,158	\$6,350	\$192	3%
<i>Document Shredding</i>	\$0	\$100	\$100	\$0	0%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	0%
<i>Appraisal/Desk Reviews</i>	\$0	\$0	\$0	\$0	0%
<i>Breakroom Supplies</i>	\$0	\$0	\$0	\$0	0%
<i>Wellness Program</i>	\$0	\$0	\$0	\$0	0%
<i>Permits, Licenses & Certificates</i>	\$0	\$0	\$0	\$0	0%
<i>Inspections</i>	\$0	\$1,940	\$0	(\$1,940)	-100%
<i>Application Tracking System</i>	\$0	\$0		\$0	0%
<i>RBC-Asset Management Fee</i>	\$0	\$0		\$0	0%
<i>Partnership Management Fee</i>	\$0	\$0		\$0	0%
<i>TDHCA Compliance Fee</i>	\$0	\$0		\$0	0%
	\$15,984	\$24,611	\$22,163	(\$2,448)	-10%
	\$103,118	\$128,694	\$130,497	\$1,803	1%
<i>Property Management Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Bookkeeping Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Asset Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Admissions Fee</i>	\$0	\$12,990	\$12,990	\$0	0%
<i>Other COCC Management Fees</i>	\$40,560	\$40,839	\$41,442	\$603	1%
	\$40,560	\$53,829	\$54,432	\$603	1%
<i>Tenant Participation - Resident Council</i>	\$310	\$1,455	\$1,455	\$0	0%
<i>Tenant Participation - HACA</i>	\$0	\$970	\$970	\$0	0%
	\$310	\$2,425	\$2,425	\$0	0%
<i>Water & Sewer</i>	\$104,740	\$100,000	\$126,000	\$26,000	26%
<i>Electric</i>	\$10,486	\$23,000	\$15,000	(\$8,000)	-35%
<i>Gas</i>	\$49,040	\$36,000	\$45,000	\$9,000	25%
	\$164,266	\$159,000	\$186,000	\$27,000	17%
	\$205,136	\$215,254	\$242,857	\$27,603	13%
<i>Maintenance Labor</i>	\$62,204	\$72,242	\$74,409	\$2,167	3%
<i>Maintenance Labor - OT</i>	\$2,218	\$3,500	\$4,287	\$787	22%
<i>Maintenance Labor - Temp</i>	\$0	\$0	\$0	\$0	0%
	\$64,422	\$75,742	\$78,696	\$2,954	4%
<i>Custodial Materials</i>	\$1,066	\$3,000	\$3,000	\$0	0%
<i>Electrical Materials</i>	\$428	\$1,200	\$1,200	\$0	0%
<i>Plumbing Materials</i>	\$1,052	\$3,250	\$3,000	(\$250)	-8%
<i>Lawn Care & Grounds Materials</i>	\$716	\$500	\$500	\$0	0%
<i>Tools & Equipment</i>	\$576	\$1,500	\$1,500	\$0	0%
<i>Water Heater, Boiler & parts</i>	\$0	\$900	\$350	(\$550)	-61%
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	0%
<i>HVAC Materials</i>	\$926	\$2,000	\$1,500	(\$500)	-25%
<i>Materials-Gas & Oil</i>	\$794	\$1,421	\$1,200	(\$221)	-16%
<i>Exterior Lighting</i>	\$0	\$0	\$0	\$0	0%
<i>Auto Parts</i>	\$0	\$150	\$150	\$0	0%
<i>Paint & Supplies</i>	\$3,760	\$3,905	\$3,800	(\$105)	-3%
<i>Flooring/Ceiling Materials</i>	\$0	\$2,485	\$2,485	\$0	0%
<i>Glass & Window Materials</i>	\$0	\$1,500	\$1,200	(\$300)	-20%
<i>Pest Control Materials</i>	\$718	\$500	\$700	\$200	40%
<i>Appliance Parts</i>	\$422	\$2,500	\$1,700	(\$800)	-32%
<i>Alarms/Extinguishers/Sprinklers</i>	\$406	\$1,000	\$1,000	\$0	0%
<i>Roofing Materials</i>	\$0	\$500	\$250	(\$250)	-50%
<i>Hardware/Locks</i>	\$1,542	\$2,000	\$2,000	\$0	0%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$452	\$250	\$750	\$500	200%
<i>Window Coverings</i>	\$1,124	\$2,500	\$2,500	\$0	0%
<i>Countertops/Cabinets</i>	\$0	\$300	\$150	(\$150)	-50%
<i>Lumber & Sheetrock</i>	\$0	\$100	\$100	\$0	0%
<i>Maintenance Licenses and Fee</i>	\$0	\$0	\$0	\$0	0%

Doors	\$3,238	\$1,400	\$2,000	\$600	43%
Fencing Materials	\$0	\$750	\$300	(\$450)	-60%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$250	\$1,500	\$1,250	500%
	\$17,220	\$33,861	\$32,835	(\$1,026)	-3%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$15,522	\$30,533	\$34,334	\$3,801	12%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$19,686	\$20,000	\$30,000	\$10,000	50%
Grounds Contracts	\$5,254	\$17,422	\$20,340	\$2,918	17%
HVAC Contracts	\$0	\$797	\$500	(\$297)	-37%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$714	\$400	(\$314)	-44%
Vehicle Repairs	\$0	\$250	\$250	\$0	0%
ACM Abatement	\$1,230	\$250	\$0	(\$250)	-100%
Make Ready/Cleaning	\$4,130	\$6,000	\$8,500	\$2,500	42%
Contract Painting	\$1,500	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$5,740	\$11,200	\$3,900	(\$7,300)	-65%
Water Treatment	\$0	\$250	\$0	(\$250)	-100%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonary Work	\$0	\$250	\$250	\$0	0%
Electrical Contracts	\$0	\$1,000	\$1,000	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$2,500	\$1,500	(\$1,000)	-40%
Uniforms Contract	\$0	\$600	\$610	\$10	2%
Equipment Rental	\$0	\$250	\$250	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$10,000	\$10,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,786	\$3,921	\$3,921	\$0	0%
Reasonable Accomodation Contracts	\$0	\$0	\$0	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$56,848	\$105,937	\$115,755	\$9,818	9%
	\$138,490	\$215,540	\$227,286	\$11,746	5%
Security Contracts	\$900	\$3,000	\$1,116	(\$1,884)	-63%
Police Officers	\$13,634	\$20,000	\$20,000	\$0	0%
HACA/Police Liaison	\$0	\$1,541	\$1,572	\$31	2%
	\$14,534	\$24,541	\$22,688	(\$1,853)	-8%
Insurance	\$33,342	\$33,343	\$35,677	\$2,334	7%
Employee Benefit Contributions	\$70,708	\$81,603	\$83,134	\$1,531	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$205,244	\$185,999	\$181,079	(\$4,920)	-3%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$309,294	\$300,945	\$299,890	(\$1,055)	0%
	\$323,828	\$325,486	\$322,578	(\$2,908)	-1%
	\$770,572	\$884,974	\$923,217	\$38,243	4%
Provisions For Reserve	\$277,064	\$135,995	\$112,826	(\$23,169)	-17%
Debt Principal		\$50,520	\$56,183	\$5,663	11%
Replacement Reserve		\$34,865	\$35,657	\$792	2%

<i>Balance</i>	\$277,064	\$50,610	\$20,986	(\$29,624)	-59%
Net Income		\$287,129	\$258,247		
Total Debt		\$236,519	\$237,262		
Debt Service Coverage Ratio		1.21	1.09		

Meadowbrook CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$611,508	\$655,988	\$633,748	(\$22,240)	-3%
<i>Vacancies</i>	(\$35,636)	(\$58,446)	(\$59,221)	(\$775)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$88,210)	(\$33,398)	(\$33,841)	(\$443)	1%
<i>Excess Utilities</i>	\$1,206	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	(\$2,544)	\$7,620	\$7,620	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$572	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$34,056	\$0	\$0	\$0	0%
<i>Other Income</i>	\$10,498	\$5,738	\$8,118	\$2,380	41%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$12,152	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$1,055,176	\$1,013,898	\$1,058,281	\$44,383	4%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,598,778	\$1,591,400	\$1,614,706	\$23,306	1%
<i>Admin Salaries</i>	\$118,728	\$142,773	\$148,066	\$5,293	4%
<i>Admin Salaries - OT</i>	\$732	\$500	\$0	(\$500)	-100%
<i>Admin Salaries-Temp</i>	\$6,630	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$4,200	\$4,200	0%
	\$126,090	\$143,273	\$152,266	\$8,993	6%
<i>Legal</i>	\$0	\$5,000	\$5,000	\$0	0%
<i>Training</i>	\$316	\$2,703	\$2,898	\$195	7%
<i>Travel-Convention & Meetings</i>	\$66	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$400	\$300	(\$100)	-25%
<i>Audit Fees</i>	\$0	\$9,443	\$2,443	(\$7,000)	-74%
	\$382	\$17,546	\$10,641	(\$6,905)	-39%
<i>Office Supplies</i>	\$0	\$3,000	\$2,250	(\$750)	-25%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$524	\$500	\$1,000	\$500	100%
<i>Advertising</i>	\$0	\$200	\$200	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$300	\$300	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$50	\$50	\$0	0%
<i>Telephone</i>	\$13,008	\$12,785	\$12,609	(\$176)	-1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	(\$518)	\$3,000	\$3,000	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$27,438	\$27,438	0%
<i>Equipment Leases</i>	\$1,402	\$1,743	\$1,739	(\$4)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$250	\$1,250	\$1,000	400%
<i>Office Equipment Repairs</i>	\$0	\$53	\$53	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$25	\$0	(\$25)	-100%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$654	\$1,032	\$1,000	(\$32)	-3%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$85	\$85	\$0	0%
Interpreter Fee	\$1,084	\$800	\$1,000	\$200	25%
Software	\$8,908	\$10,158	\$10,474	\$316	3%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$350	\$0	\$0	\$0	0%
Inspections	\$0	\$3,200	\$0	(\$3,200)	-100%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	0%
Partnership Management Fee	\$0	\$0	\$0	\$0	0%
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	0%
	\$25,912	\$37,481	\$62,748	\$25,267	67%
	\$152,384	\$198,300	\$225,655	\$27,355	14%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$21,427	\$20,427	(\$1,000)	-5%
Other COCC Management Fees	\$62,114	\$63,656	\$64,588	\$932	1%
	\$62,114	\$85,083	\$85,015	(\$68)	0%
Tenant Participation - Resident Council	\$100	\$2,400	\$2,400	\$0	0%
Tenant Participation - HACA	\$0	\$1,600	\$1,600	\$0	0%
	\$100	\$4,000	\$4,000	\$0	0%
Water & Sewer	\$70,118	\$75,000	\$80,000	\$5,000	7%
Electric	\$18,084	\$30,000	\$27,250	(\$2,750)	-9%
Gas	\$68,614	\$60,000	\$69,000	\$9,000	15%
	\$156,816	\$165,000	\$176,250	\$11,250	7%
	\$219,030	\$254,083	\$265,265	\$11,182	4%
Maintenance Labor	\$60,868	\$110,098	\$115,490	\$5,392	5%
Maintenance Labor - OT	\$5,228	\$7,500	\$7,071	(\$429)	-6%
Maintenance Labor - Temp	\$4,322	\$0	\$0	\$0	0%
	\$70,418	\$117,598	\$122,561	\$4,963	4%
Custodial Materials	\$946	\$3,500	\$3,500	\$0	0%
Electrical Materials	\$3,050	\$5,000	\$5,000	\$0	0%
Plumbing Materials	\$3,272	\$7,000	\$7,000	\$0	0%
Lawn Care & Grounds Materials	\$0	\$2,500	\$2,500	\$0	0%
Tools & Equipment	\$1,110	\$2,000	\$2,500	\$500	25%
Water Heater, Boiler & parts	\$0	\$2,000	\$2,000	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$2,842	\$10,000	\$10,000	\$0	0%
Materials-Gas & Oil	\$494	\$2,000	\$2,000	\$0	0%
Exterior Lighting	\$2,350	\$4,000	\$4,000	\$0	0%
Auto Parts	\$0	\$500	\$500	\$0	0%
Paint & Supplies	\$9,406	\$10,000	\$11,000	\$1,000	10%
Flooring/Ceiling Materials	\$372	\$1,000	\$1,000	\$0	0%
Glass & Window Materials	\$0	\$1,000	\$1,000	\$0	0%
Pest Control Materials	\$0	\$200	\$200	\$0	0%
Appliance Parts	\$2,630	\$3,000	\$4,000	\$1,000	33%
Alarms/Extinguishers/Sprinklers	\$702	\$3,000	\$3,000	\$0	0%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$1,082	\$4,000	\$4,000	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$350	\$500	\$1,000	\$500	100%
Window Coverings	\$2,062	\$5,000	\$5,000	\$0	0%
Countertops/Cabinets	\$0	\$1,200	\$1,200	\$0	0%
Lumber & Sheetrock	\$874	\$1,000	\$1,000	\$0	0%
Maintenance Licenses and Fee	\$0	\$30	\$30	\$0	0%
Doors	\$484	\$4,300	\$4,300	\$0	0%

Fencing Materials	\$0	\$300	\$300	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$1,000	\$2,000	\$1,000	100%
	\$32,026	\$74,080	\$78,080	\$4,000	5%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$21,000	\$30,000	\$46,801	\$16,801	56%
Custodial Contracts	\$14,472	\$16,296	\$15,500	(\$796)	-5%
Plumbing Contracts	\$0	\$10,000	\$10,000	\$0	0%
Grounds Contracts	\$11,664	\$37,572	\$37,572	\$0	0%
HVAC Contracts	\$0	\$1,500	\$1,500	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$6,102	\$5,000	\$6,000	\$1,000	20%
Vehicle Repairs	\$2,588	\$3,000	\$4,000	\$1,000	33%
ACM Abatement	\$672	\$250	\$700	\$450	180%
Make Ready/Cleaning	\$17,318	\$17,000	\$17,500	\$500	3%
Contract Painting	\$0	\$1,000	\$1,000	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$100	\$100	\$0	0%
Pest Control Contracts	\$6,560	\$9,200	\$5,400	(\$3,800)	-41%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$2,600	\$3,100	\$3,100	\$0	0%
Masonry Work	\$0	\$500	\$500	\$0	0%
Electrical Contracts	\$0	\$2,000	\$2,000	\$0	0%
Key & Lock Services	\$0	\$500	\$500	\$0	0%
Building & Equipment Repair	\$8,252	\$32,438	\$9,000	(\$23,438)	-72%
Uniforms Contract	\$0	\$900	\$914	\$14	2%
Equipment Rental	\$0	\$50	\$50	\$0	0%
Damages - Tenant Property	\$0	\$100	\$0	(\$100)	-100%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$3,850	\$18,000	\$18,000	\$0	0%
Roofing	\$0	\$2,500	\$2,500	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$4,236	\$3,100	\$4,000	\$900	29%
Reasonable Accomodation Contracts	\$0	\$250	\$250	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$99,314	\$194,356	\$186,887	(\$7,469)	-4%
	\$201,758	\$386,034	\$387,529	\$1,495	0%
Security Contracts	\$0	\$3,000	\$1,380	(\$1,620)	-54%
Police Officers	\$30,466	\$30,000	\$30,000	\$0	0%
HACA/Police Liaison	\$0	\$2,542	\$2,593	\$51	2%
	\$30,466	\$35,542	\$33,973	(\$1,569)	-4%
Insurance	\$58,454	\$58,454	\$62,546	\$4,092	7%
Employee Benefit Contributions	\$100,516	\$122,955	\$125,841	\$2,886	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$320,362	\$318,905	\$312,053	(\$6,852)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$479,332	\$500,314	\$500,440	\$126	0%
	\$509,798	\$535,856	\$534,413	(\$1,443)	0%
	\$1,082,970	\$1,374,273	\$1,412,861	\$38,588	3%
Provisions For Reserve	\$515,808	\$217,127	\$201,844	(\$15,283)	-7%
Debt Principal		\$134,018	\$140,870	\$6,852	5%
Replacement Reserve		\$58,503	\$59,886	\$1,383	2%
Balance	\$515,808	\$24,606	\$1,088	(\$23,518)	-96%

Net Income		\$477,529	\$454,011	
Total Debt		\$452,923	\$452,923	
Debt Service Coverage Ratio		1.05	1.00	

Booker T Washington CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$579,440	\$721,348	\$650,394	(\$70,954)	-10%
<i>Vacancies</i>	(\$39,798)	(\$82,861)	(\$83,882)	(\$1,021)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$37,748)	(\$47,349)	(\$47,932)	(\$583)	1%
<i>Excess Utilities</i>	\$434	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$3,912	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$1,086	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$10,288	\$0	\$0	\$0	0%
<i>Other Income</i>	\$8,520	\$3,382	\$5,951	\$2,569	76%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$19,990	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$1,828,920	\$1,646,102	\$1,746,228	\$100,126	6%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$2,375,044	\$2,240,622	\$2,270,759	\$30,137	1%
<i>Admin Salaries</i>	\$116,498	\$161,437	\$165,165	\$3,728	2%
<i>Admin Salaries - OT</i>	\$688	\$1,000	\$0	(\$1,000)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,775	\$2,775	0%
	\$117,186	\$162,437	\$167,940	\$5,503	3%
<i>Legal</i>	\$0	\$2,000	\$2,000	\$0	0%
<i>Training</i>	\$426	\$3,028	\$3,413	\$385	13%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$12	\$25	\$12	(\$13)	-52%
<i>Audit Fees</i>	\$0	\$10,298	\$3,298	(\$7,000)	-68%
	\$438	\$15,351	\$8,724	(\$6,627)	-43%
<i>Office Supplies</i>	\$674	\$2,000	\$2,000	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$834	\$800	\$1,000	\$200	25%
<i>Advertising</i>	\$0	\$500	\$500	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$750	\$750	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$4,048	\$13,841	\$13,945	\$104	1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$1,998	\$1,500	\$2,500	\$1,000	67%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$2,518	\$3,408	\$3,402	(\$6)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$50	\$0	\$50	\$50	0%
<i>Meeting Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$50	\$50	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$886	\$1,436	\$1,436	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%
<i>Criminal & Credit Reports</i>	\$0	\$0	\$0	\$0	0%
<i>Employee Physical</i>	\$0	\$0	\$0	\$0	0%

Interpreter Fee	\$50	\$600	\$600	\$0	0%
Software	\$12,024	\$13,714	\$14,139	\$425	3%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$4,320	\$0	(\$4,320)	-100%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	0%
Partnership Management Fee	\$0	\$0	\$0	\$0	0%
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	0%
	\$23,582	\$43,444	\$40,697	(\$2,747)	-6%
	\$141,206	\$221,232	\$217,360	(\$3,872)	-2%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$28,927	\$28,927	(\$0)	0%
Other COCC Management Fees	\$94,602	\$89,625	\$90,830	\$1,205	1%
	\$94,602	\$118,552	\$119,757	\$1,205	1%
Tenant Participation - Resident Council	\$190	\$3,240	\$3,240	\$0	0%
Tenant Participation - HACA	\$0	\$2,160	\$2,160	\$0	0%
	\$190	\$5,400	\$5,400	\$0	0%
Water & Sewer	\$230,636	\$260,000	\$260,000	\$0	0%
Electric	\$17,980	\$25,000	\$25,000	\$0	0%
Gas	\$93,560	\$70,000	\$70,000	\$0	0%
	\$342,176	\$355,000	\$355,000	\$0	0%
	\$436,968	\$478,952	\$480,157	\$1,205	0%
Maintenance Labor	\$107,416	\$139,541	\$146,352	\$6,811	5%
Maintenance Labor - OT	\$15,746	\$0	\$15,910	\$15,910	0%
Maintenance Labor - Temp	\$12,974	\$0	\$0	\$0	0%
	\$136,136	\$139,541	\$162,262	\$22,721	16%
Custodial Materials	\$4,098	\$5,000	\$5,000	\$0	0%
Electrical Materials	\$2,516	\$5,500	\$5,500	\$0	0%
Plumbing Materials	\$2,804	\$7,000	\$7,000	\$0	0%
Lawn Care & Grounds Materials	\$534	\$500	\$750	\$250	50%
Tools & Equipment	\$2,388	\$2,000	\$2,500	\$500	25%
Water Heater, Boiler & parts	\$0	\$1,000	\$1,000	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$100	\$7,500	\$7,500	\$0	0%
Materials-Gas & Oil	\$1,182	\$4,000	\$4,000	\$0	0%
Exterior Lighting	\$0	\$1,000	\$5,000	\$4,000	400%
Auto Parts	\$404	\$300	\$500	\$200	67%
Paint & Supplies	\$10,308	\$15,000	\$15,000	\$0	0%
Flooring/Ceiling Materials	\$3,038	\$4,500	\$4,500	\$0	0%
Glass & Window Materials	\$0	\$5,500	\$5,000	(\$500)	-9%
Pest Control Materials	\$0	\$750	\$750	\$0	0%
Appliance Parts	\$4,388	\$4,200	\$5,000	\$800	19%
Alarms/Extinguishers/Sprinklers	\$0	\$750	\$750	\$0	0%
Roofing Materials	\$0	\$500	\$500	\$0	0%
Hardware/Locks	\$3,412	\$5,000	\$5,000	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$1,984	\$600	\$1,500	\$900	150%
Window Coverings	\$4,028	\$6,000	\$7,500	\$1,500	25%
Countertops/Cabinets	\$0	\$900	\$900	\$0	0%
Lumber & Sheetrock	\$446	\$1,200	\$1,200	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$800	\$1,000	\$200	25%
Fencing Materials	\$0	\$700	\$700	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%

Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$500	\$500	\$0	0%
	\$41,630	\$80,700	\$88,550	\$7,850	10%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$25,712	\$50,981	\$60,185	\$9,204	18%
Custodial Contracts	\$14,652	\$14,500	\$17,208	\$2,708	19%
Plumbing Contracts	\$43,564	\$20,000	\$30,000	\$10,000	50%
Grounds Contracts	\$17,824	\$46,851	\$56,280	\$9,429	20%
HVAC Contracts	\$0	\$3,000	\$3,000	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$1,092	\$1,500	\$1,500	\$0	0%
Vehicle Repairs	\$2,366	\$2,500	\$2,500	\$0	0%
ACM Abatement	\$7,390	\$200	\$0	(\$200)	-100%
Make Ready/Cleaning	\$13,228	\$14,000	\$15,000	\$1,000	7%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$2,500	\$2,500	\$0	0%
Pest Control Contracts	\$5,100	\$13,800	\$6,900	(\$6,900)	-50%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$0	\$3,000	\$3,000	\$0	0%
Key & Lock Services	\$0	\$500	\$1,000	\$500	100%
Building & Equipment Repair	\$17,680	\$3,000	\$3,000	\$0	0%
Uniforms Contract	\$0	\$1,200	\$1,219	\$19	2%
Equipment Rental	\$1,708	\$1,000	\$1,000	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$9,000	\$9,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$6,112	\$5,400	\$6,000	\$600	11%
Reasonable Accomodation Contracts	\$0	\$0	\$0	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$156,428	\$192,932	\$219,292	\$26,360	14%
	\$334,194	\$413,173	\$470,105	\$56,932	14%
Security Contracts	\$5,400	\$10,800	\$3,168	(\$7,632)	-71%
Police Officers	\$13,870	\$25,000	\$15,000	(\$10,000)	-40%
HACA/Police Liaison	\$0	\$3,432	\$3,500	\$68	2%
	\$19,270	\$39,232	\$21,668	(\$17,564)	-45%
Insurance	\$72,904	\$72,904	\$78,007	\$5,103	7%
Employee Benefit Contributions	\$128,198	\$142,073	\$152,254	\$10,181	7%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$490,656	\$488,423	\$477,928	(\$10,495)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$691,758	\$703,400	\$708,189	\$4,789	1%
	\$711,028	\$742,632	\$729,857	(\$12,775)	-2%
	\$1,623,396	\$1,855,989	\$1,897,479	\$41,490	2%
Provisions For Reserve	\$751,648	\$384,633	\$373,280	(\$11,353)	-3%
Debt Principal		\$205,256	\$215,751	\$10,495	5%
Replacement Reserve		\$78,979	\$80,845	\$1,866	2%
Balance	\$751,648	\$100,398	\$76,684	(\$23,714)	-24%
Net Income		\$794,077	\$770,363		
Total Debt		\$693,679	\$693,679		
Debt Service Coverage Ratio		1.14	1.11		

Lakeside CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$530,762	\$465,755	\$498,259	\$32,504	7%
<i>Vacancies</i>	(\$44,116)	(\$54,302)	(\$55,152)	(\$850)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$8,372)	(\$31,030)	(\$31,515)	(\$485)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$58,454	\$55,576	\$58,456	\$2,880	5%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$8,032	\$0	\$0	\$0	0%
<i>Other Income</i>	\$27,304	\$21,182	\$24,243	\$3,061	14%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$11,380	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$1,004,670	\$1,085,728	\$1,077,501	(\$8,227)	-1%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$712	\$0	\$0	\$0	0%
	\$1,588,826	\$1,542,909	\$1,571,791	\$28,882	2%
<i>Admin Salaries</i>	\$95,258	\$111,577	\$114,808	\$3,231	3%
<i>Admin Salaries - OT</i>	\$1,146	\$1,000	\$0	(\$1,000)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,400	\$2,400	0%
	\$96,404	\$112,577	\$117,208	\$4,631	4%
<i>Legal</i>	\$0	\$10,000	\$10,000	\$0	0%
<i>Training</i>	\$324	\$3,545	\$2,741	(\$804)	-23%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$458	\$0	\$0	\$0	0%
<i>Audit Fees</i>	\$0	\$2,489	\$2,489	\$0	0%
	\$782	\$16,034	\$15,230	(\$804)	-5%
<i>Office Supplies</i>	\$256	\$1,847	\$800	(\$1,047)	-57%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$420	\$150	\$450	\$300	200%
<i>Advertising</i>	\$1,802	\$174	\$174	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$175	\$175	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$9,148	\$12,967	\$12,960	(\$7)	0%
<i>Internet/Cable</i>	\$27,162	\$22,632	\$30,252	\$7,620	34%
<i>Court Cost</i>	\$0	\$1,480	\$1,480	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,404	\$1,742	\$1,742	(\$0)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$25	\$0	(\$25)	-100%
<i>Miscellaneous Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$668	\$1,000	\$800	(\$200)	-20%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$38	\$650	\$650	\$0	0%
Software	\$9,486	\$10,349	\$10,670	\$321	3%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$3,260	\$0	(\$3,260)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	0%
Partnership Management Fee	\$0	\$0	\$0	\$0	0%
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	0%
	\$50,384	\$56,976	\$60,478	\$3,502	6%
	\$147,570	\$185,587	\$192,916	\$7,329	4%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$21,829	\$21,829	(\$0)	0%
Other COCC Management Fees	\$62,282	\$61,072	\$62,872	\$1,800	3%
	\$62,282	\$82,901	\$84,701	\$1,800	2%
Tenant Participation - Resident Council	\$1,578	\$2,445	\$2,445	\$0	0%
Tenant Participation - HACA	\$0	\$1,630	\$1,630	\$0	0%
	\$1,578	\$4,075	\$4,075	\$0	0%
Water & Sewer	\$76,988	\$85,000	\$85,000	\$0	0%
Electric	\$93,566	\$150,000	\$130,000	(\$20,000)	-13%
Gas	\$32,702	\$12,000	\$25,000	\$13,000	108%
	\$203,256	\$247,000	\$240,000	(\$7,000)	-3%
	\$267,116	\$333,976	\$328,776	(\$5,200)	-2%
Maintenance Labor	\$99,352	\$110,449	\$114,126	\$3,677	3%
Maintenance Labor - OT	\$7,636	\$6,000	\$7,204	\$1,204	20%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	0%
	\$106,988	\$116,449	\$121,330	\$4,881	4%
Custodial Materials	\$2,958	\$2,200	\$4,000	\$1,800	82%
Electrical Materials	\$1,720	\$3,275	\$2,500	(\$775)	-24%
Plumbing Materials	\$2,056	\$2,600	\$2,400	(\$200)	-8%
Lawn Care & Grounds Materials	\$0	\$60	\$0	(\$60)	-100%
Tools & Equipment	\$692	\$1,400	\$1,400	\$0	0%
Water Heater, Boiler & parts	\$0	\$0	\$0	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$0	\$10,500	\$2,500	(\$8,000)	-76%
Materials-Gas & Oil	\$40	\$500	\$200	(\$300)	-60%
Exterior Lighting	\$0	\$0	\$0	\$0	0%
Auto Parts	\$0	\$0	\$150	\$150	0%
Paint & Supplies	\$1,774	\$2,000	\$2,000	\$0	0%
Flooring/Ceiling Materials	\$0	\$625	\$200	(\$425)	-68%
Glass & Window Materials	\$538	\$500	\$800	\$300	60%
Pest Control Materials	\$0	\$130	\$100	(\$30)	-23%
Appliance Parts	\$212	\$2,250	\$2,250	\$0	0%
Alarms/Extinguishers/Sprinklers	\$734	\$1,600	\$1,000	(\$600)	-38%
Roofing Materials	\$0	\$0	\$0	\$0	0%
Hardware/Locks	\$2,570	\$2,240	\$2,500	\$260	12%
Safety Equipment (Glove/Belts/Goggles)	\$198	\$220	\$1,200	\$980	445%
Window Coverings	\$0	\$3,400	\$3,400	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$0	\$0	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$300	\$900	\$600	200%

Fencing Materials	\$0	\$0	\$0	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$0	\$0	\$0	0%
	\$13,492	\$33,800	\$27,500	(\$6,300)	-19%
Elevator Contracts	\$17,832	\$22,500	\$22,676	\$176	1%
Trash Removal	\$7,092	\$13,601	\$19,237	\$5,636	41%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$6,608	\$9,800	\$9,800	\$0	0%
Grounds Contracts	\$1,978	\$4,679	\$7,540	\$2,861	61%
HVAC Contracts	\$0	\$2,500	\$5,000	\$2,500	100%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$33,860	\$7,000	\$35,000	\$28,000	400%
Vehicle Repairs	\$0	\$500	\$500	\$0	0%
ACM Abatement	\$610	\$200	\$0	(\$200)	-100%
Make Ready/Cleaning	\$19,682	\$7,000	\$12,000	\$5,000	71%
Contract Painting	\$0	\$1,400	\$500	(\$900)	-64%
Carpet/Flooring Cleaing & Repair	\$668	\$0	\$2,680	\$2,680	0%
Pest Control Contracts	\$25,140	\$20,280	\$20,280	\$0	0%
Water Treatment	\$4,100	\$5,000	\$5,000	\$0	0%
Door/Window Repair Contracts	\$0	\$3,000	\$3,000	\$0	0%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$1,484	\$1,000	\$1,000	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$500	\$500	\$0	0%
Uniforms Contract	\$0	\$900	\$914	\$14	2%
Equipment Rental	\$0	\$1,600	\$500	(\$1,100)	-69%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$2,000	\$2,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,224	\$2,700	\$3,500	\$800	30%
Reasonable Accomodation Contracts	\$0	\$500	\$500	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$122,278	\$106,660	\$152,128	\$45,468	43%
	\$242,758	\$256,909	\$300,958	\$44,049	17%
Security Contracts	\$3,960	\$15,000	\$4,000	(\$11,000)	-73%
Police Officers	\$19,598	\$25,000	\$25,000	\$0	0%
HACA/Police Liaison	\$0	\$2,590	\$2,641	\$51	2%
	\$23,558	\$42,590	\$31,641	(\$10,949)	-26%
Insurance	\$45,854	\$43,628	\$46,682	\$3,054	7%
Employee Benefit Contributions	\$128,702	\$106,775	\$109,804	\$3,029	3%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$195,454	\$194,238	\$192,885	(\$1,353)	-1%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$100	\$0	(\$100)	-100%
	\$370,010	\$344,741	\$349,371	\$4,630	1%
	\$393,568	\$387,331	\$381,012	(\$6,319)	-2%
	\$1,051,012	\$1,163,803	\$1,203,661	\$39,858	3%
Provisions For Reserve	\$537,814	\$379,106	\$368,130	(\$10,976)	-3%
Debt Principal		\$37,408	\$111,144	\$73,736	197%
Replacement Reserve		\$57,430	\$58,790	\$1,360	2%
Balance	\$537,814	\$284,268	\$198,196	(\$86,072)	-30%

Net Income		\$515,914	\$502,225	
Total Debt		\$231,646	\$304,028	
Debt Service Coverage Ratio		2.23	1.65	

Salina CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$113,388	\$85,326	\$99,357	\$14,031	16%
<i>Vacancies</i>	\$0	(\$8,100)	(\$8,252)	(\$152)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$4,090)	(\$4,629)	(\$4,716)	(\$87)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$86	\$0	\$0	\$0	0%
<i>Other Income</i>	\$6,266	\$6,128	\$6,197	\$69	1%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$966	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$123,268	\$146,111	\$136,427	(\$9,684)	-7%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$239,884	\$224,836	\$229,013	\$4,177	2%
<i>Admin Salaries</i>	\$24,536	\$23,861	\$24,554	\$693	3%
<i>Admin Salaries - OT</i>	\$230	\$105	\$0	(\$105)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$672	\$672	0%
	\$24,766	\$23,966	\$25,226	\$1,260	5%
<i>Legal</i>	\$0	\$2,000	\$1,500	(\$500)	-25%
<i>Training</i>	\$62	\$559	\$562	\$3	1%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$10	\$10	\$0	0%
<i>Audit Fees</i>	\$0	\$489	\$489	(\$0)	0%
	\$62	\$3,058	\$2,561	(\$497)	-16%
<i>Office Supplies</i>	\$612	\$210	\$400	\$190	90%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$76	\$75	\$100	\$25	33%
<i>Advertising</i>	\$0	\$50	\$50	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$25	\$50	\$25	100%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$5,542	\$1,798	\$1,561	(\$237)	-13%
<i>Internet/Cable</i>	\$4,918	\$5,555	\$5,772	\$217	4%
<i>Court Cost</i>	\$0	\$250	\$250	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$20	\$346	\$360	\$14	4%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	0%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$132	\$160	\$160	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$6	\$150	\$100	(\$50)	-33%
Software	\$1,578	\$2,032	\$2,095	\$63	3%
Document Shredding	\$0	\$100	\$100	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$640	\$640	\$0	0%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$0	\$0		\$0	0%
Partnership Management Fee	\$0	\$0		\$0	0%
TDHCA Compliance Fee	\$0	\$0		\$0	0%
	\$12,884	\$11,416	\$11,662	\$246	2%
	\$37,712	\$38,440	\$39,449	\$1,009	3%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$4,285	\$4,285	\$0	0%
Other COCC Management Fees	\$9,482	\$8,993	\$9,161	\$168	2%
	\$9,482	\$13,278	\$13,446	\$168	1%
Tenant Participation - Resident Council	\$0	\$480	\$480	\$0	0%
Tenant Participation - HACA	\$0	\$320	\$320	\$0	0%
	\$0	\$800	\$800	\$0	0%
Water & Sewer	\$11,986	\$14,000	\$13,000	(\$1,000)	-7%
Electric	\$16,174	\$28,000	\$27,000	(\$1,000)	-4%
Gas	\$5,710	\$2,500	\$4,500	\$2,000	80%
	\$33,870	\$44,500	\$44,500	\$0	0%
	\$43,352	\$58,578	\$58,746	\$168	0%
Maintenance Labor	\$17,314	\$23,401	\$24,103	\$702	3%
Maintenance Labor - OT	\$1,348	\$750	\$1,414	\$664	89%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	0%
	\$18,662	\$24,151	\$25,517	\$1,366	6%
Custodial Materials	\$2,524	\$315	\$1,500	\$1,185	376%
Electrical Materials	\$220	\$500	\$500	\$0	0%
Plumbing Materials	\$2,350	\$750	\$2,000	\$1,250	167%
Lawn Care & Grounds Materials	\$150	\$105	\$150	\$45	43%
Tools & Equipment	\$126	\$315	\$315	\$0	0%
Water Heater, Boiler & parts	\$0	\$200	\$200	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$1,852	\$500	\$500	\$0	0%
Materials-Gas & Oil	\$180	\$400	\$400	\$0	0%
Exterior Lighting	\$0	\$75	\$75	\$0	0%
Auto Parts	\$0	\$80	\$80	\$0	0%
Paint & Supplies	\$1,826	\$500	\$500	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$100	\$0	0%
Glass & Window Materials	\$0	\$50	\$50	\$0	0%
Pest Control Materials	\$0	\$53	\$53	\$0	0%
Appliance Parts	\$108	\$140	\$140	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$100	\$100	\$0	0%
Hardware/Locks	\$1,566	\$75	\$100	\$25	33%
Safety Equipment (Glove/Belts/Goggles)	\$38	\$40	\$800	\$760	1900%
Window Coverings	\$0	\$175	\$175	\$0	0%
Countertops/Cabinets	\$418	\$100	\$100	\$0	0%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$692	\$200	\$200	\$0	0%

Fencing Materials	\$0	\$0	\$0	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$250	\$250	\$0	0%
	\$12,050	\$5,623	\$8,888	\$3,265	58%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$1,612	\$3,000	\$4,707	\$1,707	57%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$3,000	\$3,000	\$0	0%
Grounds Contracts	\$1,978	\$4,679	\$2,340	(\$2,339)	-50%
HVAC Contracts	\$248	\$189	\$189	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$400	\$400	\$0	0%
Vehicle Repairs	\$0	\$100	\$100	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$14	\$300	\$300	\$0	0%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$2,694	\$1,950	\$2,100	\$150	8%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$0	\$250	\$250	\$0	0%
Key & Lock Services	\$0	\$50	\$50	\$0	0%
Building & Equipment Repair	\$0	\$500	\$500	\$0	0%
Uniforms Contract	\$0	\$189	\$192	\$3	2%
Equipment Rental	\$0	\$50	\$50	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$1,000	\$1,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$836	\$500	\$500	\$0	0%
Reasonable Accomodation Contracts	\$0	\$50	\$50	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$7,382	\$16,207	\$15,728	(\$479)	-3%
	\$38,094	\$45,981	\$50,133	\$4,152	9%
Security Contracts	\$0	\$2,600	\$1,068	(\$1,532)	-59%
Police Officers	\$5,738	\$4,200	\$5,500	\$1,300	31%
HACA/Police Liaison	\$0	\$508	\$519	\$11	2%
	\$5,738	\$7,308	\$7,087	(\$221)	-3%
Insurance	\$6,728	\$6,729	\$7,200	\$471	7%
Employee Benefit Contributions	\$22,922	\$22,574	\$23,283	\$709	3%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$39,066	\$3,254	\$0	(\$3,254)	-100%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$68,716	\$32,557	\$30,483	(\$2,074)	-6%
	\$74,454	\$39,865	\$37,570	(\$2,295)	-6%
	\$193,612	\$182,864	\$185,897	\$3,033	2%
Provisions For Reserve	\$46,272	\$41,972	\$43,116	\$1,144	3%
Debt Principal		\$1,072	\$0	(\$1,072)	-100%
Replacement Reserve		\$11,497	\$11,761	\$264	2%
Balance	\$46,272	\$29,403	\$31,354	\$1,951	7%

Net Income		\$33,729	\$31,354	
Total Debt		\$4,326	\$0	
Debt Service Coverage Ratio		7.80	10.00	

Gaston Place CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$321,220	\$422,721	\$371,971	(\$50,751)	-12%
<i>Vacancies</i>	\$0	(\$26,163)	(\$26,616)	(\$453)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	\$580	(\$14,950)	(\$15,209)	(\$259)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$1,362	\$0	\$0	\$0	0%
<i>Other Income</i>	\$19,870	\$14,575	\$17,223	\$2,648	18%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$830	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$418,412	\$324,800	\$388,490	\$63,690	20%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$762,274	\$720,983	\$735,858	\$14,875	2%
<i>Admin Salaries</i>	\$64,984	\$88,553	\$92,211	\$3,658	4%
<i>Admin Salaries - OT</i>	\$314	\$0	\$0	\$0	0%
<i>Admin Salaries-Temp</i>	\$23,986	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$597	\$597	0%
	\$89,284	\$88,553	\$92,808	\$4,255	5%
<i>Legal</i>	\$0	\$2,500	\$2,500	\$0	0%
<i>Training</i>	\$196	\$3,180	\$2,796	(\$385)	-12%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$25	\$25	\$0	0%
<i>Audit Fees</i>	\$9,000	\$9,000	\$9,000	\$0	0%
	\$9,196	\$14,705	\$14,321	(\$385)	-3%
<i>Office Supplies</i>	\$0	\$1,200	\$600	(\$600)	-50%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$132	\$250	\$250	\$0	0%
<i>Advertising</i>	\$0	\$125	\$125	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$150	\$150	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$200	\$200	\$0	0%
<i>Telephone</i>	\$8,140	\$11,082	\$10,497	(\$585)	-5%
<i>Internet/Cable</i>	\$18,036	\$18,036	\$18,036	\$0	0%
<i>Court Cost</i>	\$252	\$450	\$450	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$940	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,364	\$1,698	\$1,695	(\$3)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$10,500	\$3,000	\$3,000	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$50	\$50	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$300	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$408	\$450	\$450	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$22	\$300	\$300	\$0	0%
Software	\$4,934	\$1,091	\$6,546	\$5,455	500%
Document Shredding	\$0	\$150	\$150	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$2,000	\$0	(\$2,000)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$0	\$1,640	\$1,640	\$0	0%
Partnership Management Fee	\$0	\$1,592	\$1,592	\$0	0%
TDHCA Compliance Fee	\$0	\$4,000	\$4,000	\$0	0%
	\$45,028	\$47,664	\$49,731	\$2,067	4%
	\$143,508	\$150,922	\$156,859	\$5,937	4%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$13,392	\$13,392	\$0	0%
Other COCC Management Fees	\$50,764	\$28,839	\$29,434	\$595	2%
	\$50,764	\$42,231	\$42,826	\$595	1%
Tenant Participation - Resident Council	\$0	\$1,500	\$1,500	\$0	0%
Tenant Participation - HACA	\$0	\$1,000	\$1,000	\$0	0%
	\$0	\$2,500	\$2,500	\$0	0%
Water & Sewer	\$52,228	\$44,000	\$55,162	\$11,162	25%
Electric	\$37,276	\$55,162	\$45,000	(\$10,162)	-18%
Gas	\$4,508	\$6,000	\$5,000	(\$1,000)	-17%
	\$94,012	\$105,162	\$105,162	\$0	0%
	\$144,776	\$149,893	\$150,488	\$595	0%
Maintenance Labor	\$54,656	\$57,137	\$57,276	\$139	0%
Maintenance Labor - OT	\$6,554	\$2,500	\$4,420	\$1,920	77%
Maintenance Labor - Temp	\$8,054	\$0	\$0	\$0	0%
	\$69,264	\$59,637	\$61,695	\$2,058	3%
Custodial Materials	\$1,396	\$1,900	\$2,380	\$480	25%
Electrical Materials	\$1,722	\$1,400	\$1,700	\$300	21%
Plumbing Materials	\$12	\$2,500	\$2,500	\$0	0%
Lawn Care & Grounds Materials	\$466	\$400	\$400	\$0	0%
Tools & Equipment	\$324	\$1,800	\$1,800	\$0	0%
Water Heater, Boiler & parts	\$0	\$250	\$250	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$1,386	\$1,500	\$1,500	\$0	0%
Materials-Gas & Oil	\$0	\$225	\$225	\$0	0%
Exterior Lighting	\$890	\$800	\$800	\$0	0%
Auto Parts	\$0	\$0	\$0	\$0	0%
Paint & Supplies	\$338	\$850	\$850	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$100	\$0	0%
Glass & Window Materials	\$834	\$750	\$750	\$0	0%
Pest Control Materials	\$0	\$75	\$75	\$0	0%
Appliance Parts	\$514	\$750	\$1,200	\$450	60%
Alarms/Extinguishers/Sprinklers	\$0	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	0%
Hardware/Locks	\$328	\$600	\$600	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$366	\$500	\$900	\$400	80%
Window Coverings	\$98	\$600	\$600	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$0	\$0	\$0	0%

Fencing Materials	\$0	\$500	\$500	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$500	\$500	\$0	0%
	\$8,674	\$16,600	\$18,230	\$1,630	10%
Elevator Contracts	\$10,864	\$14,500	\$13,060	(\$1,440)	-10%
Trash Removal	\$3,694	\$5,800	\$10,991	\$5,191	90%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$3,674	\$2,000	\$2,000	\$0	0%
Grounds Contracts	\$2,214	\$5,236	\$4,940	(\$296)	-6%
HVAC Contracts	\$0	\$200	\$200	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$2,650	\$2,500	\$2,500	\$0	0%
Vehicle Repairs	\$0	\$0	\$0	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	(\$500)	\$2,000	\$2,000	\$0	0%
Contract Painting	\$0	\$500	\$500	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$14,500	\$16,800	\$16,800	\$0	0%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$890	\$600	\$600	\$0	0%
Key & Lock Services	\$0	\$50	\$50	\$0	0%
Building & Equipment Repair	\$4,720	\$500	\$500	\$0	0%
Uniforms Contract	\$0	\$408	\$415	\$7	2%
Equipment Rental	\$0	\$100	\$100	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$2,500	\$2,500	\$0	0%
Roofing	\$0	\$0	\$8,000	\$8,000	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,450	\$2,000	\$2,000	\$0	0%
Reasonable Accomodation Contracts	\$0	\$100	\$100	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$46,156	\$55,794	\$67,256	\$11,462	21%
	\$124,094	\$132,031	\$147,181	\$15,150	11%
Security Contracts	\$17,008	\$7,500	\$1,656	(\$5,844)	-78%
Police Officers	\$6,190	\$18,000	\$15,000	(\$3,000)	-17%
HACA/Police Liaison	\$0	\$1,499	\$1,621	\$122	8%
	\$23,198	\$26,999	\$18,277	(\$8,722)	-32%
Insurance	\$22,940	\$22,941	\$24,547	\$1,606	7%
Employee Benefit Contributions	\$72,746	\$62,806	\$71,566	\$8,760	14%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$86,292	\$86,039	\$84,753	(\$1,286)	-1%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$1,332	\$1,333	\$1,333	\$0	0%
	\$183,310	\$175,241	\$184,322	\$9,081	5%
	\$206,508	\$202,240	\$202,598	\$358	0%
	\$618,886	\$635,086	\$657,127	\$22,041	3%
Provisions For Reserve	\$143,388	\$85,897	\$78,731	(\$7,166)	-8%
Debt Principal		\$22,971	\$24,256	\$1,285	6%
Replacement Reserve		\$36,711	\$37,676	\$965	3%
Balance	\$143,388	\$26,215	\$16,799	(\$9,416)	-36%

Net Income		\$135,225	\$125,809	
Total Debt		\$109,010	\$109,010	
Debt Service Coverage Ratio		1.24	1.15	

Bouldin Oaks CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$406,282	\$492,279	\$449,281	(\$42,999)	-9%
<i>Vacancies</i>	(\$38,968)	(\$47,419)	(\$48,046)	(\$627)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$8,914)	(\$27,097)	(\$27,455)	(\$358)	1%
<i>Excess Utilities</i>	\$2,100	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	(\$2,626)	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$5,250	\$0	\$0	\$0	0%
<i>Other Income</i>	\$6,786	\$2,735	\$4,761	\$2,026	74%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$4,478	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$937,822	\$862,556	\$923,452	\$60,896	7%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,312,210	\$1,283,054	\$1,301,992	\$18,938	1%
<i>Admin Salaries</i>	\$104,578	\$117,321	\$120,736	\$3,415	3%
<i>Admin Salaries - OT</i>	\$502	\$1,000	\$0	(\$1,000)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,800	\$2,800	0%
	\$105,080	\$118,321	\$123,536	\$5,215	4%
<i>Legal</i>	\$0	\$6,000	\$7,000	\$1,000	17%
<i>Training</i>	\$284	\$2,611	\$2,451	(\$160)	-6%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$250	\$250	\$0	0%
<i>Audit Fees</i>	\$0	\$9,199	\$2,199	(\$7,000)	-76%
	\$284	\$18,060	\$11,899	(\$6,161)	-34%
<i>Office Supplies</i>	\$244	\$1,600	\$1,200	(\$400)	-25%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$348	\$200	\$500	\$300	150%
<i>Advertising</i>	\$0	\$100	\$100	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$250	\$250	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$6,892	\$10,467	\$10,546	\$79	1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$412	\$1,000	\$2,000	\$1,000	100%
<i>Office Custodial</i>	\$0	\$200	\$200	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,392	\$1,732	\$1,728	(\$4)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$300	\$100	50%
<i>Office Equipment Repairs</i>	\$0	\$48	\$48	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$50	\$0	(\$50)	-100%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$590	\$750	\$750	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

<i>Criminal & Credit Reports</i>	\$0	\$0	\$0	\$0	0%
<i>Employee Physical</i>	\$0	\$100	\$100	\$0	0%
<i>Interpreter Fee</i>	\$1,614	\$800	\$900	\$100	13%
<i>Software</i>	\$8,016	\$9,143	\$9,426	\$283	3%
<i>Document Shredding</i>	\$220	\$150	\$200	\$50	33%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	0%
<i>Appraisal/Desk Reviews</i>	\$0	\$0	\$0	\$0	0%
<i>Breakroom Supplies</i>	\$0	\$0	\$0	\$0	0%
<i>Wellness Program</i>	\$0	\$0	\$0	\$0	0%
<i>Permits, Licenses & Certificates</i>	\$0	\$100	\$100	\$0	0%
<i>Inspections</i>	\$0	\$2,880	\$0	(\$2,880)	-100%
<i>Application Tracking System</i>	\$0	\$0	\$0	\$0	0%
<i>RBC-Asset Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Partnership Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>TDHCA Compliance Fee</i>	\$0	\$0	\$0	\$0	0%
	\$20,228	\$29,770	\$28,348	(\$1,422)	-5%
	\$125,592	\$166,151	\$163,783	(\$2,368)	-1%
<i>Property Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Bookkeeping Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Asset Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Admissions Fee</i>	\$0	\$19,284	\$19,284	\$0	0%
<i>Other COCC Management Fees</i>	\$53,180	\$51,322	\$52,080	\$758	1%
	\$53,180	\$70,606	\$71,364	\$758	1%
<i>Tenant Participation - Resident Council</i>	\$100	\$2,160	\$2,160	\$0	0%
<i>Tenant Participation - HACA</i>	\$0	\$1,440	\$1,440	\$0	0%
	\$100	\$3,600	\$3,600	\$0	0%
<i>Water & Sewer</i>	\$86,448	\$140,000	\$130,000	(\$10,000)	-7%
<i>Electric</i>	\$8,506	\$15,000	\$15,000	\$0	0%
<i>Gas</i>	\$64,408	\$49,000	\$65,000	\$16,000	33%
	\$159,362	\$204,000	\$210,000	\$6,000	3%
	\$212,642	\$278,206	\$284,964	\$6,758	2%
<i>Maintenance Labor</i>	\$72,068	\$89,210	\$91,886	\$2,676	3%
<i>Maintenance Labor - OT</i>	\$3,042	\$7,000	\$6,364	(\$636)	-9%
<i>Maintenance Labor - Temp</i>	\$0	\$0	\$0	\$0	0%
	\$75,110	\$96,210	\$98,250	\$2,040	2%
<i>Custodial Materials</i>	\$1,200	\$1,500	\$1,800	\$300	20%
<i>Electrical Materials</i>	\$1,312	\$4,500	\$4,500	\$0	0%
<i>Plumbing Materials</i>	\$2,258	\$5,000	\$5,000	\$0	0%
<i>Lawn Care & Grounds Materials</i>	\$138	\$700	\$700	\$0	0%
<i>Tools & Equipment</i>	\$634	\$1,000	\$1,000	\$0	0%
<i>Water Heater, Boiler & parts</i>	\$0	\$750	\$750	\$0	0%
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	0%
<i>HVAC Materials</i>	\$2,478	\$7,000	\$7,000	\$0	0%
<i>Materials-Gas & Oil</i>	\$270	\$1,600	\$1,600	\$0	0%
<i>Exterior Lighting</i>	\$0	\$150	\$150	\$0	0%
<i>Auto Parts</i>	\$80	\$500	\$500	\$0	0%
<i>Paint & Supplies</i>	\$4,760	\$6,000	\$6,000	\$0	0%
<i>Flooring/Ceiling Materials</i>	\$328	\$600	\$600	\$0	0%
<i>Glass & Window Materials</i>	\$0	\$1,000	\$1,000	\$0	0%
<i>Pest Control Materials</i>	\$0	\$100	\$100	\$0	0%
<i>Appliance Parts</i>	\$2,798	\$2,500	\$3,000	\$500	20%
<i>Alarms/Extinguishers/Sprinklers</i>	\$1,536	\$3,300	\$3,300	\$0	0%
<i>Roofing Materials</i>	\$0	\$150	\$150	\$0	0%
<i>Hardware/Locks</i>	\$474	\$2,000	\$2,000	\$0	0%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$174	\$300	\$1,000	\$700	233%
<i>Window Coverings</i>	\$2,098	\$1,700	\$3,000	\$1,300	76%
<i>Countertops/Cabinets</i>	\$0	\$200	\$200	\$0	0%
<i>Lumber & Sheetrock</i>	\$0	\$450	\$450	\$0	0%
<i>Maintenance Licenses and Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Doors</i>	\$956	\$2,000	\$2,000	\$0	0%

Fencing Materials	\$0	\$75	\$75	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$142	\$2,000	\$2,000	\$0	0%
	\$21,636	\$45,075	\$47,875	\$2,800	6%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$2,862	\$4,400	\$5,987	\$1,587	36%
Custodial Contracts	\$0	\$50	\$0	(\$50)	-100%
Plumbing Contracts	\$6,270	\$10,000	\$10,000	\$0	0%
Grounds Contracts	\$12,018	\$28,408	\$30,680	\$2,272	8%
HVAC Contracts	\$0	\$500	\$500	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$1,260	\$2,000	\$2,000	\$0	0%
Vehicle Repairs	\$44	\$2,000	\$2,000	\$0	0%
ACM Abatement	\$858	\$250	\$0	(\$250)	-100%
Make Ready/Cleaning	\$9,952	\$8,900	\$10,000	\$1,100	12%
Contract Painting	\$0	\$150	\$150	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$300	\$300	\$0	0%
Pest Control Contracts	\$6,682	\$8,000	\$3,900	(\$4,100)	-51%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$1,500	\$1,500	\$0	0%
Masonry Work	\$0	\$80	\$80	\$0	0%
Electrical Contracts	\$0	\$545	\$545	\$0	0%
Key & Lock Services	\$0	\$100	\$100	\$0	0%
Building & Equipment Repair	\$0	\$2,500	\$2,500	\$0	0%
Uniforms Contract	\$0	\$600	\$610	\$10	2%
Equipment Rental	\$0	\$25	\$25	\$0	0%
Damages - Tenant Property	\$0	\$25	\$0	(\$25)	-100%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$8,000	\$8,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$4,986	\$4,250	\$4,250	\$0	0%
Reasonable Accomodation Contracts	\$888	\$100	\$100	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$45,820	\$82,683	\$83,227	\$544	1%
	\$142,566	\$223,968	\$229,352	\$5,384	2%
Security Contracts	\$1,450	\$500	\$1,524	\$1,024	205%
Police Officers	\$21,472	\$28,000	\$28,000	\$0	0%
HACA/Police Liaison	\$0	\$2,288	\$2,334	\$46	2%
	\$22,922	\$30,788	\$31,858	\$1,070	3%
Insurance	\$44,080	\$44,080	\$47,166	\$3,086	7%
Employee Benefit Contributions	\$103,032	\$100,928	\$101,828	\$900	1%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$251,896	\$250,641	\$244,820	(\$5,821)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$399,008	\$395,649	\$393,813	(\$1,836)	0%
	\$421,930	\$426,437	\$425,671	(\$766)	0%
	\$902,730	\$1,094,762	\$1,103,770	\$9,008	1%
Provisions For Reserve	\$409,480	\$188,292	\$198,222	\$9,930	5%
Debt Principal		\$120,629	\$126,451	\$5,822	5%
Replacement Reserve		\$53,419	\$54,635	\$1,216	2%
Balance	\$409,480	\$14,244	\$17,137	\$2,893	20%

Net Income		\$385,514	\$388,407	
Total Debt		\$371,270	\$371,270	
Debt Service Coverage Ratio		1.04	1.05	

Thurmond Heights CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$518,596	\$483,598	\$501,097	\$17,499	4%
<i>Vacancies</i>	(\$20,396)	(\$51,242)	(\$52,063)	(\$821)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$9,020)	(\$29,281)	(\$29,750)	(\$469)	2%
<i>Excess Utilities</i>	\$1,540	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$356	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$18,748	\$0	\$0	\$0	0%
<i>Other Income</i>	\$24,006	\$2,703	\$7,353	\$4,650	172%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$1,648	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$943,394	\$980,450	\$986,421	\$5,971	1%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,478,872	\$1,386,228	\$1,413,057	\$26,829	2%
<i>Admin Salaries</i>	\$100,956	\$113,360	\$116,656	\$3,296	3%
<i>Admin Salaries - OT</i>	\$758	\$500	\$0	(\$500)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$2,800	\$2,800	0%
	\$101,714	\$113,860	\$119,456	\$5,596	5%
<i>Legal</i>	\$1,728	\$15,000	\$15,000	\$0	0%
<i>Training</i>	\$284	\$2,611	\$2,451	(\$160)	-6%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$20	\$0	\$200	\$200	0%
<i>Audit Fees</i>	\$0	\$9,199	\$2,199	(\$7,000)	-76%
	\$2,032	\$26,810	\$19,849	(\$6,961)	-26%
<i>Office Supplies</i>	\$524	\$1,000	\$1,000	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$494	\$300	\$500	\$200	67%
<i>Advertising</i>	\$0	\$0	\$0	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$200	\$200	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$7,730	\$10,995	\$11,078	\$83	1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$592	\$2,000	\$2,000	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,392	\$1,732	\$1,728	(\$4)	0%
<i>Office Equipment(Under \$2,500)</i>	\$12,116	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$590	\$700	\$885	\$185	26%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$942	\$750	\$1,000	\$250	33%
Software	\$7,108	\$9,143	\$9,426	\$283	3%
Document Shredding	\$0	\$50	\$50	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$2,880	\$0	(\$2,880)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$0	\$0		\$0	0%
Partnership Management Fee	\$0	\$0		\$0	0%
TDHCA Compliance Fee	\$0	\$0		\$0	0%
	\$31,488	\$29,950	\$27,867	(\$2,083)	-7%
	\$135,234	\$170,620	\$167,172	(\$3,448)	-2%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$19,284	\$0	(\$19,284)	-100%
Admissions Fee	\$0	\$0	\$19,284	\$19,284	0%
Other COCC Management Fees	\$58,122	\$55,449	\$56,522	\$1,073	2%
	\$58,122	\$74,733	\$75,807	\$1,074	1%
Tenant Participation - Resident Council	\$640	\$2,160	\$2,160	\$0	0%
Tenant Participation - HACA	\$0	\$1,440	\$1,440	\$0	0%
	\$640	\$3,600	\$3,600	\$0	0%
Water & Sewer	\$143,246	\$120,000	\$120,000	\$0	0%
Electric	\$15,588	\$25,000	\$25,000	\$0	0%
Gas	\$58,340	\$40,000	\$60,000	\$20,000	50%
	\$217,174	\$185,000	\$205,000	\$20,000	11%
	\$275,936	\$263,333	\$284,407	\$21,074	8%
Maintenance Labor	\$63,036	\$93,259	\$96,056	\$2,797	3%
Maintenance Labor - OT	\$15,652	\$4,000	\$6,364	\$2,364	59%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	0%
	\$78,688	\$97,259	\$102,421	\$5,162	5%
Custodial Materials	\$60	\$2,052	\$2,052	\$0	0%
Electrical Materials	\$4,902	\$6,000	\$6,000	\$0	0%
Plumbing Materials	\$1,130	\$2,500	\$2,500	\$0	0%
Lawn Care & Grounds Materials	\$0	\$500	\$500	\$0	0%
Tools & Equipment	\$1,528	\$4,000	\$2,500	(\$1,500)	-38%
Water Heater, Boiler & parts	\$0	\$500	\$500	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$2,358	\$3,500	\$4,500	\$1,000	29%
Materials-Gas & Oil	\$932	\$2,000	\$1,500	(\$500)	-25%
Exterior Lighting	\$142	\$100	\$300	\$200	200%
Auto Parts	\$0	\$60	\$100	\$40	67%
Paint & Supplies	\$5,494	\$4,000	\$6,000	\$2,000	50%
Flooring/Ceiling Materials	\$0	\$200	\$200	\$0	0%
Glass & Window Materials	\$396	\$400	\$500	\$100	25%
Pest Control Materials	\$0	\$0	\$0	\$0	0%
Appliance Parts	\$2,758	\$1,500	\$2,500	\$1,000	67%
Alarms/Extinguishers/Sprinklers	\$2,032	\$500	\$650	\$150	30%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$506	\$1,500	\$1,500	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$958	\$40	\$1,500	\$1,460	3650%
Window Coverings	\$1,044	\$1,000	\$1,200	\$200	20%
Countertops/Cabinets	\$0	\$0	\$100	\$100	0%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$500	\$500	\$0	0%

Fencing Materials	\$0	\$100	\$100	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accommodation Materials	\$274	\$300	\$300	\$0	0%
	\$24,514	\$31,402	\$35,652	\$4,250	14%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$9,880	\$17,000	\$23,978	\$6,978	41%
Custodial Contracts	\$6,098	\$7,500	\$7,392	(\$108)	-1%
Plumbing Contracts	\$3,980	\$6,000	\$6,000	\$0	0%
Grounds Contracts	\$8,224	\$26,440	\$43,380	\$16,940	64%
HVAC Contracts	\$0	\$1,000	\$1,000	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$2,816	\$1,000	\$1,500	\$500	50%
Vehicle Repairs	\$0	\$250	\$250	\$0	0%
ACM Abatement	\$558	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$6,556	\$5,000	\$7,000	\$2,000	40%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$584	\$1,000	\$1,000	\$0	0%
Pest Control Contracts	\$7,704	\$8,000	\$3,900	(\$4,100)	-51%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$0	\$250	\$250	\$0	0%
Key & Lock Services	\$0	\$0	\$300	\$300	0%
Building & Equipment Repair	\$2,500	\$500	\$500	\$0	0%
Uniforms Contract	\$0	\$600	\$610	\$10	2%
Equipment Rental	\$0	\$0	\$0	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$2,280	\$8,800	\$8,800	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$4,012	\$3,200	\$3,200	\$0	0%
Reasonable Accommodation Contracts	\$0	\$1,000	\$1,000	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$55,192	\$87,540	\$110,060	\$22,520	26%
	\$158,394	\$216,201	\$248,132	\$31,931	15%
Security Contracts	\$0	\$1,500	\$1,272	(\$228)	-15%
Police Officers	\$23,584	\$17,800	\$30,000	\$12,200	69%
HACA/Police Liaison	\$0	\$2,288	\$2,334	\$46	2%
	\$23,584	\$21,588	\$33,606	\$12,018	56%
Insurance	\$45,558	\$44,408	\$47,517	\$3,109	7%
Employee Benefit Contributions	\$98,090	\$99,795	\$101,871	\$2,076	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$103,710	\$193,437	\$224,840	\$31,403	16%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$247,358	\$337,640	\$374,227	\$36,587	11%
	\$270,942	\$359,228	\$407,833	\$48,605	14%
	\$840,506	\$1,009,382	\$1,107,544	\$98,162	10%
Provisions For Reserve	\$638,366	\$376,846	\$305,514	(\$71,332)	-19%
Debt Principal		\$117,937	\$0	(\$117,937)	-100%
Replacement Reserve		\$51,823	\$53,053	\$1,230	2%
Balance	\$638,366	\$207,086	\$252,461	\$45,375	22%

Net Income		\$518,460	\$477,301	
Total Debt		\$311,374	\$224,840	
Debt Service Coverage Ratio		1.67	2.12	

Georgian Manor CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$322,230	\$317,635	\$319,933	\$2,298	1%
<i>Vacancies</i>	(\$16,720)	(\$29,104)	(\$29,548)	(\$444)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$28,762)	(\$16,631)	(\$16,885)	(\$254)	2%
<i>Excess Utilities</i>	\$1,132	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$2,844	\$0	\$0	\$0	0%
<i>Other Income</i>	\$4,214	\$3,050	\$3,632	\$582	19%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$1,052	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$516,530	\$513,912	\$524,304	\$10,392	2%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$802,520	\$788,862	\$801,436	\$12,574	2%
<i>Admin Salaries</i>	\$38,722	\$78,678	\$80,573	\$1,895	2%
<i>Admin Salaries - OT</i>	\$314	\$0	\$0	\$0	0%
<i>Admin Salaries-Temp</i>	\$14,722	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$520	\$520	0%
	\$53,758	\$78,678	\$81,093	\$2,415	3%
<i>Legal</i>	\$0	\$6,500	\$6,500	\$0	0%
<i>Training</i>	\$184	\$3,145	\$2,822	(\$323)	-10%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$200	\$200	\$0	0%
<i>Audit Fees</i>	\$8,448	\$4,928	\$8,448	\$3,520	71%
	\$8,632	\$14,773	\$17,970	\$3,197	22%
<i>Office Supplies</i>	\$340	\$1,500	\$1,250	(\$250)	-17%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$242	\$200	\$200	\$0	0%
<i>Advertising</i>	\$0	\$30	\$30	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$426	\$50	\$50	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$6,510	\$9,682	\$9,561	(\$121)	-1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$252	\$800	\$1,000	\$200	25%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,610	\$1,694	\$1,691	(\$3)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$2,076	\$2,080	\$2,076	(\$4)	0%
<i>Collection Agency Fees</i>	\$24	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$386	\$500	\$500	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$212	\$250	\$250	\$0	0%
Software	\$4,638	\$5,968	\$6,153	\$185	3%
Document Shredding	\$0	\$150	\$200	\$50	33%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$1,880	\$0	(\$1,880)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$1,638	\$1,640	\$1,640	\$0	0%
Partnership Management Fee	\$750	\$1,592	\$1,592	\$0	0%
TDHCA Compliance Fee	\$0	\$3,760	\$3,760	\$0	0%
	\$19,104	\$32,026	\$30,003	(\$2,023)	-6%
	\$81,494	\$125,477	\$129,066	\$3,589	3%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$12,588	\$12,588	\$0	0%
Other COCC Management Fees	\$31,884	\$31,554	\$32,057	\$503	2%
	\$31,884	\$44,142	\$44,646	\$504	1%
Tenant Participation - Resident Council	\$194	\$1,410	\$1,410	\$0	0%
Tenant Participation - HACA	\$0	\$940	\$940	\$0	0%
	\$194	\$2,350	\$2,350	\$0	0%
Water & Sewer	\$73,716	\$75,000	\$74,000	(\$1,000)	-1%
Electric	\$6,254	\$10,000	\$7,500	(\$2,500)	-25%
Gas	\$37,584	\$32,500	\$37,000	\$4,500	14%
	\$117,554	\$117,500	\$118,500	\$1,000	1%
	\$149,632	\$163,992	\$165,496	\$1,504	1%
Maintenance Labor	\$52,130	\$51,768	\$54,827	\$3,059	6%
Maintenance Labor - OT	\$1,376	\$2,000	\$4,154	\$2,154	108%
Maintenance Labor - Temp	\$15,972	\$0	\$0	\$0	0%
	\$69,478	\$53,768	\$58,982	\$5,214	10%
Custodial Materials	\$540	\$2,000	\$2,525	\$525	26%
Electrical Materials	\$2,286	\$2,700	\$2,700	\$0	0%
Plumbing Materials	\$0	\$1,150	\$1,150	\$0	0%
Lawn Care & Grounds Materials	\$0	\$1,500	\$1,500	\$0	0%
Tools & Equipment	\$306	\$750	\$750	\$0	0%
Water Heater, Boiler & parts	\$0	\$600	\$600	\$0	0%
Miscellaneous Materials	\$0	\$500	\$0	(\$500)	-100%
HVAC Materials	\$100	\$3,000	\$3,000	\$0	0%
Materials-Gas & Oil	\$306	\$700	\$700	\$0	0%
Exterior Lighting	\$0	\$200	\$0	(\$200)	-100%
Auto Parts	\$0	\$50	\$50	\$0	0%
Paint & Supplies	\$258	\$3,000	\$3,000	\$0	0%
Flooring/Ceiling Materials	\$0	\$400	\$400	\$0	0%
Glass & Window Materials	\$0	\$250	\$250	\$0	0%
Pest Control Materials	\$0	\$625	\$625	\$0	0%
Appliance Parts	\$758	\$6,000	\$6,000	\$0	0%
Alarms/Extinguishers/Sprinklers	\$1,172	\$150	\$200	\$50	33%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$0	\$400	\$400	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$114	\$150	\$1,000	\$850	567%
Window Coverings	\$0	\$450	\$450	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$3,500	\$3,500	\$0	0%

Fencing Materials	\$0	\$50	\$50	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$3,000	\$3,000	\$0	0%
	\$5,840	\$31,275	\$32,000	\$725	2%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$14,270	\$15,583	\$19,368	\$3,785	24%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$1,200	\$1,200	\$0	0%
Grounds Contracts	\$15,996	\$20,422	\$8,040	(\$12,382)	-61%
HVAC Contracts	\$0	\$1,000	\$1,000	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$900	\$900	\$0	0%
Vehicle Repairs	\$20	\$750	\$750	\$0	0%
ACM Abatement	\$796	\$150	\$150	\$0	0%
Make Ready/Cleaning	\$3,796	\$7,000	\$7,000	\$0	0%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$5,200	\$9,400	\$3,900	(\$5,500)	-59%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$350	\$350	\$0	0%
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$3,106	\$3,500	\$3,500	\$0	0%
Key & Lock Services	\$0	\$50	\$50	\$0	0%
Building & Equipment Repair	\$10,460	\$1,000	\$1,000	\$0	0%
Uniforms Contract	\$0	\$600	\$396	(\$204)	-34%
Equipment Rental	\$0	\$50	\$50	\$0	0%
Damages - Tenant Property	\$0	\$50	\$0	(\$50)	-100%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$6,632	\$6,632	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,524	\$3,125	\$3,125	\$0	0%
Reasonable Accomodation Contracts	\$0	\$200	\$200	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$57,168	\$72,012	\$57,661	(\$14,351)	-20%
	\$132,486	\$157,055	\$148,643	(\$8,412)	-5%
Security Contracts	\$0	\$4,000	\$1,068	(\$2,932)	-73%
Police Officers	\$17,046	\$20,000	\$20,000	\$0	0%
HACA/Police Liaison	\$0	\$1,494	\$1,523	\$29	2%
	\$17,046	\$25,494	\$22,591	(\$2,903)	-11%
Insurance	\$28,206	\$28,207	\$30,181	\$1,974	7%
Employee Benefit Contributions	\$47,092	\$55,407	\$64,893	\$9,486	17%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$94,500	\$94,138	\$92,397	(\$1,741)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$17,332	\$17,333	\$17,333	\$0	0%
	\$187,130	\$197,207	\$206,926	\$9,719	5%
	\$204,176	\$222,701	\$229,517	\$6,816	3%
	\$567,788	\$669,225	\$672,722	\$3,497	1%
Provisions For Reserve	\$234,732	\$119,637	\$128,714	\$9,077	8%
Debt Principal		\$42,402	\$44,143	\$1,741	4%
Replacement Reserve		\$34,889	\$35,681	\$792	2%
Balance	\$234,732	\$42,346	\$48,889	\$6,543	15%

Net Income		\$178,886	\$185,429	
Total Debt		\$136,540	\$136,540	
Debt Service Coverage Ratio		1.31	1.36	

North Loop CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$446,570	\$411,469	\$429,020	\$17,551	4%
<i>Vacancies</i>	(\$11,506)	(\$37,535)	(\$38,170)	(\$635)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$12,798)	(\$21,449)	(\$21,811)	(\$362)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$7,706	\$0	\$0	\$0	0%
<i>Other Income</i>	\$29,640	\$24,141	\$26,891	\$2,750	11%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$956	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$625,056	\$660,961	\$661,555	\$594	0%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$1,085,624	\$1,037,587	\$1,057,483	\$19,896	2%
<i>Admin Salaries</i>	\$101,690	\$110,110	\$113,770	\$3,660	3%
<i>Admin Salaries - OT</i>	\$570	\$750	\$750	\$0	0%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$700	\$700	0%
	\$102,260	\$110,860	\$115,220	\$4,360	4%
<i>Legal</i>	\$0	\$12,500	\$12,500	\$0	0%
<i>Training</i>	\$256	\$3,355	\$3,240	(\$115)	-3%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$458	\$250	\$250	\$0	0%
<i>Audit Fees</i>	\$12,024	\$12,025	\$12,024	(\$1)	0%
	\$12,738	\$28,130	\$28,014	(\$116)	0%
<i>Office Supplies</i>	\$638	\$1,850	\$1,500	(\$350)	-19%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$310	\$200	\$300	\$100	50%
<i>Advertising</i>	\$0	\$0	\$0	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$150	\$150	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$8,918	\$12,178	\$12,387	\$209	2%
<i>Internet/Cable</i>	\$19,382	\$23,032	\$23,315	\$283	1%
<i>Court Cost</i>	\$0	\$1,500	\$1,500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,384	\$1,721	\$1,718	(\$3)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$2,964	\$2,960	\$2,964	\$4	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$28	\$25	\$50	\$25	100%
<i>Miscellaneous Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$534	\$700	\$700	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$1,174	\$2,000	\$2,000	\$0	0%
Software	\$6,414	\$8,254	\$8,510	\$256	3%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$2,600	\$0	(\$2,600)	-100%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$1,638	\$1,639	\$1,639	\$0	0%
Partnership Management Fee	\$750	\$1,591	\$1,591	\$0	0%
TDHCA Compliance Fee	\$0	\$5,200	\$5,200	\$0	0%
	\$44,134	\$66,125	\$63,848	(\$2,277)	-3%
	\$159,132	\$205,115	\$207,083	\$1,968	1%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$17,410	\$17,410	(\$0)	0%
Other COCC Management Fees	\$42,598	\$41,503	\$42,299	\$796	2%
	\$42,598	\$58,913	\$59,709	\$796	1%
Tenant Participation - Resident Council	\$358	\$1,950	\$1,950	\$0	0%
Tenant Participation - HACA	\$162	\$1,300	\$1,300	\$0	0%
	\$520	\$3,250	\$3,250	\$0	0%
Water & Sewer	\$66,404	\$81,000	\$81,000	\$0	0%
Electric	\$102,360	\$110,000	\$110,000	\$0	0%
Gas	\$17,140	\$11,000	\$11,000	\$0	0%
	\$185,904	\$202,000	\$202,000	\$0	0%
	\$229,022	\$264,163	\$264,959	\$796	0%
Maintenance Labor	\$66,682	\$77,212	\$79,528	\$2,316	3%
Maintenance Labor - OT	\$10,530	\$5,000	\$5,745	\$745	15%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	0%
	\$77,212	\$82,212	\$85,274	\$3,062	4%
Custodial Materials	\$1,744	\$2,500	\$2,500	\$0	0%
Electrical Materials	\$1,614	\$3,100	\$2,850	(\$250)	-8%
Plumbing Materials	\$24	\$1,200	\$1,200	\$0	0%
Lawn Care & Grounds Materials	\$496	\$4,000	\$4,000	\$0	0%
Tools & Equipment	\$612	\$1,200	\$1,200	\$0	0%
Water Heater, Boiler & parts	\$0	\$0	\$0	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$1,204	\$3,500	\$3,500	\$0	0%
Materials-Gas & Oil	\$0	\$200	\$200	\$0	0%
Exterior Lighting	\$0	\$450	\$2,500	\$2,050	456%
Auto Parts	\$0	\$100	\$100	\$0	0%
Paint & Supplies	\$34	\$1,000	\$900	(\$100)	-10%
Flooring/Ceiling Materials	\$354	\$250	\$300	\$50	20%
Glass & Window Materials	\$0	\$50	\$50	\$0	0%
Pest Control Materials	\$0	\$700	\$500	(\$200)	-29%
Appliance Parts	\$1,016	\$1,100	\$1,500	\$400	36%
Alarms/Extinguishers/Sprinklers	\$974	\$650	\$350	(\$300)	-46%
Roofing Materials	\$0	\$0	\$0	\$0	0%
Hardware/Locks	\$452	\$1,100	\$1,000	(\$100)	-9%
Safety Equipment (Glove/Belts/Goggles)	\$462	\$200	\$1,000	\$800	400%
Window Coverings	\$0	\$100	\$100	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$1,000	\$1,000	\$0	0%
Maintenance Licenses and Fee	\$0	\$100	\$100	\$0	0%
Doors	\$0	\$1,200	\$1,200	\$0	0%

Fencing Materials	\$0	\$1,900	\$900	(\$1,000)	-53%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accommodation Materials	\$0	\$500	\$500	\$0	0%
	\$8,986	\$26,100	\$27,450	\$1,350	5%
Elevator Contracts	\$10,566	\$14,500	\$14,582	\$82	1%
Trash Removal	\$4,160	\$9,500	\$13,093	\$3,593	38%
Custodial Contracts	\$5,150	\$0	\$5,000	\$5,000	0%
Plumbing Contracts	\$0	\$1,000	\$1,000	\$0	0%
Grounds Contracts	\$2,296	\$7,611	\$3,900	(\$3,711)	-49%
HVAC Contracts	\$16,368	\$13,000	\$15,000	\$2,000	15%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$22,192	\$1,500	\$3,000	\$1,500	100%
Vehicle Repairs	\$0	\$200	\$0	(\$200)	-100%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$2,574	\$3,000	\$3,000	\$0	0%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$22,200	\$16,800	\$18,100	\$1,300	8%
Water Treatment	\$0	\$7,000	\$7,000	\$0	0%
Door/Window Repair Contracts	\$0	\$5,000	\$3,500	(\$1,500)	-30%
Masonry Work	\$0	\$0	\$0	\$0	0%
Electrical Contracts	\$4,540	\$2,400	\$4,500	\$2,100	88%
Key & Lock Services	\$0	\$100	\$100	\$0	0%
Building & Equipment Repair	\$0	\$1,500	\$1,500	\$0	0%
Uniforms Contract	\$0	\$600	\$610	\$10	2%
Equipment Rental	\$0	\$0	\$0	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$3,000	\$3,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,224	\$2,000	\$3,000	\$1,000	50%
Reasonable Accommodation Contracts	\$0	\$0	\$0	\$0	0%
RAD Relocation Expense	\$0	\$250	\$0	(\$250)	-100%
	\$93,270	\$88,961	\$99,884	\$10,923	12%
	\$179,468	\$197,273	\$212,608	\$15,335	8%
Security Contracts	\$13,200	\$6,000	\$1,824	(\$4,176)	-70%
Police Officers	\$17,336	\$20,000	\$20,000	\$0	0%
HACA/Police Liaison	\$0	\$2,066	\$2,107	\$41	2%
	\$30,536	\$28,066	\$23,931	(\$4,135)	-15%
Insurance	\$38,598	\$38,599	\$41,301	\$2,702	7%
Employee Benefit Contributions	\$89,616	\$90,832	\$92,904	\$2,072	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$103,106	\$102,711	\$100,811	(\$1,900)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$7,200	\$7,200	\$7,200	\$0	0%
	\$238,520	\$241,464	\$244,338	\$2,874	1%
	\$269,056	\$269,530	\$268,269	(\$1,261)	0%
	\$836,678	\$936,081	\$952,919	\$16,838	2%
Provisions For Reserve	\$248,946	\$101,506	\$104,565	\$3,059	3%
Debt Principal		\$46,264	\$48,163	\$1,899	4%
Replacement Reserve		\$48,244	\$49,343	\$1,099	2%
Balance	\$248,946	\$6,998	\$7,059	\$61	1%

Net Income		\$155,973	\$156,033	
Total Debt		\$148,975	\$148,975	
Debt Service Coverage Ratio		1.05	1.05	

Northgate CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$199,034	\$193,843	\$196,439	\$2,596	1%
<i>Vacancies</i>	(\$950)	(\$14,606)	(\$14,829)	(\$223)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$1,328)	(\$8,346)	(\$8,474)	(\$128)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$1,626	\$0	\$0	\$0	0%
<i>Other Income</i>	\$2,354	\$802	\$1,578	\$776	97%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$518	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$224,002	\$223,463	\$227,242	\$3,779	2%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$425,256	\$395,156	\$401,957	\$6,801	2%
<i>Admin Salaries</i>	\$38,108	\$44,992	\$38,746	(\$6,246)	-14%
<i>Admin Salaries - OT</i>	\$48	\$0	\$0	\$0	0%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$230	\$230	0%
	\$38,156	\$44,992	\$38,976	(\$6,016)	-13%
<i>Legal</i>	\$0	\$1,500	\$1,500	\$0	0%
<i>Training</i>	\$98	\$1,940	\$2,341	\$401	21%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$60	\$60	\$0	0%
<i>Audit Fees</i>	\$4,548	\$7,000	\$4,548	(\$2,452)	-35%
	\$4,646	\$10,500	\$8,449	(\$2,051)	-20%
<i>Office Supplies</i>	\$422	\$350	\$300	(\$50)	-14%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$110	\$70	\$70	\$0	0%
<i>Advertising</i>	\$0	\$0	\$0	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$150	\$150	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$5,810	\$7,000	\$7,718	\$718	10%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$500	\$500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,334	\$1,968	\$1,658	(\$310)	-16%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$1,116	\$0	\$1,116	\$1,116	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$204	\$300	\$300	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$10	\$150	\$150	\$0	0%
Software	\$2,468	\$3,175	\$3,273	\$98	3%
Document Shredding	\$0	\$0	\$150	\$150	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$1,000	\$0	(\$1,000)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$1,638	\$1,639	\$1,639	\$0	0%
Partnership Management Fee	\$750	\$1,591	\$1,591	\$0	0%
TDHCA Compliance Fee	\$0	\$2,000	\$2,000	\$0	0%
	\$13,862	\$20,118	\$20,640	\$522	3%
	\$56,664	\$75,610	\$68,065	(\$7,545)	-10%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$6,696	\$6,696	\$0	0%
Other COCC Management Fees	\$19,740	\$15,806	\$16,078	\$272	2%
	\$19,740	\$22,502	\$22,774	\$272	1%
Tenant Participation - Resident Council	\$292	\$750	\$750	\$0	0%
Tenant Participation - HACA	\$0	\$500	\$500	\$0	0%
	\$292	\$1,250	\$1,250	\$0	0%
Water & Sewer	\$27,462	\$33,000	\$32,954	(\$46)	0%
Electric	\$5,192	\$10,500	\$9,000	(\$1,500)	-14%
Gas	\$19,896	\$15,000	\$16,000	\$1,000	7%
	\$52,550	\$58,500	\$57,954	(\$546)	-1%
	\$72,582	\$82,252	\$81,979	(\$273)	0%
Maintenance Labor	\$21,906	\$28,246	\$29,522	\$1,276	5%
Maintenance Labor - OT	\$626	\$1,800	\$2,210	\$410	23%
Maintenance Labor - Temp	\$1,318	\$0	\$0	\$0	0%
	\$23,850	\$30,046	\$31,732	\$1,686	6%
Custodial Materials	\$704	\$600	\$1,050	\$450	75%
Electrical Materials	\$0	\$900	\$800	(\$100)	-11%
Plumbing Materials	\$0	\$1,000	\$1,000	\$0	0%
Lawn Care & Grounds Materials	\$68	\$1,500	\$1,500	\$0	0%
Tools & Equipment	\$336	\$1,000	\$1,000	\$0	0%
Water Heater, Boiler & parts	\$0	\$100	\$100	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$130	\$1,600	\$1,600	\$0	0%
Materials-Gas & Oil	\$306	\$500	\$500	\$0	0%
Exterior Lighting	\$0	\$150	\$150	\$0	0%
Auto Parts	\$0	\$50	\$50	\$0	0%
Paint & Supplies	\$2,286	\$1,000	\$1,700	\$700	70%
Flooring/Ceiling Materials	\$0	\$0	\$0	\$0	0%
Glass & Window Materials	\$0	\$100	\$100	\$0	0%
Pest Control Materials	\$0	\$50	\$50	\$0	0%
Appliance Parts	\$2,758	\$1,400	\$2,000	\$600	43%
Alarms/Extinguishers/Sprinklers	\$0	\$200	\$200	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	0%
Hardware/Locks	\$0	\$250	\$250	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$60	\$100	\$750	\$650	650%
Window Coverings	\$0	\$300	\$300	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$50	\$50	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$100	\$100	\$0	0%

Fencing Materials	\$66	\$400	\$400	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$250	\$250	\$0	0%
	\$6,714	\$11,600	\$13,900	\$2,300	20%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$4,186	\$8,500	\$10,385	\$1,885	22%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$0	\$0	\$0	0%
Grounds Contracts	\$2,450	\$10,233	\$10,140	(\$93)	-1%
HVAC Contracts	\$0	\$0	\$0	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$300	\$600	\$600	\$0	0%
Vehicle Repairs	\$0	\$200	\$200	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$1,368	\$2,200	\$2,200	\$0	0%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$2,602	\$2,000	\$2,400	\$400	20%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$200	\$200	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$300	\$300	\$0	0%
Uniforms Contract	\$0	\$300	\$213	(\$87)	-29%
Equipment Rental	\$0	\$50	\$50	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$10,000	\$9,000	(\$1,000)	-10%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,524	\$2,800	\$2,800	\$0	0%
Reasonable Accomodation Contracts	\$0	\$0	\$0	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$14,430	\$37,433	\$38,538	\$1,105	3%
	\$44,994	\$79,079	\$84,171	\$5,092	6%
Security Contracts	\$3,600	\$1,100	\$1,128	\$28	3%
Police Officers	\$5,220	\$8,000	\$8,000	\$0	0%
HACA/Police Liaison	\$0	\$795	\$810	\$15	2%
	\$8,820	\$9,895	\$9,938	\$43	0%
Insurance	\$15,820	\$15,821	\$16,928	\$1,107	7%
Employee Benefit Contributions	\$42,344	\$35,268	\$32,772	(\$2,496)	-7%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$55,012	\$54,802	\$53,788	(\$1,014)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$11,466	\$11,467	\$11,467	\$0	0%
	\$124,642	\$119,480	\$117,078	(\$2,402)	-2%
	\$133,462	\$129,375	\$127,016	(\$2,359)	-2%
	\$307,702	\$366,316	\$361,230	(\$5,086)	-1%
Provisions For Reserve	\$117,554	\$28,840	\$40,726	\$11,886	41%
Debt Principal		\$24,684	\$25,698	\$1,014	4%
Replacement Reserve		\$18,542	\$18,965	\$423	2%
Balance	\$117,554	(\$14,386)	(\$3,936)	\$10,450	-73%

Net Income		\$65,100	\$75,550	
Total Debt		\$79,486	\$79,486	
Debt Service Coverage Ratio		0.82	0.95	

Shadowbend CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$164,636	\$147,668	\$156,152	\$8,484	6%
<i>Vacancies</i>	(\$9,920)	(\$15,572)	(\$15,814)	(\$242)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$5,462)	(\$8,898)	(\$9,036)	(\$138)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$840	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$3,674	\$0	\$0	\$0	0%
<i>Other Income</i>	\$2,364	\$1,629	\$1,997	\$368	23%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$2,480	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$278,434	\$297,240	\$295,668	(\$1,572)	-1%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$437,046	\$422,067	\$428,966	\$6,899	2%
<i>Admin Salaries</i>	\$38,752	\$47,051	\$48,427	\$1,376	3%
<i>Admin Salaries - OT</i>	\$114	\$200	\$0	(\$200)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$308	\$308	0%
	\$38,866	\$47,251	\$48,735	\$1,484	3%
<i>Legal</i>	\$0	\$2,000	\$2,000	\$0	0%
<i>Training</i>	\$98	\$2,347	\$1,382	(\$965)	-41%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$352	\$75	\$100	\$25	33%
<i>Audit Fees</i>	\$4,548	\$4,550	\$4,548	(\$2)	0%
	\$4,998	\$8,972	\$8,030	(\$942)	-10%
<i>Office Supplies</i>	\$0	\$352	\$352	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$202	\$100	\$100	\$0	0%
<i>Advertising</i>	\$0	\$75	\$0	(\$75)	-100%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$100	\$0	(\$100)	-100%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$6,032	\$7,249	\$6,653	(\$596)	-8%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$400	\$400	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,334	\$1,454	\$1,464	\$10	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$176	\$0	(\$176)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$1,116	\$1,120	\$1,116	(\$4)	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$66	\$66	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$204	\$280	\$280	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$10	\$200	\$200	\$0	0%
Software	\$2,468	\$3,175	\$3,273	\$98	3%
Document Shredding	\$0	\$100	\$150	\$50	50%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$75	\$75	\$0	0%
Inspections	\$0	\$1,000	\$0	(\$1,000)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$1,638	\$1,639	\$1,639	\$0	0%
Partnership Management Fee	\$750	\$1,591	\$1,591	\$0	0%
TDHCA Compliance Fee	\$0	\$2,000	\$2,000	\$0	0%
	\$13,754	\$21,152	\$19,359	(\$1,793)	-8%
	\$57,618	\$77,375	\$76,124	(\$1,251)	-2%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$6,696	\$6,696	\$0	0%
Other COCC Management Fees	\$18,726	\$16,883	\$17,159	\$276	2%
	\$18,726	\$23,579	\$23,855	\$276	1%
Tenant Participation - Resident Council	\$0	\$750	\$750	\$0	0%
Tenant Participation - HACA	\$0	\$500	\$500	\$0	0%
	\$0	\$1,250	\$1,250	\$0	0%
Water & Sewer	\$39,628	\$57,000	\$47,554	(\$9,446)	-17%
Electric	\$1,458	\$4,000	\$3,200	(\$800)	-20%
Gas	\$21,926	\$18,000	\$18,000	\$0	0%
	\$63,012	\$79,000	\$68,754	(\$10,246)	-13%
	\$81,738	\$103,829	\$93,858	(\$9,971)	-10%
Maintenance Labor	\$22,708	\$30,564	\$31,905	\$1,341	4%
Maintenance Labor - OT	\$3,894	\$2,500	\$2,210	(\$290)	-12%
Maintenance Labor - Temp	\$3,392	\$0	\$0	\$0	0%
	\$29,994	\$33,064	\$34,115	\$1,051	3%
Custodial Materials	\$416	\$660	\$750	\$90	14%
Electrical Materials	\$1,104	\$1,000	\$1,200	\$200	20%
Plumbing Materials	\$226	\$1,000	\$900	(\$100)	-10%
Lawn Care & Grounds Materials	\$374	\$1,500	\$1,200	(\$300)	-20%
Tools & Equipment	\$134	\$400	\$400	\$0	0%
Water Heater, Boiler & parts	\$0	\$200	\$200	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$720	\$2,500	\$2,500	\$0	0%
Materials-Gas & Oil	\$404	\$1,000	\$1,000	\$0	0%
Exterior Lighting	\$358	\$800	\$800	\$0	0%
Auto Parts	\$0	\$100	\$100	\$0	0%
Paint & Supplies	\$1,190	\$1,200	\$1,400	\$200	17%
Flooring/Ceiling Materials	\$0	\$200	\$200	\$0	0%
Glass & Window Materials	\$0	\$400	\$400	\$0	0%
Pest Control Materials	\$0	\$40	\$50	\$10	25%
Appliance Parts	\$1,704	\$1,250	\$2,500	\$1,250	100%
Alarms/Extinguishers/Sprinklers	\$244	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$50	\$0	(\$50)	-100%
Hardware/Locks	\$408	\$800	\$800	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$60	\$150	\$700	\$550	367%
Window Coverings	\$60	\$350	\$350	\$0	0%
Countertops/Cabinets	\$0	\$0	\$0	\$0	0%
Lumber & Sheetrock	\$0	\$150	\$150	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$600	\$600	\$0	0%

Fencing Materials	\$0	\$40	\$40	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$500	\$500	\$0	0%
	\$7,402	\$15,390	\$17,240	\$1,850	12%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$716	\$1,200	\$1,432	\$232	19%
Custodial Contracts	\$596	\$0	\$0	\$0	0%
Plumbing Contracts	\$12,574	\$500	\$500	\$0	0%
Grounds Contracts	\$6,882	\$12,294	\$15,340	\$3,046	25%
HVAC Contracts	\$0	\$300	\$300	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$800	\$800	\$0	0%
Vehicle Repairs	\$20	\$400	\$400	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$2,970	\$2,500	\$2,500	\$0	0%
Contract Painting	\$0	\$100	\$100	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$50	\$50	\$0	0%
Pest Control Contracts	\$992	\$3,100	\$2,400	(\$700)	-23%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$50	\$50	\$0	0%
Masonary Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$50	\$50	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$500	\$500	\$0	0%
Uniforms Contract	\$0	\$264	\$268	\$4	2%
Equipment Rental	\$0	\$25	\$25	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$6,000	\$6,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,712	\$3,500	\$3,500	\$0	0%
Reasonable Accomodation Contracts	\$0	\$1,000	\$1,000	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$28,462	\$32,683	\$35,265	\$2,582	8%
	\$65,858	\$81,137	\$86,620	\$5,483	7%
Security Contracts	\$0	\$1,300	\$1,128	(\$172)	-13%
Police Officers	\$7,428	\$6,025	\$6,025	\$0	0%
HACA/Police Liaison	\$0	\$795	\$810	\$15	2%
	\$7,428	\$8,120	\$7,963	(\$157)	-2%
Insurance	\$17,746	\$17,745	\$18,987	\$1,242	7%
Employee Benefit Contributions	\$35,448	\$37,748	\$38,382	\$634	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$47,756	\$47,573	\$46,693	(\$880)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$14,666	\$14,667	\$14,667	\$0	0%
	\$115,616	\$119,855	\$120,851	\$996	1%
	\$123,044	\$127,975	\$128,815	\$840	1%
	\$328,258	\$390,316	\$385,417	(\$4,899)	-1%
Provisions For Reserve	\$108,788	\$31,751	\$43,549	\$11,798	37%
Debt Principal		\$21,428	\$22,308	\$880	4%
Replacement Reserve		\$18,542	\$18,965	\$423	2%
Balance	\$108,788	(\$8,219)	\$2,276	\$10,495	-128%

Net Income		\$60,782	\$71,277	
Total Debt		\$69,001	\$69,001	
Debt Service Coverage Ratio		0.88	1.03	

Manchaca II CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$110,534	\$81,243	\$95,889	\$14,646	18%
<i>Vacancies</i>	(\$8,640)	(\$10,104)	(\$10,248)	(\$144)	1%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$3,314)	(\$5,774)	(\$5,856)	(\$82)	1%
<i>Excess Utilities</i>	\$458	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$1,344	\$0	\$0	\$0	0%
<i>Other Income</i>	\$2,072	\$1,032	\$1,552	\$520	50%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$2,152	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$172,538	\$207,449	\$196,907	(\$10,542)	-5%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$277,144	\$273,846	\$278,243	\$4,397	2%
<i>Admin Salaries</i>	\$24,978	\$30,171	\$31,054	\$883	3%
<i>Admin Salaries - OT</i>	\$82	\$150	\$0	(\$150)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$196	\$196	0%
	\$25,060	\$30,321	\$31,250	\$929	3%
<i>Legal</i>	\$0	\$750	\$750	\$0	0%
<i>Training</i>	\$64	\$1,185	\$887	(\$298)	-25%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$234	\$75	\$100	\$25	33%
<i>Audit Fees</i>	\$0	\$504	\$504	(\$0)	0%
	\$298	\$2,514	\$2,241	(\$273)	-11%
<i>Office Supplies</i>	\$54	\$224	\$224	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$118	\$76	\$76	\$0	0%
<i>Advertising</i>	\$0	\$100	\$100	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$20	\$20	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$50	\$50	\$0	0%
<i>Telephone</i>	\$508	\$4,613	\$4,234	(\$379)	-8%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$150	\$150	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$20	\$925	\$932	\$7	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$112	\$0	(\$112)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$42	\$42	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$500	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$132	\$215	\$215	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$50	\$50	\$0	0%
Employee Physical	\$0	\$62	\$62	\$0	0%
Interpreter Fee	\$6	\$150	\$150	\$0	0%
Software	\$1,836	\$2,095	\$2,160	\$65	3%
Document Shredding	\$0	\$50	\$100	\$50	100%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$100	\$100	\$0	0%
Inspections	\$0	\$660	\$0	(\$660)	-100%
Application Tracking System	\$0	\$0		\$0	0%
RBC-Asset Management Fee	\$0	\$0		\$0	0%
Partnership Management Fee	\$0	\$0		\$0	0%
TDHCA Compliance Fee	\$0	\$0		\$0	0%
	\$3,174	\$9,694	\$8,665	(\$1,029)	-11%
	\$28,532	\$42,529	\$42,155	(\$374)	-1%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$0	\$0	\$0	0%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$4,419	\$4,419	\$0	0%
Other COCC Management Fees	\$11,240	\$10,954	\$11,130	\$176	2%
	\$11,240	\$15,373	\$15,549	\$176	1%
Tenant Participation - Resident Council	\$98	\$495	\$495	\$0	0%
Tenant Participation - HACA	\$0	\$330	\$330	\$0	0%
	\$98	\$825	\$825	\$0	0%
Water & Sewer	\$25,958	\$25,000	\$35,000	\$10,000	40%
Electric	\$2,306	\$2,500	\$3,200	\$700	28%
Gas	\$13,326	\$9,500	\$9,500	\$0	0%
	\$41,590	\$37,000	\$47,700	\$10,700	29%
	\$52,928	\$53,198	\$64,074	\$10,876	20%
Maintenance Labor	\$14,568	\$19,450	\$20,303	\$853	4%
Maintenance Labor - OT	\$2,844	\$1,500	\$1,458	(\$42)	-3%
Maintenance Labor - Temp	\$1,738	\$0	\$0	\$0	0%
	\$19,150	\$20,950	\$21,762	\$812	4%
Custodial Materials	\$406	\$440	\$600	\$160	36%
Electrical Materials	\$232	\$500	\$500	\$0	0%
Plumbing Materials	\$874	\$500	\$500	\$0	0%
Lawn Care & Grounds Materials	\$0	\$200	\$200	\$0	0%
Tools & Equipment	\$86	\$252	\$252	\$0	0%
Water Heater, Boiler & parts	\$0	\$250	\$250	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$498	\$900	\$900	\$0	0%
Materials-Gas & Oil	\$268	\$800	\$800	\$0	0%
Exterior Lighting	\$0	\$200	\$200	\$0	0%
Auto Parts	\$0	\$30	\$30	\$0	0%
Paint & Supplies	\$1,020	\$1,200	\$1,200	\$0	0%
Flooring/Ceiling Materials	\$0	\$150	\$150	\$0	0%
Glass & Window Materials	\$0	\$50	\$50	\$0	0%
Pest Control Materials	\$0	\$50	\$50	\$0	0%
Appliance Parts	\$574	\$500	\$500	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$600	\$600	\$0	0%
Roofing Materials	\$0	\$40	\$40	\$0	0%
Hardware/Locks	\$270	\$500	\$500	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$38	\$100	\$575	\$475	475%
Window Coverings	\$0	\$300	\$300	\$0	0%
Countertops/Cabinets	\$0	\$300	\$300	\$0	0%
Lumber & Sheetrock	\$0	\$40	\$40	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	0%
Doors	\$0	\$250	\$250	\$0	0%

Fencing Materials	\$0	\$75	\$75	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accomodation Materials	\$0	\$1,000	\$1,000	\$0	0%
	\$4,266	\$9,227	\$9,862	\$635	7%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$414	\$1,200	\$928	(\$272)	-23%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$80	\$80	\$0	0%
Grounds Contracts	\$2,214	\$5,236	\$7,540	\$2,304	44%
HVAC Contracts	\$0	\$25	\$25	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$50	\$50	\$0	0%
Vehicle Repairs	\$0	\$50	\$50	\$0	0%
ACM Abatement	\$734	\$200	\$0	(\$200)	-100%
Make Ready/Cleaning	\$2,504	\$1,600	\$1,600	\$0	0%
Contract Painting	\$0	\$0	\$0	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$4,670	\$2,400	\$2,100	(\$300)	-13%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$50	\$50	\$0	0%
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$50	\$50	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$0	\$0	\$0	0%
Uniforms Contract	\$0	\$168	\$171	\$3	2%
Equipment Rental	\$0	\$25	\$25	\$0	0%
Damages - Tenant Property	\$0	\$25	\$0	(\$25)	-100%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$6,000	\$6,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,562	\$2,900	\$2,900	\$0	0%
Reasonable Accomodation Contracts	\$0	\$25	\$25	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$14,098	\$20,134	\$21,644	\$1,510	7%
	\$37,514	\$50,311	\$53,267	\$2,956	6%
Security Contracts	\$0	\$10	\$0	(\$10)	-100%
Police Officers	\$4,950	\$4,000	\$4,000	\$0	0%
HACA/Police Liaison	\$0	\$524	\$535	\$11	2%
	\$4,950	\$4,534	\$4,535	\$1	0%
Insurance	\$9,378	\$9,378	\$10,034	\$656	7%
Employee Benefit Contributions	\$22,996	\$24,097	\$24,559	\$462	2%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$39,346	\$38,753	\$37,853	(\$900)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$71,720	\$72,228	\$72,446	\$218	0%
	\$76,670	\$76,762	\$76,981	\$219	0%
	\$195,644	\$222,800	\$236,478	\$13,678	6%
Provisions For Reserve	\$81,500	\$51,046	\$41,766	(\$9,280)	-18%
Debt Principal		\$18,651	\$19,551	\$900	5%
Replacement Reserve		\$12,245	\$12,519	\$274	2%
Balance	\$81,500	\$20,150	\$9,695	(\$10,455)	-52%

Net Income		\$77,554	\$67,099	
Total Debt		\$57,404	\$57,404	
Debt Service Coverage Ratio		1.35	1.17	

Manchaca Village CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$116,130	\$128,079	\$122,105	(\$5,975)	-5%
<i>Vacancies</i>	(\$3,136)	(\$10,489)	(\$10,652)	(\$163)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$164)	(\$5,994)	(\$6,087)	(\$93)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$736	\$0	\$0	\$0	0%
<i>Other Income</i>	\$1,398	\$472	\$935	\$463	98%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$478	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$187,994	\$171,616	\$182,242	\$10,626	6%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$303,436	\$283,684	\$288,542	\$4,858	2%
<i>Admin Salaries</i>	\$24,890	\$30,172	\$31,054	\$882	3%
<i>Admin Salaries - OT</i>	\$80	\$150	\$0	(\$150)	-100%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$196	\$196	0%
	\$24,970	\$30,322	\$31,250	\$928	3%
<i>Legal</i>	\$0	\$1,000	\$1,000	\$0	0%
<i>Training</i>	\$64	\$1,516	\$887	(\$629)	-42%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$0	\$75	\$75	\$0	0%
<i>Audit Fees</i>	\$2,928	\$2,925	\$2,928	\$3	0%
	\$2,992	\$5,516	\$4,890	(\$626)	-11%
<i>Office Supplies</i>	\$0	\$224	\$224	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$116	\$75	\$75	\$0	0%
<i>Advertising</i>	\$0	\$50	\$50	\$0	0%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$50	\$50	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$50	\$50	\$0	0%
<i>Telephone</i>	\$5,764	\$4,613	\$4,234	(\$379)	-8%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	\$0	\$350	\$350	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,324	\$925	\$932	\$7	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$112	\$0	(\$112)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$720	\$720	\$720	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$42	\$0	(\$42)	-100%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$132	\$214	\$214	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$150	\$0	(\$150)	-100%

<i>Criminal & Credit Reports</i>	\$0	\$0	\$0	\$0	0%
<i>Employee Physical</i>	\$0	\$71	\$0	(\$71)	-100%
<i>Interpreter Fee</i>	\$6	\$250	\$250	\$0	0%
<i>Software</i>	\$1,628	\$2,095	\$2,160	\$65	3%
<i>Document Shredding</i>	\$0	\$50	\$50	\$0	0%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	0%
<i>Appraisal/Desk Reviews</i>	\$0	\$0	\$0	\$0	0%
<i>Breakroom Supplies</i>	\$0	\$0	\$0	\$0	0%
<i>Wellness Program</i>	\$0	\$0	\$0	\$0	0%
<i>Permits, Licenses & Certificates</i>	\$0	\$100	\$100	\$0	0%
<i>Inspections</i>	\$0	\$660	\$0	(\$660)	-100%
<i>Application Tracking System</i>	\$0	\$0	\$0	\$0	0%
<i>RBC-Asset Management Fee</i>	\$1,638	\$1,639	\$1,639	\$0	0%
<i>Partnership Management Fee</i>	\$750	\$1,591	\$1,591	\$0	0%
<i>TDHCA Compliance Fee</i>	\$0	\$1,320	\$1,320	\$0	0%
	\$12,078	\$15,351	\$14,009	(\$1,342)	-9%
	\$40,040	\$51,189	\$50,148	(\$1,041)	-2%
<i>Property Management Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Bookkeeping Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Asset Management Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Admissions Fee</i>	\$0	\$4,419	\$4,316	(\$103)	-2%
<i>Other COCC Management Fees</i>	\$12,062	\$11,347	\$11,542	\$195	2%
	\$12,062	\$15,766	\$15,858	\$92	1%
<i>Tenant Participation - Resident Council</i>	\$0	\$495	\$495	\$0	0%
<i>Tenant Participation - HACA</i>	\$0	\$330	\$330	\$0	0%
	\$0	\$825	\$825	\$0	0%
<i>Water & Sewer</i>	\$19,344	\$32,000	\$29,016	(\$2,984)	-9%
<i>Electric</i>	\$3,640	\$6,000	\$4,368	(\$1,632)	-27%
<i>Gas</i>	\$9,500	\$8,700	\$8,700	\$0	0%
	\$32,484	\$46,700	\$42,084	(\$4,616)	-10%
	\$44,546	\$63,291	\$58,767	(\$4,524)	-7%
<i>Maintenance Labor</i>	\$14,310	\$19,450	\$20,303	\$853	4%
<i>Maintenance Labor - OT</i>	\$2,312	\$1,000	\$1,458	\$458	46%
<i>Maintenance Labor - Temp</i>	\$3,498	\$0	\$0	\$0	0%
	\$20,120	\$20,450	\$21,762	\$1,312	6%
<i>Custodial Materials</i>	\$206	\$250	\$378	\$128	51%
<i>Electrical Materials</i>	\$0	\$750	\$600	(\$150)	-20%
<i>Plumbing Materials</i>	\$74	\$400	\$400	\$0	0%
<i>Lawn Care & Grounds Materials</i>	\$0	\$1,000	\$800	(\$200)	-20%
<i>Tools & Equipment</i>	\$84	\$252	\$252	\$0	0%
<i>Water Heater, Boiler & parts</i>	\$0	\$50	\$0	(\$50)	-100%
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	0%
<i>HVAC Materials</i>	\$316	\$1,000	\$850	(\$150)	-15%
<i>Materials-Gas & Oil</i>	\$1,268	\$900	\$875	(\$25)	-3%
<i>Exterior Lighting</i>	\$0	\$100	\$100	\$0	0%
<i>Auto Parts</i>	\$0	\$400	\$400	\$0	0%
<i>Paint & Supplies</i>	\$420	\$600	\$550	(\$50)	-8%
<i>Flooring/Ceiling Materials</i>	\$0	\$100	\$100	\$0	0%
<i>Glass & Window Materials</i>	\$0	\$250	\$250	\$0	0%
<i>Pest Control Materials</i>	\$0	\$25	\$25	\$0	0%
<i>Appliance Parts</i>	\$498	\$500	\$500	\$0	0%
<i>Alarms/Extinguishers/Sprinklers</i>	\$0	\$200	\$200	\$0	0%
<i>Roofing Materials</i>	\$0	\$250	\$250	\$0	0%
<i>Hardware/Locks</i>	\$0	\$100	\$100	\$0	0%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$38	\$100	\$300	\$200	200%
<i>Window Coverings</i>	\$0	\$200	\$150	(\$50)	-25%
<i>Countertops/Cabinets</i>	\$0	\$0	\$0	\$0	0%
<i>Lumber & Sheetrock</i>	\$0	\$75	\$75	\$0	0%
<i>Maintenance Licenses and Fee</i>	\$0	\$0	\$0	\$0	0%
<i>Doors</i>	\$0	\$500	\$500	\$0	0%

Fencing Materials	\$0	\$40	\$40	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accommodation Materials	\$0	\$250	\$250	\$0	0%
	\$2,904	\$8,292	\$7,945	(\$347)	-4%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$3,322	\$6,800	\$7,934	\$1,134	17%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$750	\$750	\$0	0%
Grounds Contracts	\$5,914	\$9,676	\$7,540	(\$2,136)	-22%
HVAC Contracts	\$0	\$50	\$50	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$840	\$500	\$500	\$0	0%
Vehicle Repairs	\$0	\$0	\$0	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	0%
Make Ready/Cleaning	\$674	\$500	\$500	\$0	0%
Contract Painting	\$0	\$50	\$50	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$50	\$50	\$0	0%
Pest Control Contracts	\$1,200	\$2,100	\$2,100	\$0	0%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$50	\$50	\$0	0%
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$150	\$150	\$0	0%
Key & Lock Services	\$0	\$25	\$25	\$0	0%
Building & Equipment Repair	\$0	\$168	\$168	\$0	0%
Uniforms Contract	\$0	\$210	\$171	(\$39)	-19%
Equipment Rental	\$0	\$25	\$25	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$4,000	\$4,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,600	\$2,700	\$2,700	\$0	0%
Reasonable Accommodation Contracts	\$0	\$50	\$50	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$15,550	\$27,904	\$26,863	(\$1,041)	-4%
	\$38,574	\$56,646	\$56,569	(\$77)	0%
Security Contracts	\$0	\$1,300	\$1,008	(\$292)	-22%
Police Officers	\$6,554	\$5,800	\$5,800	\$0	0%
HACA/Police Liaison	\$0	\$524	\$535	\$11	2%
	\$6,554	\$7,624	\$7,343	(\$281)	-4%
Insurance	\$10,528	\$10,529	\$11,266	\$737	7%
Employee Benefit Contributions	\$22,782	\$23,863	\$24,559	\$696	3%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$34,930	\$34,797	\$34,154	(\$643)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$2,122	\$2,122	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$14,666	\$14,667	\$14,667	\$0	0%
	\$82,906	\$85,978	\$86,768	\$790	1%
	\$89,460	\$93,602	\$94,111	\$509	1%
	\$212,620	\$264,728	\$259,595	(\$5,133)	-2%
Provisions For Reserve	\$90,816	\$18,956	\$28,947	\$9,991	53%
Debt Principal		\$15,674	\$16,317	\$643	4%
Replacement Reserve		\$12,245	\$12,519	\$274	2%
Balance	\$90,816	(\$8,963)	\$111	\$9,074	-101%

Net Income		\$41,508	\$50,582	
Total Debt		\$50,471	\$50,471	
Debt Service Coverage Ratio		0.82	1.00	

Coronado Hills CY2021 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$196,196	\$146,430	\$171,313	\$24,883	17%
<i>Vacancies</i>	(\$5,622)	(\$13,306)	(\$13,511)	(\$205)	2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	0%
<i>Bad Debt</i>	(\$6,286)	(\$7,603)	(\$7,721)	(\$118)	2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	0%
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	0%
<i>HAP Subsidy-FSS</i>	(\$52,596)	\$0	\$0	\$0	0%
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Charges</i>	\$642	\$0	\$0	\$0	0%
<i>Other Income</i>	\$3,678	\$3,101	\$3,390	\$289	9%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	0%
<i>Interest Income</i>	\$3,140	\$0	\$0	\$0	0%
<i>HAP Subsidy</i>	\$209,214	\$233,732	\$214,721	(\$19,011)	-8%
<i>CFP Transfer</i>	\$0	\$0	\$0	\$0	0%
<i>Donation / Transfer</i>	\$0	\$0	\$0	\$0	0%
	\$348,366	\$362,354	\$368,192	\$5,838	2%
<i>Admin Salaries</i>	\$53,462	\$43,198	\$38,349	(\$4,849)	-11%
<i>Admin Salaries - OT</i>	\$78	\$0	\$0	\$0	0%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	0%
<i>Bonus Incentive</i>	\$0	\$0	\$1,012	\$1,012	0%
	\$53,540	\$43,198	\$39,361	(\$3,837)	-9%
<i>Legal</i>	\$0	\$4,000	\$3,500	(\$500)	-13%
<i>Training</i>	\$94	\$279	\$942	\$663	238%
<i>Travel-Convention & Meetings</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	0%
<i>Travel-Local</i>	\$8	\$200	\$200	\$0	0%
<i>Audit Fees</i>	\$0	\$733	\$733	(\$0)	0%
	\$102	\$5,212	\$5,375	\$163	3%
<i>Office Supplies</i>	\$64	\$300	\$300	\$0	0%
<i>Assessment of Fair Housing/Business Process</i>	\$0	\$0	\$0	\$0	0%
<i>Postage Expense</i>	\$126	\$125	\$240	\$115	92%
<i>Advertising</i>	\$0	\$100	\$0	(\$100)	-100%
<i>Fiscal Agent Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Printing</i>	\$0	\$100	\$100	\$0	0%
<i>Membership, Dues & Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Telephone</i>	\$5,784	\$7,966	\$7,683	(\$283)	-4%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	0%
<i>Court Cost</i>	(\$484)	\$250	\$492	\$242	97%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	0%
<i>Maintenance Agreements</i>	\$0	\$0	\$0	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	0%
<i>Equipment Leases</i>	\$1,332	\$1,658	\$1,657	(\$1)	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$200	\$0	(\$200)	-100%
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	0%
<i>Meeting Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$0	\$0	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	0%
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	0%
<i>HACA Videos/Assessment of Fair Housing</i>	\$0	\$0	\$0	\$0	0%
<i>Answering Service</i>	\$196	\$250	\$250	\$0	0%
<i>Consultants</i>	\$0	\$0	\$0	\$0	0%
<i>Newsletter</i>	\$0	\$0	\$0	\$0	0%

Criminal & Credit Reports	\$0	\$0	\$0	\$0	0%
Employee Physical	\$0	\$0	\$0	\$0	0%
Interpreter Fee	\$10	\$250	\$250	\$0	0%
Software	\$2,672	\$3,048	\$3,142	\$94	3%
Document Shredding	\$0	\$25	\$25	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	0%
Appraisal/Desk Reviews	\$0	\$0	\$0	\$0	0%
Breakroom Supplies	\$0	\$0	\$0	\$0	0%
Wellness Program	\$0	\$0	\$0	\$0	0%
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	0%
Inspections	\$0	\$960	\$0	(\$960)	-100%
Application Tracking System	\$0	\$0	\$0	\$0	0%
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	0%
Partnership Management Fee	\$0	\$0	\$0	\$0	0%
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	0%
	\$9,700	\$15,232	\$14,139	(\$1,093)	-7%
	\$63,342	\$63,642	\$58,874	(\$4,768)	-7%
Property Management Fees	\$0	\$0	\$0	\$0	0%
Bookkeeping Fee	\$0	\$6,428	\$0	(\$6,428)	-100%
Asset Management Fee	\$0	\$0	\$0	\$0	0%
Admissions Fee	\$0	\$0	\$6,228	\$6,228	0%
Other COCC Management Fees	\$16,412	\$14,494	\$14,728	\$234	2%
	\$16,412	\$20,922	\$20,956	\$34	0%
Tenant Participation - Resident Council	\$98	\$720	\$720	\$0	0%
Tenant Participation - HACA	\$0	\$480	\$480	\$0	0%
	\$98	\$1,200	\$1,200	\$0	0%
Water & Sewer	\$32,408	\$42,000	\$39,000	(\$3,000)	-7%
Electric	\$6,698	\$9,000	\$9,000	\$0	0%
Gas	\$19,228	\$15,000	\$19,228	\$4,228	28%
	\$58,334	\$66,000	\$67,228	\$1,228	2%
	\$74,844	\$88,122	\$89,384	\$1,262	1%
Maintenance Labor	\$19,042	\$26,888	\$26,953	\$65	0%
Maintenance Labor - OT	\$1,350	\$2,000	\$2,121	\$121	6%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	0%
	\$20,392	\$28,888	\$29,075	\$187	1%
Custodial Materials	\$286	\$450	\$550	\$100	22%
Electrical Materials	\$258	\$500	\$500	\$0	0%
Plumbing Materials	\$114	\$1,000	\$750	(\$250)	-25%
Lawn Care & Grounds Materials	\$72	\$700	\$700	\$0	0%
Tools & Equipment	\$318	\$450	\$450	\$0	0%
Water Heater, Boiler & parts	\$0	\$1,500	\$1,500	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	0%
HVAC Materials	\$972	\$1,800	\$2,300	\$500	28%
Materials-Gas & Oil	\$294	\$300	\$300	\$0	0%
Exterior Lighting	\$0	\$150	\$150	\$0	0%
Auto Parts	\$0	\$0	\$200	\$200	0%
Paint & Supplies	\$316	\$1,500	\$1,500	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$100	\$0	0%
Glass & Window Materials	\$58	\$200	\$500	\$300	150%
Pest Control Materials	\$0	\$100	\$100	\$0	0%
Appliance Parts	\$0	\$500	\$500	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	0%
Hardware/Locks	\$18	\$250	\$250	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$108	\$100	\$750	\$650	650%
Window Coverings	\$220	\$400	\$400	\$0	0%
Countertops/Cabinets	\$0	\$50	\$50	\$0	0%
Lumber & Sheetrock	\$236	\$75	\$75	\$0	0%
Maintenance Licenses and Fee	\$0	\$35	\$35	\$0	0%
Doors	\$784	\$900	\$900	\$0	0%

Fencing Materials	\$0	\$100	\$100	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	0%
Ranges	\$0	\$0	\$0	\$0	0%
Dishwashers	\$0	\$0	\$0	\$0	0%
Reasonable Accommodation Materials	\$0	\$150	\$150	\$0	0%
	\$4,054	\$11,810	\$13,310	\$1,500	13%
Elevator Contracts	\$0	\$0	\$0	\$0	0%
Trash Removal	\$3,708	\$6,026	\$9,427	\$3,401	56%
Custodial Contracts	\$0	\$0	\$0	\$0	0%
Plumbing Contracts	\$0	\$2,500	\$2,500	\$0	0%
Grounds Contracts	\$3,746	\$8,857	\$10,140	\$1,283	14%
HVAC Contracts	\$0	\$500	\$500	\$0	0%
Maintenance Temp	\$0	\$0	\$0	\$0	0%
Fire Protection Contracts	\$0	\$350	\$350	\$0	0%
Vehicle Repairs	\$0	\$0	\$0	\$0	0%
ACM Abatement	\$672	\$200	\$0	(\$200)	-100%
Make Ready/Cleaning	\$1,860	\$2,400	\$2,400	\$0	0%
Contract Painting	\$0	\$100	\$0	(\$100)	-100%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	0%
Pest Control Contracts	\$1,042	\$2,100	\$2,400	\$300	14%
Water Treatment	\$0	\$0	\$0	\$0	0%
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	0%
Masonary Work	\$0	\$50	\$0	(\$50)	-100%
Electrical Contracts	\$0	\$300	\$300	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	0%
Building & Equipment Repair	\$0	\$750	\$750	\$0	0%
Uniforms Contract	\$0	\$192	\$195	\$3	2%
Equipment Rental	\$0	\$0	\$0	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	0%
Warehouse Storage Rental	\$0	\$0	\$0	\$0	0%
Tree Trimming	\$0	\$3,000	\$2,500	(\$500)	-17%
Roofing	\$0	\$0	\$0	\$0	0%
In-House Plumbing	\$0	\$0	\$0	\$0	0%
In-House Bulk Trash Removal	\$3,486	\$2,500	\$3,400	\$900	36%
Reasonable Accommodation Contracts	\$3,988	\$1,500	\$1,500	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	0%
	\$18,502	\$31,325	\$36,362	\$5,037	16%
	\$42,948	\$72,023	\$78,747	\$6,724	9%
Security Contracts	\$1,700	\$1,300	\$1,272	(\$28)	-2%
Police Officers	\$8,572	\$11,000	\$10,200	(\$800)	-7%
HACA/Police Liaison	\$0	\$763	\$778	\$15	2%
	\$10,272	\$13,063	\$12,250	(\$813)	-6%
Insurance	\$14,376	\$14,377	\$15,383	\$1,006	7%
Employee Benefit Contributions	\$54,962	\$33,881	\$31,352	(\$2,529)	-7%
Interest on Sellers Note	\$0	\$0	\$0	\$0	0%
Interest Expense	\$43,272	\$43,059	\$42,059	(\$1,000)	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	0%
Collection Losses	\$0	\$0	\$0	\$0	0%
Franchise Tax	\$0	\$0	\$0	\$0	0%
Loan Cost Expense	\$0	\$0	\$0	\$0	0%
FSS Escrow Contributions	\$0	\$0	\$0	\$0	0%
Amortization	\$0	\$0	\$0	\$0	0%
Land Lease Expense	\$0	\$0	\$0	\$0	0%
	\$112,610	\$91,317	\$88,794	(\$2,523)	-3%
	\$122,882	\$104,380	\$101,044	(\$3,336)	-3%
	\$304,016	\$328,167	\$328,049	(\$118)	0%

<i>Provisions For Reserve</i>	\$44,350	\$34,187	\$40,143	\$5,956	17%
<i>Debt Principal</i>		\$20,723	\$21,724	\$1,001	5%
<i>Replacement Reserve</i>		\$17,807	\$18,207	\$400	2%
<i>Balance</i>	\$44,350	(\$4,343)	\$213	\$4,556	-105%
Net Income		\$59,439	\$63,995		
Total Debt		\$63,782	\$63,782		
Debt Service Coverage Ratio		0.93	1.00		

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02677

AUSTIN PATHWAYS

ITEM NO. 6.

MEETING DATE: November 19, 2020

STAFF CONTACT: Leilani Lim-Villegas, Director of Community Development

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. Renewal of Boys & Girls Club Contract (Chalmers and Meadowbrook) for Comprehensive Youth Development Clubs

BUDGETED ITEM: Yes

TOTAL COST: \$114,000

ACTION

The HACA Board is being asked to renew the Boys & Girls Club contract in the amount of \$114,000.

SUMMARY

Background:

Engaging youth in activities that build academic, social, and interpersonal skills while fostering positive relationships with caring adults is an important part of HACA's Youth Education Success (YES) strategy Program.

Process:

This is a request for the first renewal of this competitively bid contract. We are seeking renewal for the Boys & Girls Club contract only at this time. The other contractors awarded as part of this RFP, HealthStart and Creative Action, are not currently serving HACA resident youth due to the COVID-19 pandemic. We will consider their contracts for renewal if and when they can provide services to HACA youth in a format that is safe, effective, and engaging.

The number of youth served at the Boys & Girls Club was reduced due to the safety guidelines recommended by the CDC. The Clubs are serving fewer youth (20 – 25 youth per site) while the pandemic continues. As is reflected in the contract, the numbers served will increase back to previous levels (50 – 75 youth per site) if and when the CDC guidelines are updated allowing for more youth to participate per square foot.

Staff Recommendation:

Staff recommends that the Comprehensive Youth Development Program Contract be awarded to the Boys & Girls Club to serve Chalmers and Meadowbrook for \$114,000 annually. This contract will be reviewed

annually not to exceed five years.

ATTACHMENTS:

- ▣ **Exhibit 2: Annual Outcomes**
- ▣ **Exhibit 1: Negotiated Terms 2020-2021**

RESOLUTION NO. 02677

COMPREHENSIVE YOUTH DEVELOPMENT CLUBS CONTRACT AWARDS

WHEREAS, the Housing Authority of the City of Austin operates programs focused on dropout prevention for children living at HACA developments; and,

WHEREAS, HACA will contract with the Boys & Girls Club, to provide comprehensive youth development programs for youth ages 6-18 at HACA communities; and,

WHEREAS, Boys & Girls Club will focus on character building, leadership development, education and career development, health and life skills, arts, sports and fitness, and recreation; and,

WHEREAS, the approval of funding the program in the amount of \$114,000 will allow for the Boys and Girls Club to provide services at Pathways at Meadowbrook and Pathways at Chalmers with an amount not to exceed \$114,000, to operate for one year and to be extended for up to five years;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Austin authorizes the President and CEO to negotiate and award a contract to the Boys & Girls Club of the Austin Area, to provide services as proposed under HACA's Comprehensive Youth Development Programs RFP, with a total not to exceed \$114,000.

PASSED, APPROVED AND ADOPTED this 19th day of November, 2020.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin

Grant Report

Grant Information

Amount of Grant: \$114,000 annually

Program Dates: 2019-2020

Project name: Boys & Girls Clubs of the Austin Area

Program End Date: Ongoing

Overview of Program and Goals of Grant

The Boys & Girls Clubs of the Austin Area (BGCAA), founded in 1967, is dedicated to its mission to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens. To most effectively impact the lives of young people through our mission and vision, we offer after school and summer programming in three Core Focus Areas: Academic Success, Healthy Lifestyles, and Character & Leadership. BGCAA currently serves 3,000 children, ages 5 to 18 every day (16,000 per year) at 28 Clubs located throughout greater Austin, at schools, community centers and public housing sites. 91% of our members come from economically disadvantaged families. BGCAA is committed to breaking the cycle of poverty by helping under-served youth become successful, healthy and compassionate adults.

BGCAA offered a total of 32 programs between the two sites during the 2019/2020 school year. Some of these programs included:

Torch Club

Torch Club is a powerful vehicle through which young people develop and strengthen their 21st-century leadership skills, giving them a firm foundation of good character and integrity. Torch Club members elected officers and worked together to implement projects in four focus areas: service to Club and community; education; health and fitness; and social recreation.

Keystone

Keystone Clubs provide leadership development opportunities for young people ages 14 to 18. Youth participated in activities in three focus areas: academic success, career preparation and community service. With the guidance of an adult advisor, Keystone Clubs aims to have a positive impact on members, the Club and community.

Junior Leaders

The Junior Leaders program assisted Club members ages 13 to 18 in exploring a career in youth or human services, particularly Boys & Girls Club work. Young people prepared for future roles as human services professionals by participating in career development activities, discovering the importance of community service, building customer service skills and completing a Club apprenticeship. The program is meant to develop Club members' interpersonal skills, work ethic and sense of community responsibility.

Career Launch

Career Launch encouraged Club members ages 13 to 18 to assess their skills and interests, explore careers, make sound educational decisions and prepare to join our nation's work force. Club staff or volunteers helped teens build their job-search skills and job readiness by using the Career Launch

Facilitator Guide and working with teens individually or in small groups. The Career Launch page provided Club teens, staff and volunteers with online career exploration, college and job search information and interactive activities. Mentoring, job shadowing and training opportunities rounded out the program.

Be a Star

BGCA has joined WWE and the Yale Center for Emotional Intelligence to participate in Be A STAR, WWE's bullying prevention initiative, and its mission to encourage young people to treat each other with respect through education and grassroots initiatives. The Be A STAR program, focused on social and emotional learning, gives Club members ages 11-13 the tools they need to enhance their learning, decision making, creativity, relationships and mental health.

BGC Leagues Sports

BGC organized league sports and fitness programs for flag football, basketball, cheer, volleyball, and soccer for youth ages 6-18. These programs increased opportunities for physical activity, social interaction and recognition through organized sports programming for youth.

Triple Play

Is a comprehensive health and wellness program. It strives to improve the overall health of Club members ages 6-18 by increasing daily physical activity, teaching them about good nutrition and helping them develop healthy relationships.

Member of the Month

Member of the Month is BGCA's way of recognizing club members that have demonstrated excellent character and leadership skills at your club that month.

OJP Mentoring

OJP Mentoring is a Boys and Girls Club of America program brought to us by the Office of Justice Programs. This is one of two mentoring programs at BGCAA in which a number of club members build a mentoring relationship with a staff member in an effort to keep kids out of the Juvenile Justice System.

Youth for Unity

Youth for Unity is the hallmark program of BGCA's diversity initiative. Youth for Unity provides youth with the groundwork that will help them better understand diversity and combat prejudice, bigotry and discrimination.

Teen Summer of Service

Teen Summer of Service is a teen only program in which a group of our teenage members create and participate in a variety of community service projects around the Austin Area.

Power Hour

Power Hour is a homework support and tutoring activity that clubs offer during before-school and/or after-school time.

Book Club

Book Club is an academic enrichment class in which children read/discuss/and create something tangible based on a book that the entire group will read.

Brick lab

Brick lab is an academic enrichment class in which club members get to create original pieces using Lego/Kinect blocks. This class allows students to explore STEM concepts.

RAZ

Reading A-Z, or RAZ, is a tablet-based literacy intervention and support program design to provide students with on-level reading practice. Using iPads, members access the RAZ app to read books and take comprehension quizzes.

Read It & Eat It

Is an academic enrichment class in which club members get the opportunity to read an article, short story, book, etc. and then get to cook or snack on something healthy that ties back to the story.

STEM Academy and Hour of Code

STEM Academy and Hour of Code consists of a range of curriculum within the specific subject areas of: Robotics, Computer Science, Engineering and Natural Sciences.

Arts

Arts consists of a range of curriculum within a variety of art disciplines: Dance, arts & crafts, Music, Do it Yourself Art, Digital Art, and Theatre.

CATCH

CATCH (Coordinated Approach to Child Health) is a physical activity and nutrition education program in an after-school or summer setting. CATCH is composed of nutrition education including snack activities and physical activity.

HLS- Smart Moves

Smart Moves is a health and life skills class in which club members participate and learn more about the dangers of drinking and driving, drug use, human trafficking prevention, net smart skills, anti-bullying, and development of positive self-esteem.

Expected Outputs, Outcomes & Results

Outcome 1 – 70% of youth will complete a prevention program.

Outcome 2 – 75% of youth will self-report a decrease in risky behaviors.

Outcome 3 – 80% of youth will be actively involved in tutoring or homework help.

Outcome 4 – 20% of parents will be actively involved in the afterschool program defined by parent participation 10 – 20 times.

Outcome 5 – 80% of members will successfully matriculate to the next grade.

Result – We were successful in meeting our goals. Data was tracked through a membership tracking system including demographic and school information as well as participation attendance. Club Directors and site staff were dedicated and committed to serving our youth on HACA properties.

	Outcome	Evaluation Method
1	BGCAA members will attend school at a rate of 100% or 2% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not
2	BGCAA members will perform 2% better than their peer group for promotion to next grade level. BGCAA HACA members had a 97% promotion rate compared to non-club members at 94% promotion rate.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not
3	BGCAA members graduate high school at 100% or 6% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not

In addition to our program and contracted outcomes we collected two additional data sets. The first is results from our Boys & Girls Clubs of America- National Youth Outcomes Initiative (NYOI). This tool is a system built to measure the impact of Boys & Girls Clubs in a consistent manner using a common set of research informed indicators of our priority outcomes. NYOI's key tool for gathering outcomes data is the National Outcomes Survey, administered to Club members each spring. Questions are asked Are we meeting their needs? Do they feel safe? Do they have fun? The second tool is the Student Aggregate Reporting (SAR) system by Austin Independent School District (AISD). This tool gives comparison data on how our members are doing compared to other students attending the same schools that are considered economically disadvantaged.

NYOI – The NYOI reporting and expectations have gone through some changes within the last couple years. Boys & Girls Clubs of America's goal is by 2025, to have an Optimal Club Experience rating of 75%. Currently in 2020 the national Optimal Club Experience score is 39%. Optimal Club Experience scoring is more than our members ranking us as *Doing Great* or *Doing Fine*. Simply Optimal Club Experience scoring involves an assessment of all questions in a category with youth marking all answers as *Doing Great*.

NYOI

	2019			2020		
	Doing Great / Fine National/BGCAA	Chalmers	Meadowbrook	Doing Great / Fine National/BGCAA	Chalmers	Meadowbrook
Overall Experience	73%/81%	89%	86%	76%/84%	91%	86%
Sense of Belonging	81%/92%	90%	82%	81%	96%	89%
Overall Safety	88%/84%	87%	84%	83%/91%	93%	89%
Emotional Safety	83%/89%	89%	91%	86%/89%	NA	NA
Physical Safety	Due to COVID-19 Members were not able to complete the NYOI survey fully.					
Fun						
Adult Connections						
Staff Expectations						
Recognition						
Optimal Club Experience	89%/88%	90%	87%	85%/92%	95%	91%

Result – The *Doing Great / Fine* is the former metric BGCAA used to report success. Following our national office, we think our members deserve more than Great or Fine. We believe they deserve the optimal club experience. To that end, we will begin reporting on the optimal measurement versus the *Doing Great / Fine*. The NYOI results for 2020 represents the optimal measurement and shows that HACA Clubs: Chalmers and Meadowbrook, are significantly ahead of the national Optimal Club Experience scores at 95% and 91% respectively.

The key to moving our outcomes involves implementing quality programming as well as ensuring our members attend the Club as often as possible. We require members to attend school before coming to the Boys & Girls Clubs when school is in session. Our SAR results support that our members are attending more regularly than other students that do not attend Boys & Girls Clubs.

Conclusion

BGCAA offers an outcome driven club experience by embracing the five key elements of positive youth development; a safe, positive environment, a sense of fun, supportive relationships, opportunities and expectations; and recognition. We pair these with high-yield activities, targeted programs and the expectation of regular attendance. The product of these efforts are youth who are prepared to graduate

from high school ready for college, trade school or employment, who are engaged citizens who model strong character and are involved in their communities and who adopt a healthy lifestyle including wise dietary choices and a commitment to fitness.

Children in poverty have found to have lower literacy and math performance and higher likelihood of dropping out of school (Enson, P.L. & Saiton, R.N., (2000). BGCAA offers programs and activities that support the TEKS (Texas Essential Knowledge and Skills) and our state standardized testing. BGCAA programming addresses this need through our Club programming which is designed to improve Club members: reading, writing, and positive behavior skills; along with increased knowledge of careers requiring post-secondary education. Experiencing success in meeting our outcomes we are excited about the work ahead, particularly improving suspension rates and increased Optimal Club Experience scores. We are grateful to HACA for engaging in the challenge to allow all our youth access to diverse out of school time programming and learning through the Boys & Girls Clubs.

Notes

Chalmers 2019-2020 programs: Be a Star, Community Service, Junior Leaders, Teen Summer of Service, Torch Club, Handbook for Success, Keystone, Member of the Month, Club On The Go, Power Hour, CATCH, SMART Moves, Triple Play, Start SMART, Sports, Fitness & Rec, Gameroom, League Basketball, League Football, STEM Academy, Dance, Fine Arts.

Meadowbrook 2019-2020 programs: Book Club, Bricklab, Power Hour, RAZ, Read It & Eat It, Be a Star, Career Launch, Community Service, Junior Leaders, OJP Mentoring, Torch Club, Youth for Unity, Handbook for Success, Member of the Month, Club On The Go, CATCH, SMART Moves, Triple Play, Start SMART, Stay SMART, Sports, Fitness & Rec, Gameroom, League Basketball, League Cheer, League Football, STEM Hour of Code, STEM Academy, ARTS DIY, Theatre, Fine Arts.

Contract # C-20-0184

Boys & Girls Clubs of the Austin Area

Contract Dates: October 1, 2020 and ending September 30, 2021

Amount of Contract: **\$114,030**

4) Negotiated Terms:

The contractor agrees to the following services over the life of this agreement:

- 1) Operate two (2) Boys & Girls Clubs on or adjacent to HACA public Housing communities providing youth development activities
 - A. The Clubs onsite at Chalmers Courts and Meadowbrook will operate after school from 2:30pm to 7:00pm Monday through Friday (during the school year) and 7:30 am to 5:30pm on school holidays and during the spring and summer breaks. Total weeks of program services will be no less than 36 weeks during the school year and 9 weeks during the summer break.
 - B. In the event of restrictions placed by local, state and or national health authorities on hours of operation or ability to operate an in person program, accommodations in the service model will be agreed upon by the Contractor and HACA. Remote services or drive by services may be substituted for in-person programming.
 - C. Contractor agrees to implement appropriate safety protocols and follow guidelines for recreational youth programs set by Austin Public Health and the Center for Disease Control (CDC).
 - D. In the event HACA site changes are made or Club program is determined to be of better service elsewhere, contractor agrees to move services to another mutually agreed upon HACA public housing property with adequate lead-time and discussion.
- 2) Serve no fewer than: 60 resident youth per month at the Chalmers Courts Club; 90 resident youth per month at the Meadowbrook Club for a total of 150 unduplicated HACA youth served each month.
 - A. In the event of restrictions placed by local, state and or national health authorities on gathering sizes or number of youth allowed per square foot, accommodations in number of youth served will be agreed upon by the Contractor and HACA.
- 3) Conduct outreach to HACA youth and families living in the Chalmers Courts, and Meadowbrook communities.
- 4) Provide a comprehensive range of youth development programs: Homework help, Character & Leadership Development; Education & Career Development; Health & Life Skills; the Arts; and Sports, Fitness and Recreation on a regular basis to Club members at HACA Boys and Girls club sites.
- 5) To adhere to HACA's Key Use Agreement and Space Use Agreement (for Clubs on HACA property.)
- 6) To provide parents with adequate information about COVID19 safety protocols, planned activities and to secure necessary permission forms.
- 7) Provide referrals to other community programs from which the HACA families and children can benefit, including but not limited to HACA partner programs such as Communities in Schools (In-School case management and afterschool tutoring) and Any Baby Can (parenting and family development classes).
- 8) Staff Clubs with qualified youth development professionals responsible for operating programs and developing long-term mentoring relationships with HACA youth Club members.
- 9) Strive to achieve the following annual outcomes for members:
 - 80% of youth members will be actively involved in tutoring or homework help
 - 80% of registered members will successfully matriculate to the next grade
 - 70% of youth members will successfully complete a prevention program (Successful: completed pre and post-test. Scored higher on post-test).
 - 75% of youth members will report, through the National Youth Outcomes Initiative (NYOI) a decrease in risky behaviors
 - 60% of students will participate in STEM activities including technology classes

- 20 % of parents will be actively involved in the afterschool/summer program (Active involvement: participated 10-20 times per year in BGC activities).
- 10) Provide annual report with verification that positive outcome goals are being met. Annual report to include a list of youth attending Club Tech computer classes and the hours that they have completed. Annual reports will also include the names of HACA children who are no longer attending the Club and any follow up completed. Annual report showing will also include a list of all the HACA club members that have improved their GPA by .5 or more since the start of the school year. Include a list of students matriculating to the next grade. Annual Report Due Sept 15, 2021
 - 11) Provide monthly invoices by the 5th day of each month accompanied by monthly service reports for HACA members that include the first and last names and HACA public housing property of residents being served, dates of attendance and the number of hours each youth attended. Monthly reports should show the average daily attendance, list of all registered members to date and a brief summary of successes and upcoming events.
 - 12) Contractor agrees that it is solely responsible for the transportation, selection, monitoring and control over all staff, volunteers or any other personnel in connection with their services provided. Contractor agrees that it will advise all participants in their program that HACA has no responsibility or liability for transportation, selection, monitoring or control over Contractor's personnel or volunteers.
 - 13) The contractor warrants they are supplying employees/volunteers who have passed a background check(s). The contractor warrants they will screen employees/volunteers for a professional reference check, social security trace, criminal background search, driver's license search and national sex offender search in a background check. Contractor agrees to defend, indemnify and hold harmless HACA, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

HACA agrees to the following over the life of this agreement:

- 1) Provide Contractor with lists of HACA school-aged children who live in the designated HACA public housing communities.
- 2) Provide assistance with program outreach and referral services to participant families who reside at the designated HACA public housing communities.
- 3) Provide Contractor's staff access to the designated HACA public housing communities for the club activities, or appropriate alternate sites, with building alarm codes and building keys, as necessary.
- 4) Provide space for Contractor activities at the designated HACA communities or appropriate alternate sites.
- 5) Work with Contractor to develop methods of collecting and tracking data regarding the educational success of children living at HACA public housing communities, and participating in HACA/Boys and Girls club programs.

Both parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other party is confidential by law and will only be used for the purposes set forth in the agreement.

Compensation shall be paid to the contractor based on the following schedule.

Monthly	Amount
October 2020 – September 2021 (12 months)	\$9,502.50 per month

Contractor invoices must be accompanied by a monthly report of services provided. Invoices will not be paid without a monthly report attached. **Compensation for this contract is scheduled as noted above under "Compensation", and not to exceed \$114,030 during the contract term.** HACA will only pay for services that are verified on the corresponding monthly report. Quarterly progress meetings will be held between HACA and the Contractor to discuss the program and assess achievement of the benchmarks outlined in these negotiated terms. Payment is contingent upon the achievement of benchmarks outlined and/or plans for corrective action should appropriate benchmarks not be achieved

at the time of quarterly check-ins. Contractor should allow a minimum of 30 days after submitting invoices for payment to allow for quality inspection and verification of 100% completion of work submitted for payment.

Received: HACA _____

Contractor _____

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 7.

MEETING DATE: November 19, 2020

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Update on the Housing Choice Voucher and other Rental Assistance programs

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Discussion of current funding and utilization of Housing Choice vouchers and avenues to increase affordable housing opportunities to individuals and families experiencing homelessness.

SUMMARY

Background:

The Housing Authority of the City of Austin recently received additional CARES Act Housing Assistance Payment funds (HAP) and a new allocation of 112 Veterans Affairs Supportive Housing (VASH) vouchers. Lisa Garcia, the Vice President of Assistant Housing will discuss the potential option of project-basing additional VASH vouchers and regular housing choice vouchers (HCV) as a strategy to increase affordable housing options to persons experiencing homelessness.

The project-based voucher (PBV) program allows PHAs to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance. PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation.

The summary below reflects current PBV units, total units subject to the 20% cap and the 20% cap total.

HACA's current and committed PBV units	PBV regular Vouchers	PBV VASH Vouchers	Total
Terrace at Oak Springs	25*	25	50
Elysium Grand		25	25
Pathways at Chalmers East	42	8	50
Pathways at Chalmers West	42	8	50
Cambrian East Riverside	8*		8
Total project base vouchers	117	66	183
*Total units subject to the 20% cap			33
20% cap (6,116 authorized vouchers)			1,223

Process:

The overall goal of project-basing vouchers is to deconcentrate poverty and expand housing and economic opportunities. The HCV Administrative plan currently states the following:

- HACA may operate a project-based voucher program that utilizes up to 400 tenant base vouchers.
- HACA may decide to project-base vouchers above the 400 voucher limit (but no more than 20 percent of its allocated units), if HUD publishes a notice making available PBV for HUD-VASH vouchers or other PBV special purpose vouchers or for a project that would provide affordable housing for low-income or homeless veterans.

In order to consider project-basing additional units, HACA would advertise a Request for Proposals (RFP) providing a broad public notice of the opportunity to submit a PBV proposal for consideration. In reviewing the proposals, HACA will consider the following in selecting qualified proposals:

- Owner experience and capability to build or rehabilitate housing as identified in the RFP;
- Extent to which the project furthers HACA's goal of deconcentrating poverty and expanding housing and economic opportunities;
- If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and
- Projects, which will provide affordable housing and support services to individuals or families experiencing homelessness.
- Projects, which will provide affordable housing and support services to low-income or homeless veterans.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD ACTION REQUEST
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 8.

MEETING DATE: November 19, 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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02679

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 9.

MEETING DATE: November 19, 2020

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02679 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Urban East Apartments Phase I (“Phase I”) and the Urban East Apartments Phase II (“Phase II” and together with Phase I, the “Developments”) in Austin, Texas: (i) acquire the sites of the Developments; (ii) lease the sites of the Developments to the owners of the Developments; and (iii) 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. 02679 authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Urban East Apartments Phase I (“Phase I”) and the Urban East Apartments Phase II (“Phase II” and together with Phase I, the “Developments”) in Austin, Texas: (i) acquire the sites of the Developments; (ii) lease the sites of the Developments to the owners of the Developments; and (iii) such other actions necessary or convenient to carry out this Resolution.

SUMMARY

Background:

Austin Affordable Housing Corporation is being presented with an opportunity to partner with River City Capital Partners (RCCP) and LDG Multifamily on a certain 7.34 acre tract of land located at 6400 E. Riverside Drive, Austin, TX 78741. This project (Urban East) will consist of 381 family apartment units. Fifty percent of the units will be affordable to tenants earning less than 80% median family income (MFI) and 50% will be affordable to tenants earning at or greater than 80% MFI.

This will be our first time partnering with RCCP. RCCP is an Austin-based developer of innovative residential and commercial urban in-fill projects. Peter Kehle, co-founder is responsible for all aspects of the company’s development, financing, construction and acquisition activities. He brings 30 years of experience in these areas. Prior to RCCP, Peter founded Alliance Credit Corporation, a nationwide provider of commercial

equipment leasing and accounts receivable factory; Cherokee Construction, a civil construction firm performing private and public works construction in Central Texas; and Kehle Management, Inc., a provider of real estate development services including site selection, market analysis, project design, securing entitlements and financial modeling. Cory Older, co-founder leads investment relations, property acquisition, sales, financial modeling, and accounting. Cory began his career as an Audit Consultant with the big-four accounting firm, Deloitte. After 4 years at Deloitte, he became Controller of Keller Williams Realty International. Cory received the distinct honor of being selected by the Keller Williams Realty executive team to attend the Acton School of Entrepreneurship’s MBA program. Upon graduating from this program, Cory returned to Keller Williams Realty International to head up their Commercial Real Estate Division. He later led the Global Property Specialist division and the Young Professionals Division.

Process:

RCCP originally purchased the site because of its Opportunity Zone status. Real estate investments within Opportunity Zones stand to provide investors with meaningful federal and state tax incentives, as a result of the Tax Cuts and Jobs Act of 2017. This parcel was attractive due to the appetite by equity firms to invest in Opportunity Zones.

The land will be sold at closing to the Housing Authority of the City of Austin (HACA). Due to the fact that there is potential to develop two phases of apartment complexes, the parcel will be condominiumized into two units, HACA will then lease one unit to the Phase I partnership and the other unit to the Phase II partnership. This will be done to separate the two phases in every aspect including debt and equity. This in no way obligates HACA or AAHC to participate in a second phase. The resolutions being presented today are only to move forward in the development of Phase I. If Phase II is still feasible and the demand for more units is proven, then staff will bring Phase II to the board for approval at a later date.

The development will use debt financing originated by Texas Capital Bank and equity from a combination of RCCP and Battery Global Advisors (BGA) out of Boston, MA. BGA uses a wide variety of private funds to invest in projects in Opportunity Zones. A large number of their investors are family investors. The total development cost is estimated at \$96,000,000. The equity provided will be an estimated \$43,000,000 which is about 45% of the total cost. The planned development will consist of 12 studio and one bath units, 292 one bedroom and one bath units, 73 two bedroom and two bath units, and 4 three bedroom and two bath units.

The project will include 2 resort-style swimming pools, sun decks, fully equipped gym, outdoor grills, dog park, yoga-fitness studio, wi-fi coffee bar and a media conference room. The site is bordered by Montopolis Drive, Riverside Drive and Vargas Road. Upon completion of the light rail, there will be a stop at the intersection of Riverside Drive and Montopolis Drive. All units will be marketed to HACA’s Housing Choice Voucher residents. This approval will allow AAHC to complete the closing transaction and start construction.

Unit Breakdown:	12	Studio/1-bath units	531 - 585 sq ft
	292	1-bedroom/1-bath units	716 - 961 sq ft
	73	2-bedroom/2-bath units	994–1,437 sq ft
	4	3-bedroom/2-bath units	1,534 sq ft

Staff Recommendation:

Board approval will authorize the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Urban East Apartments Phase I (“Phase I”) and the Urban East Apartments Phase II (“Phase II” and together with Phase I, the “Developments”) in Austin, Texas: (i) acquire the sites of the Developments; (ii) lease the sites of the Developments to the owners of the Developments; and (iii) such other actions necessary or convenient to carry out this Resolution.

RESOLUTION NO. 02679

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF AUSTIN TO TAKE THE FOLLOWING ACTIONS WITH REGARD TO THE URBAN EAST APARTMENTS PHASE I (“PHASE I”) AND THE URBAN EAST APARTMENTS PHASE II (“PHASE II” AND TOGETHER WITH PHASE I, THE “DEVELOPMENTS”) IN AUSTIN, TEXAS: (A) ACQUIRE THE SITES OF THE DEVELOPMENTS; (B) LEASE THE SITES OF THE DEVELOPMENTS TO THE OWNERS OF THE DEVELOPMENTS; 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 construction of the Developments;

WHEREAS, in connection with Phase I, the Housing Authority of the City of Austin (“HACA”) has agreed to acquire certain real property in Austin, Texas (the “**Phase I Land**”), which constitutes the site for Phase I, and to simultaneously lease the Phase I Land to Urban East Multifamily QOZB—Phase 1, LLC, a Texas limited liability company that is wholly owned by a limited liability company the managing member of which is an affiliate of AAHC (the “**Phase I Owner**”), under a long-term ground lease (the “**Phase I Ground Lease**”);

WHEREAS, in connection with Phase II, HACA has agreed to acquire certain real property in Austin, Texas (the “**Phase II Land**”), which constitutes the site for Phase II, and to simultaneously lease the Phase II Land to Urban East Multifamily QOZB—Phase 2, LLC, a Texas limited liability company that is wholly owned by a limited liability company the managing member of which is an affiliate of AAHC (the “**Phase II Owner**”; collectively with the Phase I Owner, the “**Owners**”), under a long-term ground lease (the “**Phase II Ground Lease**”);

WHEREAS, in connection with the development of Phase I and Phase II, the Phase I Land and the Phase II Land shall be subject to a Declaration of Condominium Regime (the “**Declaration**”);

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 Phase I Land and enter into the Phase I Ground Lease with the Phase I Owner.
2. Acquire the Phase II Land and enter into the Phase II Ground Lease with the Phase II Owner.
3. Review, execute and approve the Declaration, as applicable, the Phase I Ground Lease and all such other documents necessary to effectuate the acquisition of the Phase I Land, execution of the Declaration, the Phase I Ground Lease and Phase I Owner’s acquisition of Phase I, including but not limited to such deeds of trust, security instruments, estoppel certificates and other documentation or agreements as any lender providing acquisition and/or construction financing to the Phase I Owner 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.

4. Review, execute and approve the Phase II Ground Lease and all such other documents necessary to effectuate the acquisition of the Phase II Land, execution of the Phase II Ground Lease and Phase II Owner's acquisition of Phase II, 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 19th day of November, 2020.

CHAIRPERSON

ATTEST:

SECRETARY

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02680

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 10.

MEETING DATE: November 19, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02680 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Lexington Hills Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) 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. 02680 authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Lexington Hills Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution.

SUMMARY

Background:

Lexington Hills is located at 2430 Cromwell Circle, Austin, Texas 78741. AAHC purchased this 238-unit property in September 2013. It is located South of Riverside Drive off Wickersham Lane. The area has become even more attractive due to the redevelopment of Riverside Drive and the need for affordable housing for the large amount of retail and office workers nearby. This property serves Austin ISD (Linder Elementary, Martin Middle School and Johnston High School). We currently have 23 housing choice voucher holders leasing units and will continue to accept applications.

Unit Breakdown:

167 one bedroom/one bath

71 two bedroom/two bath

Process:

Lexington Hills will be refinanced with Bellwether to take advantage of a very attractive low-interest environment. The current interest rate is 5.38% and the new interest rate is projected to be 2.75%. In addition

to lowering the interest rate, exterior rehabilitation will be done on the property and \$1 million will be put aside for additional capital improvements.

Rehab scope will include:

New siding, energy efficient windows, patio railing and pickets, stairway railing, pool fence, pool update, and exterior building paint.

Staff Recommendation:

Board approval will authorize the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Lexington Hills Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution.

RESOLUTION NO. 02680

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (THE "AUTHORITY") TO TAKE THE FOLLOWING ACTIONS WITH REGARD TO LEXINGTON HILLS APARTMENTS (THE "DEVELOPMENT") IN AUSTIN, TEXAS: (I) ACQUIRE THE SITE OF THE DEVELOPMENT; (II) LEASE THE DEVELOPMENT SITE TO THE OWNER OF THE DEVELOPMENT; AND (III) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, AAHC Lexington Hills, LLC, a Texas limited liability company (the "Company"), owns the Development and the site containing the Development (the "Land");

WHEREAS, Austin Affordable Housing Corporation, a Texas nonprofit corporation ("AAHC"), is the sole member of the Company;

WHEREAS, in order to facilitate the acquisition and rehabilitation of the Project, HACA desires to acquire the Land from the Company;

WHEREAS, the Authority and the Company desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Company;

NOW, THEREFORE, in connection with the rehabilitation and equipping of the Project, the Board of Commissioners hereby adopt the following resolutions:

BE IT RESOLVED, that the President and CEO of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings, including, without limitation, the Ground Lease (collectively, the "Agreements"), the President and CEO shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

PASSED, APPROVED AND ADOPTED this 19th day of November, 2020.

ATTEST:

CHAIRPERSON

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02681

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 11.

MEETING DATE: November 19, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02681 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Broadstone Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) 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. 02681 authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Broadstone Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) 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 376 unit apartment complex called the Broadstone 8 One Hundred. The complex is located at 8100 Anderson Mill Road, Austin, Texas 78729, between Highway 183, MoPac Expressway and SH-45 and down the street from Apple’s new 130-acre campus.

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 (artner, Paul Odland, and Senior Portfolio Manager, Josh Plattner.

The Broadstone was built in 2015 and sits on 16.96 acres. Some of the property amenities include a sparkling swimming pool with lounge seating, outdoor kitchen with gas grills, bocce ball court, 24-hour athletic center, an elegant clubhouse with entertainment spaces and a big screen TV and a large dog park. All units come with

full size washer and dryers. The property feeds in to one of the strongest school districts in Round Rock, where residents are assigned to Live Oak Elementary School, Deer Park Middle School and McNeil High School. The property’s location provides fantastic access to many employers, retail shops, grocery stores and medical providers. Below is a breakdown of the many variations of unit sizes. The property is currently 97% occupied.

108 1-bedroom/1-bath	624 square feet
100 1-bedroom/1-bath	673 square feet
60 1-bedroom/1-bath	767 square feet
60 2 bedroom/2 bath	1,094 square feet
48 2-bedroom 2 bath	1,186 square feet

Process:

The purchase price for the Broadstone 8 One Hundred is \$73,750,000. Belveron will be investing 30% cash to the purchase (approximately \$22MM) as a down payment. In addition, Belveron will place an additional \$1,200,000.00 for future capital needs. Freddie Mac will carry the debt of approximately \$55 MM at a rate of 2.72% interest only for 10 years. 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 currently serves all residents below 80% AMI and AAHC and Belveron have committed to not raising rents for the next 12 months and are committed to leasing to all voucher holders. AAHC and Belveron have agreed to restrict 10% of the units reserved for affordability to 60% of AMI. This will result in 38 units receiving significant rent reductions. The property will be managed by Apartment Management Professionals.

Staff Recommendation:

Board approval will authorize the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Broadstone Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution.

RESOLUTION NO. 02681

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF AUSTIN TO TAKE THE FOLLOWING ACTIONS WITH REGARD TO THE BROADSTONE 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 Broadstone Apartment Owner, 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 19th day of November, 2020.

ATTEST:

Chairperson

Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02683

RENTAL ASSISTANCE DEMONSTRATION

ITEM NO. 12.

MEETING DATE: November 19, 2020

STAFF CONTACT: Ann Gass, Interim Chief Financial Officer

ITEM TITLE: Presentation, Discussion and Possible Action Regarding Resolution No: 02683: Resolution authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of the Pathways at Chalmers Courts West (the "Project")

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02683, authorizing HACA to take actions necessary or convenient to develop Pathways at Chalmers Courts West.

SUMMARY

Background:

Pathways at Chalmers Courts West (Chalmers West) is the final phase of the three-phase redevelopment of Chalmers Courts. Chalmers West will be a 156-unit property, developed in partnership with Carleton Companies and financed using 9% Low Income Housing Tax Credits (LIHTC) through the Texas Department of Housing and Community Affairs. In addition to the 78 Project Based Rental Assistance (PBRA) and Project Based Vouchers (PBV) units that will replace the current 78 public housing units, HACA will project-base an additional 50 Housing Choice Vouchers at Chalmers West. Eight of those will be VASH vouchers that will serve homeless veterans.

The redevelopment of Chalmers Courts marks a milestone for HACA, as this is one of the three original public housing developments built in 1939. To honor this rich history, staff is also working with residents and the design team to incorporate Chalmers' history into the new property through exploration of the use of photos and reclaimed building materials.

Chalmers West is the final project in HACA's conversion to the Rental Assistance Demonstration (RAD) Program. The Rental Assistance Demonstration (RAD) Program was authorized by the Consolidated and Further Continuing Appropriations Act of 2012. RAD is a tool that enables Public Housing Authorities to convert public housing subsidies into long-term, Section 8 rental assistance subsidy. This is beneficial to PHAs because historically public housing subsidies and funding for capital projects have been unpredictable

and fluctuate annually due to federal budget cuts. The project based rental assistance program provides a much more stable and predictable annual subsidy, benefitting PHAs and their residents. More importantly, the RAD program provides PHAs an opportunity to make substantial physical improvements to its properties, resulting in a higher quality of life for residents. Additionally, provisions with RAD ensure that existing residents are protected and enjoy more choices on where they wish to reside.

The Housing Authority of the City of Austin (HACA) has successfully converted seventeen properties through RAD. Chalmers West is the last project to convert. This item has been brought again to the board for approval because as part of closing we need to include all remaining restricted reserve funds in the transaction. Additional funds were identified and will be included in the transaction with the approval from the Board.

Process:

The families who currently live at Chalmers West will be relocated using Housing Choice Vouchers or to another HACA subsidized property. Most of the families have chosen to relocate to the new Chalmers East, adjacent to the current site of Chalmers Courts. All families will have the right to return to the newly redeveloped Chalmers West.

HACA staff has worked closely with the residents to ensure that all residents understand their right to return. Staff will continue to meet with the residents regularly in an effort to maintain the sense of community that has developed as the residents prepared for the redevelopment of Chalmers.

Staff Recommendation:

HACA recommends that the Board approve Resolution No. 02683 in order to proceed with the development of Chalmers West.

RESOLUTION NO. 02683

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE PATHWAYS AT CHALMERS COURTS WEST (THE “PROJECT”)

WHEREAS, the Authority owns the site on which the Project will be constructed and/or rehabilitated (the “Land”);

WHEREAS, the Authority and Pathways at Chalmers Courts West, LP, a Texas limited partnership (the “Partnership”), desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Partnership;

WHEREAS, the Authority may grant or loan demolition, relocation, capital and/or other financing funds in an amount not to exceed \$9,000,000 to the Austin Affordable Housing Corporation to facilitate the development of the Project;

NOW, THEREFORE, in connection with the development, construction, rehabilitation and equipping of the Project, the Board of Commissioners hereby adopt the following resolutions:

BE IT RESOLVED, that any officer of the Authority (the “Executing Officer”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

PASSED, APPROVED AND ADOPTED this 19th day of November, 2020.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02682

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 13.

MEETING DATE: November 19, 2020

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02682 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to ground lease the land and transfer the improvements located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, a Texas limited liability company wholly owned by Austin Affordable Housing Corporation

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02682 which allows the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to ground lease the land and transfer the improvements located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, a Texas limited liability company wholly owned by Austin Affordable Housing Corporation.

SUMMARY

Background:

The Housing Authority of the City of Austin purchased an office building in 2005. Located at 1124 S. IH 35, this location became the headquarters for the Housing Authority and all its subsidiaries.

Process:

In September of 2020, the Housing Authority made its last payment to JP Morgan Chase and the building is now free and clear of all liens. In order to obtain financing on the building in the future, the lender will typically require that the improvements be owned by a single purpose entity. Additionally, on advice from counsel, it's preferable to have HACA incur debts through its affiliates, as opposed to directly.

Staff Recommendation:

Board approval will allow the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to ground lease the land and transfer the improvements located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, a Texas limited liability company wholly owned by Austin Affordable Housing Corporation.

RESOLUTION NO. 02682

Resolution Authorizing The Housing Authority Of The City Of Austin To Take Such Actions Necessary Or Convenient To Ground Lease The Land And Transfer The Improvements Located at 1124 South Interstate 35, Austin, Texas 78704 to AAHC HACA Central, LLC, A Texas Limited Liability Company Wholly Owned By Austin Affordable Housing Corporation.

WHEREAS, the Housing Authority of the City of Austin (“**HACA**”) owns certain real property (the “**Land**”) and improvements situated thereon (the “**Buildings**”) located at 1124 South Interstate 35, Austin, Texas 78704;

WHEREAS, HACA has agreed to lease the Land to AAHC HACA Central, LLC (the “**Owner**”), a Texas limited liability company the sole member of which is Austin Affordable Housing Corporation, a Texas nonprofit corporation (“**AAHC**”), under a long-term ground lease (the “**Ground Lease**”);

WHEREAS, HACA has also agreed to convey the Buildings to the Owner pursuant to a bill of sale, various assignments and other conveyance documents (collectively, the “**Conveyance Documents**”);

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. Ground lease the Land to the Owner and enter into the Ground Lease with the Owner.
2. Convey the Buildings to the Owner and enter into the Conveyance Documents.
3. Review, execute and approve the Ground Lease, the Conveyance Documents, and all such other documents necessary to effectuate the execution of the Ground Lease and the Conveyance Documents and Owner’s acquisition of the Buildings, 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 19th day of November, 2020.

Chairperson

ATTEST:

Secretary