

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Vice-Chairperson - Charles Bailey

2nd Vice-Chairperson - Mary Apostolou

Commissioner - Dr. Tyra Duncan-Hall

Commissioner - Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Regular Meeting

Thursday, July 15, 2021

12:00 PM

Via Conference Call

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/134982621> You can also dial in using your phone. United States: +1 (312) 757-3121 Access Code: 134-982-621
Austin, TX

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

**TO BE HELD AT
Via Conference Call**

**Please join the meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/134982621> You can also dial in using your phone.
United States: +1 (312) 757-3121 Access Code: 134-982-621
Austin, TX
(512.477.4488)**

**Thursday, July 15, 2021
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 June 17, 2021

ACTION ITEMS

2. Update on HACA's actions related to the Coronavirus (COVID-19) and update on HACA's Resident and Client Support Center
3. Presentation, Discussion, and Possible Action regarding Resolution No. 02710: Approval of the Emergency Housing Voucher Policy
4. Update on AAHC's acquisition and development programs
5. Presentation, discussion, and possible action on Resolution No. 02711 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 (The Henderson on Reinli), Series 2021 (the "Bonds"); 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
6. Presentation, discussion, and possible action on Resolution No. 02712 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take the following actions with regard to the Scofield Park 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

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
- Finance Report

ADJOURNMENT

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE ITEM NO. 1.

MEETING DATE: July 15, 2021

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 June 17, 2021

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on June 17, 2021.

ATTACHMENTS:

- ▣ **20210617 HACA Minutes Summary**

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

June 17, 2021

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON THURSDAY, JUNE 17, 2021, 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 Commissioner called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of June 17, 2021, to order, at 12:09 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
Chuck Bailey, Vice-Chairperson
Mary Apostolou, 2nd Vice-Chairperson
Edwina Carrington, Commissioner
Dr. Tyra Duncan-Hall, Commissioner

MEMBER(S) ABSENT:

ALSO ON THE CALL:

Wilson Stoker, Cokinos
Bill Walter, Coats Rose
Jake Brown, LDG Development
Justin Hartz, LDG Development
Mary Aleshire, Gaston resident
Stacy Shackelford, citizen
Zenobia Joseph, citizen
Will Linnebur, citizen
Colleen Quigley, citizen
Riley Quigley, citizen

STAFF PRESENT ON THE CALL:

Andrea Galloway, Barbara Chen, Barbara Jackson, Gloria Morgan, Justin Breaux, Kelly Crawford, Michael Gerber, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

CITIZENS COMMUNICATION

Zenobia Joseph, citizen, provided testimony on the Federal Register for Project Connect.

Colleen and Riley Quigly, citizens, communicated their need to qualify for affordable housing, and indicated that they were calling in from HACA Central. **Lisa Garcia**, **HACA Vice-President of Assisted Housing**, met with **Colleen and Riley Quigly** in person during the Board Meeting and gave them an extension to their Voucher and guided them through the process that they need to go through in order to secure another place to live.

Additional, Citizen Communication was opened up during each item on the agenda. No one provided any communication during any of the items.

PUBLIC HEARING - For the proposed The Henderson on Reinli

The Austin Affordable Housing Corporation was presented with an opportunity to partner with LDG Development LLC on a 2.7428 acre tract of land located at the southeast corner of Reinli Street and Sheridan Avenue, Austin, Texas 78723 in north Austin. The project (The Henderson on Reinli) will consist of 306 family apartment units serving tenants from 50% to 70% of median family income. The unit mix will be 155 one bedroom/one bath units and 151 two bedroom/two bath units. The nearest property in AAHC's current portfolio Estates at Norwood and Pathways at Coronado Hills which are both northeast.

No public comment was received for this item.

The Public Hearing closed at 12:20 pm.

CONSENT ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on May 20, 2021

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on May 20, 2021. **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 the Client Support Center continues to operate. There were 104 inbound calls. The top three caller categories include: resident concerns, rent and utility assistance, and calls from Section 8 residents. Approximately 450 outbound texts were sent to residents advising them of HACA onsite vaccine centers and to inform and connect residents with the latest services that are available to them. The Resource Center was also utilized to remind residents about MayFest.

The Boys and Girls Club and Communities In Schools continue to provide services based on virtual learning.

Pilar Sanchez also reported that HACA is applying for a U.S. Department of Health and Human Services Family Self-Sufficiency Demonstration Development grant. Through the grant, HACA staff would work with the Administration for Children and Families and a third-party Technical Assistance Provider to improve our service programs by testing the effectiveness of our initiatives and conducting an implementation evaluation. The goal of this grant is to further develop HACA staff's capacity to conduct internal program evaluations, which will lead to better outcomes for HACA residents. If awarded, the grant would provide approximately \$300,000 in support over a two-year period. The vast majority of these funds will be used to cover staff salaries as they participate in these activities.

Staff received a verbal approval from the Board to proceed with the application.

ITEM 3: Update on AAHC's acquisition and development programs

Ron Kowal, AAHC Vice President provided an update on the progress with HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community.

ITEM 4: Presentation, Discussion, and Possible Action on Resolution No. 02706 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (The Belmont Apartments), Series 2021 and to take such other actions necessary or convenient to facilitate the development of The Belmont Apartments

Austin Affordable Housing Corporation was presented with an opportunity to partner with LDG Development LLC. This property is set on a 8.09 acre tract of land located at 9100 Brown Lane, Austin, Texas 78754 in the Austin city limits. The project (Belmont Apartments) will consist of 146 family apartment units serving tenants with incomes between 50% and 70% Area Median Family Income (AMFI). The board has seen this project twice before: October 2020 for the Tax Credit Application Resolution and the Bond Inducement Resolution and then again May 2021 for the public hearing. This property will serve the following schools: Pioneer Crossing Elementary, Decker Middle School, and Manor High School. The nearest property in AAHC's current portfolio is Bridge at Cameron (family property) next door.

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$35,500,000. The planned development will consist of 48 one bedroom/one bath units, 53 two bedroom/two bath units, 37 three bedroom/two bath units, and 8 four bedroom/two bath units. As with all AAHC properties, all units will be marketed to HACA's Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$30,000,000. Financing of the project will come from the following sources: Redstone will provide construction and permanent debt; LDG 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, Belmont Apartments meets these targeted affordability goals.

Belmont Apartments will include a fitness center, community room, business center, theater room and outside grill areas.

Board approval allows for the issuance of its Multifamily Housing Revenue Bonds (The Belmont Apartments), Series 2021 and to take such other actions necessary or convenient to facilitate the development of The Belmont Apartments.

Commissioner Carrington moved the Approval of Resolution No. 02706 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (The Belmont Apartments), Series 2021 and to take such other actions necessary or convenient to facilitate the development of The Belmont Apartments in an amount not to exceed \$30,000,000. **Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion, and Possible Action on Resolution No. 02707 by the Board of Commissioners of the Housing Authority of the City of Austin approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Governmental Note (Cypress Creek Apartment Homes at Howard Lane), Series 2021 and to take such other actions necessary or convenient to facilitate the development of the Cypress Creek Apartment Homes at Howard Lane

This item has been withdrawn.

ITEM 6: Presentation, Discussion, and Possible Action regarding Resolution No. 02708: HACA Decline of the FY2021 Capital Fund Program Award

The US Dept. of Housing and Urban Development annually calculates a formula-based Capital Fund Program (CFP) monetary award for eligible public housing agencies (PHA's) to carry out physical improvements, and other related activities, as may be needed by a PHA. These funds are no longer applicable to PHA properties that have converted from the Public Housing (PH) program to the Rental Assistance Demonstration Program (RAD).

When FY2021 CFP funding was factored by HUD, in approximately the Fall of 2020, HACA still had three public housing assets in HUD's systems: Chalmers West had not yet been converted to RAD; the 22 single family homes known as the agency's Scattered Sites had not yet been disposed/sold; and the previously demolished/disposed Rio Lado Apartments were still eligible for a small amount of funds, as part of Demolition/Disposition/Transitional Funding (DDTF). This resulted in a nominal CFP grant award of \$340,177 for FY 2021.

By December 2020, however, HACA did fully convert Chalmers West and successfully sold the 22 scattered site units, making both those assets ineligible to receive CFP funds. (Capital improvement funds are already available through each property's Reserve for Replacement account.) Additionally, the development of new Units to other future development plans didn't fit into HUD's strict 24 month timeline.

Acceptance of the funds would also require HACA to remain applicable to the P H program and its requirements for fund plan creation and implementation, obligation/expenditure timelines, reporting needs, and audit. After consideration of any possible uses, HACA proposes to reject the FY 2021 award, as the agency cannot utilize the funds effectively, in the limited time frame.

A fund rejection requires a written statement from the Executive Director to the local HUD Field Office identifying the grant number and dollar amount of the grant to be rejected, and a resolution on file from the agency Board approving such action for the fiscal year.

It was staff's recommendation to decline the FY2021 CFP grant award of \$340,177.

2nd Vice-Chairperson Apostolou moved the Approval of Resolution No. 02708: HACA to Decline the FY2021 Capital Fund Program Award. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 02709 Roofing Replacements for Pathways at Coronado Hills Apartments

All twenty-four (24) residential buildings, management office and maintenance garage include the full removal of all existing roofing, as specified in the bid documents, disposal off-site of all debris, decking replacements as needed under unit pricing, new vent stacks, heater flues, and flashing, and new shingle roofing. This is the first large Reserve For Replacement project to be initiated from the initial two (2) year capital improvement schedules for Pathways at Coronado Hills Apartments.

An Invitation for Bid (IFB) was advertised in the Austin American Statesman on Monday, April 26, 2021 and again on Monday, May 3, 2021, and faxed Thursday, April 22, 2021 to the minority/small business organizations designated in the HACA Procurement Policy. The IFB was also sent to numerous plan rooms and advertised in the Housing Agency Marketplace e-procurement website.

Thirty-two (32) Project Manuals were distributed and Seven (7) Bid Proposals were submitted. Bids were received electronically on May 28, 2021 by 5:00 p.m., local time.

Of the seven submitted bid proposals, QA Roofing, Inc. was the lowest qualified bidder. Based on the satisfactory reference verification, staff recommends award of contract to QA Roofing, Inc.

Commissioner Carrington moved the Approval of Resolution No. 02709 Roofing Replacements for Pathways at Coronado Hills Apartments award of contract to QA Roofing, Inc. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion

Passed (5-Ayes and 0-Nays).

OPEN SESSION

The Board did not recess into Executive Session.

REPORTS

The Board accepts the following reports from the President:

1. President – **Mike Gerber, HACA President & CEO**, reported that the next Board Meeting will be Thursday, July 15th. The August Meeting will be canceled. The following meeting will be September 16th. The Board Meeting dates for the rest of this year are: October 21st, November 18th and December 16th. **Mr. Gerber** asks that the Commissioners plan to attend all remaining meetings.
2. Other items discussed:
 - Plan to start back with in person Board Meetings in September.
 - Plans are to try to have a celebration for the completion of Chalmers East, Ground Breaking.
 - Over 222 staff have been vaccinated.
 - **Sylvia Blanco, HACA Chief Operating Officer**, reported that there will be Rosewood Courts event happening later today (6/17/21). This will be the first in person, on property event since COVID.
 - Juneteenth Holiday on June 18th.
 - The next Community Workshop #3, a virtual event, will take place on June 29th.
3. Finance – no additional reporting.
4. **Commissioner Duncan-Hall** wished the fathers a Happy Father's Day.

Vice-Chairperson Bailey Chairperson Richie left the meeting at 2:03 p.m.

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

The meeting adjourned at 2:04 p.m.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

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

MEETING DATE: July 15, 2021

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

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**

JUNE 2021-JULY 2021, 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. Starting a return-to-office schedule that allows staff to return in revolving shifts, so that occupancy stays low in accordance with HACA guidelines, but all team members get to see all other team members.
2. All applicants that prefer to process remotely, will continue to be allowed that option but staff is scheduling in office interviews for those that prefer them.
3. Paige Super, Admissions Manager, still working the RENT support center Tues - Thursday.

ASSISTED HOUSING-LISA GARCIA

1. In June 2021, Assisted Housing staff began returning to the office, working 2-3 days at HACA headquarters with 25% occupancy on any given day.
2. HACA received 242 Emergency Housing Vouchers (EHV) to serve the homeless and conducted virtual meetings with ECHO and community partners to establish EHV policies.
3. The FSS team hosted the quarterly Program Coordinating Committee Meeting virtually on June 24th with HACA's community partners to discuss resources and events and gather input from program participants.
4. The FSS team held a job readiness webinar for HACA residents on June 30th called 2021: A New Work Landscape. AAUL, Goodwill, and Dress for Success presented tips and resources for securing employment including remote work.

AUSTIN AFFORDABLE HOUSING CORPORATION-RON KOWAL

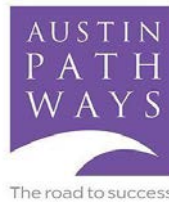
1. Construction sites continue to vigilantly monitor subcontractors by taking temperature, requiring masks, social distancing especially during breaks and lunch, and keeping each trade separated from other trades while working on the site.
2. Construction sites are slowly allowing us to hold owner's/draw 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. Relationships with Keep Austin Fed and Keep Austin Together resulted in 3,105 prepared meals delivered to HACA residents at 7 properties by CHWs in June representing a 43% increase over the previous month. HACA and the Central Texas Food Bank are delivering meals for youth at 5 HACA sites this summer. The meals are provided once per week with a 7-day supply.
2. Barbara Jackson and AP staff continue to operate the HACA Support Center. In June, 102 inbound calls were received. When residents call this summer, they can reach ACC IT interns who provide technical support. The Digital Inclusion team is also in Round 3 of K-12 Families HACA At-Home Learning surveys. Calls to complete family assessments help identify potential paraeducator candidates and families who need paraeducator support. Over 1,300 Outbound texts were made in June to notify residents that COVID-19 vaccines were on their way to residents living at HACA family properties. We also sent text messages to encourage residents to participate in upcoming summer programs for youth including the summer meal delivery program, the Boys and Girls Club transportation program for Georgian and Thurmond residents and the HealthStart Snack Science sessions.
3. The Boys&Girls Club is operating at Meadowbrook, Chalmers South, and we added a club at BTW in August due to CV-19. CIS continues to meet with youth at HACA sites in June through "porch visits" as well as in the community room. CIS is also providing summer bridge services for this summer. We continue to assist parents who need to work or teach their kids at home. We have engaged 31 residents certified as Paraeducators to provide remote support to HACA families. Resident Paraeducators attended Behavioral Health Awareness Training. Topics covered in the series include anxiety disorders, depression, substance use disorders, mood disorders, trauma and post-traumatic stress disorder, aging and behavioral health, psychosis and schizophrenia, serious emotional disturbances in children, and suicide prevention. Nine new residents started the ACC technology and paraeducators certification course in early June. Paraeducators will intern with partners this summer to assist HACA youth with learning activities. Our Digital Inclusion team is deploying devices, securing low-cost internet services, and providing tech training at Northloop Apartments.

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| 4. | By leveraging our team of Community Health Workers (CHWs), with support from Austin Public Health (APH) marketing team, we were able to outreach to over 2,000 low-income housing residents through direct canvassing, text messages, and phone calls. Using overlapping communication mediums, our team was able to help raise awareness for 8 onsite vaccine clinics we hosted with APH and helped deliver 40 doses throughout June. We were also able to help connect 10 residents to 2nd doses outside of the clinics we ran onsite. |
| 5. | Austin Pathways has received the following grants related to COVID, Uri, Health & Wellness since March 2021: \$10K United Way Aging Populations Grant, \$6K St. David's Foundation, \$20K Austin Public Health RISE Grant, \$15K United Way Critical Needs grant; \$75K St. David's Foundation; \$11K from SAATVA Mattress; another \$100K from United Way for direct finance support to residents. \$100K from United Health Care and CLPHA for Health Catalyst. In February 2021 we received \$20,000 from the Anderson Foundation for a roving Service Coordinator. In April 2021 we received \$25,000 from the UnitedWay for Vaccination Equity Efforts to vaccinate our residents, plus \$7,500 from NEF Housing Charities Inc to provide direct financial assistance to Chalmers Courts residents impacted by Winter Storm Uri. In June, AP received a \$35,000 United Way grant to provide training for parents and their children (includes stipends for para-educator program). |
| COMMUNICATIONS-KEN BODDEN | |
| 1. | Continued to remind residents of the importance of getting the COVID-19 vaccine by sharing the latest information on the safety of the vaccine in the resident newsletter and social media. |
| 2. | Went door-to-door at the Rosewood get-together in June, inviting residents to the event, including free vaccines from Travis County. Resulted in 8 residents getting vaccinated that day. |
| 3. | Helped produce five "client testimonial videos" for the City's RENT relief program, which helps pay rent for Austinites that lost income due to COVID-19. |
| FINANCE-ANN GASS | |
| 1. | No new updates. |
| 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 five (3) 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. | Twenty-three (23) HACA employees have tested positive for COVID-19 since March 2020. Thankfully, all have recovered and returned to work. No new COVID cases were reported for this month. Currently 230 of 247 (93%) HACA employees reported they have received their COVID-19 vaccinations. |
| LOW INCOME HOUSING - MICHAEL ROTH & NANCY MCILHANEY | |
| 1. | Currently all indoor amenities and community spaces remain closed. While offices are closed to walk-in traffic, residents can schedule an appointment to meet with the manager when necessary. All outdoor amenities are open for resident use including all playgrounds, basketball courts, BBQ pits, picnic tables, gazebos and seating areas. |
| 2. | Staff continue to complete in-person unit condition inspections. Teams are traveling to each property to complete the entire property in a couple days. We are on schedule to inspect all units by the end of July. |
| 3. | Property management continues to complete socially distant move-ins to fill vacancies; for June 2021 we had 98.0% occupancy. Resident interim and annual recertifications for the PBRA program remain current and completed either by a virtual or socially distant process. Interim Recertifications remain at 97% complete, and only 8 July ARs are outstanding (due to tenant non-compliance). Socially-distant Annual Eligibility Certifications (AECs) for the LIHTC program continue and are current. |
| 4. | During the month of June, staff continued their focus on connecting residents to COVID-19 related resources to help pay rent. 225 households have applied with the City, County or State requesting assistance. To date we have received or are committed to receive \$193,912 in assistance for these residents. Staff continue to encourage all residents who are behind on rent to apply to avoid the threat of future evictions. |
| 5. | Staff continue to plan for the return to regular operations activities: In-person unit condition inspections continued in June; Signature requirements on certifications resumed in June; Property Management staff were onsite daily in June; Central Office staff returned to the office part-time in June. In addition, 5 properties are preparing for TDHCA physical inspections, and plans continue for transitioning the final 7 properties to the site-based model. |
| OPERATIONS & PROCUREMENT-NORA MORALES | |
| 1. | Property bulk trash is completed three times a week-Monday/Wednesday/Friday. We perform preventative building maintenance on Tuesday and Thursday, and recycle items picked up during bulk trash pick-up. Training new staff on equipment safety and route. |

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| 2. | All of the Procurement staff returned to the office to assist with the 25% staff return. We are in preparation of upcoming audit. |
| 3. | We support the agency and departments with completion of all projects. We are continuing to assist LILH with inspection preparation. We continue with the challenges of maintaining an aging fleet. We are working with Finance and the TMI Department with the new Yardi Procurement software implementation. |
| 4. | We have replaced the main drinking water fountains on each floor to "touch-free" water filling bottles. We placed social distancing decals on the floor to remind staff to be safe and take precautions as we all return to the central office. We continue to collaborate with all departments on their PPE needs. |
| 5. | We continue to explore online or virtual training possibilities to all OPS staff to enhance skills and become cross-trained. Prepping and having weekly meetings for the transition to the new Yardi software. We continue to build partnerships with new vendors to provide PPE. We make adjustments to the new normal of HACA Operations. We continue to operate peerlessly and electronically more now than ever before. |
| PLANNING & DEVELOPMENT-JIMI TEASDALE | |
| 1. | Working with all Maintenance and Mgmt. staff to support all actions now related to CLOSE OUT of winter storm response and repair efforts, with HACA Insurance representatives, including explanations of damage, repair options/strategies, Contractor selections, assignments, onsite inspections, repair quality, Site/Unit work scheduling, Staff and Resident support activities, and any other issues pertaining to HACA's insurance firm adjustors' reviews of the various claims. |
| 2. | Gained Board approval on P&D's first large size solicited project since the pandemic struck, for Roofing Replacements at Coronado Hills. All pre con meets and discussions to date have been held virtually. On site work to begin within a couple weeks, after submittal processes have been completed. |
| 3. | As of June 1, 2021, followed and monitored Return to Work guidance and compliance by all employees, now in a rotating schedule of 2-3 days a week IN THE OFFICE. |
| 4. | Performing our regular work of various project developments on all sites, including but not limited to: inspections at Chalmers, oversight for all ongoing large scale repairs and improvements, Lakeside elevator renovations, Northgate fire damage repairs, Unit modernizations, tub/shower replacements, water heater door replacements, hazmat projects, and reviewing options for additional roofing projects. |
| 5. | P&D's two UPCS/REAC trained inspectors completed reviews and pre-inspections of four developments, Rosewood, Salina, Santa Rita Courts, and Lakeside, to allow staff to prepare for their upcoming actual inspections, as required. Thorough lists of deficiencies and concerns were provided to the LIH department for prioritization and address. Post inspections, these staffers are now assisting with technical review responses regarding those findings. |
| QUALITY CONTROL-KELLY CRAWFORD | |
| 1. | In addition to the standard ways the Compliance has adapted to working from home, QC/Compliance is working on program planning for the RENT 3.0 program. |
| RAD-ANN GASS | |
| 1. | No new updates. |
| SOUTHWEST HOUSING COMPLIANCE CORPORATION-MICHAEL CUMMINGS | |
| 1. | In June, 40 Management and Occupancy Reviews (MORs) were scheduled and 34 were performed. No MORs were cancelled due to COVID related reasons. 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 continues to perform outreach to owner/agents each month to ensure the Owner/Agent can provide proper space for social distancing and will be encouraged to 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. Staff also indicate that they remain comfortable performing MORs with the necessary precautions. Additionally, all MOR staff report they have received at least one vaccination to date. We will continue to monitor state and local COVID-19 conditions to ensure a reasonably safe travel and performance environment. |
| 2. | SHCC has continued to meet all HUD Annual Contributions Contract (ACC) requirements and earned 100% of eligible fees with minor adjustments to systems related to work from home and COVID protocol. |
| 3. | SHCC continues to perform updates to its work in progress tracking systems (STARS) and overall policies and procedures to continue to prepare for the procurement of the SHCC contracts expected sometime in late 2021 or early 2022. |
| TECHNOLOGY MANAGEMENT & INNOVATION-ANDREA GALLOWAY | |
| 1. | Continued support of staff with their hybrid work needs – equipment and technical assistance. |
| 2. | Continued Cyber Security training and phishing tests. |
| 3. | Preparing workspaces for staff to return to the office. |
| 4. | Participating in RTO discussions. |
| 3. | On the hybrid work committee. |



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AUSTIN PATHWAYS REPORT FOR JUNE 2021 HACA RESIDENT AND CLIENT SUPPORT CENTER (HRCSC)

- We've seen a shift in calls from post-COVID emergency needs to more routine concerns and questions about how to reach a supervisor, a case manager or how to file a complaint.
- When residents call this summer, they can reach ACC IT interns to provide technical support. The Digital Inclusion team is also in Round 3 of K-12 Families HACA At-Home Learning surveys. As families adopt technology, their needs change. Calls to complete family assessments help identify potential paraeducator candidates and families who need paraeducator support.

The HACA Resident and Client Support Center is now a platform from which we can organize resident activities, gain insight, forge relationships and continue to build trust with residents!

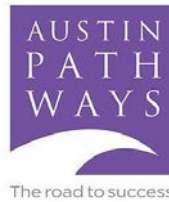
June highlights: Inbound calls for the HACA Resident and Client Support Center continued to slow. In June, 102 inbound calls were received. Calls generally fell into 3 categories:

- 1) Resident concerns related to other residents, parking passes, security and repairs
- 2) Request for rent and utility assistance
- 3) Calls from Section 8 residents.

Callers were referred to the RENT Assistance program. We also received a call or two daily from residents who just want to talk or have an ear for their concerns. We have approximately 10 residents who call every week, no fail. Over 1300 Outbound texts were made in June to notify residents that COVID-19 vaccines were on their way to residents living at HACA family properties including Shadowbend, Booker T. Washington, Thurmond, Bouldin, Manchaca Village, Manchaca II, Goodrich, Northgate and Georgian Manor. We also sent text messages to encourage residents to participate in upcoming summer programs for youth including the summer meal delivery program, the Boys and Girls Club transportation program for Georgian and Thurmond residents and the HealthStart Snack Science sessions.

Positive Impact

After text messages were sent to residents regarding the summer meal deliveries for children from the Central Texas Food Bank (CTFB), participation more than doubled at the Meadowbrook distribution site. In addition, the HealthStart program at Meadowbrook increased participation from 2 children to 14 after the text messages were sent out regarding the *Snack Science* program. HealthStart also capitalized on the outreach and subsequent increased participation in the CTFB summer youth meal program by conducting outreach for the *Snack Science* program while families were collecting their weekly meals.



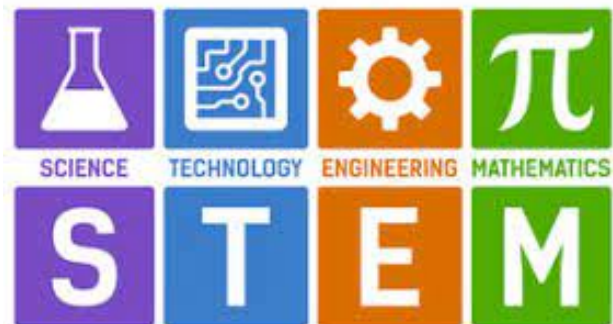
Housing Authority of the City of Austin

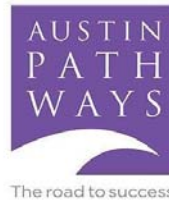
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AUSTIN PATHWAYS REPORT FOR JUNE 2021 HACA AT-HOME LEARNING PROGRAM

Austin Pathways is committed to support resident children and parents to experience success in both “teacher-led” and “student-led” learning. This Spring, AP team continues to address three goals:

- **Support Youth After School & Prevent Academic Slide.** (1) Communities in Schools (CIS) continues to meet with youth at HACA sites in June through “porch visits” as well as in the community room. CIS is also providing summer bridge services for this summer. (2) Boys and Girls Club is open at Meadowbrook with 30 youth participating; at Chalmers Courts with 25 youth, and at Booker T. Washington with 30 students. Priority is given to youth with working parents with high needs. The Clubs are open from 7:30am - 5:30pm, Mon - Fri. for the summer.
- **Ensure Family Homes and HACA Community Rooms can support remote learning.** (1) Staff investigated models and safety requirements to use community rooms as remote classrooms. Necessary space and adult supervision fits an afterschool program model most effectively. (2) We have engaged 40 residents certified as para-educators to provide remote support to HACA families. Certified Paraeducators are now working in schools and daycares. Others are addressing Covid19 learning loss for HACA students by working with partner programs this summer. In June, we started a new ACC technology and Para-educator certification course.
- **Provide Parents with Tools & Resources to Provide 1:1 In-Home Classroom;** Help Parents Continue to Work Remotely from Home as needed. (1) To secure affordable high-speed broadband access, we are developing a reimbursement program. Hotspot and laptop loans are delivered through a partnership with Austin Public Library; APL laptop/hotspot sets were provided to 40 parents at Georgian Manor, Thurmond and Rosewood Courts. Library services will be added at Thurmond in July. Secured T-Mobile hotspots @ discounted rate after testing at three sites. (2) A total of 86 devices were deployed to AISD parents and a new cohort of HACA Paraeducators; (3) 14 ACC IT interns and Ambassadors providing technical support and assistance. To ensure Paraeducators have a “living lab” reflecting the technology in HACA student homes, we continue to loan Chromebooks to Para-educator students through an agreement with KLRU. 4) With the City of Austin, AISD, STEM Network hosted an Emergency Broadband Convening with HACA nonprofit partners.





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AUSTIN PATHWAYS REPORT FOR JUNE 2021 SUMMER YOUTH PROGRAMS

| Partner/Program | HACA properties served | Dates | Additional Youth Served | Deliverables and Outcomes | Cost |
|---|--|--|---|--|----------|
| Communities in Schools -Smart Kids Summer Bridge Program. | BTW, Bouldin, Meadowbrook, Santa Rita (Chalmers) | May 15- August 15 | 60 students receive weekly support. 300 students receive enrollment support | Students show improvement in areas focused on SEL, growth mindset and academic engagement; 2.100% of CIS enrolled HACA families receive support in basic needs and school preparation and enrollment | \$48,750 |
| Boys and Girls Club - Rosewood, Thurmond, Northgate and Georgian students | Rosewood transported to BTW Club, bus from Thurmond, Georgian; and Northgate to Club at neighborhood school | Mon - Friday 7:30 am - 5:30 pm June - August 7th | 60 students receive daily club activities | Expands full-day BGC youth development programs to 15-20 Rosewood youth (at BTW) and 30-40 Thurmond, Northgate and Georgian youth (at Wooldridge Elementary) | \$65,500 |
| Health Start - Health Science, cooking and nutrition for resident children ages 3-12 | Shadowbend, Man V, Goodrich, Chalmers, Rosewood, Georgian, Northgate Coronado, Santa Rita, Bouldin and Meadowbrook | June 21st - August 6th 7-8 weeks, 2x a week, 14 lessons + 1 graduation | 100 students. | 1) Ensure that all children receive nutrition and wellness education. 2) Mitigate summer learning loss through engaging, science education | \$25,500 |
| Summer Youth Internship Program -Culminating event at Kalahari Resorts | Open to students at all HACA sites | June and July Students are serving in internships with Austin Non-profits | 7 students will participate in the "graduation event in August | Students will tour facility and learn about careers in the Hospitality industry | \$2,200 |
| BookSprings Direct - para-educators outreach to families to receive books by mail; | all properties with children and HCV families with Children | June 15 - August 2021 | 80 - 100 students | Reading groups for elementary, middle and high, online and in-person; Increased summer reading. | \$5,000 |

| | | | | | |
|--|--|--------------------|--|---|-----------------|
| create book clubs; reading activities | | | | Collaboration with local libraries | |
| Girl Scouts STEM Camps at sites | Bouldin, Shadowbend, Goodrich, Man V. Santa Rita, BTW, Northgate and Georgian | June-July | 80 students | STEM workshops for resident girls. | \$9,050 |
| Play to Learn -KLRU; Early Childhood Ed for 2-5 year olds and elementary age programs and Ready to Learn for 5-8 year olds | Open to students at all HACA sites | July and August | 20 pre- school students; 40 elementary age students; 20 parents | Technology/early education application and social media activities including social skills, gross and fine motor skills, language development, math and literacy skills. | \$40,000 |
| Collaboration between i-DADS and Any Baby Can for 2-gen programming: | Groups meet once per week for 3 weeks in July or August either in-person or remotely depending on safety. | July and August | 30 children; 15 parents | Parents learn skills to support their children in learning and are made aware of community supports available; Children have supportive experience in class activities and experience more support at home. | \$8,000 |
| Sylvan Learning Center | Open to students at all HACA sites | July-August | 25 - 50 students depending on course selected and whether in- person or online | Learning centers which provide personalized instruction in reading, writing, mathematics, study skills, homework support, and test preparation for college entrance and state exams. | \$20,000 |

Projected number of children/students served this summer*: **540**

**Approximately 100 additional students will be served at the Chalmers, Meadowbrook and BTW Boys and Girls Clubs this summer.*

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02710

ASSISTED HOUSING ITEM NO. 3.

MEETING DATE: July 15, 2021

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02710: Approval of the Emergency Housing Voucher Policy

BUDGETED ITEM: No

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02710: Approval of the Emergency Housing Voucher (EHV) Policy

SUMMARY

Background:

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program. The Housing Authority of the City of Austin received and accepted 242 Emergency Housing Vouchers. The attached proposed Emergency Housing Voucher policy will be included as a supplement to the Housing Choice Voucher Administrative Plan.

The unique features for the Emergency Voucher Program (EHV) are outlined below:

Four types of fees and funding allocated as part of the EHV program. (pages 2-3)

Preliminary fees support immediate start-up costs.

\$400 per EHV allocated to the HACA

Placement fees/expedited issuance reporting fees will support initial lease-up costs and the added cost and effort required to expedite leasing of EHVs:

\$100 for each EHV initially leased

Placement fees:

- \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or

- \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
 - **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (description of services page 4-6). The amount allocated is \$3,500 for each EHV allocated.

Memorandum of Understanding (MOU) with the Continuum of Care (CoC) (pages 7 -8)

PHAs that accept an allocation of EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV. HACA has entered into an MOU with the Ending Community Homelessness Coalition (ECHO).

CoC and Partnering Agency Referrals

The primary responsibility of the CoC or ECHO under the MOU is to make direct referrals of qualifying individuals and families to HACA. Additionally, the ECHO coordinates with other partner agencies to establish case management services for EHV participants.

Criminal Screening Criteria (page 12)

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

It is recommended that HACA not adopt any prohibitions beyond the mandatory denials for the EHV program.

Self-Certification at Admission (pages 13-14)

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission.

Housing Search assistance - PHA's are required to provide housing search assistance. (pages 16-17)

HQS Pre-inspections (page 17) - To expedite the leasing process, HACA may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

Payment Standards (page 20)

PHA's may establish payment standards between 90 and 120 percent of the published Fair Market Rent (FMR). The PHA may establish separate higher payment standards for EHV. In order to provide greater opportunity for EHV applicants to locate housing, it is recommended that HACA implement a higher payment standard for the EHV program at 120% of the current Fair Market Rents for the Austin metropolitan area.

PHAs may not project-base EHV; EHV are exclusively tenant-based assistance.

Process:

The Emergency Voucher Program starts on 7/1/2021. The EHV policy was established collaboratively with ECHO and other service providers, but given time constraints, we have not advertised for public comment. In September 2021, the HCV Admin Plan and Annual and 5-year plan will go out for public comment and the

EHV policy will be included.

Representatives from HACA, ECHO, other service providers, the City of Austin's Homeless Strategy Officer and City employees, have been meeting every Friday to discuss the Emergency Housing Voucher proposed policy. ECHO also sent a survey to homeless service providers and survey responses were considered with establishing coordinated entry referral priorities and the EHV policy.

The proposed Emergency Housing Voucher policy is included as attachment 1 and the Memorandum of Understanding with ECHO is included as attachment 2.

Staff Recommendation:

Staff is asking the Board of Commissioners' approval the Emergency Housing Voucher program policy.

ATTACHMENTS:

- ▣ **Attachment 1 Emergency Housing Voucher Policy**
- ▣ **Attachment 2 HACA MOU with ECHO**

RESOLUTION NO. 02710

WHEREAS, the Housing Authority of the City of Austin (HACA) is responsible for administering the Emergency Housing Voucher program; and

WHEREAS, the Department of Housing and Urban Development (HUD) requires Public Housing Authorities to establish and adopt Emergency Housing Voucher program policies as required under federal regulations; and

WHEREAS, the Housing Authority of the City of Austin entered into a Memorandum of Understanding (MOU) with the Ending Community Homelessness Coalition (ECHO) to establish a partnership for the administration of Emergency Housing Vouchers; and

WHEREAS, The Housing Authority of the City of Austin seeks to formally adopt the Emergency Housing Voucher policy that will be included as a supplement to the Housing Choice Voucher Administrative Plan; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin's Board of Commissioners approves and adopts the Emergency Housing Voucher policy that will be included as a supplement to the Housing Choice Voucher Administrative Plan.

PASSED, APPROVED AND ADOPTED this 15th day of July, 2021.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

The Housing Authority of the City of Austin

Temporary Policy Supplement (TPS)

Emergency Housing Voucher (EHVs) Policy

INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and HACA's policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other HACA programs or vouchers. The HACA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the HACA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHAs for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the HACA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the HACA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the HACA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHVs.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).

- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV's:
 - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting or as further defined by HUD.
 - Placement fees:
 - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
 - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
 - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
 - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
 - The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

HACA Policy

In coordination with the EHV participant, CoC case manager and HACA's representative, a customized service fee allocation plan will be created to help each EHV participant successfully obtain and retain housing. If funds are identified from another resource in the community that resource will be utilized with no duplication of assistance. Generally, the allocation for each participant will not exceed \$3,500. However, depending on the needs of individual participants and if funds are available, the service fee dollar amount could go above this amount on a limited basis. This would be approved on a case-by-case basis, not to exceed \$5,000 for any given EHV participant.

The eligible uses for service fees include the following and will be paid subject to funding availability.

Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and HACA forms, and helping to expedite the EHV leasing process..

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. HACA may assist the family with these expenses when other resources are unavailable.

Security deposit assistance. HACA may assist with the security deposit payment. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. Security deposit assistance will be for initial move-ins and paid directly to the owner on behalf of the family when other resources cannot. HACA will not provide security deposit assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do. The owner refunds the security deposit balance, after deducting any amounts for repairs, to HACA when the client vacates the unit in accordance with the terms of the lease.

Utility deposit assistance. HACA may provide utility deposit assistance for family's utility deposit expenses. Utility deposit assistance includes connection fees required for the utilities to be supplied by the tenant under the lease. HACA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family when other resources cannot. If paid to the family, HACA will require documentation the family paid the utility deposit. HACA will not require the utility supplier or family to return the utility deposit assistance to the HACA.

Utility arrears. Some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult to establish services for tenant-supplied utilities. HACA may provide the family with assistance to help address these utility arrears to facilitate leasing when other resources cannot.

Owner recruitment and outreach for EHV's. The HACA may use the service fee funding to conduct owner recruitment and outreach. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

Owner retention payments. HACA may make retention payments to owners that agree to renew the initial lease of an EHV family. Payments will be made as a single payment at the lease renewal upon receipt of a new 12-month lease. Owner retention payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable. Retention payments will equal \$1,000 per lease renewal. Retention payments are only paid at renewal of the first lease term and owners are not eligible for a second retention payment.

Risk mitigation funds. HACA may provide risk mitigation funds to owners who initially lease their units to EHV families. HACA may pay risk mitigation in cases where the security deposit is insufficient to cover the cost of damages and other amounts owed under the lease. Payment consideration will occur after receipt of the final itemized ledger and receipts for repairs made within 30 days of the date the tenant vacated the assisted unit. Owners are no longer eligible for risk mitigation funds upon renewal of the initial lease. Assisted units that are part of the CoC's partnership portfolio are not eligible for HACA's risk mitigation funds. Maximum risk mitigation payment amounts are as follows:

0-bedroom unit: \$500

1-bedroom unit: \$700

2-bedroom unit: \$1,000

3-bedroom units and larger: \$1,200

Moving expenses (including move-in fees and deposits). HACA may provide assistance for moving expenses when they initially lease a unit with the EHV program. HACA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do. HACA will reimburse families up to \$300 upon providing a receipt for the incurred cost when other resources cannot.

Tenant-readiness services. HACA may use services fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears. HACA may run full criminal background, rental, and credit history checks for adult family members at initial voucher issuance at a cost not to exceed \$50 per adult with the family member's permission.

Essential household items. HACA may use service fee funding to assist the family with the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries. Upon initial lease-up, HACA may provide \$200, payable to the EHV family, to purchase household items. This is only provided one-time to the family and not for subsequent moves.

Renter's insurance. HACA may assist the family with renters insurance not to exceed \$200 for one policy. HACA will not assist with this expense beyond the initial lease term.

Any services fee assistance returned to the HACA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the HACA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV.

HACA Policy

HACA has entered into an MOU with the Ending Community Homelessness Coalition (ECHO).

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the HACA and CoC.

HACA Policy

HACA may choose to enter into an MOU with other partnering agencies or add the agency to the MOU with ECHO if it deems necessary to effectively serve the homeless.

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referral partner must provide supporting documentation to the PHA verifying that the family meets one of the four eligible categories for EHV assistance.

HACA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the HACA. The CoC or other partnering agency must certify that the EHV applicants referred to HACA meet at least one of the four EHV eligibility criteria. The HACA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork.

As part of the MOU, the HACA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and other resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The HACA liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. The CoC will submit referrals in a timely manner and in a method and format defined in the MOU.

Offers of Assistance with CoC Referral

The HACA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the HACA's Emergency Transfer Plan (ETP) in Chapter 16.

The HACA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the HACA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the HACA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agency, HUD may permit the HACA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires the HACA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to HACAs operating the EHV program. Direct referrals are not added to the HACA's HCV waiting list.

The HACA must inform families on the HCV waiting list of the availability of EHVs by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

HACA Policy

HACA will inform the public and families on the HCV waiting list of the availability of EHVs by posting the information on the HACA website. The notice will:

- Describe the eligible populations to which EHVs are limited
- Clearly state that the availability of these EHVs is managed through a direct referral process
- Advise the family to contact the CoC or any other applicable HACA referral partner

The HACA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The HACA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring PHAs to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHVs available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

HACA Policy

The HACA has a preference for victims of domestic violence, dating violence, sexual assault, or stalking and a homeless preference for the HCV waiting list as outlined in Section 4-III.C. Local Preferences.

The HACA will refer any applicant on the waiting list who indicates they qualify for the HACA's VAWA preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV.

The HACA will refer any applicant on the waiting list that indicates they qualify for the homeless preference to the CoC. The CoC will determine whether the family is eligible for an EHV (based on the qualifying definition for EHV assistance for homelessness or another eligible category as applicable). The CoC will also determine if the family is eligible for other homeless assistance.

EHV Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

HACA Policy

No local preferences have been established for the EHV waiting list. The ECHO (CoC) or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the HACA.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the HACA verifying that the family meets one of the four eligible categories for EHV assistance. The HACA must retain this documentation as part of the family's file.

TPS-IV.C. HACA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, HACA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the HACA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

HACA Policy

HACA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms. The HACA will notify the family of the limited EHV grounds for denial of admission via email and mail.

Permissive Denial

Notice PIH 2021-15 lists permissive prohibitions for which the HACA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

HACA Policy

The HACA will not adopt any permissive prohibitions for the EHV program.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, HACA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the HACA's request.

HACA Policy

Any documents used for verification must not be damaged, altered, or in any way illegible.

HACA will consider self-certification the highest form of income verification at admission. HACA will request written third party verification if readily available in attempt to mitigate future material discrepancies.

HACA will accept third-party documents provided by applicants that represent the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the HACA's request. For example, a Supplemental Security Income (SSI) benefit letter that was issued in November 2020 to represent the applicant's benefit amount for 2021 and was provided to the HACA in September 2021 would be an acceptable form of income verification.

Printouts from webpages are acceptable documentation.

Any family self-certifications must be made in a format acceptable to the HACA and must be signed by the family member whose information or status is being verified. HACA will define its standard Certification Forms for new admissions as a format acceptable to the HACA.

The HACA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The HACA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income). The HACA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the HACA will terminate the family's assistance in accordance with the policies in Chapter 12.

Recently Conducted Income Determinations

HACAs may accept income calculations and verifications from third-party providers or from a certification or recertification that the HACA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial certification of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

HACA Policy

The HACA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the HACA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual certification the HACA must conduct the annual certification of income as outlined at 24 CFR 982.516 and HACA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to HACAs under this waiver and alternative requirement, the HACA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, HACA must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with HACA policies in Chapter 3.

If HACA later determines that an ineligible family received assistance, the HACA must take steps to terminate that family from the program in accordance with Chapter 12.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

HACA Policy

The HACA will accept self-certification and admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. HACA will verify SSN in EIV if the family is unable to obtain verification by the deadline and address material discrepancies as they arise. HACA will provide an additional 90-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation of eligible immigration status.

If the HACA determines that an ineligible family received assistance, the HACA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

HACA Policy

The HACA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the HACA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the HACA will verify the information in EIV or through other third-party verification method. The HACA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the HACA determines that an ineligible family received assistance, the HACA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.G. INCOME TARGETING

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and HACA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

HACA Policy

The HACA will include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. HACA policies on extensions as outlined in Section 5-II.E. will apply.

HACA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless HACA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

HACA Policy

As identified in the MOU between the HACA and CoC, the following housing search assistance will be provided to each EHV family:

HACA will:

- Conduct owner outreach in accordance with policies in Chapter 13
- Provide directions to potential units as part of the EHV briefing packet
- Expedite the EHV leasing process for the family and in accordance with policies in this chapter
- At least every 30 days, conduct check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date
- Assign a dedicated landlord liaison for EHV voucher families

HACA or the partner agency identified by the CoC will:

- Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods
- Provide transportation assistance to potential units
- Assist the family with the completion of rental applications and HACA forms

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

HACA Policy

To expedite the leasing process, HACA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family select a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, HACA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required initial or re-inspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of HACA's policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

HACA Policy

In addition to HACA'S policy on briefings described in Chapter 5, HACA will inform the family in writing that HACA will assist with moves under portability.

For limited English proficient (LEP) applicants, the HACA will provide interpretation services in accordance with the HACA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services to determine the appropriate assistance available to the family.

HACA Policy

For EHV families who are exercising portability, when HACA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the HACA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving HACA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV's, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV's, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The HACA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
 - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

HACA Policy

HACA will implement higher payment standards for EHV. The EHV payment standard will be set at 120% of the current Fair Market Rent (FMR) for the metropolitan area.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the HACA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family’s first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change.

HACA Policy

The HACA will not establish an alternative policy for increases in the payment standard. HACA policy in Section 11-III.B governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV to cease leasing any unleased EHV if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the HACA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHAs are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 4.

MEETING DATE: July 15, 2021

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

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

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Update on AAHC's acquisition and development programs.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02711

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 5.

MEETING DATE: July 15, 2021

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02711 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 (The Henderson on Reinli), Series 2021 (the “Bonds”); 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

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02711 providing for the issuance of its Multifamily Housing Revenue Bonds (The Henderson on Reinli), Series 2021 (the “Bonds”); 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.

SUMMARY

Background:

Austin Affordable Housing Corporation has been presented an opportunity to partner with LDG Development LLC. This property is set on a certain 2.74 acre tract of land located at 1101 Reinli Street, Austin, Texas 78723 in the Austin city limits. The project (The Henderson on Reinli) will consist of 306 family apartment units serving tenants with incomes between 50% and 70% Area Median Family Income (AMFI). The board has seen this project twice before: April 2020 for the Tax Credit Application Resolution and the Bond Inducement Resolution and then again June 2021 for the public hearing. The nearest properties in AAHC’s current portfolio Pathways at Coronado and the Estates at Norwood, both north of this property.

Process:

The development will use a mix of 4% tax credits and bonds to finance the construction with a total project cost of approximately \$80,250,000. The planned development will consist of 155 one bedroom/one bath

units and 151 two bedroom/two bath units. As with all AAHC properties, all units will be marketed to HACA’s Housing Choice Voucher families.

HACA, through its Public Facility Corporation, will issue tax-exempt bonds in an amount not to exceed \$45,000,000. Financing of the project will come from the following sources: Redstone will provide construction and permanent debt; PNC will provide equity and an equity bridge loan. In the January 30, 2019 HACA Board Work Session, the Board set out affordability goals for future acquisitions and developments for AAHC. By serving families with incomes 50% to 70% AMFI and below, The Henderson meets these targeted affordability goals.

| | | |
|-----------------|-------------------|-------------|
| Unit Breakdown: | 155 one br/one ba | 613 sq. ft. |
| | 151 two br/two ba | 817 sq. ft |

| | | |
|------------------|------------------|---------|
| AMI% Breakdowns: | 48 one br/one ba | 50% AMI |
| | 59 one br/one ba | 60% AMI |
| | 48 one br/one ba | 70% AMI |
| | 47 two br/two ba | 50% AMI |
| | 57 two br/two ba | 60% AMI |
| | 47 two br/two ba | 70% AMI |

Staff Recommendation:

Board approval will provide for the issuance of its Multifamily Housing Revenue Bonds (The Henderson on Reinli), Series 2021 (the “Bonds”); 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

RESOLUTION NO. 02711

RESOLUTION APPROVING ISSUANCE BY AUSTIN AFFORDABLE PFC, INC. OF THE AUSTIN AFFORDABLE PFC, INC. MULTIFAMILY HOUSING REVENUE BONDS (THE HENDERSON ON REINLI), SERIES 2021; 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 (The Henderson on Reinli), Series 2021 (the “Bonds”), pursuant to and in accordance with the terms of an Indenture of Trust (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee; and

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

WHEREAS, the proceeds of the sale of the Bonds will be used for the purpose of lending the funds to LDG The Henderson on Reinli, LP, a Texas limited partnership (the “Borrower”), to provide financing for the acquisition, construction and equipping of a multifamily rental housing development identified on Exhibit A of the Issuer Resolution located in Austin, Texas known as The Henderson on Reinli (the “Project”), 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 Bonds 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 Bonds 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.

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 15th day of July, 2021.

Chairman

ATTEST:

Secretary

EXHIBIT A

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02712

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 6.

MEETING DATE: July 15, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02712 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Scofield Park 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. 02712 authorizing the Authority to take the following actions with regard to the Scofield Park 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 Community Development Trust, (CDT), to purchase a 486 unit apartment complex called the Scofield Park Apartments. The complex is located at 2601 Scofield Ridge Parkway, Austin, Texas 78727. The property is a 2000 construction asset and is located near the key Austin arterial of North Mopac.

AAHC’s proposed partner, CDT, prides itself on long-term preservation of workforce housing. Together, AAHC and CDT have purchased five other assets totaling 1,716 units. AAHC is working with Joe Riley, President and CEO and Michael Lear, Head of Acquisitions.

The Scofield Park Apartments sits on 26.37 acres. Some of the property amenities include two sparkling swimming pools with lounge seating and a poolside cabana, outdoor kitchen with two gas grills, 24-hour athletic center, an elegant clubhouse with entertainment spaces and a big screen TV and two large dog parks with agility equipment, package lockers and a spacious private business center. All units come with full size washer and dryers. Other amenities include a large game room and private pet yards. The property feeds into

Parmer Lane and Northwest Elementary Schools, Westview Middle School and John B. Connally 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 and rents currently range from \$1,023 for a one bedroom to \$1,647 for a three bedroom.

| | |
|----------------------|---------------------------------------|
| 265 1-bedroom/1-bath | 650 square feet to 783 square feet |
| 57 2-bedroom 1-bath | 938 square feet to 985 square feet |
| 146 2-bedroom/2-bath | 1,093 square feet to 1242 square feet |
| 18 3-bedroom/2 bath | 1,344 square feet |

Process:

The purchase price for the Scofield Park Apartments will not exceed \$105,000,000. CDT will be investing approximately \$33MM as a down payment. In addition, CDT will place an additional \$2,400,000.00 for future capital needs. Fannie Mae or Freddie Mac will carry the debt in an amount not to exceed \$85 MM at an approximate rate of 3.755%. AAHC will have the option to participate in the equity requirement in an amount not to exceed \$2,000,000. The property will provide 50% of the units to residents earning less than 80% of the area median income with 10% of the units serving 60% of the area median income and open to HACA's Housing Choice Voucher Program. Apartment Management Professionals will manage the property.

Staff Recommendation:

Board approval will authorize the Authority to take the following actions with regard to the Scofield Park 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. 02712

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF AUSTIN TO TAKE THE FOLLOWING ACTIONS WITH REGARD TO THE SCOFIELD PARK 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 entered into a certain purchase contract for the acquisition 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 CDT AAHC Scofield Park, LLC, a Texas 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 AAHC’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 15th day of July, 2021.

ATTEST:

Chairman

Secretary