

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, October 21, 2021

12:00 PM

HACA Central Office

**1124 S. Interstate Highway 35
Austin, TX**

and

Via Zoom

<https://bit.ly/3aFdoEl>

Meeting ID: 857 7753 1003; Passcode: 350163

**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**

HACA Central Office
1124 S. Interstate Highway 35, Austin, TX

and

Via Zoom
<https://bit.ly/3aFdoEl>
Meeting ID: 857 7753 1003; Passcode: 350163

**Thursday, October 21, 2021
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

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

Public Hearing (Note: There will be a three-minute time limit) to accept public comment on:

The proposed El Prado at Estancia development

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minute Summary for the Board Meeting held on September 16, 2021

ACTION ITEMS

2. Presentation, Discussion, and Possible Action Regarding Resolution No. 02723: Approval of Contract Renewal for Family Eldercare to continue to provide resident services coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place
3. Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year Ending March 31, 2021
4. Presentation, Discussion and Possible Action on Resolution No. 02720: Approving a revision to HACA's Investment Policy
5. Presentation and Discussion of Proposed Changes to the Housing Choice Voucher Program Administrative Plan
6. Presentation and Discussion of the Draft 2022 Public Housing Authority (PHA) Annual Plan
7. Presentation, Discussion and Possible Action regarding Resolution No: 02715: Approval of the Revisions to the Personnel Policies and Procedures Manual of the Housing Authority of the City of Austin
8. Presentation, Discussion, and Possible Action on Resolution No. 02716 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") appointing Officers of the Authority
9. Update on AAHC's acquisition and development programs
10. Presentation, Discussion, and Possible Action on Resolution No. 02717 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the

following actions with regard to the Bridge at Goodnight Ranch (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

11. Presentation, Discussion, and Possible Action on Resolution No. 02718 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Lucent Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution
12. Presentation, Discussion, and Possible Action on Resolution No.02719 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Ribelin 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
13. Presentation, Discussion, and Possible Action regarding Resolution No. 02721: Awarding a Renewal Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234
14. Presentation, Discussion, and Possible Action Regarding Resolution No. 02722: Awarding a Renewal Contract for Agency Wide Trash Disposal & Recycling Services

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

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 este 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 x 2104, for additional information; TTY users route through Relay Texas at 711.

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

MEETING DATE: October 21, 2021

STAFF CONTACT: Suzanne Schwertner, Director of Development

ITEM TITLE: Public Hearing on the proposed El Prado at Estancia development

BUDGETED ITEM: No

TOTAL COST: N/A

SUMMARY

Background:

El Prado at Estancia is a 318-unit proposed new construction project in partnership with NRP Group located at the northeast corner of Estancia Parkway and Avenida Mercado Street (aka 1100 Avenida Mercado Street, Austin, Texas 78748) This property will be affordable to residents earning 60% AMI and below and will have a 1-, 2-, 3-, and 4-bedroom units.

ATTACHMENTS:

- ▣ **Map of El Prado at Estancia**



El Prado at Estancia— NEC Estancia Pkwy & Avenida Mercado



Union Creek
Parkway

FM 1327

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: October 21, 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 September 16, 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 September 16, 2021.

ATTACHMENTS:

- ▣ **20210916 HACA Minutes Summary**

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

September 16, 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, SEPTEMBER 16, 2021, AND WAS HELD AT 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 September 16, 2021, to order, at 12:18 p.m. The meeting was held at 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 IN ATTENDANCE:

N/A

STAFF PRESENT ON THE CALL:

Andrea Galloway, Barbara Chen, Barbara Jackson, Leilani Lim-Villegas, Michael Gerber, Nidia Hiroms, Pilar Sanchez, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

CITIZENS COMMUNICATION

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

Mary Aleshire, Gaston Place resident, spoke on the Citywide Council Resident Election process.

Rosa Flores, Section 8 resident, expressed her dissatisfaction with her Section 8 caseworker and asked that her file be reviewed to determine if there are other programs that she could benefit from. She doesn't feel that she has been given access to all of the resources she is eligible for in order for her to successfully transition to self-sufficiency. **Lisa Garcia**, HACA Vice President of Assisted Housing met with her directly after her testimony.

Presentation on the Emergency Rental Assistance Program

Pilar Sanchez, HACA Vice President of Austin Pathways, reported that HACA has partnered with the City of Austin to administer the City's funds from the Department of Treasury to provide rent relief to Austin renters. HACA has completed the 3rd iteration of the program, RENT 3.0. HACA is now administering the RENT 4.0 iteration of the program.

Update on the medical and dental clinic to operate at Chalmers East

Ms. Sanchez also reported that HACA has partnered with CommUnity Care Health Centers and Central Health to bring dental and medical services to HACA residents and the surrounding neighborhood. HACA has agreed to cover 1/3rd of the cost to build out the clinics (not to exceed \$500,000), and the other two agencies have committed to each also contribute 1/3rd of the costs. The clinic will be operating at Chalmers East.

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 July 15, 2021

The Minutes should be corrected to reflect that 2nd Vice-Chairperson Apostolou called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of July 15, 2021, to order. Vice-Chairperson Bailey moved the Approval of the Board Minutes Summary for the Board Meeting held on July 15, 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

The Austin Pathways staff reported the Client Support Center continues to operate, however, the volume of calls has decreased over time. As reported previously, there has been 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. Calls generally fell into 3 categories:

Resident concerns related to other residents, parking passes, security and repairs
Request for rent and utility assistance
Calls from Section 8 residents

When residents call, they can reach ACC IT interns to provide technical support. The Digital Inclusion team is also in Round 4 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 Para-educator support.

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

In August, the Bringing Health Home Team focused efforts on building partnerships to facilitate successful vaccination events, completed the first round of our CVS "Project Health" clinics, and completed our participation in the North Loop Digital & Health Equity project.

With regards to vaccinations, the Bringing Health Home team coordinated and supported another successful vaccine event at Meadowbrook Apartments with A New Entry and Austin Public Health. Out of the 34 resident participants, 29 were vaccinated. Additionally, HACA distributed over \$1,000 in gift cards to residents for either vaccinating or winning the raffle for participating in the HACA health fair.

Additionally, the Bringing Health Home Team, in partnership with CVS, were able to wrap-up the first round of free health screenings through their "Project Health" programming. Through events at 9 different properties, CVS was able to offer screenings, consultations, and "Health Access Plans" to 158 unique residents. These services will continue into the Fall with planned events at all 18 properties over multiple visits and months. The programs intent is to serve not as a diagnostic, but as an opportunity to begin conversations around health and see to it that people access clinical care.

The Bringing Health Home Program, since May, was able to deliver 75 "Community Connections" surveys, 18 Wellness Assessments, and 25 "PHQ-9 surveys" (designed to assess mental health) while also being present to meet the social service linkage needs of residents 2 full days a week.

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02713: Approving Write-off of the Uncollectible Accounts of Vacated Tenants

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of housing authorities to approve LIPH bad debt write-offs for tenants who no longer live at these properties. The amount reflects amounts due by tenants who moved out LIPH on or before June 30, 2021.

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

Commissioner Duncan-Hall moved the Approval of Resolution No. 02713: Approving Write-off of the Uncollectible Accounts of Vacated Tenants. 2nd **Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 02714: Relocation Services for Rosewood Courts

To complete the redevelopment of Rosewood Courts, HACA will apply for 4%, non-competitive, low income housing tax credits through the Texas Department of Housing and Community Affairs (TDHCA) in the next cycle (2022). The redevelopment of Rosewood will involve demolition of the existing buildings and the construction of a new, larger property with additional units, preservation units and modern amenities in its place. This will significantly improve the quality of life for the residents of Rosewood Courts and allow HACA to provide more affordable housing by increasing density.

In order to complete this redevelopment, residents must relocate from Rosewood Courts for 14-18 months. Rosewood residents will relocate primarily to the newly redeveloped Chalmers Courts West, a newly-constructed, 156-unit property that is located down the street from Rosewood Courts. This will minimize the disruption and inconvenience to residents by allowing them to stay in their neighborhood, close to schools, places of worship, doctors, etc.

In order to implement this plan in compliance with all the federal regulations outlined in the Uniform Relocation Act (URA), HACA procured CVR (CVR) to provide these services. The contract amount for this work will be negotiated based on their scope of work and the relocation plan and will not exceed \$275,000.

Staff found CVR to have exemplary experience and knowledge of the regulations, as well as extensive reporting and tracking capabilities. They also share HACA's commitment to the utmost care and respect for the residents we serve. CVR has successfully relocated our Scattered Sites homes, Chalmers East and West residents and have managed to stay under budget on all involved projects.

2nd Vice-Chairperson Apostolou moved the Approval of Resolution No. 02714: Relocation Services for Rosewood Courts be awarded to CVR in an amount that will not exceed \$275,000. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

EXECUTIVE SESSION

The Board did not recess into Executive Session.

REPORTS

The Board accepts the following reports from the President:

Mike Gerber, HACA President & CEO reported:

- The next Board Meeting will be held on October 21st. There will be an Audit and Budget Meeting as well.
- The Search Committee for the NAHRO Executive Director will be held October 20th and 21st.

Sylvia Blanco, HACA Chief Operating Officer, reported:

- HACA is in the process of bringing back a Security Coordinator position to assist the properties due to the increase in crime.

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

The meeting adjourned at 3:09 p.m.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02723

AUSTIN PATHWAYS

ITEM NO. 2.

MEETING DATE: October 21, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action Regarding Resolution No. 02723: Approval of Contract Renewal for Family Eldercare to continue to provide resident services coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place

BUDGETED ITEM: Yes

TOTAL COST: \$122,624

ACTION

The HACA Board is being asked to approve contract renewal of Family Eldercare.

SUMMARY

Background:

HACA has contracted with Family Eldercare (FE). FE has consistently met or exceeded their contract outcomes each year. Although 2020-2021 was significantly impacted by the COVID-19 pandemic, FE pivoted their resident services following CDC and APH guidance, and still met or exceeded the contracted outcomes.

Process:

Family Eldercare contract renewal to continue to provide resident services coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place. Updated contract has additional COVID-19 protocols.

Staff Recommendation:

Staff recommends that Family Eldercare be awarded the contract to provide service coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place.

ATTACHMENTS:

- ▣ **2020 Family Eldercare Contract**

RESOLUTION NO. 02723

WHEREAS, HACA is a public body corporate and politic, duly organized and validly existing and in good standing under the laws of the State of Texas and currently engaged in such business as defined in the Housing Authorities Law in the Local Government code of the State of Texas, including the services of providing decent, safe and sanitary housing to the residents of its facilities, low income families, the elderly, the handicapped and the disabled;

WHEREAS, HACA is committed to resident self-sufficiency, quality of life, and educational success and as such promotes programs focused on workforce development and adult education, health and wellness, aging in place, safety and youth enrichment.

WHEREAS, HACA requires a firm with a proven history of effective service coordination and case management services to assist elderly and/or disabled residents at its four elderly/disabled public housing developments to age in place in their communities;

WHEREAS, Contractor has provided such services for HACA since 2009 and has worked jointly with HACA to continuously develop and refine the program and to raise funds and solicit grants for its continuation;

WHEREAS, HACA in order to obtain the required services abiding by HUD procurement regulations, issued a Request for Proposal, HACA-13-P-0184 inviting proposals from service providers offering to perform the specified work; and

WHEREAS, HACA had only one respondent to its RFP, which was Family Eldercare, whose proposal was evaluated in accordance with the evaluation criteria stated, and who was determined to be a high quality and responsive bidder;

WHEREAS, the Contractor has represented that it is duly qualified and capable of fulfilling all requirements as set forth in this Contract and is willing to provide the necessary goods and services as established herein.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approves the renewal of the Family Eldercare contract from October 1, 2021 through December 31, 2022 in the amount of \$122,624.

PASSED, APPROVED, AND ADOPTED this 21st day of October 2021.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

CONTRACT AGREEMENT

This Contract is between the Housing Authority of the City of Austin having its principal place of business at 1124 S. IH-35, Austin, Texas 78704 (hereinafter referred to as "HACA") and Family Eldercare, a Texas non-profit corporation, having its principal place of business at 1700 Rutherford Lane, Austin, Texas 78754 (hereinafter referred to as "Contractor"). This Contract is effective the day upon which both parties have signed the Contract.

WHEREAS, HACA is a public body corporate and politic, duly organized and validly existing and in good standing under the laws of the State of Texas and currently engaged in such business as defined in the Housing Authorities Law in the Local Government code of the State of Texas, including the services of providing decent, safe and sanitary housing to the residents of its facilities, low income families, the elderly, the handicapped, and the disabled;

WHEREAS, HACA is committed to resident self-sufficiency, quality of life, and educational success and as such promotes programs focused on workforce development and adult education, health and wellness, aging in place, safety and youth enrichment.

WHEREAS, HACA requires a firm with a proven history of effective service coordination and case management services to assist elderly and/or disabled residents at its four elderly/disabled public housing developments to age in place in their communities;

WHEREAS, Contractor has provided such services for HACA since 2009 and has worked jointly with HACA to continuously develop and refine the program and to raise funds and solicit grants for its continuation;

WHEREAS, HACA in order to obtain the required services abiding by HUD procurement regulations, issued a Request for Proposal, HACA-13-P-0184 inviting proposals from service providers offering to perform the specified work; and

WHEREAS, HACA had only one respondent to its RFP, which was Family Eldercare, whose proposal was evaluated in accordance with the evaluation criteria stated, and who was determined to be a high quality and responsive bidder;

WHEREAS, the Contractor has represented that it is duly qualified and capable of fulfilling all requirements as set forth in this Contract and is willing to provide the necessary goods and services as established herein.

NOW, THEREFORE, in consideration of the foregoing mutual promises, the parties agree to the following:

1. CONTRACTOR'S DUTIES:

- (a) Scope of Services. The Contractor shall furnish all necessary services, labor, materials, tools, equipment and transportation for proper performance of work in accordance with the following documents, which are incorporated by reference into this Contract:

- (1) This Contract.

(2) Negotiated Terms, Attachment A hereto.

(3) HACA's Key Use & Space Use Agreement, as applicable, Attachment B hereto.

(4) Contractor's original program proposal

In the event of conflict between this Contract Agreement and the incorporated documents, this Contract Agreement shall be primary, followed by the Negotiated Terms. HACA's Contracting Officer shall resolve any disagreements.

- (b) Supervision. At all times during performance of this Contract and until the work is completed and accepted, the Contractor shall directly supervise the work or assign and have on the work site a competent superintendent who is satisfactory to HACA and has the authority to act for the contractor.
- (c) Confidential Records. Monthly, semiannual, annual and/or ad-hoc reports and Contractor's records regarding its work under this Contract are confidential information, designated confidential to protect the privacy rights of HACA residents. Contractor agrees that this and any additional information designated as confidential by the HACA regarding Contractor's activities will be treated in full confidence and will not be revealed to any other persons, firms and/or organizations without prior approval of HACA, except as required by law. Contractor further agrees to notify HACA immediately if it receives a request for confidential information from any source.
- (d) Background Checks. The Contractor warrants that it is supplying employees/volunteers who have passed a background check(s). The Contractor warrants that its background check will include a screening of employees/volunteers for a professional background search, drivers' license search, and national sex offender search.
- (e) Contractor Liability. The Contractor shall be responsible for any and all damages, claims, charges, and costs whether tangible or intangible to persons or property that arises out of or relate to the performance of the Contractor or any other persons/entities under the Contractor control or direction under the Contract.
- (f) Contractor Covenant. The Contractor covenants and agrees to comply with all federal, state, and local statutes/regulations relating to ensuring proper safety and health precautions are taken to protect the work, the workers, the public and the property of others.

2. **HACA'S DUTIES:** HACA agrees to the following over the life of the Contract.

- (a) To provide Contractor's staff access to the assigned HACA community room(s) with building alarm codes and building keys, as applicable. Access will be provided so that coordinated activities for residents can be conducted.
- (b) To provide office space that ensures privacy for Contractor's Service Coordinators at the assigned HACA properties.

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3. **TERM:** The term of this Contract is one year, commencing on October 1, 2020.
4. **INDEMNITY:** The Contractor shall indemnify and hold harmless HACA from any and all liability, loss, charges, costs, fees or damages HACA may suffer as a result of claims, demands, causes of actions, in equity or at law, lawsuits, administrative actions or judgments against HACA arising out of or related to: (1) the performance of the Contract by the Contractor; or (2) the performance of the Contract by persons under the Contractor's control or direction. Contractor agrees to provide a defense for HACA at the Contractor's expense including without limitation, any and all attorney fees, court costs or other fees or costs associated with administrative actions, claims, demands, litigation, mediation, arbitration or the like. HACA, to the extent allowed by the Texas Constitution and Texas Law shall defend, indemnify, and hold harmless the Contractor, its officers, officials, employees, and volunteers, from any and all claims, injuries, damages, losses, or suits including attorney fees arising out of or resulting from the acts, errors, or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Contractor.
5. **COMPLETION OF WORK:** The Contractor shall complete all work required within the time frames specified in the Contractor's Plan for Service attached to this Contract.
6. **INDEPENDENT CONTRACTOR:** HACA shall have no responsibility or obligation for worker's compensation, taxes or withholding, benefits or insurance for Contractor's employees. HACA shall have no responsibility for supervision or control over details of Contractor's work.
7. **RIGHT TO INSPECT AND ACCEPTANCE OF WORK:** The Contractor shall perform inspections to ensure that all work is subject to HACA inspection at all places and all reasonable times before acceptance to ensure strict compliance with the terms of the Contract. If any of the supplies or materials does not conform to Contract requirements, HACA shall have the right to cancel and return the order, at Contractor's expense or determine if items can be utilized and possibly negotiate a fair unit price change with the Contractor.
8. **SUBCONTRACTING:** The Contractor shall not subcontract all or any portion of this Contract without the written consent of HACA.
9. **INSURANCE:** Before commencing work, Contractor shall require its carrier to place HACA on its insurance policy as an additional insured and provide HACA with Certificates of Insurance, from an insurance company authorized to do business in the State of Texas, certifying that Contractor, and HACA, as an additional insured, is covered by commercial general liability insurance with bodily injury and property damage in a minimum amount of \$500,000 per occurrence and that Contractor is covered by automobile liability insurance in the minimum amount of \$500,000 per occurrence. Additionally, the Contractor shall obtain Worker's Compensation insurance in accordance to State law.
10. **WARRANTIES:** Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything



appurtenant thereto. Contractor warrants and affirms that all goods and services provided in the performance of this Contract shall be free of defect.

11. **INTEREST OF HACA MEMBERS:** No member, officer or employee of HACA and no other public official of such locality who exercises any functions or responsibilities with respect to HACA, shall during his/her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
12. **NO SMOKING POLICY:** Effective September 1, 2015, each of HACA's public property sites is a smoke-free zone. Smoking is strictly prohibited in all areas inside and outside of the HACA properties, buildings, dwelling units and construction sites. Smoking is prohibited on the grounds and common areas, including lawns, parks, courtyards, walkways and parking lots. Smoking will only be permitted in designated areas. Contractor is required to inform all of its employees, agents and representatives of the HACA smoke-free policy and take all necessary steps to ensure the policy is met. Smoking outside of the designated area at a HACA public housing property by a contractor's employee, agent or representative is considered a breach of this contract. For the purposes of this policy, HACA defines smoking in the following manner: SMOKING means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, e-cigarette, pipe, weed, plant, or other combustible substance in any manner or in any form.
13. **EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, gender identity and sexual orientation. The Contractor will take affirmative action to insure the applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, disability, age, gender identity and sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other form of compensation; and selection for training, including apprenticeship.
14. **SECTION 3 REQUIREMENTS:** The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12, U.S.C. 1701u (Section 3), in accordance with the Section 3 clauses set forth at 24 CFR 135.38. The Section 3 clause, 24 CFR 135.38, is attached as "Exhibit A" hereto, and incorporated herewith.
15. **EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS:** HACA or its duly authorized representatives shall, for three (3) years after the expiration of this Contract, shall have access to and the right to examine the Contractor's books, documents, papers, or other records involving transactions related to this Contract for the purpose of making audit, examination, excerpts, copies, and transcriptions.
16. **COMPENSATION:** HACA shall compensate the Contractor in the amounts specified in the Negotiated Terms. Contractor should allow a minimum of 30 days after submitting invoices for payment to allow quality inspection and verification of 100% completion of work submitted for payment.



17. **ASSIGNMENT:** Contractor agrees and covenants that no portion of the Contract may be assigned for any reason without prior written permission of HACA.

18. **FIRMS INELIGIBLE TO RECEIVE STATE OR FEDERAL GRANTS OR LOANS, OR RECEIVE PAYMENTS ON HACA CONTRACTS:**

(a) A child support obligor who is more than 30 days delinquent in paying child support and the business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to:

(1) Receive payments from state or federal funds under a contract to provide property, materials, or services;

(2) Receive a state or federal-funded grantor loan.

(b) A child support obligor or business entity ineligible to receive payments under Subsection (a) remains ineligible until:

(1) All arrearages have been paid, or;

(2) The obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

(c) A bid or an application for a contract, grant or loan paid from state or federal funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application.

(d) The vendor or applicant certifies that the individual or business entity named in the contract, bid or application, is not ineligible to receive the specified grant, loan or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certificate is inaccurate.

(e) If HACA determines that an individual or business entity holding a HACA contract is ineligible to receive payment under subsection (a), the contract may be terminated.

(f) If the certificate required under subsection (d) is shown to be false, the vendor is liable for HACA's attorney fees, costs necessary to complete the contract, including cost of advertising and awarding a second contract, and other damages provided by law or contract.

(g) This section does not create a cause of action to contest a Bid or award of a HACA contract.

19. **INTELLECTUAL PROPERTY:** In this Agreement, "Intellectual Property" means any ideas,

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discoveries, inventions, applications for patents, patents, designs, and copyrightable works. Unless otherwise identified in writing, Intellectual Property remains in the possession of the Independent Contractor. The independent Contractor will provide HACA with access to Intellectual Property at no additional expense to HACA, as it relates to the implementation of the Service Coordination program at HACA properties.

20. NONDISCLOSURE:

- (a) "Confidential Information" means all information and material that either: (i) is expressly identified as "confidential" or "proprietary;" or (ii) relates to HACA's business, operations, assets, financial condition, and affairs, including any technical information, capacity, material requirements, data, designs, drawings, proposals, trade secrets, business methods, names of customers and vendors, marketing plans, computer software (proprietary or otherwise), or price information.
- (b) While performing the Services, the Independent Contractor may have access to Confidential Information. Nothing in this Agreement grants any rights to HACA's property to the Independent Contractor. The Independent Contractor will protect the information and treat it as strictly confidential. The Independent Contractor will not disclose Confidential Information to any third-party individual, corporation, or other entity without HACA's prior written consent. The Independent Contractor, for a period of 2 years from the date of disclosure of the Confidential Information, will maintain the Confidential Information in strict confidence and will not, directly or indirectly, use any Confidential Information except as permitted by this Agreement. This nondisclosure provision survives any termination or expiration of this Agreement for any reason.
- (c) The Independent Contractor does not breach this Agreement if he/she discloses or uses Confidential Information under the following circumstances: (i) The information is required by law to be disclosed; (ii) HACA gives express written authorization permitting disclosure; or (iii) the information is or becomes public through no fault of the Independent Contractor. The Independent Contractor has the burden of proving any of the exceptions listed in this Section 18.

21. CANCELLATION: HACA reserves the right to cancel this entire Contract if the Contractor fails to perform in accordance with the terms and conditions of this Contract or for any other just cause. If Contractor's services fail to meet the specifications contained herein (including attachments) HACA shall call upon the Contractor to make immediate and satisfactory adjustments and corrections to rectify the problem; failure to do so will be cause for the HACA to cancel this entire Contract or any portion thereof in addition to any other legal rights the HACA may claim. HACA reserves the right to cancel without prior notice if it is determined that the health, safety or welfare of the residents or other persons are at risk.

HACA reserves the right to cancel this Contract for convenience upon 30-calendar day's written notice to the Contractor. The notice shall be effective three (3) days after the posting date with the U.S. Postal Service. The notice shall be hand delivered or sent to the last known address of the Contractor by certified mail, return receipt requested.

16/11

The Contractor reserves the right to cancel this entire Contract if HACA fails to perform in accordance with the terms and conditions of this Contract or for any other just cause. If HACA obligations fail to meet the specifications contained herein (including attachments) Contractor shall call upon HACA to make immediate and satisfactory adjustments and corrections to rectify the problem; failure to do so will be cause for the Contractor to cancel this entire Contract or any portion thereof in addition to any other legal rights that Contractor may claim. Contractor reserves the right to cancel without prior notice if it is determined that the health, safety or welfare of the residents or other persons are at risk.

22. GOVERNING LAW: This Contract shall be construed under and in accordance with the laws of the State of Texas. The laws of the State of Texas shall govern its validity and the interpretation of its terms. If any provisions of this contract are determined to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms and conditions hereof shall remain in full force and effect.

23. LEGAL CONSTRUCTION: In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

24. DISPUTES: It is HACA's policy to resolve all contractual issues informally at the HACA level, without litigation. All claims by Contractor relating to the performance of this Contract shall be submitted in writing to the Contracting officer or designee, who shall issue a written decision on the matter. When appropriate, HACA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. If necessary, the parties may use mediation.

25. CONTRACTING OFFICER: For purposes of this Contract, the Contracting Officer for HACA or his/her designated representative shall be named in writing, and provided to the Contractor, as needed.

In witness whereof, the parties hereto have caused this contract to be executed by the following parties this first day of October 20 20:



**President & CEO
Housing Authority of the City of Austin
1124 S. IH-35
Austin, Texas 78704**



**Kent Herring
Chief Executive Officer
Family Elder are
1700 Rutherford Lane
Austin, Texas 78754**



Exhibit A to Contract between HACA and ("Contractor")
Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Received: HACA

Contractor:

Contract# CD16-FE1

Family Eldercare

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

Amount of Contract: \$120,219 per year

4) Negotiated Terms:

Contractor's Scope of Services - The Contractor shall furnish all necessary, labor, materials, tools, equipment and transportation necessary for proper performance of the work, as outlined below, beginning October 1, 2020 and ending September 30, 2021, based on continued funding availability.

In the event of a local, national or global pandemic or emergency, at the recommendation of the local health authority or agency discretion, the existing programming may move to virtual formats where and while appropriate with approval of your contract manager. Virtual modality may continue as needed provided that all program responsibilities are met per the signed Agreement and performance is not negatively impacted. Once city and/or state mandates end, the agency will return to the initial intent of the programming.

Definitions:

Eligible Residents: Persons served under this agreement must be a current resident of the identified properties. The Contractor is obligated to give priority for service coordination and case management services to residents age 55 and above. Non-elderly residents will be provided supportive counseling and referral as allowed.

Elderly/Disabled Public Housing Developments: Lakeside Apartments, North Loop Apartments, Gaston Place Apartments, Salina Apartments. Residents of other HACA properties are served by the Pathways Contract Floating Service Coordinator as long as that contract remains in effect. If the Pathways Contract is terminated, service terms to residents of Salina Apartments and Rosewood Apartments will be re-negotiated.

Service Coordinator: Provides information and referrals to residents in a community who need supportive services to maintain self-sufficiency. Service coordinators for adults who are elderly or disabled specialize in helping resident's access supportive services to allow them to maintain their independence and remain in their homes and avoid premature admission to more costly institutionalized care. The Service Coordinator functions as an advocate, case manager, counselor, community builder, and educator.

Service Coordination Program: A program that facilitates aging in place through needs assessments, service coordination, short term case management, promoting resident education and skills through evidence-based educational seminars, promoting resident engagement in community and leadership opportunities. The goals of the Service Coordination program are to ensure that the resident's basic needs are met, that they are safe from harm, and that they are able to thrive in a supportive community and maintain a quality of life as they age in place.

RAD/Property Redevelopment: The Rental Assistance Demonstration (RAD) program is a tool provided by the U.S. Department of Housing and Urban Development (HUD) to public housing agencies like HACA make upgrades to housing properties and improve residents' lives.

The Resident Protection Team (RPT) was formed by HACA to provide personalized support and to ease resident anxiety throughout the relocation process.

Healthy Connections Programming (formally Living Well!): HACA and Contractor have a Memorandum of Understanding in effect (4/22/2014) that allows for the provision of healthy aging programs and transportation to residents of the Elderly/Disabled housing properties. They are scheduled in response to the needs and

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interests of residents, to address factors that impact premature institutionalization such as falls and mobility and chronic diseases. These programs will be supplemented with regularly scheduled classes and activities that promote health and wellness, encourage learning and offer opportunity for socialization and recreation. These services are supervised by Family Eldercare. Provision of Healthy Connections programs is not guaranteed and may be limited by availability of funding.

Contractor agrees to provide the following over the life of this agreement:

A. Personnel:

1. The Contractor will provide three employees to perform the functions of Service Coordinator for the designated HACA properties (Lakeside, North Loop, Gaston Place and Salina). The current funds available through Family Eldercare to support the work are equivalent to approximately one and a half full-time employees. The Contractor may combine staff efforts of staff performing under this contract with staff efforts of staff performing under the Pathways contract for complex cases with time sensitive needs (Ex: Bed bugs, eviction prevention, housekeeping assistance, Health and Safety Risks, multiple health conditions)
2. The Contractor shall designate a supervisor to serve as primary point of contact between the Contractor, HACA program manager and the property-based staff, and be responsible for the performance of the Contractor's obligations under this Agreement.
3. Contractor will provide a designated staff person to participate in the Resident Protection Team.
4. HACA shall have the right, at any time, to request the removal of any employee of the Contractor whom HACA deems to be unsatisfactory. Upon such request, the Contractor shall promptly replace such employee with a qualified substitute. In the event such a request is disputed by the Contractor and/or HACA, all parties agree to resolve the issue in compliance with the Dispute clause (Contract: Section 24). HACA shall not have the authority, on behalf of the Contractor or otherwise, to discharge, promote, suspend or otherwise discipline any employee of the Contractor assigned to perform Services under this Agreement.
5. Contractor shall comply with mandatory reporting requirements of the Texas Human Resources code, Chapter 48. Contractor will provide written notification of at-risk older adult residents to HACA property-based staff, including the name and condition of such individuals, within one working day of identification. E-mail with confirmation of receipt is sufficient for written notification.

B. Scope of Work: The Service Coordinator(s) designated by the Contractor will:

1. Become familiar with housing industry regulations and laws concerning tenancy in the housing facility including the Fair Housing Act and 504 regulations (reasonable accommodation).
2. Unless prohibited by law or professional ethical standards, the Service Coordinator will inform HACA property management staff of any resident incident or issue which adversely impacts the facility, or the safety/security of the facility and its residents. (See "Confidentiality Agreement" form -Attachment A-1).
3. Maintain specified office hours as decided upon between the Contractor representative and the property representative based on resident needs. A weekly work schedule should be in writing, and changes in schedule should be discussed and shared with the



- property representative prior to implementation.
4. Ensure privacy and confidentiality of resident files, including the acquisition of written releases from residents with respect to the disclosure of personal information, in a form that complies with all applicable state and federal requirements.
 5. The Contractor will work cooperatively with HACA to provide residents with educational opportunities that will promote healthy aging and aging in place. Provide updates to property staff and Wellness Specialists on planned educational sessions, Contractor meetings, and/or weekly schedule changes.
 6. Work jointly with the Property staff, Wellness Specialists, Resident Council Leads and/or ROSS Specialists to help address issues that may threaten a resident's tenancy such as poor sanitation or inappropriate conduct. Advise the Property Manager of potential changes in resident behavior which may interfere with his or her residency in the property (for example, non-compliance with lease leading to potential eviction).
 7. The Contractor shall prepare and submit monthly service reports to HACA. Fill out and distribute appropriate reports in a timely fashion and document appropriate information in resident files, in accordance with the American Association of Service Coordination guidelines.
 8. Report any suspected cases of abuse, neglect, or exploitation to appropriate public agency in accordance with the Contractor policy. Unless prohibited by law or ethical standards, inform Property Manager of such reports.
 9. Inform all residents of the availability and purpose of the Service Coordinator position. Advise residents and families of service options but do not force residents to accept the assistance of the Service Coordinator or the services of outside providers.
 10. Monitor the effectiveness of services provided to the residents and inform the HACA Director of Community Development of any issues related to those services.
 11. Address needs of residents related to the COVID pandemic, including conducting COVID risk assessments.

C. HACA Duties:

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

1. HACA will provide Contractor with lists of all HACA residents at the designated Elderly/Disabled properties (Lakeside, North Loop, Gaston Place, Rosewood/Salina). The list shall include date of birth, gender, ethnicity, race, and income.
2. Assist with program outreach, informing residents at participating properties of the services available to them.
 - i. Assist in identifying and referring older adults in need of services to the Service Coordinator. Introduce the Service Coordinator to residents, families, and community partners providing services to residents at the designated properties.
 - ii. Provide information to contractor to assist Contractor in identifying older adults at risk of abuse, neglect or at risk for institutional placement.
3. Maintain ongoing contact with Family Eldercare Supervisor and Service Coordination staff with regard to program implementation, collaboration, information and other needs.
4. Provide designated staff to incorporate Healthy Connections programs into monthly property calendar.
5. Communicate at least monthly, and on an as-needed basis, with the Service Coordinator regarding resident updates, planned events and activities, and contact with other



community-based organizations.

6. HACA will keep contractor informed of RAD activities that impact contractor's ability to perform scope of work in according to this contract.
7. Collaborate in identifying and securing funding for services offered through the Service Coordination Program.
8. Provide access to client files and tenancy history, subject to client agreement to release of information.
9. Property Managers at the designated properties will:
 - i. Communicate at least monthly and on an as-needed basis with the Family Eldercare Service Coordinator regarding facility updates
 - ii. Allow the Family Eldercare Service Coordinator limited access to resident files on an as-needed basis, provided that the appropriate releases of information are secured from the residents.
 - iii. Inform the Family Eldercare Service Coordinator of changes in the residents' condition that may impact the residents' ability to stay in housing and meet lease obligations, provided that the appropriate releases of information are secured from the residents.
10. Additional obligations of HACA are:
 - i. Provide the following in-kind contributions: Office space that ensures privacy and furniture at Gaston Place, Lakeside, and North Loop. Direct access to private phone/phone lines, copy equipment, fax machines and scanners, office supplies and support for other elderly resident programming provided by HACA.
 - ii. Cooperate with Contractor in monitoring and/or conducting audits or providing data required for reporting to project funders.
 - iii. Cooperate with the Contractor in completing service reports for funders.
 - iv. Collect and report information on matching funds contributed to the project in accordance with funder reporting schedule.
 - v. Coordinate quarterly meetings between HACA staff and Family Eldercare staff at each of the participating properties and coordinate twice yearly meetings between Family Eldercare staff and HACA Resident Wellness Specialists.

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

D. Supplemental Procedures for Bed Bugs and Other Health and Safety Concerns (implemented 4/30/19)

BACKGROUND

Family Eldercare (FEC) and the Housing Authority of the City of Austin (HACA) partner in providing housing and services to elderly and disabled residents, and in particular in helping residents to age in place, with the goal of allowing residents to maintain independence and avoid premature admission to costlier institutionalized care. This partnership is outlined in a contract between the two parties. Housekeeping, clutter (hoarding), and pest management issues, such as bed bugs, intervention for eviction prevention have been identified as important health and wellness concerns. These are also issues that could present a potential barrier for aging in place and maintaining independent living. Moreover, there is an increased risk of infestations for populations living in higher density affordable housing communities. Effective treatment for such infestations can be expensive, time-consuming, and require action and cooperation between the residents, owner/management, and the pest control contractor. The resident's part in improving living conditions and in pest treatment often involves substantial effort or preparation, and may include cleaning and moving tasks beyond the ability of some elderly or disabled residents. Elderly and disabled



residents may also encounter challenges in maintaining their apartments to a level of cleanliness and free of clutter as needed to deter the recurrence of an infestation.

PURPOSE

These procedures provide guidelines for FEC and HACA staff to follow in collaborating to identify households who are at risk of losing their housing due to health and safety concerns. They also provide guidelines in collaborating to ensure vulnerable elderly and disabled residents are able to fulfill their portion of responsibility in maintaining healthy living conditions and in the effective treatment and eradication of pests. These procedures may apply to various health and wellness or safety concerns experienced by residents, and are to be carried out subject to the Contract Agreement between FEC and HACA.

PROCEDURES: Information Sharing

Since effective pest/bedbug treatment and healthy living conditions require participation of multiple parties, it is essential to establish and maintain effective communication. For that reason, the following practices for sharing information are incorporated:

Through the course of resident interaction and/or home visits, a Family Eldercare (FEC) staff member may become aware of an infestation or other conditions in the home that do not meet the guidelines of HACA's inspection standards. When a FEC staff member becomes aware of a potential infestation or other health hazard, he/she must report this to the HACA Property Manager or Assistant Manager. This is so management staff can quickly address the matter, such as by scheduling an appropriate HACA-approved pest control contractor to assess and then treat as needed.

If a HACA staff member becomes aware of a resident having an age or disability-related barrier to full cooperation with regard to infestation treatment or cleaning/decluttering, HACA staff will refer the resident to FEC using a referral form. The HACA staff member will explain to FEC what lease requirement the resident is not complying with, and will list any lease enforcement actions (violation/s, eviction) issued or pending.

If HACA requests information needed for lease enforcement actions related with bed bug infestations, FEC will provide a copy of the completed referral card or other documentation indicating if the resident is receiving assistance or has refused service or not responded to contacts. This may be important if HACA needs to pursue eviction in case of a bed bug infestation in which the resident is not cooperating or complying with their requirements. The above information-sharing procedures may also apply to other health and wellness or safety concerns, such as conditions in the home that do not meet the guidelines of HACA's inspection standards, criminal activity, and other lease violations that may adversely affect the resident, the facility, and other residents or staff.

Collaborative Action

Housing Authority (HACA) and Family Eldercare (FEC) staff play different, but complimentary roles in engaging the resident to fulfill their part in addressing bed bug/other pest infestations, as well as other lease requirements affecting health, wellness and safety.

HACA staff are in charge of enforcing lease requirements and policies, as well as ensuring that residents are aware of their responsibilities. HACA staff are also responsible to ensure pest control contractors are procured to assess and treat infestations. If it becomes clear to HACA staff that age or a disability is a barrier to the resident fulfilling his/her requirements, the Property Manager should refer the resident to FEC as outlined above in Information Sharing. To encourage the resident to accept help, HACA housing staff must stress to the resident the consequences, such as lease violations and up to eviction, for failing to cooperate in the treatment process.

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FEC staff are in charge of helping the resident overcome barriers to fulfilling their lease responsibilities, and in the case of bedbugs with regards to housekeeping, de-cluttering, and general preparation for bedbug treatment and prevention of recurrence. This involves assessment of the age and disability-related barriers, and may involve counseling and direct assistance, frequently in the form of referrals to additional resources for help. As noted above in Information Sharing, FEC staff must also, upon request, provide HACA with documentation on the resident's cooperation or lack thereof in accepting assistance for lease compliance.

Note that specific preparation requirements for bedbug treatment may vary according to the level and type of infestation. Specific requirements are assessed and provided by the professional pest control contractor. In some cases, substantial de-cluttering, moving furniture and belongings, etc. may be required. Additionally, in more extreme cases, such preparation may be required more than once. In some instances, there may be a longer-term hoarding issue that would prevent effective treatment. If needed, FEC staff may contact the pest management contractor directly to gain understanding of exact preparation requirements.

HACA and FEC staff will collaborate in educating residents about pest management and bedbugs/treatment/prevention in particular. This may be via joint resident education meetings and via individual infestation occurrences, as needed. Likewise, both will coordinate in educational cross trainings so that both sides develop a more complete understanding of the issues and processes involved. FEC will provide quarterly educational workshops to residents specific to these issues.

The above collaborative action procedures may also apply to other health and wellness or safety concerns, such as extremely poor housekeeping/hoarding, criminal activity, and other lease violations that may adversely affect the resident, the facility, and other residents or staff.

Early and Timely Intervention

Due to the nature of infestations, both parties understand that timely coordination is essential to prevent worsening infestations and their spread to other homes. Likewise, early intervention is also key; the sooner a pest/bedbug or other health and wellness/safety issue is identified and treated, the better for all. Therefore, both parties will endeavor to prioritize their actions and communications with regards to treating, reducing, and eliminating these pests, and addressing other health and safety issues.

Funding

FEC and HACA will offer monetary assistance as their budget and grants allow. Both organizations will continue to partner in seeking additional funds needed for supporting these initiatives.

Compensation shall be paid to the contractor based on one twelfth of the contracted amount per month for the length of the contract. Contractor invoices must be accompanied by a monthly report of services provided. Invoices will not be paid without a monthly report attached. Compensation for this contract is scheduled at **twelve monthly payments of \$10,018.25**. HACA will only pay for services that are verified on the corresponding monthly report.

Received:

HACA 

Contractor 

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

**FINANCE
ITEM NO. 3.**

MEETING DATE: October 21, 2021

STAFF CONTACT: Barbara Chen, Chief Financial Officer

ITEM TITLE: Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year
Ending March 31, 2021

BUDGETED ITEM: N/A

TOTAL COST: N/A

ATTACHMENTS:

- ▣ **Independent Auditor's Report for the Fiscal Year Ending March 31, 2021**

Draft

**HOUSING AUTHORITY
OF THE CITY OF
AUSTIN**



**Basic
Financial Statements
and
Supplementary
Information**

March 31, 2021

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of the City of Austin
Austin, Texas

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Austin (the "Authority"), as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority's business-type activities as of March 31, 2021, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements as a whole. The accompanying financial data schedule and schedule of program costs and advances are presented for purposes of additional analysis as required by U.S. Department of Housing and Urban Development, and are not a required part of the financial statements of the Authority. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements of the Authority. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

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Other Reporting Required by *Government Auditing Standards*

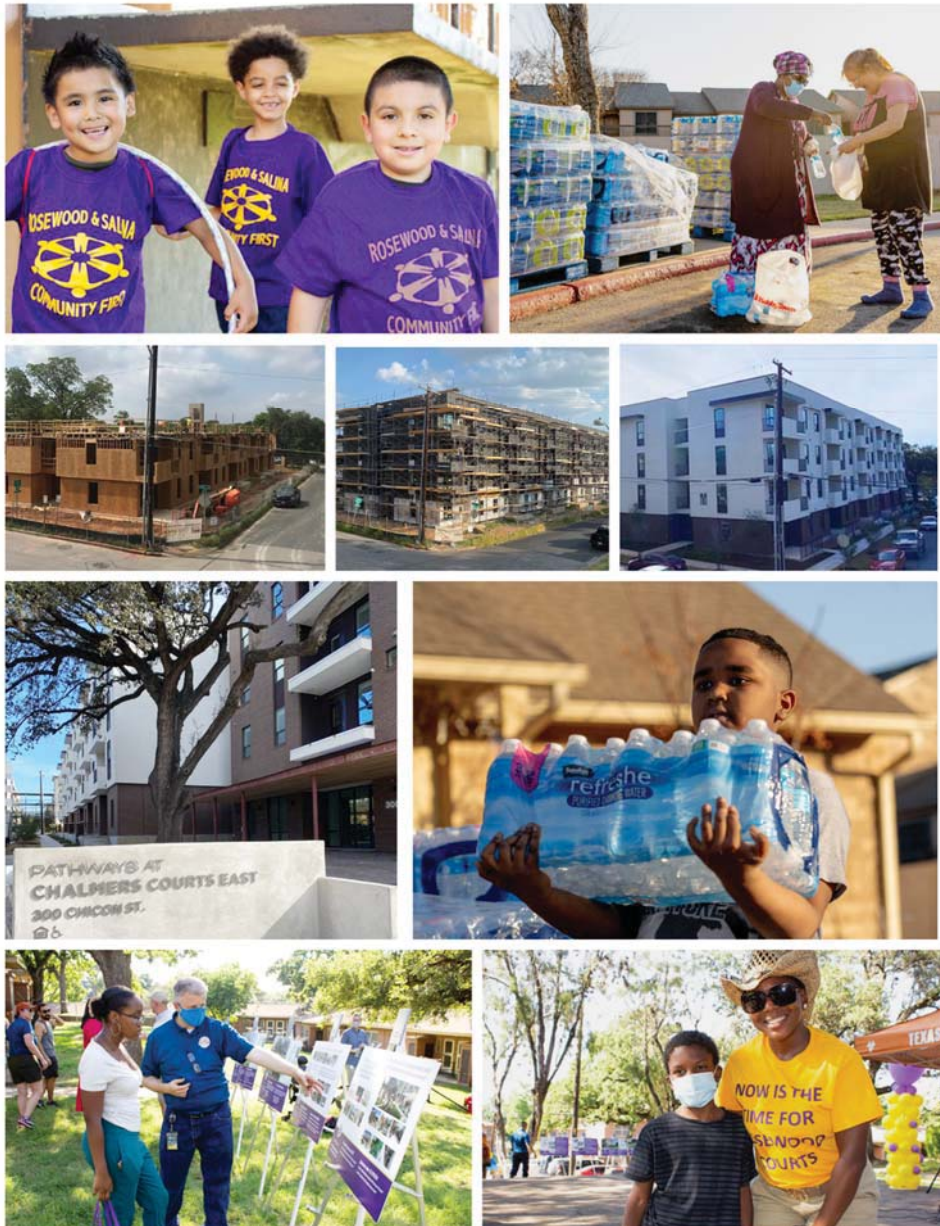
In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2021 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

October 21, 2021
Melbourne, Florida

Draft

Housing Authority of the City of Austin
“Bringing Opportunity Home”

Management Discussion and Analysis
For the Year Ended March 31, 2021



Housing Authority of the City of Austin “Bringing Opportunity Home”

Management Discussion and Analysis For the Year Ended March 31, 2021

This section of the Housing Authority of the City of Austin (HACA)’s annual financial report presents management’s discussion and analysis (MD&A) of HACA’s financial performance during the Fiscal Year (FY) ended March 31, 2021, compared to the prior FY ended March 31, 2020. The MD&A is designed to assist the reader in focusing on significant financial issues, provide an overview of financial activity, reflect changes in financial position and identify any issues or concerns. Since the MD&A is designed to focus on the current year’s financial activities, we encourage readers to consider the information presented here in conjunction with the HACA’s audited financial statements and notes, which follow this MD&A.

We also invite the reader to review HACA’s 2020-2021 Annual Report in regard with HACA’s profile and program highlights, provided at hacanet.org and searching on “annual report,” or clicking on this link:

<https://www.hacanet.org/wp-content/uploads/2021/10/HACA-AnnualReport-2021-10.13.21.pdf>

REQUEST FOR INFORMATION

This report is designed to provide our citizens, taxpayers, tenants and creditors with a general overview of HACA’s finances and to demonstrate the accountability for the funds it receives. Questions concerning any of the information in this report or requests for additional information should be addressed to: Housing Authority of the City of Austin, Attn: Barbara Chen, Chief Financial Officer, 1124 S. IH-35, Austin, TX 78704, Phone (512) 477-4488.

FINANCIAL HIGHLIGHTS

- The **assets** of the Housing Authority exceeded its **liabilities** at March 31, 2021 and 2020 by \$149.9 million and \$130.1 million, respectively.
- **Net investment in capital assets** increased by \$24.3 million in 2021 and decreased by \$200 thousand in 2020 as compared to the prior year.
- The **net restricted and unrestricted positions** of the Housing Authority decreased by \$4.4 million and increased by \$15.0 million at March 31, 2021 and 2020, respectively, when compared to the immediately preceding fiscal year.
- **Total assets** increased by \$76.1 million in 2021 and increased by \$37.0 million in 2020, as compared to the prior year.
- **Total liabilities** increased by \$56.3 million in 2021 and increased by \$22.2 million in 2020, as compared to the prior year.
- **Total operating revenue** increased by \$41.2 million in 2021 and increased by \$30.3 million in 2020, as compared to the prior year. In 2021, the increase is mainly due to increases in HUD operating grants of \$36.8 million and gain on sale of capital assets of \$4.3 million.
- **Total operating expenses** increased by \$35.4 million in 2021 and increased by \$23.1 million in 2020, as compared to the prior year. In 2021, the increase is mainly due to increase in HAP of \$32.7 million, administrative expenses of \$2.0 million and tenant services of \$1.2 million.
- **Change in net position was** \$19.8 million in 2021 compared to \$14.8 million in 2020.

Housing Authority of the City of Austin “Bringing Opportunity Home”

Management Discussion and Analysis For the Year Ended March 31, 2021

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the HACA’s basic financial statements. The basic financial statements provide both long and short-term information about HACA’s overall financial condition. The financials presented include HACA’s blended component units (e.g., Austin Pathways, Southwest Housing Compliance Corporation, Austin Affordable Housing Corporation, and other blended component units). Since the MD&A is designed to focus on the current year’s financial activities, we encourage readers to consider the information presented here in conjunction with the HACA’s audited financial statements and notes, which follow this MD&A. In addition, HACA’s blended component units have separately issued financial statements which can be obtained from the Authority.

HACA is accounted for as a Business-Type Activity and utilizes the accrual basis of accounting. This method of accounting recognizes revenues when they are earned and measurable, and expenses when they are incurred, regardless of when funds are received or expended.

FINANCIAL STATEMENTS

Over time, significant changes in HACA’s net position serve as a useful indicator of whether its financial health is improving or deteriorating. To fully assess the financial health of HACA, the reader must also consider other non-financial factors such as fluctuations in the local economy and real estate market, HUD-mandated program changes, and the physical age and condition of capital assets. The following financial statements are included in this report:

- The **“Statement of Net Position”** includes all of HACA’s assets, liabilities and net position. This report reflects information about short-term spendable resources as well as capital assets and the debt obligations to creditors. This report also provides a basis of assessing the liquidity and financial flexibility of HACA. The change in net position analysis will assist the reader with measuring the financial health of HACA.
- The **“Statement of Revenues, Expenses and Changes in Net Position”** accounts for the current year’s operating and non-operating revenues, by major source, along with operating and non-operating expenses and capital contributions. This statement measures the activity of HACA’s operations over the Fiscal Year.
- The **“Statement of Cash Flows”** provides information about HACA’s cash receipts and disbursements during the reporting period. The statement reports net changes in cash resulting from operating, investing, capital and non-capital activities.

**Housing Authority of the City of Austin
“Bringing Opportunity Home”**

**Management Discussion and Analysis
For the Year Ended March 31, 2021**

FINANCIAL ANALYSIS OF THE HOUSING AUTHORITY

Analysis of Entity Wide Net Position

	2021	2020	Variance	% Change
Cash and Investments	\$ 93,323,253	\$ 66,517,508	\$ 26,805,745	40%
Other Current Assets	8,623,180	6,808,386	1,814,794	27%
Capital Assets	160,706,773	125,485,780	35,220,993	28%
Other Noncurrent Assets	83,663,522	71,440,867	12,222,655	17%
Total Assets	346,316,728	270,252,541	76,064,187	28%
Current Liabilities	7,807,263	7,077,197	730,066	10%
Noncurrent Liabilities	188,602,425	133,082,209	55,520,216	42%
Total liabilities	196,409,688	140,159,406	56,250,282	40%
Net Investment in Capital Assets	66,859,843	42,608,165	24,251,678	57%
Restricted Net Position	59,634,098	42,683,970	16,950,128	40%
Unrestricted Net Position	23,413,099	44,801,000	(21,387,901)	-48%
Total Net Position	\$ 149,907,040	\$ 130,093,135	\$ 19,813,905	15%

Cash and Investments - The increase of 40% is mainly attributable to the operating surplus and AAHC development activities to recognize a cash infusion from financing.

Other Current Assets - The increase of 27% is primarily due to the increases in Accounts Receivables related to Development Activity and Accrued Interest.

Capital Assets - The increase of 28% is largely due to the acquisition of five properties through AAHC: Arbors at Tallwood, Montecito, Broadstone, Melrose Trail and James on South First.

Non-Current Assets - The increase of 17%, \$12.2 million is largely due to the increase in investments in joint ventures of \$4.1 million and notes and mortgages receivable of \$8.1 million.

Current Liabilities - The increase of 10% is mainly due to new loans for the five new AAHC properties.

Noncurrent Liabilities - The increase of 42% is mainly due to new loans for the five new AAHC properties.

Net Investment in Capital Assets - The increase of 57% is mainly due to five new properties acquired in 2021.

**Housing Authority of the City of Austin
“Bringing Opportunity Home”**

**Management Discussion and Analysis
For the Year Ended March 31, 2021**

Analysis of Statement of Revenues, Expenses and Changes in Net position:

Operating Revenue	2021	2020	Variance	% Change
Tenant Rental Revenue, net	\$ 11,956,441	\$ 12,170,702	\$ (214,261)	-2%
HUD PHA Operating Grants	78,817,397	70,356,878	8,460,519	12%
PBCA revenue	470,168,233	441,111,617	29,056,616	7%
Other Revenue	20,647,055	16,742,658	3,904,397	23%
Total Operating Revenue	581,589,126	540,381,855	41,207,271	8%
Operating Expenses				
Administrative	23,750,604	21,697,895	2,052,709	9%
Tenant Services	4,153,397	2,949,871	1,203,526	41%
Utilities	2,637,377	2,848,657	(211,280)	-7%
Maintenance	5,419,900	6,243,566	(823,666)	-13%
Protective Services	621,890	542,993	78,897	15%
Housing Assistance Payments	516,666,391	483,949,850	32,716,541	7%
General Expenses	4,079,825	4,219,410	(139,585)	-3%
Depreciation	6,512,068	5,919,439	592,629	10%
Total Operating Expenses	563,841,452	528,371,681	35,469,771	7%
Operating Income	17,747,674	12,010,174	5,737,500	48%
Non Operating Revenues (Expenses)	2,053,611	(2,665,786)	4,719,397	-177%
Capital Contributions	12,620	5,501,848	(5,489,228)	-100%
Change in Net Position	\$ 19,813,905	\$ 14,846,236	\$ 4,967,669	33%

Total Operating Revenue increased by \$41.2 million or 8% is mainly due to the increases in HUD operating grants for new funding due to the Pandemic and AAHC development revenues.

Total Operating Expenses increased by \$35.5 million is due to higher Housing Assistance Payments (HAP), administrative expenses, and tenant services. Housing assistance payments increased by \$32.7 million due to higher rents and more families served. Administrative expenses increased by \$2.0 million mainly due to employee cost of living adjustments, legal expenses for development activities and other miscellaneous expenses. Tenant services increased by \$1.2 million mainly due to new initiatives provided to tenants due to COVID-19.

Non-Operating Revenue (Expenses) increased by \$4.7 million due to the sale of four (4) scattered site properties

Capital contributions decreased by \$5.5 million due to a prior year donation of contributed capital related to an investment in joint venture.

Change in Net Position increased by \$5.0 million is the result of total operating and non-operating income increase of \$10.5 million offset by a decrease in Capital Contributions of \$5.5 million.

**Housing Authority of the City of Austin
“Bringing Opportunity Home”**

**Management Discussion and Analysis
For the Year Ended March 31, 2021**

CAPITAL ASSETS

	2021	2020	Variance	% Change
Land	\$ 98,658,686	\$ 60,794,514	\$ 37,864,172	62%
Buildings and Improvements	176,628,483	176,681,059	(52,576)	0%
Furniture and Equipment	3,797,945	3,613,851	184,094	5%
Construction in Progress	283,287	1,042,621	(759,334)	-73%
Total Capital Assets	279,368,401	242,132,045	37,236,356	15%
Less Accumulated Depreciation	(118,661,628)	(116,646,265)	(2,015,363)	2%
Net Capital Assets	\$ 160,706,773	\$ 125,485,780	\$ 35,220,993	28%

Land Increased by \$37.9 million due to development activity and acquisition of land for AAHC properties.

Net capital assets excluding land decreased by \$2.6 million mainly due to the sale of scattered sites and depreciation expenses in 2021.

LONG-TERM DEBT

The Authority’s balance of long-term debt increased by \$10,969,310 due to debt agreements for Moonlight Gardens and Thurmond Heights and a refinancing of debt for Lexington Hills. All debt payments of \$4,913,415 were made as scheduled during the Fiscal Year.

ECONOMIC FACTORS

Significant economic factors that could affect the Authority are as follows:

- Federal funding provided by Congress to the Department of Housing and Urban Development for subsidies, or award status of the Project Based Contract Administrator contract.
- Upward pressure on interest rates.
- Pace of economic relief from pandemic
- Lack of available labor
- Local inflationary, recessionary and employment trends, which can affect resident income and therefore the amount of rental income.
- Inflationary pressure on utility rates, housing costs, supplies and other costs.
- Current trends in the housing market.
- Competition for non-profit funding for supportive services for tenants.
- The recent COVID-19 pandemic may affect the future rental market.

Housing Authority of the City of Austin

STATEMENT OF NET POSITION

March 31, 2021

ASSETS**CURRENT ASSETS**

Cash - unrestricted	\$ 32,230,799
Cash - restricted	60,731,873
Investments - unrestricted	360,581
Receivables, net	5,212,611
Due from HUD	2,715,988
Prepaid expenses	685,651
Inventory	8,930
Total current assets	<u>101,946,433</u>

NONCURRENT ASSETS

Cash - restricted	544,247
Capital assets, net	160,706,773
Notes and interest receivable from related parties	50,144,512
Investment in joint ventures	32,974,763
Total noncurrent assets	<u>244,370,295</u>
Total assets	<u>346,316,728</u>

LIABILITIES**CURRENT LIABILITIES**

Current portion of long-term debt	1,122,709
Accounts payable	1,010,611
Due to HUD	519,872
Due to other governments	191,186
Accrued interest payable	452,240
Accrued salaries and benefits	900,446
Other accrued liabilities	1,081,590
Tenant security deposits	562,169
Unearned revenue	649,054
Ground leases - related parties	1,113,513
Family self sufficiency escrow	147,055
Other current liabilities	56,818
Total current liabilities	<u>7,807,263</u>

NONCURRENT LIABILITIES

Long-term debt	92,724,221
Accrued compensated absences	2,731,936
Family self sufficiency escrow	544,247
Ground leases - related parties	92,602,021
Total noncurrent liabilities	<u>188,602,425</u>
Total liabilities	<u>196,409,688</u>

NET POSITION

Net investment in capital assets	66,859,843
Restricted	59,634,098
Unrestricted	23,413,099
Total net position	<u>\$ 149,907,040</u>

The accompanying notes are an integral part of these financial statements.

Housing Authority of the City of Austin

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

For the year ended March 31, 2021

OPERATING REVENUES

HUD operating revenues	\$ 78,817,397
Tenant revenue, net	11,956,441
Other government operating grants	797,514
Other operating revenue	19,849,541
Performance based contract administration	<u>470,168,233</u>
Total operating revenues	<u>581,589,126</u>

OPERATING EXPENSES

Administrative	23,750,604
Tenant services	4,153,397
Utilities	2,637,377
Maintenance	5,419,900
Protective services	621,890
General	4,079,825
Depreciation	6,512,068
Housing assistance payments	<u>516,666,391</u>
Total operating expenses	<u>563,841,452</u>

OPERATING INCOME17,747,674**NONOPERATING REVENUES (EXPENSES)**

Mortgage interest income	804,432
Gain on sale of capital assets	4,331,520
Interest income - unrestricted	141,728
Interest income - restricted	56,848
Gain on RAD conversion of properties	217,019
Interest expense	<u>(3,497,936)</u>
Total nonoperating revenues (expenses)	<u>2,053,611</u>
Change in net position before capital contributions	19,801,285

CAPITAL CONTRIBUTIONS

HUD capital grants	<u>12,620</u>
Change in net position	19,813,905
Total net position - beginning	<u>130,093,135</u>
Total net position - ending	<u>\$ 149,907,040</u>

The accompanying notes are an integral part of these financial statements.

Housing Authority of the City of Austin

STATEMENT OF CASH FLOWS

For the year ended March 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES

HUD operating grants received	\$ 78,769,498
Collections from tenants	11,864,557
Other government grants received	471,093,119
Collections from other sources	17,793,154
Payments to employees	(22,862,128)
Payments to suppliers	(17,679,231)
Housing assistance payments	(516,668,961)
Net cash provided by operating activities	<u>22,310,008</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

HUD capital grants received	41,437
Payments on long-term debt	(4,913,415)
Proceeds from long-term debt	15,882,725
Payments of interest	(3,385,759)
Contributions to investments in joint ventures	(5,152,738)
Distributions from investments in joint ventures	2,116,306
Prepaid ground leases received	7,061,910
Purchase of property and equipment	(4,443,911)
Proceeds from sale of property and equipment	4,542,299
Net cash provided by capital and related financing activities	<u>11,748,854</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest received	195,931
Collection of note receivable	4,464
Issuance of notes receivable	(6,911,910)
Net cash used in investing activities	<u>(6,711,515)</u>

NET INCREASE IN CASH

	27,347,347
Cash at beginning of year	<u>66,159,572</u>
Cash at end of year	<u>\$ 93,506,919</u>

AS PRESENTED IN THE ACCOMPANYING STATEMENT OF NET POSITION:

Cash - unrestricted	\$ 32,230,799
Cash - restricted	60,731,873
Cash - restricted noncurrent	544,247
	<u>\$ 93,506,919</u>

The accompanying notes are an integral part of these financial statements.

STATEMENT OF CASH FLOWS (continued)

For the year ended March 31, 2021

**RECONCILIATION OF OPERATING INCOME TO NET
CASH PROVIDED BY OPERATING ACTIVITIES**

Operating income	\$ 17,747,674
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	6,512,068
Change in provision for allowance for doubtful accounts	287,475
(Increase) decrease in assets:	
Receivables, net	(1,368,381)
Due from HUD	(49,754)
Prepaid expenses	(92,703)
Inventory	1,168
Investment in joint venture	(967,383)
Increase (decrease) in liabilities:	
Accounts payable	683,186
Due to HUD	1,855
Accrued salaries and benefits	392,416
Other accrued liabilities	190,421
Tenant security deposits	2,095
Unearned revenue	(45,881)
Unearned revenue - ground leases	(942,088)
Family self sufficiency escrow	(2,570)
Other current liabilities	(39,590)
Net cash provided by operating activities	<u><u>\$ 22,310,008</u></u>

**SUPPLEMENTAL DISCLOSURE OF NON-CASH
TRANSACTIONS:**

Debt refinance	<u><u>\$ 8,036,324</u></u>
Prepaid ground lease for capital assets	<u><u>\$ 37,895,856</u></u>

The accompanying notes are an integral part of these financial statements.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS

For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Reporting entity

The Housing Authority of the City of Austin (the “Authority”) was established for the purpose of engaging in the development, acquisition and administration of the low-income housing program and other programs with similar objectives. The United States Department of Housing and Urban Development (“HUD”) has direct responsibility for administering the low-income housing program under the United States Housing Act of 1937, as amended. The primary purpose of the Authority is to develop, acquire and operate safe, decent, sanitary and affordable housing for low-income families in the City of Austin, Texas in accordance with federal legislation and regulations.

The Authority is not a component unit of the City, as defined in Governmental Accounting Standards Board’s (“GASB”) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100, *Defining the Financial Reporting Entity*, as the Board independently oversees the Authority’s operations.

The definition of the reporting entity as described by GASB Codification Sections is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization’s governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. The Authority’s reporting entity is comprised of an enterprise fund which includes the activities of several housing programs and blended component units.

Blended component units

Some component units, despite being legally separate from the primary government, are so integrated with the primary government that they are in substance part of the primary government. These component units are blended with the primary government. The Authority’s financials include the following blended component units:

- Austin Affordable Housing Corporation (“AAHC”) - a nonprofit organization that purchases and leases homes and other rental properties.
- Southwest Housing Compliance Corporation (“SHCC”) - a nonprofit organization that administers HUD Performance Based Contracts for Section 8 Project Based units throughout Texas and Arkansas.
- Austin Pathways - a nonprofit organization that supports HACA’s scholarship and self-sufficiency programs, previously named the HACA Scholarship Foundation, Inc.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

1. Reporting entity (continued)

Blended component units (continued)

- Blueprint Housing Solutions - a nonprofit organization that consults on affordable housing operations and community development programs.
- Austin Affordable Public Facility Corporation ("PFC") - a nonprofit organization created in accordance with Chapter 303 of the Texas Local Government Code to further the purpose of the Authority.
- Equity Community Land Trust ("CLT") - a nonprofit organization that provides homeownership opportunities through long-term leasing of land to homeowners.

In addition to the above, the Authority has created entities whose sole purpose is to assist in the development of affordable housing. The following blended component units are organized through Partnerships reported under AAHC and have an ownership interest in developments owned by related party entities (see Note B-13):

2015 Urban Oaks GP, LLC	AAHC Bridge at Asher MM, LLC	AAHC Woodway Village GP, LLC
AAHC Rail GP, LLC	AAHC Franklin Park GP, LLC	Ben White Development GP, LLC
AAHC-CDT Parmer, LLC	AAHC Lexington Hills, LLC	Bridge at Northwest Hills, LLC
Bridge at Bent Tree, LLC	AAHC-CDT Center Ridge, LLC	Bridge at Sterling Springs, LLC
Bridge at Granada MM, LLC	AAHC-CDT Tech Ridge, LLC	Bridge at Sterling Village, LLC
Bridge at Terracina, LLC	Bridge at Loyola Lofts GP, LLC	Bridges at Canyon View GP, LLC
Bridge at Volente LLC	Bridge at South Point, LLC	Harris Ridge Apartments GP, LLC
Elysium Grand GP, LLC	Bridge at Sweetwater, LLC	LDG Estates at Norwood GP, LLC
HACA P.A.S.G., LLC	Commons at Goodnight GP, LLC	Pathways at Booker T. Washington Terraces LLC
HACA Pathways I GP, LLC	LDG Bridges at Cameron GP, LLC	Pathways at Chalmers Courts East GP, LLC
Harris AAHCLDG GP, LLC	Oaks on North Plaza GP, LLC	Pathways at Chalmers Courts South GP, LLC
LDG Oaks GP, LLC	Pathways at Bouldin Oaks LLC	Pathways at Goodrich Place GP, LLC
Pathways at Lakeside, LLC	Pathways at Coronado Hills LLC	Pathways at Meadowbrook Court LLC
Pathways at Manchaca II LLC	Pathways at Gaston Place GP, LLC	Pathways at Thurmond Heights, LLC
Pathways at Salina, LLC	Pathways at Rosewood Courts, LLC	Preserve at Wells Branch LLC
Thinkeast GP, LLC	Pathways at Santa Rita Courts, LLC	Springdale Community Development GP, LLC
	Villages of Ben White GP, LLC	Ventura at Parmer Lane GP, LLC

2. Government-wide and fund financial statements

The government-wide financial statements report information about the reporting government as a whole excluding fiduciary activities. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues. Business-type activities rely to a significant extent on user fees and charges for support.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

2. Government-wide and fund financial statements (continued)

Governments use fund accounting whereby funds are organized into three major categories: governmental, proprietary and fiduciary. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues and expenditures/expenses.

For financial reporting purposes, the Authority reports all of its operations as a single business activity in a single enterprise fund. Therefore, the government-wide and the fund financial statements are the same.

Enterprise funds are proprietary funds. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating activities generally arise from providing services in connection with a proprietary fund's principal activity. The operating revenues of the Authority consist primarily of the Project Based Contract Administration ("PBCA") through SHCC as well as rental charges to tenants, management fees, development fees, government grants and operating grants from the U.S. Department of Housing and Urban Development ("HUD") and include, to a lesser extent, certain operating amounts of capital grants that offset operating expenses.

Operating expenses for the Authority include the cost of tenant services, general, administrative, maintenance, utilities, protective services, depreciation and housing assistance payments. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses, except for capital contributions, which are presented separately.

When restricted resources meet the criteria to be available for use and unrestricted resources are also available for use, it is the Authority's policy to use restricted resources first, and then unrestricted resources, as needed.

3. Measurement focus and basis of accounting

Measurement focus is a term used to describe which transactions are recorded within the various financial statements. The proprietary fund utilizes an economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of accounting refers to when transactions are recorded regardless of the measurement focus applied. The basis of accounting used is similar to businesses in the private sector, thus, these funds are maintained on the accrual basis of accounting. Revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

3. Measurement focus and basis of accounting (continued)

For financial reporting purposes, the Authority considers its HUD and certain other government grants associated with operations as operating revenue because these funds more closely represent revenues generated from operating activities rather than nonoperating activities. HUD and other grants associated with capital acquisition and improvements are considered capital contributions and are presented after nonoperating activity on the accompanying statement of revenues, expenses and changes in net position.

As provided by GASB Codification Section P80.115, *Proprietary Fund Accounting and Financial Reporting: Defining Operating Expenses*, and related guidance, tenant revenue is reported net of \$287,475 in accounts written off.

4. Summary of programs

The accompanying basic financial statements include the activities of several housing programs of the Authority. A summary of each significant program is provided below.

a. Low Rent Public Housing Programs

The Low Rent Public Housing Programs include asset management projects (“AMPs”), which collect both operating and capital fund subsidy and various other related HUD grants.

The purpose of these programs is to provide decent and affordable housing to low-income families at reduced rents. The properties are owned, maintained and managed by the Authority. The properties are acquired, developed and modernized under HUD’s Development and Capital Fund programs. Funding of operations and development is provided by federal annual contributions, operating subsidies and tenant rentals (determined as a percentage of family income, adjusted for family composition and other allowances).

b. Rental Assistance Demonstration (“RAD”) Multi-Family

The RAD program converts existing public housing properties to multi-family rental housing units owned by affiliates of the Authority to provide decent and affordable housing to low-income families. Funding of the program is provided by federal housing assistance contributions from HUD for the difference between the approved contract rent and the rent paid by the tenants.

c. Central Office Cost Center

The Central Office Cost Center (“COCC”) is a business unit within the Authority that generates revenue through fees for service from other Authority programs and activities.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

4. Summary of programs (continued)

d. Housing Assistance Payments Programs

The Housing Assistance Payments Programs utilize existing privately owned family rental housing units to provide decent and affordable housing to low-income families. The Section 8 Housing Choice Voucher ("HCV"), Section 8 Moderate Rehabilitation Single Room Occupancy, and Veterans Affairs Supportive Housing ("VASH") programs are funded through federal housing assistance contributions from HUD for the difference between the approved landlord contract rent and the rent paid by the tenants.

e. Continuum of Care Program

The Continuum of Care program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, states, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

f. Project Based Section 8 Contract Administration Program

The Project Based Section 8 Contract Administration Program is operated by the SHCC, a blended component unit of the Authority, pursuant to an annual contributions contracts with HUD. HUD has outsourced oversight responsibilities of project based Section 8 to SHCC for the States of Texas and Arkansas.

g. Other programs

In addition to the programs above, the Authority also administers Family Self-Sufficiency, HOME Investment Partnerships, Shelter Plus Care, Supportive Housing for Persons with Disabilities, Capital Fund Education and Training and Community Facilities Programs and Business Activities.

h. Other rental activities

Rental activities are conducted by AAHC and include the operation of sixteen rental houses, Eastland Plaza Shopping Center, Sterling Village Apartments, Bent Tree Apartments, Sweetwater Apartments, Lexington Hills Apartments and Leisure Time Village. Some of the sixteen houses are occupied with tenants possessing Section 8 Vouchers issued by the Authority. The shopping center and the apartments were purchased primarily with unrestricted funds from SHCC. The shopping center and apartments collect fair market rent from commercial entities and residents, respectively.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

5. Assets, liabilities and net position

a. Cash and cash equivalents

For financial statement purposes cash is considered to be cash in banks and highly liquid investments with original maturities of three months or less.

b. Investments

The Authority measures its investments based on fair value. The Authority categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The categorization of investments within the hierarchy is based upon the pricing transparency of the instrument and should not be perceived as the particular investment's risk.

Level 1 - Investment reflect prices quoted in active markets.

Level 2 - Investments reflect prices that are based on similar observable assets either directly or indirectly, which may include input in markets that are not considered to be active.

Level 3 - Investments reflect prices based upon unobservable sources.

c. Receivables

Receivables consist of revenues earned and not yet collected. Amounts presented as due from HUD principally result from grant revenue being accrued for allowable program expenses not yet funded. Other receivables consist of tenant receivables, fraud recovery receivables for the housing assistance payments programs and reimbursement receivables from various parties in the normal course of business. An allowance for uncollectible amounts is estimated by management based on account composition and prior experience (see Note B-2).

d. Due from other governments

Due from other governments consists of revenue earned for related costs incurred from government grants that have not yet been collected. Management has determined all funds are collectible.

e. Inventory

Inventory consists principally of materials held for use or consumption and is recorded on the average cost method. If inventory falls below cost due to damage, deterioration or obsolescence, the Authority establishes an allowance for obsolete inventory. Based on management's experience with the types of items in inventory and related usage plans, there is no allowance for obsolescence recorded as of March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

5. Assets, liabilities and net position

f. Capital assets

The Authority's policy is to capitalize assets with a value that generally exceeds \$2,500 and has a useful life in excess of two years. The Authority capitalizes the costs of site acquisition and improvement, structures, infrastructure, equipment and direct development costs meeting the capitalization policy. Assets are valued at historical cost, or estimated historical cost if actual historical cost is not available, and contributed assets are valued at fair value on the date contributed.

Depreciation has been provided using the straight-line method over the estimated useful lives, which range as follows:

Buildings and improvements	5 - 40 years
Equipment	3 - 5 years

g. Investment in joint ventures

The Authority's blended component unit, AAHC, accounts for its ownership in various Partnerships using the equity method. Under the equity method, the initial investment is recorded at cost, and then increased or decreased by the Authority's share of income or losses and decreased by distributions (see Note B-5). These entities are considered to be related parties of the Authority (see Note B-13).

h. Tenant security deposits

Tenant security deposits are deposits held by the Authority that are required of tenants before they are allowed to move into an Authority owned site. The Authority records this cash as restricted, with an offsetting liability, as these funds may be reimbursable to the tenant when they move out.

i. Accrued compensated absences

Permanent employees are granted paid time off at varying rates depending on tenure with the Authority and can accrue a maximum of 240 hours of vacation time. Employees are entitled to 100% of any remaining accrued vacation upon termination. Employees with vacation time in excess of 240 hours must take time off to stay under the maximum. Sick leave is accrued and is eligible to be paid out on a vesting basis after a minimum of five years employment. The amount of compensated absences earned in the current period is expensed with the cumulative amount owed per the policy reflected as a liability in the basic financial statements.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

5. Assets, liabilities and net position (continued)

j. Unearned revenues

Unearned revenues include amounts collected before revenue recognition criteria are met. The unearned revenues consist of \$301,545 of prepaid rents, \$347,509 of unspent grant funds, and \$1,113,513 of current and \$92,602,021 of noncurrent prepaid ground lease rents associated with related parties (see Note B-6).

k. Eliminations

For financial reporting purposes, certain amounts are internal and are therefore eliminated in the accompanying financial statements. The following have been eliminated from the financial statements:

i.) Interprogram due to/from

In the normal course of operations, certain programs may pay for common costs or advance funds for operations that create interprogram receivables or payables. As of March 31, 2021, interprogram receivables and payables of \$168,318 are eliminated for the presentation of the Authority as a whole.

ii.) Internal notes receivable and payable

The Authority's blended component unit, AAHC, borrowed \$4,900,000 of unrestricted funds from the business activities program to fund the investment in HACA Pathways I, LP and Pathways at Goodrich, LP (see Note B-5). As of March 31, 2021, \$4,900,000 of notes receivable and notes payable are eliminated for the presentation of the Authority as a whole.

iii.) Fee for service

The Authority's COCC internally charges fees to the AMPs and programs of the Authority. These charges include management fees, bookkeeping fees, and asset management fees. For financial reporting purposes \$6,908,116 of fee for service charges have been eliminated for the year ended March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

5. Assets, liabilities and net position (continued)

I. Net position

In accordance with GASB Codification Section 1800.155, *Reporting Net Position in Government-Wide Financial Statements*, total equity as of March 31, 2021, is classified into three components of net position:

i.) Net investment in capital assets

This category consists of capital assets (including restricted capital assets), net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, and improvements of those assets.

ii.) Restricted component of net position

This category consists of restricted assets and deferred outflows of resources by related liabilities and deferred inflows of resources restricted in their use by (1) external groups such as grantors, creditors or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The statement of net position of the Authority reports the following in restricted net position:

Modernization and development	\$ 55,386,995
Voucher HAP reserves	2,997,514
Reserve accounts	628,707
Mainstream HAP reserves	366,789
Scholarships and other	<u>254,093</u>
Total restricted net position	<u>\$ 59,634,098</u>

The modernization and development balance above primarily consists of reserve and replacement amounts associated with RAD properties.

iii.) Unrestricted component of net position

This category includes all of the remaining net position that does not meet the definition of the other two components.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

6. Leasing activities

The Authority is the lessor of dwelling units mainly to low-income residents (see Note A-4). The rents under the leases are determined generally by the resident's income as adjusted for eligible deductions regulated by HUD, although the resident may opt for a flat rent. Leases may be cancelled by the lessee at any time or renewed every year. The Authority may cancel the lease only for cause. In addition, other than the administrative offices, a significant portion of the capital assets are used in these leasing activities. In addition, the Authority, through a blended component unit, AAHC, owns commercial real estate that is being leased as well. Revenues associated with these leases are recorded in the accompanying basic financial statements and related schedules within tenant revenue. The capital assets for the Authority's blended component unit, AAHC, are mainly used for leasing activities. AAHC's capital assets have a cost of approximately \$177,000,000 with associated depreciation of \$110,000,000.

7. Budgets

Budgets are prepared on an annual basis for each major program and are used as a management tool throughout the accounting cycle. Budgets are not, however, legally adopted nor required in the basic financial statement presentation.

8. Income taxes

The Authority is a governmental entity and is exempt from federal and state income taxes. Accordingly, no provision for income taxes has been made in the financial statements. The Authority's nonprofit blended component units are also not subject to federal or state income taxes.

The Authority's remaining blended component units, as described in Note A-1, account for income taxes in accordance with Financial Accounting Standards Board Accounting Standards Codification ("FASB ASC") 740, *Income Taxes*, which clarifies the accounting and disclosure requirements for uncertainty in tax positions. It requires a two-step approach to evaluate tax positions and determine if they should be recognized in the financial statements. The two-step approach involves recognizing any tax positions that are "more likely than not" to occur and then measuring those positions to determine if they are recognizable in the financial statements. Management regularly reviews and analyzes all tax positions and has determined no aggressive tax positions have been taken.

For the fiscal year ended March 31, 2021, no provision or liability for federal income taxes has been included in the financial statements for the Authority's blended component units. The Authority's blended component units income tax filings are subject to audit by various taxing authorities. The Authority's blended component units are no longer subject to income tax examinations by tax authorities for years before 2017.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

9. Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

10. Impairment of long-lived assets

Long-lived assets are evaluated for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. The carrying amount of a long-lived asset is not considered recoverable if it exceeds the sum of the undiscounted cash flows expected to result from the use and eventual disposition of the asset. An impairment loss, if any, is measured as the amount by which the carrying amount of a long-lived asset exceeds its fair value. Management has determined that long-lived assets were not impaired at March 31, 2021.

11. Impact of recently issued accounting principles

In June 2017, the GASB issued Statement No. 87, *Leases*, which establishes a single model for lease accounting. This statement is effective for the Authority's March 31, 2023 fiscal year end. Management is currently evaluating the impact of the adoption of this statement on the Authority's financial statements.

In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. This statement is effective for the Authority's March 31, 2022 fiscal year end. Management is currently evaluating the impact of the adoption of this statement on the Authority's financial statements.

NOTE B - DETAILED NOTES

1. Deposits and investments

As of March 31, 2021, the Authority's cash balance consists of cash in banks in the amount of \$93,506,919. The Authority's investment balance consists of certificates of deposit in the amount of \$360,581.

In accordance with GASB Codification Sections C20, *Cash Deposits with Financial Institutions*, and I50, *Investments*, the Authority's exposure to risk is disclosed as follows:

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

1. Deposits and investments (continued)

Interest Rate Risk. Interest rate risk is the risk that the relative value of a security will decline due to a change in interest rates. The Authority's policy to limit its exposure to declines in fair values of its investment portfolio is to only invest in HUD allowed investments and to monitor investments. As of March 31, 2021, the Authority's investment balance solely consisted of certificates of deposit, and therefore was not exposed to interest rate risk.

Custodial Credit Risk. Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. The Authority's policy regarding types of deposits allowed and collateral requirements are as follows: deposits and investments of the Authority and its component units, other than direct purchases of United States Treasury instruments or its agencies, is secured by pledged collateral. Collateralization levels of the Authority and component units are pledged at market value deposits and investments less an amount insured by the Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Insurance Corporation (FSLIC). Acceptable collateral, exclusive of FDIC and FSLIC coverage, is (1) A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States, its agencies or instrumentalities, (2) Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas, or (3) A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas rated as investment grade (no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less. As of March 31, 2021, none of the Authority's total bank balance was exposed to custodial credit risk.

Credit Risk. Credit risk is the risk that a counterparty will fail to meet its obligations in accordance with agreed terms. It is the Authority's policy to follow the HUD regulations by only having direct investments and investments through mutual funds to direct obligations, guaranteed obligations, or obligations of the agencies in the United States of America. As of March 31, 2021, the Authority mitigated their exposure to credit risk by following HUD regulations.

Concentration of Credit Risk. Concentration of credit risk is the risk of loss attributed to the Authority's investment in a single issuer. To limit the risk of loss attributed to the magnitude of the Authority's investment in a single issuer, the Authority limits its investments to a diversified portfolio and limits investments to those instruments allowed by Texas State Law and its investment policy.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

1. Deposits and investments (continued)

Cash was restricted for the following purposes at March 31, 2021:

Current:	
Modernization and development	\$ 55,386,995
Voucher HAP reserves	2,997,514
Scholarships and other	601,602
Tenant security deposits	562,169
Reserve accounts	387,880
Mainstream HAP reserves	366,789
EPC reserves	240,827
Family self-sufficiency escrow	147,055
Amounts due to HUD	39,565
CARES Act funds	1,477
Subtotal current	60,731,873
Noncurrent:	
Family self-sufficiency escrow	544,247
Total restricted cash	<u>\$ 61,276,120</u>

The modernization and development balance above primarily consists of reserve and replacement accounts associated with RAD properties.

2. Receivables, net

As of March 31, 2021, receivables, net consist of:

Due from related parties	\$ 3,492,032
Development receivables - related parties	707,384
Tenant receivables	590,342
Other receivables	421,481
Due from other governments	97,577
Portability receivables	161,453
Notes receivable - current	3,458
Total receivables	5,473,727
Allowance for doubtful accounts - tenants	(261,116)
Total receivables, net	<u>\$ 5,212,611</u>

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

3. Capital assets

A summary of changes in capital assets is as follows:

	Balance at April 1, 2020	Transfers in/ Additions	Transfers out/ Deletions	Balance at March 31, 2021
Non-depreciable:				
Land	\$ 60,794,514	\$ 38,055,856	\$ (191,684)	\$ 98,658,686
Construction in progress	1,042,621	257,149	(1,016,483)	283,287
Total non-depreciable	61,837,135	38,313,005	(1,208,167)	98,941,973
Depreciated:				
Buildings and improvements	176,681,059	4,675,647	(4,728,223)	176,628,483
Equipment - administrative	2,623,324	203,589	(140,665)	2,686,248
Equipment - dwelling	990,527	121,170	-	1,111,697
Total depreciated	180,294,910	5,000,406	(4,868,888)	180,426,428
Total capital assets	242,132,045	43,313,411	(6,077,055)	279,368,401
Less accumulated depreciation				
Buildings and improvements	(114,053,785)	(6,177,203)	4,356,040	(115,874,948)
Equipment - administrative	(1,834,143)	(85,655)	140,665	(1,779,133)
Equipment - dwelling	(758,337)	(249,210)	-	(1,007,547)
Total accumulated depreciation	(116,646,265)	(6,512,068)	4,496,705	(118,661,628)
Capital assets, net	\$ 125,485,780	\$ 36,801,343	\$ (1,580,350)	\$ 160,706,773

The Authority's capital asset additions mainly consist of land acquisitions related to new developments associated with their related party entities.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

4. Notes and interest receivable from related parties

In accordance with the terms and funding arrangements for certain developments, the Authority and its blended component units made loans to assist with the associated purchase or constructions costs. A summary of changes in notes receivable for the year ended March 31, 2021 is as follows:

	Balance at April 1, 2020	Additions	Reductions	Balance at March 31, 2021	Due within one year
CLT Home Loan A	\$ 64,044	\$ -	\$ (2,881)	\$ 61,163	\$ 1,518
CLT Home Loan B	65,113	-	(1,583)	63,530	1,940
HACA Pathways I, LP Note A	820,000	-	-	820,000	-
HACA Pathways I, LP Note B	24,940,000	-	-	24,940,000	-
Pathways at Gaston, LP Note A	6,300,000	-	-	6,300,000	-
Pathways at Gaston, LP Note B	5,674,472	-	-	5,674,472	-
Pathways at Chalmers South, LP	2,500,000	-	-	2,500,000	-
Pathways at Chalmers West, LP	-	6,911,910	-	6,911,910	-
Total	40,363,629	6,911,910	(4,464)	47,271,075	3,458
Accrued interest	2,072,463	804,432	-	2,876,895	-
Total	<u>\$ 42,436,092</u>	<u>\$ 7,716,342</u>	<u>\$ (4,464)</u>	<u>\$ 50,147,970</u>	<u>\$ 3,458</u>

a. *CLT Home Loans*

On June 28, 2013, the Authority's blended component unit, CLT, entered into a loan agreement with a tenant in the amount of \$75,000. The note has a maturity date of July 1, 2043. All interest is compounded monthly at a rate of 4.00%, with payments of \$358 due on the 1st of each month. The loan is secured by the property.

On August 1, 2016, the Authority's blended component unit, CLT, entered into a loan agreement with a tenant in the amount of \$75,000. The note has a maturity date of August 1, 2046. All interest is compounded monthly at a rate of 4.00%, with payments of \$358 due on the 1st of each month. The loan is secured by the property.

b. *Partnership Notes*

During 2017, the Authority's blended component unit, AAHC entered into a loan agreement with HACA Pathways I, LP in the amount of \$820,000. The note does not bear interest. The note is payable from surplus cash and is due and payable in full on its maturity date of November 1, 2066.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

4. Notes and interest receivable from related parties (continued)

b. Partnership Notes (continued)

During 2017, the Authority entered into a loan agreement with HACA Pathways I, LP in the amount of \$24,940,000. All interest is compounded annually at a rate of 2.07%. The note is payable from surplus cash and is due and payable in full on its maturity date of November 1, 2066.

During 2017, the Authority entered into a loan agreement with Pathways at Gaston Place, LP in the amount of \$6,300,000. All interest is compounded annually at a rate of 2.68%. The note is payable from surplus cash and is due and payable in full on its maturity date of July 1, 2067.

During 2017, the Authority's blended component unit, AAHC entered into a loan agreement with Pathways at Gaston Place, LP in the amount of \$5,674,472. The note does not bear interest. The note is payable from surplus cash and is due and payable in full on its maturity date of July 1, 2067.

During 2018, the Authority's blended component unit, AAHC entered into a loan agreement with Pathways at Chalmers Courts South, LP in the amount of \$2,500,000. The note does not bear interest. The note is payable from surplus cash and is due and payable in full on its maturity date of August 1, 2048.

During 2020, the Authority's blended component unit, AAHC entered into a loan agreement with Pathways at Chalmers Courts West, LP in the amount of \$6,911,910. The note does not bear interest. The note is payable from surplus cash and is due and payable in full on its maturity date of August 1, 2048.

The Partnership notes are secured by the real property.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

5. Investment in joint ventures

As of March 31, 2021, the Authority's investment in joint venture ownership interest percent and equity balances are as follows:

<u>Related Party Partnership</u>	<u>Ownership interest</u>	<u>Balance at March 31, 2021</u>
Century Park Apartments (PASG, LLC)	0.10%	\$ (595,296)
HACA Pathways I, GP, LLC	0.10%	4,899,259
AAHC-CDT Center Ridge, LLC	20.00%	2,729,778
AAHC-CDT Tech Ridge, LLC	20.00%	1,805,140
Bridge at Sterling Springs, LLC	34.48%	2,318,274
Bridge at Volente, LLC	47.22%	2,305,059
Preserve at Wells Branch, LLC	9.00%	1,144,023
Bridge at Northwest Hills, LLC	10.00%	1,073,393
Bridge at Terracina, LLC	10.01%	626,195
Pathways at Chalmers Courts South GP, LLC	0.01%	4,652,878
Pathways at Chalmers Courts East GP, LLC	0.01%	582,050
AAHC Bridge at Asher MM, LLC	15.00%	5,791,176
LDG Oaks, GP, LLC	50.00%	491,000
Moonlight Gardens	50.00%	5,152,788
The Rail at MLK	1.00%	100
Other .01% ownership interest entities	0.01%	(1,054)
Total investment in joint ventures		<u>\$ 32,974,763</u>

6. Ground leases - related parties

In accordance with the terms and funding arrangements for certain developments, the Authority and its blended component units received advance payment for ground leases

For all of the Authority's ground leases, the total lease revenue will be amortized over the term of the lease using the straight-line method. Upon expiration of the lease, the ownership of all property improvements reverts to the Authority.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

6. Ground leases - related parties (continued)

A summary of changes in unearned revenue associated with the following entities as of March 31, 2021, is as follows:

	Balance at April 1, 2020	Additions	Reductions	Balance at March 31, 2021	Due within one year
Harris AAHCLDG, LP	\$ 1,501,122	\$ -	\$ (16,152)	\$ 1,484,970	\$ 16,152
AAHC-CDT Tech Ridge, LLC	2,895,362	-	(40,780)	2,854,582	40,780
AAHC-CDT Center Ridge, LLC	3,811,817	-	(53,688)	3,758,129	53,688
6725 Urban Oaks Partnership, LP	1,357,222	-	(18,667)	1,338,555	18,667
Ben White Development, LP	2,319,446	-	(33,333)	2,286,113	33,333
Reserves at Springdale, LP	1,793,499	-	(25,440)	1,768,059	25,440
Villages at Ben White, LP	1,391,667	-	(20,000)	1,371,667	20,000
Think East Apartments, Ltd.	2,032,878	-	(27,533)	2,005,345	27,533
Bridge at Volente, LLC	4,350,337	-	(45,434)	4,304,903	45,434
HACA Pathways I, LP	4,693,286	-	(65,334)	4,627,952	65,334
Pathways at Gaston Place, LP	96,671	-	(1,333)	95,338	1,333
Bridge at Sterling Springs, LLC	2,523,427	-	(26,149)	2,497,278	26,149
Harris Ridge Apartments, Ltd.	3,716,923	-	(38,384)	3,678,539	38,384
Bridges at Cameron, LP	2,800,000	-	(115,107)	2,684,893	37,333
Commons at Goodnight, LP	3,452,933	-	(47,627)	3,405,306	47,627
Pathways at Goodrich, LP	600,000	-	(18,000)	582,000	8,000
Preserve at Wells Branch, LLC	3,033,334	-	(31,111)	3,002,223	31,111
Bridge at Northwest Hills, LLC	3,719,225	-	(38,081)	3,681,144	38,081
Bridge at Terracina, LLC	3,610,707	-	(36,970)	3,573,737	36,970
Oaks at North Plaza, LP	-	1,300,000	(14,225)	1,285,775	13,131
Estates at Norwood, LP	-	4,700,500	(67,896)	4,632,604	62,673
Bridges at Canyon View, LP	-	3,102,035	(44,807)	3,057,228	41,360
Bridge at Loyola Lofts, LP	-	3,225,000	(32,576)	3,192,424	32,576
Pathways at Chalmers Courts West, LP	-	7,061,910	(15,693)	7,046,217	94,159
Bridge at Turtle Creek, LP	-	4,994,592	(50,450)	4,944,142	50,450
Urban East - Phase I	-	16,032,454	(13,495)	16,018,959	161,944
Urban East - Phase II	-	4,541,275	(3,823)	4,537,452	45,871
Total	<u>\$ 49,699,856</u>	<u>\$ 44,957,766</u>	<u>\$ (942,088)</u>	<u>\$ 93,715,534</u>	<u>\$ 1,113,513</u>

In May of 2016, the Authority entered into a 99-year ground lease agreement with Harris AAHCLDG, LP. Harris AAHCLDG, LP prepaid rent in the amount of \$1,599,000, of which \$1,484,970 is included in unearned revenues as of March 31, 2021, and \$16,152 has been recognized as rental income for the year ended March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

6. Ground leases (continued)

On September 16, 2015, the Authority entered into a 75-year ground lease agreement with AAHC-CDT Tech Ridge, LLC. AAHC-CDT Tech Ridge, LLC prepaid rent in the amount of \$3,058,482, of which \$2,854,582 is included in unearned revenues as of March 31, 2021 and \$40,780 has been recognized as rental income for the year ended March 31, 2021.

On September 16, 2015, the Authority entered into a 75-year ground lease agreement with AAHC-CDT Center Ridge, LLC. CDT Center Ridge, LLC prepaid rent in the amount of \$4,026,569, of which \$3,758,129 is included in unearned revenues as of March 31, 2021, and \$53,688 has been recognized as rental income for the year ended March 31, 2021.

On September 16, 2015, the Authority entered into a 75-year ground lease agreement with 6725 Urban Oaks Partnership, LP. 6725 Urban Oaks Partnership, LP prepaid rent in the amount of \$1,400,000 of which \$1,338,555 is included in unearned revenues as of March 31, 2021, and \$18,667 has been recognized as rental income for the year ended March 31, 2021.

On August 1, 2014, the Authority entered into a 75-year ground lease agreement with Ben White Development, LP. Ben White Development, LP prepaid rent in the amount of \$2,500,000, of which \$2,286,113 is included in unearned revenues as of March 31, 2021, and \$33,333 has been recognized as rental income for the year ended March 31, 2021.

On September 16, 2015, the Authority entered into a 75-year ground lease agreement with Reserves at Springdale, LP. Reserves at Springdale, LP prepaid rent in the amount of \$1,907,979, of which \$1,768,059 is included in unearned revenues as of March 31, 2021, and \$25,440 has been recognized as rental income for the year ended March 31, 2021.

On August 1, 2014, the Authority entered into a 75-year ground lease agreement with Villages at Ben White, LP. Villages at Ben White, LP prepaid rent in the amount of \$1,500,000, of which \$1,371,667 is included in unearned revenues as of March 31, 2021, and \$20,000 has been recognized as rental income for the year ended March 31, 2021.

On October 19, 2015, the Authority entered into a 75-year ground lease agreement with Think East Apartments, Ltd. Think East Apartments, Ltd. prepaid rent in the amount of \$2,065,000 of which \$2,005,345 is included in unearned revenues as of March 31, 2021, and \$27,533 has been recognized as rental income for the year ended March 31, 2021.

On September 16, 2016, the Authority entered into a 99-year ground lease agreement with Bridge at Volente, LLC. Bridge at Volente, LLC prepaid rent in the amount of \$4,498,000, of which \$4,304,903 is included in unearned revenues as of March 31, 2021, and \$45,434 has been recognized as rental income for the year ended March 31, 2021.

On November 1, 2016, the Authority entered into a 75-year ground lease agreement with HACA Pathways I, LP. HACA Pathways I, LP prepaid rent in the amount of \$5,850,000, of which \$4,627,952 is included in unearned revenues as of March 31, 2021, and \$65,334 has been recognized as rental income for the year ended March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

6. Ground leases (continued)

On July 1, 2017, the Authority entered into a 75-year ground lease agreement with Pathways at Gaston Place, LP. Pathways at Gaston Place, LP prepaid rent in the amount of \$100,000, of which \$95,338 is included in unearned revenues as of March 31, 2021, and \$1,333 has been recognized as rental income for the year ended March 31, 2021.

On July 1, 2017, the Authority entered into a 99-year ground lease agreement with Bridge at Sterling Springs, LLC. Bridge at Sterling Springs, LLC prepaid rent in the amount of \$2,588,800, of which \$2,497,278 is included in unearned revenues as of March 31, 2021, and \$26,149 has been recognized as rental income for the year ended March 31, 2021.

On November 1, 2017, the Authority entered into a 99-year ground lease agreement with Harris Ridge Apartments, Ltd. Harris Ridge Apartments, Ltd. prepaid rent in the amount of \$3,800,000, of which \$3,678,539 is included in unearned revenues as of March 31, 2021, and \$38,384 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2017, the Authority entered into a 75-year ground lease agreement with LDG Bridges at Cameron, LP. Bridges at Cameron, LP prepaid rent in the amount of \$2,800,000, of which \$2,684,893 is included in unearned revenues as of March 31, 2021, and \$115,107 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2017, the Authority entered into a 75-year ground lease agreement with LDG Commons at Goodnight, LP. Commons at Goodnight, LP prepaid rent in the amount of \$3,572,000, of which \$3,405,306 is included in unearned revenues as of March 31, 2021, and \$47,627 has been recognized as rental income for the year ended March 31, 2021.

On September 1, 2018, the Authority entered into a 15-year ground lease agreement with Pathways at Goodrich, LP. Pathways at Goodrich, LP prepaid rent in the amount of \$600,000, of which \$582,000 is included in unearned revenues as of March 31, 2021, and \$18,000 has been recognized as rental income for the year ended March 31, 2021.

On September 19, 2018, the Authority entered into a 99-year ground lease agreement with Preserve at Wells Branch, LLC. Preserve at Wells Branch, LLC prepaid rent in the amount of \$3,080,000, of which \$3,002,223 is included in unearned revenues as of March 31, 2021, and \$31,111 has been recognized as rental income for the year ended March 31, 2021.

On November 30, 2018, the Authority entered into a 99-year ground lease agreement with Bridge at Northwest Hills, LLC. Bridge at Northwest Hills, LLC prepaid rent in the amount of \$3,770,000, of which \$3,681,144 is included in unearned revenues as of March 31, 2021, and \$38,081 has been recognized as rental income for the year ended March 31, 2021.

On November 28, 2018, the Authority entered into a 99-year ground lease agreement with Bridge at Terracina, LLC. Bridge at Terracina, LLC prepaid rent in the amount of \$3,660,000, of which \$3,573,737 is included in unearned revenues as of March 31, 2021, and \$36,970 has been recognized as rental income for the year ended March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

6. Ground leases (continued)

On December 1, 2019, the Authority entered into a 99-year ground lease agreement with Oaks at North Plaza, LP. Oaks at North Plaza, LP prepaid rent in the amount of \$1,300,000, of which \$1,285,775 is included in unearned revenues as of March 31, 2021, and \$14,225 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2019, the Authority entered into a 75-year ground lease agreement with Estates at Norwood, LP. Estates at Norwood, LP prepaid rent in the amount of \$4,700,500, of which \$4,632,604 is included in unearned revenues as of March 31, 2021, and \$67,896 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2019, the Authority entered into a 75-year ground lease agreement with Bridges at Canyon View, LP. Bridges at Canyon View, LP prepaid rent in the amount of \$3,102,035, of which \$3,057,228 is included in unearned revenues as of March 31, 2021, and \$44,807 has been recognized as rental income for the year ended March 31, 2021.

On January 1, 2020, the Authority entered into a 99-year ground lease agreement with Bridge at Loyola Lofts, LP. Bridge at Loyola Lofts, LP prepaid rent in the amount of \$3,225,000, of which \$3,192,424 is included in unearned revenues as of March 31, 2021, and \$32,576 has been recognized as rental income for the year ended March 31, 2021.

On November 1, 2020, the Authority entered into a 75-year ground lease agreement with Pathways at Chalmers Courts West, LP. Pathways at Chalmers Courts West, LP prepaid rent in the amount of \$7,061,910, of which \$7,046,217 is included in unearned revenues as of March 31, 2021, and \$15,693 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2020, the Authority entered into a 99-year ground lease agreement with Bridge at Turtle Creek, LP. Bridge at Turtle Creek, LP prepaid rent in the amount of \$4,994,592, of which \$4,944,142 is included in unearned revenues as of March 31, 2021, and \$50,450 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2020, the Authority entered into a 99-year ground lease agreement with Urban East Multifamily QOZB - Phase I, LLC. Urban East Multifamily QOZB - Phase I, LLC prepaid rent in the amount of \$16,032,454, of which \$16,018,959 is included in unearned revenues as of March 31, 2021, and \$13,495 has been recognized as rental income for the year ended March 31, 2021.

On December 1, 2020, the Authority entered into a 99-year ground lease agreement with Urban East Multifamily QOZB - Phase II, LLC. Urban East Multifamily QOZB - Phase II, LLC prepaid rent in the amount of \$4,541,275, of which \$4,537,452 is included in unearned revenues as of March 31, 2021, and \$3,823 has been recognized as rental income for the year ended March 31, 2021.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities

A summary of changes in noncurrent liabilities for the year ended March 31, 2021 is as follows:

	Balance at April 1, 2020	Additions	Reductions	Balance at March 31, 2021	Due within one year
Long Term Debt:					
Sweetwater Apartments	\$ 3,997,000	\$ -	\$ -	\$ 3,997,000	\$ 41,851
Bent Tree Apartments	4,000,000	-	-	4,000,000	-
Sterling Village Apartments	4,600,000	-	-	4,600,000	62,291
HACA Building	460,876	-	(460,876)	-	-
Lexington Hills	8,036,324	-	(8,036,324)	-	-
Lexington Hills Refinance	-	14,985,000	-	14,985,000	-
Bridge at South Point	13,200,000	-	(170,718)	13,029,282	234,247
AAHC BTW	11,240,543	-	(208,807)	11,031,736	218,073
AAHC Meadowbrook	7,339,272	-	(136,337)	7,202,935	142,386
Bouldin Oaks	6,037,752	-	(90,601)	5,947,151	126,451
Coronado Hills	1,037,253	-	(15,565)	1,021,688	21,724
Manchaca II	933,527	-	(14,008)	919,519	19,551
Rosewood	3,862,162	-	(55,112)	3,807,050	58,668
Eastland Plaza	4,867,913	-	(3,702,003)	1,165,910	33,019
Santa Rita	3,508,994	-	(50,073)	3,458,921	53,304
AAHC Lakeside	5,756,000	-	(9,315)	5,746,685	111,144
Bridge at Asher	4,000,000	-	-	4,000,000	-
Moonlight Gardens	-	2,634,049	-	2,634,049	-
Thurmond Heights	-	6,300,000	-	6,300,000	-
Total Long term debt	82,877,616	23,919,049	(12,949,739)	93,846,926	1,122,709
Other Noncurrent Liabilities:					
Compensated absences	2,260,896	1,560,609	(988,998)	2,832,507	100,571
FSS Escrow	693,872	294,835	(297,405)	691,302	147,055
Total	\$ 85,832,384	\$ 25,774,493	\$ (14,236,142)	\$ 97,370,735	\$ 1,370,335

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

a. Sweetwater Apartments

On September 28, 2007, AAHC entered into a mortgage agreement payable to JPMorgan Chase Bank in the original amount of \$3,992,000 for the financing of Sweetwater Apartments. On July 19, 2017, AAHC refinanced the debt into a mortgage agreement payable to Bellwether Enterprise in the original amount of \$3,997,000 with an interest rate of 4.41% per annum with monthly payments of \$20,039 starting in 2022 with a maturity date of July 1, 2027. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 41,851	\$ 178,197
2023	64,913	175,555
2024	67,407	173,062
2025	70,952	169,516
2026	74,190	166,278
2027	3,677,687	216,550
	\$ 3,997,000	\$ 1,079,158

b. Bent Tree Apartments

On November 14, 2013, AAHC entered into a mortgage agreement in the amount of \$1,650,000 for the financing of Bent Tree Apartments. On December 30, 2019, AAHC refinanced the debt into a mortgage agreement payable to Bellwether Enterprise in the amount of \$4,000,000. The annual interest rate on the mortgage is 3.74% per annum with monthly payments of principal and interest of \$18,502 starting in the fiscal year ending March 31, 2026. The loan matures January 1, 2030 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ -	\$ 151,678
2023	-	151,678
2024	-	152,093
2025	12,502	151,661
2026	72,039	149,984
2027-2031	3,915,459	549,338
	\$ 4,000,000	\$ 1,306,432

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

c. Sterling Village Apartments mortgage

On November 14, 2013, AAHC entered into a mortgage agreement in the amount of \$3,500,000 for the financing of Sterling Village Apartments. On October 1, 2014, AAHC entered into a debt agreement in the amount of \$900,000 for building improvements. On August 7, 2017, AAHC refinanced the loans with Bellwether Enterprise in the amount of \$4,600,000 with an interest rate of 4.24% per annum with monthly payments of \$16,795 starting in 2022 with a maturity date of May 1, 2027. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 62,291	\$ 196,781
2023	77,642	193,586
2024	80,529	190,698
2025	84,577	186,651
2026	88,285	182,942
2027-2028	4,206,676	208,605
	\$ 4,600,000	\$ 1,159,263

d. HACA Building

On August 9, 2010, the Authority entered into a mortgage agreement in the amount of \$7,900,000 for the financing of the administrative office building. The debt was issued at a rate of 5.65% per annum with monthly payments of \$86,344. The loan matured on August 9, 2020 and was paid in full.

e. Lexington Hills and Lexington Hills refinance

On September 20, 2013, the Authority entered into a mortgage agreement in the amount of \$8,900,000 for the financing of Lexington Hills. On February 1, 2021, the AAHC-Lexington refinanced the debt into a mortgage agreement payable to Bellwether Enterprise Real Estate Capital, LLC, in the amount of \$14,985,000. The annual interest rate on the mortgage is 2.92% per annum. The loan matures on January 1, 2031 with all principal and accrued and unpaid interest due upon maturity. The loan is secured by the real property.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

e. Lexington Hills and Lexington Hills refinance (continued)

The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ -	\$ 443,639
2023	-	443,639
2024	-	444,855
2025	-	443,639
2026	-	443,639
2027 - 2031	14,985,000	2,147,700
	<u>\$ 14,985,000</u>	<u>\$ 4,367,111</u>

f. Bridge at South Point loan

On May 12, 2016, AAHC entered into a debt agreement with Bellwether Enterprise Real Estate Capital, LLC in the amount of \$13,200,000 for building improvements. The debt was issued at a rate of 3.95% per annum. The loan matures on June 1, 2026 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 234,247	\$ 516,965
2023	243,790	507,422
2024	252,371	498,841
2025	264,003	487,209
2026	274,758	476,454
2027	11,760,113	118,329
	<u>\$ 13,029,282</u>	<u>\$ 2,605,220</u>

g. AAHC Pathways at Booker T. Washington Terraces loan

On October 6, 2017, AAHC entered in a debt agreement with Greystone Servicing Corp. in the amount of \$11,695,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 4.29% per annum with monthly payments of \$57,807. The loan matures on November 1, 2035 and is secured by the real property.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

g. AAHC Pathways at Booker T. Washington Terraces loan (continued)

The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 218,073	\$ 475,606
2023	227,749	465,929
2024	236,620	457,059
2025	248,355	445,324
2026	259,375	434,303
2027-2031	1,478,814	1,989,580
2032-2036	8,362,750	1,536,363
	\$ 11,031,736	\$ 5,804,164

h. AAHC Pathways at Meadowbrook Court loan

On October 6, 2017, AAHC entered in a debt agreement with Greystone Servicing Corp. in the amount of \$7,636,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 4.29% per annum with monthly payments of \$37,744. The loan matures on November 1, 2035 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 142,386	\$ 310,537
2023	148,704	304,219
2024	154,496	298,427
2025	162,158	290,765
2026	169,344	283,569
2027-2031	965,560	1,299,054
2032-2036	5,460,287	1,003,136
	\$ 7,202,935	\$ 3,789,707

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

i. Bouldin Oaks loan

On November 7, 2016, AAHC entered into a debt agreement with Greystone Servicing Corp. in the amount of \$6,403,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 4.10% per annum with monthly payments of \$30,939. The loan matures on December 1, 2034 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 126,451	\$ 243,519
2023	133,164	238,106
2024	138,177	233,093
2025	144,661	226,609
2026	150,790	220,480
2027-2031	854,744	1,001,607
2032-2035	4,399,164	624,767
	\$ 5,947,151	\$ 2,788,181

j. Coronado Hills loan

On November 7, 2016, AAHC entered into a debt agreement with Greystone Servicing Corp. in the amount of \$1,100,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 4.10% per annum with monthly payments of \$5,315. The loan matures on December 1, 2034 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 21,724	\$ 41,835
2023	22,877	40,905
2024	23,738	40,044
2025	24,852	38,930
2026	25,905	37,877
2027-2031	146,840	172,071
2032-2035	755,752	107,332
	\$ 1,021,688	\$ 478,994

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

k. Manchaca II loan

On November 7, 2016, AAHC entered into a debt agreement with Greystone Servicing Corp. in the amount of \$990,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 4.10% per annum with monthly payments of \$4,784. The loan matures on December 1, 2034 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 19,551	\$ 37,652
2023	20,589	36,815
2024	21,364	36,040
2025	22,367	35,037
2026	23,314	34,090
2027-2031	132,156	154,864
2032-2035	680,178	96,599
	\$ 919,519	\$ 431,097

l. Rosewood loan

On November 30, 2018, AAHC entered into a debt agreement with Greystone Servicing Corp. in the amount of \$3,915,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 5.2% per annum with monthly payments of \$21,498. The loan matures on December 1, 2036 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 58,668	\$ 199,304
2023	61,837	196,135
2024	65,178	192,795
2025	68,155	189,817
2026	72,380	185,593
2027-2031	424,387	865,474
2032-2036	552,108	737,754
2037	2,504,337	129,311
	\$ 3,807,050	\$ 2,696,183

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

m. Eastland Plaza loan

On October 5, 2018, AAHC entered into a debt agreement with Plains Capital Bank. in the amount of \$5,000,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 5.65% per annum with monthly payments of \$31,390. On XXX, 2021, the loan was restructured with a rate of 3.95% per annum with monthly payments of \$6,540. The loan matures on October 5, 2028 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 33,019	\$ 45,460
2023	34,347	44,132
2024	35,729	42,750
2025	37,166	41,316
2026	38,661	39,818
2027-2029	986,988	95,513
	\$ 1,165,910	\$ 308,989

n. Santa Rita loan

On November 30, 2018, AAHC entered into a debt agreement with Greystone Servicing Corp. in the amount of \$3,557,000 for critical maintenance and renovations for the property. The debt was issued at a rate of 5.2% per annum with monthly payments of \$19,532. The loan matures on December 1, 2036 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 53,304	\$ 181,079
2023	56,183	178,200
2024	59,217	175,165
2025	61,923	172,459
2026	65,761	168,622
2027-2031	385,579	786,333
2032-2036	501,621	670,291
2037	2,275,333	117,487
	\$ 3,458,921	\$ 2,449,636

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

o. Lakeside loan

On October 24, 2019, Pathways at Lakeside, LLC, entered in a debt agreement with Bellwether Enterprise Mortgage Investments, LLC, in the amount of \$5,756,000 for Pathways at Lakeside Apartments. The debt was issued at a fixed rate of 3.34% per annum with monthly payments of \$25,336. The loan matures on November 1, 2029 and is secured by the real property.

The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ 111,144	\$ 191,954
2023	115,929	188,099
2024	119,417	184,611
2025	124,023	180,005
2026	128,289	175,739
2027-2030	5,147,883	606,639
	\$ 5,746,685	\$ 1,527,047

p. Bridge at Asher loan

On June 27, 2019, AAHC-Bridge at Asher, LLC entered into a debt agreement with NHTE Opportunity Housing, LLC in the amount of \$4,000,000 for Bridge at Asher Apartments. The debt was issued at an escalating rate of 4% to 6% per annum with interest payments due quarterly. The loan is secured by the real property and matures on June 30, 2029 with a full balloon payment of \$4,000,000 due on that date. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ -	\$ 160,000
2023	-	190,000
2024	-	200,000
2025	-	230,000
2026	-	240,000
2027-2030	4,000,000	780,000
	\$ 4,000,000	\$ 1,800,000

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

7. Noncurrent liabilities (continued)

q. Moonlight Gardens loan

On May 1, 2020, AAHC entered into a debt agreement with Moonlight Garden SLP, LLC in the amount of \$2,634,049 for Moonlight Gardens. The loan is unsecured and bears an interest rate of 7% per annum. The loan matures on May 1, 2022 with all principal and accrued and unpaid interest due upon maturity.

r. Thurmond Heights loan

On May 4, 2020, Pathways at Thurmond Heights, LLC entered into a debt agreement with Bellwether Enterprise Mortgage Investments, LLC in the amount of \$6,300,000. The annual interest rate on the mortgage is 3.52%. Interest only payments are due until July 1, 2026, when with the monthly payments of principal and interest of \$28,360 begin. The loan matures June 1, 2037 and is secured by the real property. The future principal and interest maturities are as follows for the years ending March 31:

	Principal	Interest
2022	\$ -	\$ 224,840
2023	-	224,840
2024	-	225,456
2025	-	224,840
2026	-	224,840
2027-2031	596,514	1,076,689
2032-2036	746,154	955,458
2037-2038	4,957,332	217,231
	\$ 6,300,000	\$ 3,374,194

8. Pension plan

The Authority provides pension benefits for all of its full time regular employees through a defined contribution plan. The plan is administered by Housing Authority Retirement Trust. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The Board is authorized to establish and amend plan benefits. Full-time employees are eligible to participate from the first day of employment. For employees hired prior to April 1, 2020, the Authority contributes 10% of the total gross wages for up to five years of continuous employment, 15% of the total gross wages for continuous employment above five years, and 20% of total gross wages for continuous employment above 15 years into the pension plan. For employees hired on or after April 1, 2020, the Authority contributes 7% of the total gross wages for up to five years of continuous employment, 10% of the total gross wages for up to five years of continuous employment, and 15% of total gross wages for continuous employment above 15 years into the pension plan.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

8. Pension plan (continued)

The Authority's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested after 5 years. Authority contributions for, and interest forfeited by, employees who leave employment before vesting are refunding the Authority and returned to the appropriate program. The amounts contributed by the Authority for the year ended March 31, 2021 was \$2,126,810. The Authority's employees made voluntary contributions of \$2,980. The Authority recognized pension expense of \$2,054,054, which includes forfeitures totaling \$72,756.

9. Risk management

The Authority is exposed to various risks of loss related to torts; theft of, damages to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. As part of the Authority's risk management program, certain commercial insurance policies are purchased.

There were no significant reductions of insurance coverage from prior years and actual settlements did not exceed insurance coverage for each of the past three years.

10. Commitments and contingencies

a. Legal

The Authority is party to various pending or threatened legal actions arising in the normal course of operations. Although the outcome of these actions is not presently determinable, it is the Authority's opinion that any ultimate liability is not expected to have a material adverse effect on the Authority's financial position.

b. Grants and contracts

The Authority participates in various grant programs that are subject to review and audit by the grantor agencies. Entitlements to these resources are generally conditional upon compliance with the terms and conditions of grant agreements and applicable federal regulations, including the expenditure of resources for allowable purposes. Any disallowance resulting from a grantor audit may become a liability of the Authority. As of the date of this report, management is not aware of any such instances.

The Authority has received cumulative funding in excess of housing assistance payments ("HAP") through the Section 8 Housing Choice Voucher Program and Mainstream Vouchers in accordance with current regulations. As of March 31, 2021, the Housing Choice Voucher Program and Mainstream Vouchers had remaining HAP reserves of \$2,997,514 and \$366,789, respectively.

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

10. Commitments and contingencies (continued)

c. COVID-19 pandemic

The Authority, like most other businesses, has had its operational activities impacted by the COVID-19 pandemic to conform with current guidelines. As of the date of this report, the overall impact and duration is uncertain, but management does not believe it to be material to the Authority.

11. Concentrations

For the year ended March 31, 2021, approximately 93% of revenues and 34% of receivables reflected in the financial statements are from HUD.

The Authority operates in a heavily regulated environment. The operations of the Authority are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to HUD. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay for the related costs and the additional administrative burden to comply with the changes. In addition, any excess reserves may reduce future funding levels and possibly be subject to recapture.

12. Financial data schedule

As required by HUD, the Authority prepares its financial data schedule in accordance with HUD requirements in a prescribed format which differs from the presentation of the basic financial statements. The schedule's format presents certain operating items as non-operating such as depreciation expense, housing assistance payments and extraordinary maintenance expense. In addition, the schedule's format includes non-operating items as operating such as investment revenue, HUD capital grants revenue, interest expense and gains and losses on the disposal of capital assets. Furthermore, the schedule reflects tenant revenue and bad debt expense separately.

13. Related parties

The Authority's financial statements include the activities of blended component units that have an ownership interest in various Partnerships that are involved in the development of affordable housing. Due to the relationship of these entities, the Partnerships are considered to be related parties of the Authority. The Authority has notes receivable, investments in joint ventures and ground lease agreements with various related party entities (see Notes B-4, B-5 and B-6).

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

14. Subsequent events

Management has evaluated subsequent events through October 21, 2021, the date which the financial statements were available to be issued, and noted no additional significant items to be disclosed except for the items listed below.

After year end, the Authority, through its blended component unit AAHC, has continued to partner and acquire mixed finance affordable housing properties.

15. Condensed blended component unit information

Condensed component unit information for the Authority's significant blended component units as listed in Note A-1 is on the next page.

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Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

15. Condensed blended component unit information (continued)

Condensed Statement of Net Position

	AAHC	PFC	CLT	SHCC	Austin Pathways	Blueprint Housing Solutions	Total Blended Component Units
Assets:							
Current assets	\$ 61,827,391	\$ 919,808	\$ 49,032	\$ 5,719,429	\$ 2,094,680	\$ 136,867	\$ 70,747,207
Capital assets, net	67,254,242	-	44,326	-	-	-	67,298,568
Notes receivable	15,906,382	-	121,235	-	-	-	16,027,617
Investments in joint ventures	32,974,763	-	-	-	-	-	32,974,763
Total assets	<u>177,962,778</u>	<u>919,808</u>	<u>214,593</u>	<u>5,719,429</u>	<u>2,094,680</u>	<u>136,867</u>	<u>187,048,155</u>
Liabilities:							
Current liabilities	5,153,802	4,700	4,347	182,521	612,602	9,345	5,967,317
Noncurrent liabilities	96,646,208	-	-	435,085	201,781	57,563	97,340,637
Total liabilities	<u>101,800,010</u>	<u>4,700</u>	<u>4,347</u>	<u>617,606</u>	<u>814,383</u>	<u>66,908</u>	<u>103,307,954</u>
Net position:							
Net investment in capital assets	(26,592,688)	-	44,326	-	-	-	(26,548,362)
Restricted	43,702,993	240,827	-	-	254,093	-	44,197,913
Unrestricted	59,052,463	674,281	165,920	5,101,823	1,026,204	69,959	66,090,650
Total net position	<u>\$ 76,162,768</u>	<u>\$ 915,108</u>	<u>\$ 210,246</u>	<u>\$ 5,101,823</u>	<u>\$ 1,280,297</u>	<u>\$ 69,959</u>	<u>\$ 83,740,201</u>

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Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

15. Condensed blended component unit information (continued)

Condensed Statement of Revenues, Expenses and Changes in Net Position

	AAHC	PFC	CLT	SHCC	Austin Pathways	Blueprint Housing Solutions	Total Blended Component Units
Operating revenues and (expenses)							
HUD revenue	\$ 7,692,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,692,048
Tenant revenue, net	11,781,866	-	-	-	-	-	11,781,866
Other government grants	-	-	-	470,168,233	-	-	470,168,233
Other revenue	13,706,036	-	690	-	599,734	341,889	14,648,349
Depreciation	(5,781,023)	-	-	-	-	-	(5,781,023)
Other operating expenses	(20,704,145)	-	-	(461,918,899)	(3,036,765)	(269,950)	(485,929,759)
Operating income (loss)	6,694,782	-	690	8,249,334	(2,437,031)	71,939	12,579,714
Nonoperating revenues and (expenses)							
Interest income	141,324	-	4,865	195	428	-	146,812
Transfer from (to) other programs	(7,338,608)	-	-	(7,027,526)	2,597,060	-	(11,769,074)
Change in net position	(502,502)	-	5,555	1,222,003	160,457	71,939	957,452
Beginning net position	70,202,907	915,108	204,691	3,879,820	1,119,840	(1,980)	76,320,386
Equity transfer in (out)	6,462,363	-	-	-	-	-	6,462,363
Ending net position	<u>\$ 76,162,768</u>	<u>\$ 915,108</u>	<u>\$ 210,246</u>	<u>\$ 5,101,823</u>	<u>\$ 1,280,297</u>	<u>\$ 69,959</u>	<u>\$ 83,740,201</u>

Housing Authority of the City of Austin
NOTES TO BASIC FINANCIAL STATEMENTS
For the year ended March 31, 2021

NOTE B - DETAILED NOTES (continued)

15. Condensed blended component unit information (continued)

Condensed Statement of Cash Flows

	AAHC	PFC	CLT	SHCC	Austin Pathways	Blueprint Housing Solutions	Total Blended Component Units
Net cash provided by (used in):							
Operating activities	\$ 11,144,430	\$ 678,981	\$ 36,246	\$ 8,342,070	\$ (1,701,907)	\$ 54,573	\$ 18,554,393
Capital and related financing activities	(9,548,505)	-	-	-	-	-	(9,548,505)
Investing activities	(792,630)	-	9,328	195	428	-	(782,679)
Noncapital financing activities	6,462,363	-	-	(7,027,526)	2,597,060	-	2,031,897
Net increase (decrease) in cash	7,265,658	678,981	45,574	1,314,739	895,581	54,573	10,255,106
Beginning cash	53,078,786	240,827	-	1,830,875	1,162,712	41,081	56,354,281
Ending cash	<u>\$ 60,344,444</u>	<u>\$ 919,808</u>	<u>\$ 45,574</u>	<u>\$ 3,145,614</u>	<u>\$ 2,058,293</u>	<u>\$ 95,654</u>	<u>\$ 66,609,387</u>

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SUPPLEMENTARY INFORMATION

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021											
Line Item No.	Account Description	AMP 1 Chalmers Courts Operating	AMP 1 Chalmers Courts Capital	AMP 4 Meadowbrook Courts Operating	AMP 4 Meadowbrook Courts Capital	AMP 5 Booker T Washington Ter. Operating	AMP 5 Booker T Washington Ter. Capital	AMP 7 Lakeside Apartments Operating	AMP 7 Lakeside Apartments Capital	AMP 16 Northgate West Apartments Operating	AMP 16 Northgate West Apartments Capital
111	Cash - Unrestricted	-	-	-	-	-	-	-	-	-	-
112	Cash - Restricted - Modernization and Development	-	-	-	-	-	-	-	-	-	-
113	Cash - other restricted	-	-	-	-	-	-	-	-	-	-
114	Cash - Tenant Security Deposits	-	-	-	-	-	-	-	-	-	-
115	Cash - Restricted for payment of current liability	-	-	-	-	-	-	-	-	-	-
100	Total Cash	-	-	-	-	-	-	-	-	-	-
121	Accounts Receivable - PHA Projects	-	-	-	-	-	-	-	-	-	-
122	Accounts Receivable - HUD Other Projects	-	-	-	-	-	-	-	-	-	-
124	Accounts Receivable - other government	-	-	-	-	-	-	-	-	-	-
125	Accounts Receivable - Miscellaneous	-	-	-	-	-	-	-	-	-	-
126	Accounts Receivable - Tenants - Dwelling Rents	-	-	-	-	-	-	-	-	-	-
126.1	Allowance for Doubtful Accounts - Dwelling Rents	-	-	-	-	-	-	-	-	-	-
127	Notes, Loans, & Mortgages Receivable - current	-	-	-	-	-	-	-	-	-	-
120	Total Receivables, net of allowances for doubtful accounts	-	-	-	-	-	-	-	-	-	-
131	Investments - Unrestricted	-	-	-	-	-	-	-	-	-	-
142	Prepaid Expenses and Other Assets	-	-	-	-	-	-	-	-	-	-
143	Inventories	-	-	-	-	-	-	-	-	-	-
144	Interprogram due from	-	-	-	-	-	-	-	-	-	-
150	Total Current Assets	-	-	-	-	-	-	-	-	-	-
161	Land	-	-	-	-	-	-	-	-	-	-
162	Buildings	-	-	-	-	-	-	-	-	-	-
163	Furniture, Equipment and Machinery - Dwellings	-	-	-	-	-	-	-	-	-	-
164	Furniture, Equipment and Machinery - Administration	-	-	-	-	-	-	-	-	-	-
165	Leasehold Improvements	-	-	-	-	-	-	-	-	-	-
166	Accumulated Depreciation	-	-	-	-	-	-	-	-	-	-
167	Construction In Progress	-	-	-	-	-	-	-	-	-	-
160	Total Fixed Assets, Net of Accumulated Depreciation	-	-	-	-	-	-	-	-	-	-
171	Notes, loans, and mortgages receivable - Noncurrent	-	-	-	-	-	-	-	-	-	-
176	Investment in joint ventures	-	-	-	-	-	-	-	-	-	-
180	Total Non-Current Assets	-	-	-	-	-	-	-	-	-	-
190	Total Assets	-	-	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021											
Line Item No.	Account Description	AMP 1 Chalmers Courts Operating	AMP 1 Chalmers Courts Capital	AMP 4 Meadowbrook Courts Operating	AMP 4 Meadowbrook Courts Capital	AMP 5 Booker T Washington Ter. Operating	AMP 5 Booker T Washington Ter. Capital	AMP 7 Lakeside Apartments Operating	AMP 7 Lakeside Apartments Capital	AMP 16 Northgate West Apartments Operating	AMP 16 Northgate West Apartments Capital
312	Accounts Payable <= 90 Days	-	-	-	-	-	-	-	-	-	-
321	Accrued Wage/Payroll Taxes Payable	-	-	-	-	-	-	-	-	-	-
322	Accrued Compensated Absences	-	-	-	-	-	-	-	-	-	-
325	Accrued interest payable	-	-	-	-	-	-	-	-	-	-
331	Accounts Payable - HUD PHA Programs	-	-	-	-	-	-	-	-	-	-
332	Accounts Payable - PHA Projects	-	-	-	-	-	-	-	-	-	-
333	Accounts Payable - Other Government	-	-	-	-	-	-	-	-	-	-
341	Tenant Security Deposits	-	-	-	-	-	-	-	-	-	-
342	Unearned Revenues	-	-	-	-	-	-	-	-	-	-
343	Current portion of L-T debt - capital projects	-	-	-	-	-	-	-	-	-	-
345	Other current liabilities	-	-	-	-	-	-	-	-	-	-
346	Accrued Liabilities - Other	-	-	-	-	-	-	-	-	-	-
347	Interprogram due to	-	-	-	-	-	-	-	-	-	-
310	Total Current Liabilities	-	-	-	-	-	-	-	-	-	-
351	Long-term debt, net of current - capital projects	-	-	-	-	-	-	-	-	-	-
353	Noncurrent Liabilities - Other	-	-	-	-	-	-	-	-	-	-
354	Accrued compensated Absences - Non Current	-	-	-	-	-	-	-	-	-	-
350	Total Noncurrent Liabilities	-	-	-	-	-	-	-	-	-	-
300	Total Liabilities	-	-	-	-	-	-	-	-	-	-
508.4	Net Investment in Capital Assets	-	-	-	-	-	-	-	-	-	-
511.4	Restricted Net Position	-	-	-	-	-	-	-	-	-	-
512.4	Unrestricted Net Position	-	-	-	-	-	-	-	-	-	-
513	Total Equity	-	-	-	-	-	-	-	-	-	-
600	Total Liabilities and Equity	-	-	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021											
Line Item No.	Account Description	AMP 1 Chalmers Courts Operating	AMP 1 Chalmers Courts Capital	AMP 4 Meadowbrook Courts Operating	AMP 4 Meadowbrook Courts Capital	AMP 5 Booker T Washington Ter. Operating	AMP 5 Booker T Washington Ter. Capital	AMP 7 Lakeside Apartments Operating	AMP 7 Lakeside Apartments Capital	AMP 16 Northgate West Apartments Operating	AMP 16 Northgate West Apartments Capital
70300	Net Tenant Rental Revenue	150,986	-	-	-	4,755	-	-	-	800	-
70400	Tenant Revenue - Other	37,217	-	-	-	563	-	-	-	969	-
70500	Total Tenant Revenue	188,203	-	-	-	5,318	-	-	-	1,769	-
70600	HUD PHA Grants	281,962	671,918	-	-	23,804	1,439	482	-	13,188	3,281
70610	HUD PHA Capital Grants	-	12,620	-	-	-	-	-	-	-	-
70710	Management Fee	-	-	-	-	-	-	-	-	-	-
70730	Book-Keeping Fee	-	-	-	-	-	-	-	-	-	-
70740	Front Line Service Fee	-	-	-	-	-	-	-	-	-	-
70700	Total Fee Revenue	-	-	-	-	-	-	-	-	-	-
70800	Other government grants	-	-	-	-	-	-	-	-	-	-
71100	Investment Income - Unrestricted	-	-	-	-	-	-	-	-	-	-
71200	Mortgage interest income	-	-	-	-	-	-	-	-	-	-
71400	Fraud recovery	-	-	-	-	-	-	-	-	-	-
71500	Other revenue	4,136	-	-	-	53	-	-	-	141	-
71600	Gain/Loss on Sale of Fixed Assets	-	-	-	-	1,197,081	-	-	-	2,724,466	-
72000	Investment income - restricted	-	-	-	-	-	-	-	-	-	-
70000	Total Revenue	474,301	684,538	-	-	1,226,256	1,439	482	-	2,739,564	3,281
91100	Administrative salaries	24,371	-	-	-	-	-	-	-	-	-
91200	Auditing fees	-	-	-	-	-	-	-	-	-	-
91300	Management Fee	31,051	32,434	-	-	608	1,106	-	-	276	2,948
91310	Book-Keeping Fee	4,215	-	-	-	63	-	-	-	38	-
91400	Advertising and Marketing	-	-	-	-	-	-	-	-	-	-
91500	Employee benefit contributions - administrative	10,518	-	-	-	24	-	-	-	3	-
91600	Office Expenses	10,993	-	-	-	129	-	-	-	297	-
91700	Legal Expense	3,803	-	-	-	1	-	-	-	3	-
91800	Travel	-	-	-	-	-	-	-	-	-	-
91900	Other	9,116	-	-	-	178	-	-	-	320	-
92100	Tenant services - salaries	41,187	-	-	-	-	-	-	-	-	-
92200	Relocation Costs	-	-	-	-	333	-	-	-	333	-
92300	Employee benefit contributions - tenant services	14,947	-	-	-	-	-	-	-	-	-
92400	Tenant Services - Other	1,107	-	-	-	-	-	-	-	-	-
93100	Water	12,917	-	-	-	-	-	-	-	7,552	-
93200	Electricity	5,601	-	-	-	-	-	-	-	1,961	-
93300	Gas	5,419	-	-	-	637	-	-	-	-	-
93800	Other utilities expense	-	-	-	-	-	-	-	-	-	-
94100	Ordinary Maintenance and Operations - Labor	31,909	-	-	-	137	-	-	-	-	-
94200	OMO - Materials and Other	3,623	-	-	-	47	-	-	-	210	-
94300	Ordinary Maintenance and Operations - Contract Costs	56,551	-	-	-	6,961	-	-	-	16,349	-
94500	Employee Benefit Contributions - Ordinary Maintenance	15,611	-	-	-	61	-	-	-	-	-
95200	Protective Services - Other Contract Costs	14,038	-	-	-	-	-	-	-	-	-
95300	Protective Services - Other	350	-	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021											
Line Item No.	Account Description	AMP 1 Chalmers Courts Operating	AMP 1 Chalmers Courts Capital	AMP 4 Meadowbrook Courts Operating	AMP 4 Meadowbrook Courts Capital	AMP 5 Booker T Washington Ter. Operating	AMP 5 Booker T Washington Ter. Capital	AMP 7 Lakeside Apartments Operating	AMP 7 Lakeside Apartments Capital	AMP 16 Northgate West Apartments Operating	AMP 16 Northgate West Apartments Capital
96110	Property Insurance	713	-	-	-	723	-	-	-	1,686	-
96120	Liability Insurance	-	-	-	-	-	-	-	-	-	-
96130	Workmen's Compensation	336	-	-	-	2	-	-	-	-	-
96140	All other Insurance	-	-	-	-	-	-	-	-	-	-
96200	Other General Expenses	235	-	-	-	-	-	-	-	-	-
96210	Compensated Absences	11,700	-	-	-	-	-	-	-	-	-
96300	Payments in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
96400	Bad Debt - Tenant Rents	-	-	-	-	-	-	-	-	13,253	-
96710	Interest on Mortgage (or Bonds) Payable	-	-	-	-	-	-	-	-	-	-
96900	Total Operating Expenses	310,311	32,434	-	-	9,924	1,106	-	-	42,281	2,948
97000	Excess Operating Revenue over Operating Expenses	163,990	652,104	-	-	1,216,332	333	482	-	2,697,283	333
97100	Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-
97200	Casualty Losses - Non-Capitalized	-	-	-	-	-	-	-	-	-	-
97300	Housing Assistance Payments	-	-	-	-	-	-	-	-	-	-
97350	HAP Portability - In	-	-	-	-	-	-	-	-	-	-
97400	Depreciation Expense	57,141	-	-	-	1,854	-	-	-	9,262	-
90000	Total Expenses	367,452	32,434	-	-	11,778	1,106	-	-	51,543	2,948
10010	Operating transfers in	639,484	-	-	-	333	-	-	-	333	-
10020	Operating transfers out	-	(639,484)	-	-	-	(333)	-	-	-	(333)
10040	Total Operating transfers from/to component unit	-	-	-	-	-	-	-	-	-	-
10080	Special Items, net gain/loss	-	-	-	-	-	-	-	-	-	-
10100	Total other financing sources (Uses)	639,484	(639,484)	-	-	333	(333)	-	-	333	(333)
10000	Excess (deficiency) of total revenue over (under) total expenses	746,333	12,620	-	-	1,214,811	-	482	-	2,688,354	-
11020	Debt Principal Payments - Enterprise Funds	-	-	-	-	-	-	-	-	-	-
11030	Beginning Equity	1,090,179	-	-	-	485,682	-	-	-	338,565	-
11040.1	CFP Hard Cost transfer to PH	12,620	(12,620)	-	-	-	-	-	-	-	-
11040.2	RAD related transfers	-	-	-	-	-	-	-	-	-	-
11040	Total Prior Period Adjustments, Equity transfer and correction of errors	(1,836,512)	(12,620)	-	-	(1,700,393)	-	(482)	-	(3,026,919)	-
11170	Administrative Fee Equity	-	-	-	-	-	-	-	-	-	-
11180	Housing Assistance Payments Equity	-	-	-	-	-	-	-	-	-	-
11190	Unit Months Available	616	-	-	-	36	-	-	-	84	-
11210	Number of Unit Months Leased	562	-	-	-	11	-	-	-	5	-
11270	Excess Cash	(25,859)	-	-	-	(827)	-	-	-	(3,523)	-
11620	Building Purchases	-	12,620	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																			
Line Item No.	Account Description	AMP 17 Shadowbend Ridge Operating	AMP 17 Shadowbend Ridge Capital	AMP Other Operating	AMP Other Capital	Total AMPs 14.850/14.872	Public Housing CARES Act 14.PHC	Section 8 Housing Choice Voucher Program 14.871	Section 8 Housing Choice Voucher CARES 14.HCC	Section 8 Moderate Rehabilitation Single Room Occupancy 14.249	Central Office Cost Center	State and Local	HOME Investment Partnership Program 14.239	Capital Fund Education and Training Community Facilities 14.890	Mainstream Vouchers 14.879	Mainstream CARES Act 14.MSC	Choice Neighborhoods Planning Grants 14.892	Resident Opportunity and Supportive Services 14.870	Shelter Plus Care 14.238
111	Cash - Unrestricted	-	-	-	-	-	-	1,662,425	-	27,626	7,690,355	-	-	-	176,881	-	-	-	-
112	Cash - Restricted - Modernization and Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Cash - other restricted	-	-	-	-	-	-	3,523,043	-	-	-	-	-	-	366,789	-	-	-	-
114	Cash - Tenant Security Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
115	Cash - Restricted for payment of current liability	-	-	-	-	-	-	82,274	-	-	-	-	-	-	-	1,477	-	-	-
100	Total Cash	-	-	-	-	-	-	5,267,742	-	27,626	7,690,355	-	-	-	543,670	1,477	-	-	-
121	Accounts Receivable - PHA Projects	-	-	-	-	-	-	161,453	-	-	-	-	-	-	-	-	-	-	-
122	Accounts Receivable - HUD Other Projects	-	-	-	-	-	-	-	-	9,264	-	-	-	-	-	-	-	-	-
124	Accounts Receivable - other government	-	-	-	-	-	-	-	-	-	-	8,143	89,434	-	-	-	-	-	-
125	Accounts Receivable - Miscellaneous	-	-	-	-	-	-	389	-	-	4,283,387	-	-	-	-	-	-	-	-
126	Accounts Receivable - Tenants - Dwelling Rents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
126.1	Allowance for Doubtful Accounts - Dwelling Rents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
127	Notes, Loans, & Mortgages Receivable - current	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
120	Total Receivables, net of allowances for doubtful accounts	-	-	-	-	-	-	161,842	-	9,264	4,283,387	8,143	89,434	-	-	-	-	-	-
131	Investments - Unrestricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
142	Prepaid Expenses and Other Assets	-	-	-	-	-	-	-	-	-	185,631	-	-	-	-	-	-	-	-
143	Inventories	-	-	-	-	-	-	-	-	-	8,930	-	-	-	-	-	-	-	-
144	Interprogram due from	-	-	-	-	-	-	-	-	-	168,318	-	-	-	-	-	-	-	-
150	Total Current Assets	-	-	-	-	-	-	5,429,584	-	36,890	12,336,621	8,143	89,434	-	543,670	1,477	-	-	-
161	Land	-	-	-	-	-	-	-	-	-	2,206,977	-	-	-	-	-	-	-	-
162	Buildings	-	-	-	-	-	-	-	-	-	13,510,784	-	-	-	-	-	-	-	-
163	Furniture, Equipment and Machinery - Dwellings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
164	Furniture, Equipment and Machinery - Administration	-	-	-	-	-	-	123,993	-	-	1,316,021	-	-	-	-	-	-	-	-
165	Leasehold Improvements	-	-	-	-	-	-	-	-	-	17,384	-	-	-	-	-	-	-	-
166	Accumulated Depreciation	-	-	-	-	-	-	(123,993)	-	-	(8,506,478)	-	-	-	-	-	-	-	-
167	Construction in Progress	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
160	Total Fixed Assets, Net of Accumulated Depreciation	-	-	-	-	-	-	-	-	-	8,544,688	-	-	-	-	-	-	-	-
171	Notes, loans, and mortgages receivable - Noncurrent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
176	Investment in joint ventures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
180	Total Non-Current Assets	-	-	-	-	-	-	-	-	-	8,544,688	-	-	-	-	-	-	-	-
190	Total Assets	-	-	-	-	-	-	5,429,584	-	36,890	20,881,309	8,143	89,434	-	543,670	1,477	-	-	-

See Independent Auditor's Report

Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																			
Line Item No.	Account Description	AMP 17 Shadowbend Ridge Operating	AMP 17 Shadowbend Ridge Capital	AMP Other Operating	AMP Other Capital	Total AMPs 14.850/14.872	Public Housing CARES Act 14.PHC	Section 8 Housing Choice Voucher Program 14.871	Section 8 Housing Choice Voucher CARES 14.HCC	Section 8 Moderate Rehabilitation Single Room Occupancy 14.249	Central Office Cost Center	State and Local	HOME Investment Partnership Program 14.239	Capital Fund Education and Training Community Facilities 14.890	Mainstream Vouchers 14.879	Mainstream CARES Act 14.MSC	Choice Neighborhoods Planning Grants 14.892	Resident Opportunity and Supportive Services 14.870	Shelter Plus Care 14.238
312	Accounts Payable <= 90 Days	-	-	-	-	-	-	10,651	-	-	486,150	-	-	-	-	-	-	-	-
321	Accrued Wage/Payroll Taxes Payable	-	-	-	-	-	-	141,971	-	1,156	346,036	2,951	4,143	-	-	1,477	-	-	-
322	Accrued Compensated Absences	-	-	-	-	-	-	18,946	-	201	42,489	-	-	-	348	-	-	-	-
325	Accrued interest payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
331	Accounts Payable - HUD PHA Programs	-	-	-	-	-	-	12,869	-	-	-	-	-	-	-	-	-	-	-
332	Accounts Payable - PHA Projects	-	-	-	-	-	-	176,502	-	-	-	-	-	-	-	-	-	-	-
333	Accounts Payable - Other Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
341	Tenant Security Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
342	Unearned Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
343	Current portion of L-T debt - capital projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
345	Other current liabilities	-	-	-	-	-	-	69,405	-	-	47,771	-	-	-	-	-	-	-	-
346	Accrued Liabilities - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
347	Interprogram due to	-	-	-	-	-	-	-	-	-	-	5,192	85,291	-	-	-	-	-	-
310	Total Current Liabilities	-	-	-	-	-	-	430,344	-	1,357	922,446	8,143	89,434	-	348	1,477	-	-	-
351	Long-term debt, net of current - capital projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
353	Noncurrent Liabilities - Other	-	-	-	-	-	-	525,529	-	-	-	-	-	-	-	-	-	-	-
354	Accrued compensated Absences - Non Current	-	-	-	-	-	-	654,027	-	3,155	1,237,726	-	-	-	6,204	-	-	-	-
350	Total Noncurrent Liabilities	-	-	-	-	-	-	1,179,556	-	3,155	1,237,726	-	-	-	6,204	-	-	-	-
300	Total Liabilities	-	-	-	-	-	-	1,609,900	-	4,512	2,160,172	8,143	89,434	-	6,552	1,477	-	-	-
508.4	Net Investment in Capital Assets	-	-	-	-	-	-	-	-	-	8,544,688	-	-	-	-	-	-	-	-
511.4	Restricted Net Position	-	-	-	-	-	-	2,997,514	-	-	-	-	-	-	366,789	-	-	-	-
512.4	Unrestricted Net Position	-	-	-	-	-	-	822,170	-	32,378	10,176,449	-	-	-	170,329	-	-	-	-
513	Total Equity	-	-	-	-	-	-	3,819,684	-	32,378	18,721,137	-	-	-	537,118	-	-	-	-
600	Total Liabilities and Equity	-	-	-	-	-	-	5,429,584	-	36,890	20,881,309	8,143	89,434	-	543,670	1,477	-	-	-

See Independent Auditor's Report

Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																			
Line Item No.	Account Description	AMP 17 Shadowbend Ridge Operating	AMP 17 Shadowbend Ridge Capital	AMP Other Operating	AMP Other Capital	Total AMPs 14.850/14.872	Public Housing CARES Act 14.PHC	Section 8 Housing Choice Voucher Program 14.871	Section 8 Housing Choice Voucher CARES 14.HCC	Section 8 Moderate Rehabilitation Single Room Occupancy 14.249	Central Office Cost Center	State and Local	HOME Investment Partnership Program 14.239	Capital Fund Education and Training Community Facilities 14.890	Mainstream Vouchers 14.879	Mainstream CARES Act 14.MSC	Choice Neighborhoods Planning Grants 14.892	Resident Opportunity and Supportive Services 14.870	Shelter Plus Care 14.238
70300	Net Tenant Rental Revenue	7,633	-	-	-	164,174	-	-	-	-	-	-	-	-	-	-	-	-	-
70400	Tenant Revenue - Other	1,885	-	-	-	40,634	-	-	-	-	-	-	-	-	-	-	-	-	-
70500	Total Tenant Revenue	9,518	-	-	-	204,808	-	-	-	-	-	-	-	-	-	-	-	-	-
70600	HUD PHA Grants	7,544	702	-	-	1,004,320	66,623	61,647,487	5,223,911	341,114	-	-	-	-	1,668,483	41,518	-	-	-
70610	HUD PHA Capital Grants	-	-	-	-	12,620	-	-	-	-	-	-	-	-	-	-	-	-	-
70710	Management Fee	-	-	-	-	-	-	-	-	-	6,106,866	-	-	-	-	-	-	-	-
70730	Book-Keeping Fee	-	-	-	-	-	-	-	-	-	490,163	-	-	-	-	-	-	-	-
70740	Front Line Service Fee	-	-	-	-	-	-	-	-	-	311,087	-	-	-	-	-	-	-	-
70700	Total Fee Revenue	-	-	-	-	-	-	-	-	-	6,908,116	-	-	-	-	-	-	-	-
70800	Other government grants	-	-	-	-	-	-	-	-	-	-	110,787	686,727	-	-	-	-	-	-
71100	Investment Income - Unrestricted	-	-	-	-	-	-	1,794	-	-	47,153	-	-	-	-	-	-	-	-
71200	Mortgage interest income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71400	Fraud recovery	-	-	-	-	-	-	22,374	-	-	-	-	-	-	-	-	-	-	-
71500	Other revenue	35	-	2,073	-	6,438	-	184,264	-	-	3,714,571	-	-	-	-	-	-	-	-
71600	Gain/Loss on Sale of Fixed Assets	397,973	-	-	-	4,319,520	-	-	-	-	12,000	-	-	-	-	-	-	-	-
72000	Investment income - restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70000	Total Revenue	415,070	702	2,073	-	5,547,706	66,623	61,855,919	5,223,911	341,114	10,681,840	110,787	686,727	-	1,668,483	41,518	-	-	-
91100	Administrative salaries	-	-	-	-	24,371	-	1,068,796	1,127,120	20,270	5,579,884	-	81,441	-	3,702	25,700	-	-	-
91200	Auditing fees	-	-	-	-	-	-	-	-	500	124,406	-	-	-	-	-	-	-	-
91300	Management Fee	442	369	-	-	69,234	-	754,908	-	-	-	-	-	-	22,320	-	-	-	-
91310	Book-Keeping Fee	60	-	-	-	4,396	-	471,817	-	-	-	-	-	-	13,950	-	-	-	-
91400	Advertising and Marketing	-	-	-	-	-	-	5,645	-	-	314,907	-	-	-	-	-	-	-	-
91500	Employee benefit contributions - administrative	113	-	-	-	10,658	-	587,526	588,223	12,301	2,331,653	-	33,568	-	2,203	15,579	-	-	-
91600	Office Expenses	94	-	-	-	11,513	-	420,077	41,641	4	1,725,439	34,976	-	-	7,440	4	-	-	-
91700	Legal Expense	1	-	-	-	3,808	-	-	-	-	120,021	-	-	-	-	-	-	-	-
91800	Travel	-	-	-	-	-	-	15,347	99	-	72,653	1,234	-	-	-	-	-	-	-
91900	Other	130	-	-	-	9,744	-	-	-	-	95,849	-	-	-	-	-	-	-	-
92100	Tenant services - salaries	-	-	-	-	41,187	576	-	13,614	-	-	43,334	-	-	-	87	-	-	-
92200	Relocation Costs	333	-	-	-	999	-	-	-	-	-	-	-	-	-	-	-	-	-
92300	Employee benefit contributions - tenant services	-	-	-	-	14,947	753	-	968	-	622	4,745	-	-	-	6	-	-	-
92400	Tenant Services - Other	-	-	-	-	1,107	6,696	-	34,917	-	1,347,323	26,498	-	-	-	-	-	-	-
93100	Water	-	-	-	-	20,469	39,518	-	-	-	35,772	-	-	-	-	-	-	-	-
93200	Electricity	-	-	-	-	7,562	4,370	-	-	-	135,174	-	-	-	-	-	-	-	-
93300	Gas	-	-	-	-	6,056	14,710	-	-	-	6,186	-	-	-	-	-	-	-	-
93800	Other utilities expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
94100	Ordinary Maintenance and Operations - Labor	70	-	-	-	32,116	-	-	-	-	247,558	-	-	-	-	-	-	-	-
94200	OMO - Materials and Other	181	-	-	-	4,061	-	1,603	-	-	41,573	-	-	-	-	-	-	-	-
94300	Ordinary Maintenance and Operations - Contract Costs	1,018	-	-	-	80,879	-	2,899	-	-	357,027	-	-	-	-	-	-	-	-
94500	Employee Benefit Contributions - Ordinary Maintenance	21	-	-	-	15,693	-	-	-	-	171,085	-	-	-	-	-	-	-	-
95200	Protective Services - Other Contract Costs	-	-	-	-	14,038	-	-	-	-	206,484	-	-	-	-	-	-	-	-
95300	Protective Services - Other	-	-	-	-	350	-	16,262	-	-	10,216	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																			
		AMP 17 Shadowbend Ridge Operating	AMP 17 Shadowbend Ridge Capital	AMP Other Operating	AMP Other Capital	Total AMPs 14.850/14.872	Public Housing CARES Act 14.PHC	Section 8 Housing Choice Voucher Program 14.871	Section 8 Housing Choice Voucher CARES 14.HCC	Section 8 Moderate Rehabilitation Single Room Occupancy 14.249	Central Office Cost Center	State and Local	HOME Investment Partnership Program 14.239	Capital Fund Education and Training Community Facilities 14.890	Mainstream Vouchers 14.879	Mainstream CARES Act 14.MSC	Choice Neighborhoods Planning Grants 14.892	Resident Opportunity and Supportive Services 14.870	Shelter Plus Care 14.238
Line Item No.	Account Description																		
96110	Property Insurance	241	-	-	-	3,363	-	-	-	-	45,481	-	-	-	-	-	-	-	-
96120	Liability Insurance	-	-	-	-	-	-	-	-	-	57,818	-	-	-	-	-	-	-	-
96130	Workmen's Compensation	2	-	-	-	340	-	6,108	6,023	110	38,134	-	83	-	44	142	-	-	-
96140	All other Insurance	-	-	-	-	-	-	250	-	-	32,215	-	-	-	-	-	-	-	-
96200	Other General Expenses	-	-	-	-	235	-	52,252	-	-	6,677	-	-	-	363	-	-	-	-
96210	Compensated Absences	-	-	-	-	11,700	-	261,261	-	3,112	645,508	-	-	-	5,121	-	-	-	-
96300	Payments in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
96400	Bad Debt - Tenant Rents	4,271	-	-	-	17,524	-	12,709	-	-	-	-	-	-	-	-	-	-	-
96710	Interest on Mortgage (or Bonds) Payable	-	-	-	-	-	-	-	-	-	2,868	-	-	-	-	-	-	-	-
96900	Total Operating Expenses	6,977	369	-	-	406,350	66,623	3,677,460	1,812,605	36,297	13,752,533	110,787	115,092	-	55,143	41,518	-	-	-
97000	Excess Operating Revenue over Operating Expenses	408,093	333	2,073	-	5,141,356	-	58,178,459	3,411,306	304,817	(3,070,693)	-	571,635	-	1,613,340	-	-	-	-
97100	Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	23,779	-	-	-	-	-	-	-	-
97200	Casualty Losses - Non-Capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
97300	Housing Assistance Payments	-	-	-	-	-	-	54,520,599	3,411,306	289,120	-	-	571,635	-	1,694,076	-	-	-	-
97350	HAP Portability - In	-	-	-	-	-	-	115,906	-	-	-	-	-	-	-	-	-	-	-
97400	Depreciation Expense	375	-	-	-	68,632	-	-	-	-	662,413	-	-	-	-	-	-	-	-
90000	Total Expenses	7,352	369	-	-	474,982	66,623	58,313,965	5,223,911	325,417	14,438,725	110,787	686,727	-	1,749,219	41,518	-	-	-
10010	Operating transfers in	333	-	-	-	640,483	-	-	-	-	160,000	-	-	-	-	-	-	-	-
10020	Operating transfers out	-	(333)	-	-	(640,483)	-	-	-	-	-	-	-	-	-	-	-	-	-
10040	Total Operating transfers from/to component unit	-	-	-	-	-	-	-	-	-	12,048,642	-	-	-	-	-	-	-	-
10080	Special Items, net gain/loss	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10100	Total other financing sources (Uses)	333	(333)	-	-	-	-	-	-	-	12,208,642	-	-	-	-	-	-	-	-
10000	Excess (deficiency) of total revenue over (under) total expenses	408,051	-	2,073	-	5,072,724	-	3,541,954	-	15,697	8,451,757	-	-	-	(80,736)	-	-	-	-
11020	Debt Principal Payments - Enterprise Funds	-	-	-	-	-	-	-	-	-	460,876	-	-	-	-	-	-	-	-
11030	Beginning Equity	399,028	-	539,209	-	2,852,563	-	277,730	-	16,681	10,269,380	-	-	-	617,854	-	-	-	-
11040.1	CFP Hard Cost transfer to PH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11040.2	RAD related transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11040	Total Prior Period Adjustments, Equity transfer and correction of errors	(807,079)	-	(541,282)	-	(7,925,287)	-	-	-	-	-	-	-	-	-	-	-	-	-
11170	Administrative Fee Equity	-	-	-	-	-	-	822,170	-	-	-	-	-	-	-	-	-	-	-
11180	Housing Assistance Payments Equity	-	-	-	-	-	-	2,997,514	-	-	-	-	-	-	-	-	-	-	-
11190	Unit Months Available	12	-	-	-	748	-	62,909	-	600	-	-	533	-	3,296	-	-	-	-
11210	Number of Unit Months Leased	8	-	-	-	586	-	62,909	-	571	-	-	533	-	1,860	-	-	-	-
11270	Excess Cash	(581)	-	-	-	(30,791)	-	-	-	-	-	-	-	-	-	-	-	-	-
11620	Building Purchases	-	-	-	-	12,620	-	-	-	-	-	-	-	-	-	-	-	-	-

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Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																	
Line Item No.	Account Description	Continuum of Care Program 14.267	Jobs-Plus Pilot Initiative 14.895	PIH Family Self-Sufficiency Program 14.896	8 Other Federal Program 1	9 Other Federal Program 2	Business Activities	S8 Contract Administration - Texas	S8 Contract Administration - Arkansas	Austin Affordable Housing Corporation	Equity Community Land Trust	Austin Affordable Public Facility Corporation	Blueprint Solutions	Austin Pathways	Total Blended Component Units	Elimination	Total Primary Government
111	Cash - Unrestricted	-	480,307	-	-	-	814,473	2,058,448	1,085,383	15,958,001	45,574	678,981	95,654	1,456,691	21,378,732	-	32,230,799
112	Cash - Restricted - Modernization and Development	-	-	-	-	-	12,071,882	-	-	43,315,113	-	-	-	-	43,315,113	-	55,386,995
113	Cash - other restricted	-	-	-	-	-	-	-	-	406,598	-	240,827	-	254,093	901,518	-	4,791,350
114	Cash - Tenant Security Deposits	-	-	-	-	-	-	-	-	562,169	-	-	-	-	562,169	-	562,169
115	Cash - Restricted for payment of current liability	-	-	-	-	-	-	1,616	167	102,563	-	-	-	347,509	451,855	-	535,606
100	Total Cash	-	480,307	-	-	-	12,886,355	2,060,064	1,085,550	60,344,444	45,574	919,808	95,654	2,058,293	66,609,387	-	93,506,919
121	Accounts Receivable - PHA Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	161,453
122	Accounts Receivable - HUD Other Projects	49,081	-	42,986	-	-	-	2,129,078	380,028	105,551	-	-	-	-	2,614,657	-	2,715,988
124	Accounts Receivable - other government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	97,577
125	Accounts Receivable - Miscellaneous	-	-	-	-	-	7,243	-	-	252,278	-	-	41,213	36,387	329,878	-	4,620,897
126	Accounts Receivable - Tenants - Dwelling Rents	-	-	-	-	-	-	-	-	590,342	-	-	-	-	590,342	-	590,342
126.1	Allowance for Doubtful Accounts - Dwelling Rents	-	-	-	-	-	-	-	-	(261,116)	-	-	-	-	(261,116)	-	(261,116)
127	Notes, Loans, & Mortgages Receivable - current	-	-	-	-	-	-	-	-	-	3,458	-	-	-	3,458	-	3,458
120	Total Receivables, net of allowances for doubtful accounts	49,081	-	42,986	-	-	7,243	2,129,078	380,028	687,055	3,458	-	41,213	36,387	3,277,219	-	7,928,599
131	Investments - Unrestricted	-	-	-	-	-	-	-	-	360,581	-	-	-	-	360,581	-	360,581
142	Prepaid Expenses and Other Assets	-	-	-	-	-	-	47,238	17,471	435,311	-	-	-	-	500,020	-	685,651
143	Inventories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,930
144	Interprogram due from	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(168,318)	-
150	Total Current Assets	49,081	480,307	42,986	-	-	12,893,598	4,236,380	1,483,049	61,827,391	49,032	919,808	136,867	2,094,680	70,747,207	(168,318)	102,490,680
161	Land	-	-	-	-	-	84,753,889	-	-	11,653,494	44,326	-	-	-	11,697,820	-	98,658,686
162	Buildings	-	-	-	-	-	-	-	-	149,691,104	-	-	-	-	149,691,104	-	163,201,888
163	Furniture, Equipment and Machinery - Dwellings	-	-	-	-	-	-	-	-	1,111,697	-	-	-	-	1,111,697	-	1,111,697
164	Furniture, Equipment and Machinery - Administration	-	-	-	-	-	322,379	58,516	-	865,339	-	-	-	-	923,855	-	2,686,248
165	Leasehold Improvements	-	-	-	-	-	-	-	-	13,409,211	-	-	-	-	13,409,211	-	13,426,595
166	Accumulated Depreciation	-	-	-	-	-	(212,751)	(58,516)	-	(109,759,890)	-	-	-	-	(109,818,406)	-	(118,661,628)
167	Construction In Progress	-	-	-	-	-	-	-	-	283,287	-	-	-	-	283,287	-	283,287
160	Total Fixed Assets, Net of Accumulated Depreciation	-	-	-	-	-	84,863,517	-	-	67,254,242	44,326	-	-	-	67,298,568	-	160,706,773
171	Notes, loans, and mortgages receivable - Noncurrent	-	-	-	-	-	39,016,895	-	-	15,906,382	121,235	-	-	-	16,027,617	(4,900,000)	50,144,512
176	Investment in joint ventures	-	-	-	-	-	-	-	-	32,974,763	-	-	-	-	32,974,763	-	32,974,763
180	Total Non-Current Assets	-	-	-	-	-	123,880,412	-	-	116,135,387	165,561	-	-	-	116,300,948	(4,900,000)	243,826,048
190	Total Assets	49,081	480,307	42,986	-	-	136,774,010	4,236,380	1,483,049	177,962,778	214,593	919,808	136,867	2,094,680	187,048,155	(5,068,318)	346,316,728

See Independent Auditor's Report

Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																	
Line Item No.	Account Description	Continuum of Care Program 14.267	Jobs-Plus Pilot Initiative 14.895	PIH Family Self-Sufficiency Program 14.896	8 Other Federal Program 1	9 Other Federal Program 2	Business Activities	S8 Contract Administration - Texas	S8 Contract Administration - Arkansas	Austin Affordable Housing Corporation	Equity Community Land Trust	Austin Affordable Public Facility Corporation	Blueprint Solutions	Austin Pathways	Total Blended Component Units	Elimination	Total Primary Government
312	Accounts Payable <= 90 Days	-	-	-	-	-	1,719	6,398	2,768	306,364	-	-	-	198,561	512,091	-	1,010,611
321	Accrued Wage/Payroll Taxes Payable	-	-	14,232	-	-	-	112,573	41,637	67,927	-	-	7,658	58,114	287,909	-	799,875
322	Accrued Compensated Absences	-	-	-	-	-	-	12,674	4,688	9,120	-	-	1,687	10,418	38,587	-	100,571
325	Accrued interest payable	-	-	-	-	-	-	-	-	452,240	-	-	-	-	452,240	-	452,240
331	Accounts Payable - HUD PHA Programs	-	480,307	-	-	-	-	1,616	167	24,913	-	-	-	-	26,696	-	519,872
332	Accounts Payable - PHA Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	176,502
333	Accounts Payable - Other Government	-	-	-	-	-	-	-	-	14,684	-	-	-	-	14,684	-	14,684
341	Tenant Security Deposits	-	-	-	-	-	-	-	-	562,169	-	-	-	-	562,169	-	562,169
342	Unearned Revenues	-	-	-	-	-	1,113,513	-	-	301,545	-	-	-	347,509	649,054	-	1,762,567
343	Current portion of L-T debt - capital projects	-	-	-	-	-	-	-	-	1,122,709	-	-	-	-	1,122,709	-	1,122,709
345	Other current liabilities	-	-	-	-	-	-	-	-	77,650	4,347	4,700	-	-	86,697	-	203,673
346	Accrued Liabilities - Other	-	-	-	-	-	-	-	-	1,081,590	-	-	-	-	1,081,590	-	1,081,590
347	Interprogram due to	49,081	-	28,754	-	-	-	-	-	-	-	-	-	-	-	(168,318)	-
310	Total Current Liabilities	49,081	480,307	42,986	-	-	1,115,232	133,261	49,280	4,020,911	4,347	4,700	9,345	612,602	4,834,426	(168,318)	7,807,263
351	Long-term debt, net of current - capital projects	-	-	-	-	-	-	-	-	97,624,221	-	-	-	-	97,624,221	(4,900,000)	92,724,221
353	Noncurrent Liabilities - Other	-	-	-	-	-	92,602,256	-	-	18,483	-	-	-	-	18,483	-	93,146,268
354	Accrued compensated Absences - Non Current	-	-	-	-	-	-	317,610	117,475	136,395	-	-	57,563	201,781	830,824	-	2,731,936
350	Total Noncurrent Liabilities	-	-	-	-	-	92,602,256	317,610	117,475	97,779,099	-	-	57,563	201,781	98,473,528	(4,900,000)	188,602,425
300	Total Liabilities	49,081	480,307	42,986	-	-	93,717,488	450,871	166,735	101,800,010	4,347	4,700	66,908	814,383	103,307,954	(5,068,318)	196,409,688
508.4	Net Investment in Capital Assets	-	-	-	-	-	84,863,517	-	-	(26,592,688)	44,326	-	-	-	(26,548,362)	-	66,859,843
511.4	Restricted Net Position	-	-	-	-	-	12,071,882	-	-	43,702,993	-	240,827	-	254,093	44,197,913	-	59,834,098
512.4	Unrestricted Net Position	-	-	-	-	-	(53,878,877)	3,785,509	1,316,314	59,052,463	165,920	674,281	69,959	1,026,204	66,090,650	-	23,413,099
513	Total Equity	-	-	-	-	-	43,056,522	3,785,509	1,316,314	76,162,768	210,246	915,108	69,959	1,280,297	83,740,201	-	149,907,040
600	Total Liabilities and Equity	49,081	480,307	42,986	-	-	136,774,010	4,236,380	1,483,049	177,962,778	214,593	919,808	136,867	2,094,680	187,048,155	(5,068,318)	346,316,728

See Independent Auditor's Report

Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																	
Line Item No.	Account Description	Continuum of Care Program 14.267	Jobs-Plus Pilot Initiative 14.895	PIH Family Self-Sufficiency Program 14.896	8 Other Federal Program 1	9 Other Federal Program 2	Business Activities	S8 Contract Administration - Texas	S8 Contract Administration - Arkansas	Austin Affordable Housing Corporation	Equity Community Land Trust	Austin Affordable Public Facility Corporation	Blueprint Solutions	Austin Pathways	Total Blended Component Units	Elimination	Total Primary Government
70300	Net Tenant Rental Revenue	-	-	-	-	-	-	-	-	11,888,107	-	-	-	-	11,888,107	-	12,052,281
70400	Tenant Revenue - Other	-	-	-	-	-	-	-	-	151,001	-	-	-	-	151,001	-	191,635
70500	Total Tenant Revenue	-	-	-	-	-	-	-	-	12,039,108	-	-	-	-	12,039,108	-	12,243,916
70600	HUD PHA Grants	701,965	78,000	351,928	-	-	-	-	-	7,692,048	-	-	-	-	7,692,048	-	78,817,397
70610	HUD PHA Capital Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,620
70710	Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(6,106,866)	-
70730	Book-Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(490,163)	-
70740	Front Line Service Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(311,087)	-
70700	Total Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(6,908,116)	-
70800	Other government grants	-	-	-	-	-	-	404,769,000	65,399,233	-	-	-	-	-	470,168,233	-	470,965,747
71100	Investment Income - Unrestricted	-	-	-	-	-	2,817	195	-	84,476	4,865	-	-	428	89,964	-	141,728
71200	Mortgage interest income	-	-	-	-	-	804,432	-	-	-	-	-	-	-	-	-	804,432
71400	Fraud recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,374
71500	Other revenue	-	-	-	-	-	1,310,357	-	-	13,669,224	690	-	341,889	599,734	14,611,537	-	19,827,167
71600	Gain/Loss on Sale of Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,331,520
72000	Investment income - restricted	-	-	-	-	-	-	-	-	56,848	-	-	-	-	56,848	-	56,848
70000	Total Revenue	701,965	78,000	351,928	-	-	2,117,606	404,769,195	65,399,233	33,541,704	5,555	-	341,889	600,162	504,657,738	(6,908,116)	587,223,749
91100	Administrative salaries	29,220	-	-	-	-	-	1,920,750	710,110	1,498,368	-	-	164,620	336,710	4,630,558	-	12,591,062
91200	Auditing fees	-	-	-	-	-	-	21,492	7,949	17,728	-	-	4,200	-	51,369	-	176,275
91300	Management Fee	-	-	-	-	-	40,000	1,266,675	209,697	3,744,032	-	-	-	-	5,220,404	(6,106,866)	-
91310	Book-Keeping Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(490,163)	-
91400	Advertising and Marketing	-	-	-	-	-	-	-	-	1,039	-	-	-	2,560	3,599	-	324,151
91500	Employee benefit contributions - administrative	13,505	-	-	-	-	-	947,499	350,649	462,279	-	-	62,532	63,327	1,886,286	-	5,481,502
91600	Office Expenses	-	-	-	-	-	-	316,681	119,404	1,417,591	-	-	4,238	289,225	2,147,139	(259,076)	4,129,157
91700	Legal Expense	-	-	-	-	-	-	99,217	36,697	145,684	-	-	-	-	281,598	-	405,427
91800	Travel	-	-	-	-	-	-	44,977	21,772	839	-	-	5,696	3,211	76,495	-	165,828
91900	Other	-	-	-	-	-	-	-	-	380,910	-	-	204	-	381,114	(9,505)	477,202
92100	Tenant services - salaries	-	56,176	226,427	-	-	-	-	-	-	-	-	-	477,105	477,105	-	858,506
92200	Relocation Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	999
92300	Employee benefit contributions - tenant services	-	21,492	124,253	-	-	-	-	-	-	-	-	714	313,290	314,004	-	481,790
92400	Tenant Services - Other	-	-	-	-	-	-	-	-	5,051	-	-	-	1,390,510	1,395,561	-	2,812,102
93100	Water	-	-	-	-	-	-	-	-	1,580,672	-	-	-	-	1,580,672	-	1,676,431
93200	Electricity	-	-	-	-	-	-	-	-	377,089	-	-	-	-	377,089	-	524,195
93300	Gas	-	-	-	-	-	-	-	-	409,799	-	-	-	-	409,799	-	436,751
93800	Other utilities expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
94100	Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-	-	-	1,333,833	-	-	-	-	1,333,833	-	1,613,507
94200	OMO - Materials and Other	-	-	-	-	-	-	599	134	321,942	-	-	-	164	322,839	-	370,076
94300	Ordinary Maintenance and Operations - Contract Costs	-	-	-	-	-	-	-	-	2,346,672	-	-	-	-	2,346,672	(42,506)	2,744,971
94500	Employee Benefit Contributions - Ordinary Maintenance	-	-	-	-	-	-	-	-	480,789	-	-	-	-	480,789	-	667,567
95200	Protective Services - Other Contract Costs	-	-	-	-	-	-	-	-	198,693	-	-	-	-	198,693	-	419,215
95300	Protective Services - Other	-	-	-	-	-	-	-	-	175,847	-	-	-	-	175,847	-	202,675

See Independent Auditor's Report

Housing Authority of the City of Austin

FINANCIAL DATA SCHEDULE

March 31, 2021

PHA: TX001 FYE: 03/31/2021																	
Line Item No.	Account Description	Continuum of Care Program 14.267	Jobs-Plus Pilot Initiative 14.895	PIH Family Self-Sufficiency Program 14.896	8 Other Federal Program 1	9 Other Federal Program 2	Business Activities	S8 Contract Administration - Texas	S8 Contract Administration - Arkansas	Austin Affordable Housing Corporation	Equity Community Land Trust	Austin Affordable Public Facility Corporation	Blueprint Solutions	Austin Pathways	Total Blended Component Units	Elimination	Total Primary Government
96110	Property Insurance	-	-	-	-	-	-	-	-	533,687	-	-	-	-	533,687	-	582,531
96120	Liability Insurance	-	-	-	-	-	-	-	-	107,186	-	-	-	-	107,186	-	165,004
96130	Workmen's Compensation	1	332	1,248	-	-	-	13,631	5,063	8,138	-	-	1,318	4,918	33,058	-	85,623
96140	All other Insurance	-	-	-	-	-	-	62,962	21,134	1,369	-	-	-	-	85,465	-	117,930
96200	Other General Expenses	-	-	-	-	-	-	-	-	1,281,081	-	-	-	-	1,281,081	-	1,340,608
96210	Compensated Absences	-	-	-	-	-	-	246,249	91,058	114,428	-	-	26,428	155,745	633,908	-	1,560,610
96300	Payments in Lieu of Taxes	-	-	-	-	-	-	-	-	88,107	-	-	-	-	88,107	-	88,107
96400	Bad Debt - Tenant Rents	-	-	-	-	-	-	-	-	257,242	-	-	-	-	257,242	-	287,475
96710	Interest on Mortgage (or Bonds) Payable	-	-	-	-	-	-	-	-	3,495,068	-	-	-	-	3,495,068	-	3,497,936
96900	Total Operating Expenses	42,726	78,000	351,928	-	-	40,000	4,940,732	1,573,657	20,785,163	-	-	269,950	3,036,765	30,606,267	(6,908,116)	44,285,213
97000	Excess Operating Revenue over Operating Expenses	659,239	-	-	-	-	2,077,606	399,828,463	63,825,576	12,756,541	5,555	-	71,939	(2,436,603)	474,051,471	-	542,938,536
97100	Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,779
97200	Casualty Losses - Non-Capitalized	-	-	-	-	-	-	-	-	139,412	-	-	-	-	139,412	-	139,412
97300	Housing Assistance Payments	659,239	-	-	-	-	-	392,102,252	63,302,258	-	-	-	-	-	455,404,510	-	516,550,485
97350	HAP Portability - In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,906
97400	Depreciation Expense	-	-	-	-	-	-	-	-	5,781,023	-	-	-	-	5,781,023	-	6,512,068
90000	Total Expenses	701,965	78,000	351,928	-	-	40,000	397,042,984	64,875,915	26,705,598	-	-	269,950	3,036,765	491,931,212	(6,908,116)	567,626,863
10010	Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(800,483)	-
10020	Operating transfers out	-	-	-	-	-	(160,000)	-	-	-	-	-	-	-	-	800,483	-
10040	Total Operating transfers from/to component unit	-	-	-	-	-	-	(7,062,821)	35,295	(7,618,176)	-	-	-	2,597,060	(12,048,642)	-	-
10080	Special Items, net gain/loss	-	-	-	-	-	(62,549)	-	-	279,568	-	-	-	-	279,568	-	217,019
10100	Total other financing sources (Uses)	-	-	-	-	-	(222,549)	(7,062,821)	35,295	(7,338,608)	-	-	-	2,597,060	(11,769,074)	-	217,019
10000	Excess (deficiency) of total revenue over (under) total expenses	-	-	-	-	-	1,855,057	663,390	558,613	(502,502)	5,555	-	71,939	160,457	957,452	-	19,813,905
11020	Debt Principal Payments - Enterprise Funds	-	-	-	-	-	-	-	-	18,469,461	-	-	-	-	18,469,461	-	18,930,337
11030	Beginning Equity	-	-	-	-	-	39,738,541	3,122,119	757,701	70,202,907	204,691	915,108	(1,980)	1,119,840	76,320,386	-	130,093,135
11040.1	CFP Hard Cost transfer to PH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11040.2	RAD related transfers	-	-	-	-	-	-	-	-	6,462,363	-	-	-	-	6,462,363	-	6,462,363
11040	Total Prior Period Adjustments, Equity transfer and correction of errors	-	-	-	-	-	1,462,924	-	-	6,462,363	-	-	-	-	6,462,363	-	-
11170	Administrative Fee Equity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	822,170
11180	Housing Assistance Payments Equity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,997,514
11190	Unit Months Available	773	-	-	-	-	-	-	-	25,200	-	-	-	-	25,200	-	94,059
11210	Number of Unit Months Leased	773	-	-	-	-	-	-	-	24,548	-	-	-	-	24,548	-	91,780
11270	Excess Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(30,791)
11620	Building Purchases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,620

See Independent Auditor's Report

Draft

Housing Authority of the City of Austin

SCHEDULES OF CAPITAL FUND PROGRAMS COSTS AND ADVANCES

March 31, 2021

PROGRAM	501-19	501-20	TOTAL
BUDGET	<u>\$ 787,741</u>	<u>\$ 368,574</u>	<u>\$ 1,156,315</u>
ADVANCES			
Cash receipts - prior years	\$ 437,537	\$ -	\$ 437,537
Cash receipts - current year	<u>350,204</u>	<u>368,574</u>	<u>718,778</u>
Cumulative as of March 31, 2021	<u>787,741</u>	<u>368,574</u>	<u>1,156,315</u>
COSTS			
Prior years	466,355	-	466,355
Current year	<u>321,386</u>	<u>368,574</u>	<u>689,960</u>
Cumulative as of March 31, 2021	<u>787,741</u>	<u>368,574</u>	<u>1,156,315</u>
RECEIVABLE DUE FROM HUD	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
SOFT COSTS			
Prior years	\$ 209,605	\$ -	\$ 209,605
Current year	<u>308,766</u>	<u>368,574</u>	<u>677,340</u>
Cumulative as of March 31, 2021	<u>518,371</u>	<u>368,574</u>	<u>886,945</u>
HARD COSTS			
Prior years	256,750	-	256,750
Current year	<u>12,620</u>	<u>-</u>	<u>12,620</u>
Cumulative as of March 31, 2021	<u>269,370</u>	<u>-</u>	<u>269,370</u>
CUMULATIVE HARD AND SOFT COSTS	<u>\$ 787,741</u>	<u>\$ 368,574</u>	<u>\$ 1,156,315</u>

See Independent Auditor's Report

Draft

Housing Authority of the City of Austin

SCHEDULES OF CARES ACT FUNDING COSTS AND ADVANCES

March 31, 2021

PROGRAM	14.PHC	14.MSC	14.HCC	TOTAL
BUDGET	<u>\$ 66,623</u>	<u>\$ 41,518</u>	<u>\$ 5,224,586</u>	<u>\$ 5,332,727</u>
ADVANCES				
Cash receipts - prior years	\$ -	\$ -	\$ 675	\$ 675
Cash receipts - current year	66,623	41,518	5,223,911	5,332,052
Cumulative as of March 31, 2021	66,623	41,518	5,224,586	5,332,727
COSTS				
Prior years	-	-	675	675
Current year	66,623	41,518	5,223,911	5,332,052
Cumulative as of March 31, 2021	66,623	41,518	5,224,586	5,332,727
RECEIVABLE DUE FROM HUD	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
SOFT COSTS				
Prior years	\$ -	\$ -	\$ 675	\$ 675
Current year	66,623	41,518	5,223,911	5,332,052
Cumulative as of March 31, 2021	66,623	41,518	5,224,586	5,332,727
HARD COSTS				
Prior years	-	-	-	-
Current year	-	-	-	-
Cumulative as of March 31, 2021	-	-	-	-
CUMULATIVE HARD AND SOFT COSTS	<u>\$ 66,623</u>	<u>\$ 41,518</u>	<u>\$ 5,224,586</u>	<u>\$ 5,332,727</u>

See Independent Auditor's Report

Draft

SINGLE AUDIT SECTION

Housing Authority of the City of Austin

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended March 31, 2021

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	CFDA Number	Federal Expenditures
FEDERAL AWARDS		
<u>Direct from the U.S. Department of Housing and Urban Development ("HUD"):</u>		
Public and Indian Housing:		
Public and Indian Housing:	14.850	\$ 326,980
COVID-19 Public and Indian Housing	14.850	66,623
Subtotal Public and Indian Housing		\$ 393,603
Housing Voucher Cluster:		
Housing Choice Voucher Program	14.871	61,647,487
COVID-19 Housing Choice Voucher Program	14.871	5,223,911
Mainstream Vouchers Program	14.879	1,668,483
COVID-19 Mainstream Vouchers Program	14.879	41,518
Subtotal Housing Voucher Cluster		68,581,399
Public Housing Capital Fund Program	14.872	689,960
Section 8 Moderate Rehabilitation Single Room Occupancy	14.249	341,114
PIH Family Self-Sufficiency Program	14.896	351,928
Jobs-Plus Pilot Initiative	14.895	78,000
Continuum of Care Program	14.267	701,965
Section 8 Housing Assistance Payments Program	14.195	7,692,048
<u>Pass through from the City of Austin:</u>		
HOME Investment Partnership Program	14.239	686,727
TOTAL EXPENDITURES OF FEDERAL AWARDS		\$ 79,516,744

NOTE A - BASIS OF PRESENTATION:

The accompanying schedule of expenditures of federal awards is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. In accordance with HUD regulations, HUD considers the Annual Budget Authority for the Section 8 Housing Choice Voucher Program ("HCV"), CFDA No. 14.871, to be an expenditure for the purposes of this schedule. Therefore, the amount in this schedule is the total amount received directly from HUD and not the expenditures paid by the Authority.

NOTE B - PERFORMANCE BASED CONTRACT ADMINISTRATOR GRANT:

The accompanying schedule of expenditures of federal awards excludes \$470,168,233 of expenditures for a Performance Based Contract Administrator Agreement with HUD for the States of Texas and Arkansas. There is a separately issued schedule of expenditures of federal awards and an audit performed in accordance with the requirements of Uniform Guidance for the year ended March 31, 2021 for Southwest Housing Compliance Corporation, a blended component unit of the Authority, in which that federal award is included.

NOTE C - SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM:

The Authority has converted existing Low Income Public Housing utilizing the RAD program and although the expenditures are being subsidized by HUD under separate legal entities, these funds are considered funded at the Authority level and accordingly these amounts are reflected in the above Schedule of Expenditures of Federal Awards in the amount of \$7,692,048 under CFDA# 14.195.

NOTE D - INDIRECT COST RATE:

The Authority did not elect to use the 10-percent de minimis indirect cost rate.

NOTE E - SUB-RECIPIENTS

During the year ended March 31, 2021, the Authority had no sub-recipients.

NOTE F - NONCASH ASSISTANCE AND OTHER

The Authority did not receive any noncash assistance, federal loans, or federally funded insurance during the year ended March 31, 2021.

See Independent Auditor's Report

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Commissioners
Housing Authority of the City of Austin
Austin, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the City of Austin (the "Authority"), as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated October 21, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over compliance. Accordingly, this communication is not suitable for any other purpose.

October 21, 2021
Melbourne, Florida

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Commissioners
Housing Authority of the City of Austin
Austin, Texas

Report on Compliance for Each Major Federal Program

We have audited the Housing Authority of the City of Austin's (the "Authority") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Authority's major federal programs for the year ended March 31, 2021. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

The Authority's basic financial statements include the operations of Southwest Housing Compliance Corporation ("SHCC"), a blended component unit, which received \$470,168,233 in federal awards that is not included in the schedule of expenditures of federal awards and local assistance during the year ended March 31, 2021. Our audit, described below, did not include the operations of SHCC because we issued a separate report on SHCC's compliance with requirements that could have a direct and material effect on each major program and internal control over compliance in accordance with the *OMB Compliance Supplement* for the year ended March 31, 2021.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the Authority's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance").

Auditor's Responsibility (continued)

Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended March 31, 2021.

Report on Internal Control Over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Draft

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

October 21, 2021
Melbourne, Florida

Housing Authority of the City of Austin
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

March 31, 2021

A. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: **Unmodified**

Internal control over financial reporting:

Material weakness identified? **No**

Significant deficiency identified? **None Reported**

Noncompliance material to financial statements noted? **No**

Federal Awards

Internal control over major programs:

Material weakness identified? **No**

Significant deficiency identified? **None Reported**

Type of auditor's report issued on compliance for major programs: **Unmodified**

There are no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).

The programs tested as major programs are as follows:

- Housing Voucher Cluster
 - Section 8 Housing Choice Voucher Program - CFDA No. 14.871
 - Mainstream Vouchers - CFDA No. 14.879

The threshold for distinguishing types A and B programs was **\$2,385,502**

Did the auditee qualify as a low-risk auditee? **Yes**

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None.

C. FINDINGS - FEDERAL AWARD PROGRAMS AND QUESTIONED COSTS

None.

D. SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

None.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02720

FINANCE ITEM NO. 4.

MEETING DATE: October 21, 2021

STAFF CONTACT: Barbara Chen, Chief Financial Officer

ITEM TITLE: Presentation, Discussion and Possible Action on Resolution No. 02720: Approving a revision to HACA's Investment Policy

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Motion to Approve Resolution No. 02720, Approving the Amended Investment Policy of the Housing Authority of the City of Austin (HACA).

SUMMARY

Background:

The Housing Authority of the City of Austin's investment policy is required to conform to HUD and State requirements and provides assurance that funds are being managed prudently. HACA's investment policy was adopted and approved on December 10, 1996. The Texas Government Code Chapter 2256 which provides the regulations and guidelines for Texas local Government and Agency have been amended over the past twenty-five years. The proposed revisions will ensure alignment with HUD and State requirements and best practices as prescribed in HUD PIH Notice 96-37 and any amendments thereof, and the Texas Government Code Chapter 2256 and any amendments thereof.

Process:

It is the policy of HACA to invest surplus funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands. HACA will work with investment advisors who will assist in developing an investment strategy both short-term and long-term, and investing in multiple investment vehicles, always considering staggered maturities, issuer, and returns to ensure diversification.

Staff Recommendation:

Staff recommends approval of the amended Investment Policy.

ATTACHMENTS:

Investment Policy Amended

RESOLUTION NO. 02720

**RESOLUTION APPROVING THE AMENDED INVESTMENT POLICY FOR THE
HOUSING AUTHORITY OF THE
CITY OF AUSTIN**

WHEREAS, the Housing Authority of the City of Austin's investment policy is required to conform to U.S. Department of Housing and Urban Development (HUD) and State of Texas regulations and guidelines; and

WHEREAS, the proposed revisions will ensure alignment with HUD and State requirements; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of the City of Austin's Board of Commissioners approve and adopt the Amended Investment Policy.

PASSED, APPROVED AND ADOPTED this 21st day of October 2021.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN INVESTMENT POLICY

I. OBJECTIVES:

The preservation of capital, liquidity, and maximization of interest earnings shall be the major objectives of the Housing Authority of the City of Austin (HACA) Investment Policy. Excess funds available for investment will be invested in accordance with federal and state laws, this investment policy and any written administrative procedures. HACA investment policy will follow HUD's investment procedures as outlined in PIH-96-37 and any amendments thereof and the State of Texas requirements applicable to the Housing Authorities as outlined in the Texas Government Code Chapter 2256 and any amendments thereof.

- 1) Preservation of capital – Safety of principal is the foremost objective in any HACA's investment transaction. Investments shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio.
- 2) Liquidity – HACA's investment portfolio must be structured in conformance with an asset/liability management plan which provides for liquidity necessary to pay obligations as they become due. It shall be the HACA policy to limit the term of investments to a period of two years or less.
- 3) Maximization of Investment Returns – It will be the objective of HACA to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies, and state and federal law governing investment of public funds.

II. INVESTMENT AUTHORITY:

The investment program of HACA is the responsibility of the President & CEO or designee. It is HACA's policy to provide training required by the Public Funds act, Sec.2256.008 and provide training in investments through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the President & CEO or designee in making the investment decisions.

III. ELIGIBLE INVESTMENTS:

The following are approved investment instruments for HUD and non-HUD funds:

1. Direct Obligations of the Federal Government Backed by the Full Faith and Credit of the United States
 - a. U. S. Treasury Bills
 - b. U. S. Treasury Notes and Bonds

2. Obligations of Federal Government Agencies
 - a. Federal Financing Bank (FFB)
 - b. Government National Mortgage Association (GNMA), Mortgage-Backed Securities (GNMA I and GNMA II)
 - c. GNAM Participation Certificates
 - d. Maritime Administration Merchant Marine Bonds, Notes and Obligations
 - e. Small Business Administration (SBA), Small Business Investment Corporation (SBIC) Debentures
 - f. Tennessee Valley Authority (TVA) Power Bonds and Notes
3. Securities of Government-Sponsored Agencies
 - a. Farm Credit Consolidated System-Wide Discount Notes
 - b. Federal Farm Credit Banks Consolidated System-Wide Bonds
 - c. Federal Home Loan Banks Consolidated Obligations
 - d. FHLMC Mortgage Participation Certificates (PC) (Guaranteed)
 - e. FHLMC Collateralized Mortgage Obligations (CMO's)
 - f. Federal National Mortgage Associations (FNMA) Debentures
 - g. FNMA Notes
 - h. FNMA Short-Term Discount Notes
 - i. FNMA Capital Debentures
 - j. Student Loan Marketing Associations (SLMA) Obligations
4. Demand and Savings Deposits
5. Money-Market Deposit Accounts
6. Municipal Depository Fund
7. Super NOW Accounts
8. Certificates of Deposit
9. Repurchase (repos) Agreements (term not to exceed 30 days)
10. Sweep Accounts
11. Separate Trading of Registered Interest and Principal of Securities Mutual Funds

The Following are additional authorized investments for the investment instruments of non-HUD funds under the Texas Government Code Chapter 2256 and any amendments thereof:

1. obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks
2. direct obligations of this state or its agencies and instrumentalities
3. collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
4. other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including

- obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States
5. obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent

IV. MATURITIES:

Investment maturities will be selected in accordance with the HACA's cash flow needs and prevailing market conditions.

V. INVESTMENT INSTITUTIONS:

When investable funds are determined, investments will be made only with institutions approved by the Board of Commissioners through approved Depository Agreements. All commercial Banks, mutual savings banks, savings and loan associations, and credit unions approved as Depositors for HACA funds must maintain Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF) Insurance coverage. HACA shall maintain a list of financial institutions and depositories authorized to provide investment services.

VI. COLLATERALIZATION:

It will be HACA's policy to require that adequate HUD approved collateral be pledged for all deposits or investments with institutions exceeding the FDIC or NCUSIF insurance limit. The financial institution will be required to place securities in escrow with a separate unrelated bank or with a Federal Reserve Bank to secure these excess funds. Such collateral will be specifically pledged in the name of HACA. The cash value of these securities must equal or exceed the value of HACA's deposits in excess of the insurance coverage.

VII. SAFEKEEPING AND CUSTODY:

The physical safekeeping of securities and deposit certificates will be entrusted to Institutions in accordance with the General Depository Agreement.

VIII. DIVERSIFICATION:

Prudence will be exercised in balancing yield, liquidity and safety when determining the type of investment to purchase.

IX. PROCEDURES AND CONTROLS:

The President & CEO's designee has the responsibility for internal control over investment procedures.

X. REPORTING

The President & CEO's designee shall prepare an investment report at least quarterly. The report shall be provided to the Board of Commissioners. The report shall include: A complete description of the portfolio, the type of investments, the issuers, maturity dates, par and dollar amount invested in all investments.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
ASSISTED HOUSING
ITEM NO. 5.

MEETING DATE: October 21, 2021

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation and Discussion of Proposed Changes to the Housing Choice Voucher Program Administrative Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Staff is presenting the proposed revisions to the Housing Choice Voucher Program Administrative Plan. No voting action required at this time.

SUMMARY

Background:

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

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

EIV (Enterprise Income Verification) - Language added to comply with the Sept 2020 HUD EIV System training that requires each adult household member to sign a HUD-52675. Also, the requirement for PHAs to search for debts owed to PHAs to determine if it warrants denial of assistance.

Criminal Screening Criteria - Revised criminal screening policy for the following reasons.

- Allow broader access to those experiencing homelessness referred through coordinated entry for HACA's homeless preference and for project-based vouchers;
- Align with local strategies for ending homelessness;
- Advance racial equity; and
- In response to HUD's Secretary Marcia Fudge's June 23, 2021 letter urging PHAs to reduce barriers to housing based on a person's criminal history. (Attachment 3)

The revised policy aligns with the City of Austin's Tenant Selection Policy for Rental Development Housing Assistance (RDHA) funded Single-Room Occupancy properties. (Attachment 4)

Transfer from PBRA properties with debt owed – Revised the policy regarding applicants transferring from HACA's Project Based Rental Assistance programs when they owe a debt or are under eviction status.

Foster Youth to Independence program and revisions to Mainstream program - Added Foster Youth to Independence preference and referral process and revised the policy so all Mainstream vouchers are referred through ECHO, Integral Care or Austin Resource for Independent Living (ARCIL).

Briefings and Voucher Issuance - Added references and more details regarding the briefing policy including accessibility requirements and notification policies.

Documentation and Verification of identity - Added identification card with picture as acceptable document for verifying a child's legal identity and added government-issued photo ID, DD-214 form, or other document from a government entity that displays the family member's name and date of birth as an acceptable document to verify age.

Verification of citizenship or eligible immigration status - HUD requires a declaration for each family member who claims to be a U.S. citizen or national. The declaration must be signed personally by any family member 18 or older and by a guardian for minors. The HACA may request verification of the U.S. citizenship or eligible immigration status. Revised policy to not require the verification of the declaration of family members who claim to be U.S. citizens or nationals. Note all individuals need to provide documents to verify their legal identity as described in 7.II.A of the HCV Admin Plan.

Housing Quality Standards Inspection - Revised statement regarding quality control inspections to state: The selected sample should be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors.

Payment Standards - Added lease-up time and success rate as information to review for payment standard adjustment consideration.

Informal Reviews and Hearings - Revised policy regarding remote informal review and hearing procedures including requirements outlined in PIH Notice 2020-32. Also, revised hearsay evidence definition based on Nan McKay's recommendation.

Project-based vouchers – Revised statement per Nan McKay's recommended language to allow flexibility to project-base up to an additional 10 percent of HACA's authorized housing choice voucher units in accordance with HUD regulations and requirements.

Revised PBV policy to state that HACA will consider adding units to the PBV contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps.

Added new Project-base voucher selection criteria for the following developments:

- Pathways at Rosewood Courts
- Waterloo Terrace
- Capital Studios
- Texas Bungalows
- Espero at Rutland

Process:

Proposed changes to the Housing Choice Voucher (HCV) Administrative Plan will go out for public comment for 30 days beginning Friday, October 22, 2021. The proposed changes to the HCV Administrative Plan incorporate updates summarized in Attachment 1 and reflected in Attachment 2.

Staff Recommendation:

At this time no vote action is required by the Board. The Board is being asked to review the proposed revisions to the Housing Choice Voucher Administrative Plan as presented. Staff will post the document for a 30-day public comment period. Staff will present the proposed revised Housing Choice Voucher Administrative Plan to the Board for final consideration and approval at the December 16, 2021 Board Meeting.

ATTACHMENTS:

- ❑ **Attachment 1 HCV Admin Plan Summary of Changes**
- ❑ **Attachment 2 HCV Admin Plan proposed revisions**
- ❑ **Attachment 3 HUD Secretary Marcia Fudge's letter**
- ❑ **Attachment 4 RHDA Tenant Selection Policy**

Section	Page Numbers	Summary of Changes Made in Admin Plan
3-II.F. EIV (Enterprise Income Verification) SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20]	70-71	Added language to comply with the Sept 2020 HUD EIV System training that requires each adult household member to sign a HUD-52675. Also, the requirement for PHAs to search for debts owed to PHAs to determine if it warrants denial of assistance.
3-IIi.B. Mandatory denial of assistance 3-III.C. Other Permitted Reasons for Denial of Assistance Criminal Screening Criteria revisions	73, 75-77	<p>Revised Criminal Screening Criteria policy for the following reasons.</p> <ul style="list-style-type: none"> • Allow broader access to those experiencing homelessness referred through coordinated entry for HACA's homeless preference and for project-based vouchers; • Align with local strategies for ending homelessness; • Advance racial equity; and • In response to HUD Secretary Marcia Fudge's June 23, 2021 letter urging PHAs to reduce barriers to housing based on a person's criminal history. <p>The revised policy aligns with the City of Austin's Tenant Selection Policy for Rental Development Housing Assistance (RDHA) funded Single-Room Occupancy properties.</p>
3-III.C. Other Permitted Reasons for Denial of Assistance	79-80	Revised policy regarding applicants transferring from HACA's Project Based Rental Assistance programs when they owe a debt or are under eviction status.

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 4.III B Selection and HCV Funding Sources	108, 116, 118	Added Foster Youth to Independence preference and referral process and revised the policy so all Mainstream vouchers are referred through ECHO, Integral Care or Austin Resource for Independent Living (ARCIL).
Chapter 5 Briefings and Voucher Issuance	123 – 125 & 127	Added references and more details regarding the briefing policy including accessibility requirements and notification policies.
7.II.C. Documentation	200 203	Added identification card with picture as acceptable document for verifying a child's legal identity. Added government-issued photo ID, DD-214 form, or other document from a government entity that displays the family member's name and date of birth as an acceptable document to verify age.
7.II.G. Citizenship or Eligible Immigration Status	207	Revised policy - The HACA may request verification of U.S. citizenship or eligible immigration status. Revised policy to not require the verification of the declaration of family members who claim to be U.S. citizens or nationals. Note all individuals need to provide documents to verify their legal identity as described in 7.II.A.(page 200)
8 II.E. Quality Control Inspections Housing Quality Standards	235	Revised statement regarding quality control inspections to state: The selected sample should be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors.
Chapter 16.II.B. Payment Standards	353	Added lease-up time and success rate as information to review for payment standard adjustment consideration.

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 16 III.A. Informal Reviews and Hearings	359-361 364-366 371	Revised policy regarding remote informal review and hearing procedures including requirements outlined in PIH Notice 2020-32.
Chapter 16 III.A. Informal Reviews and Hearings	374	Revised hearsay evidence definition based on Nan McKay's recommendation.
Chapter 17: Project-Based Voucher	416-417 421	Revised statement per Nan McKay's recommended language to allow for future flexibility to for HACA to project-base up to an additional 10 percent of its authorized units in accordance with HUD regulations and requirements. Added statement that advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.
17.V.C. Amendments to the HAP Contract	441	Revised PBV policy to state that HACA will consider adding units to the PBV contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps.
Chapter 17L New project-base voucher selection criteria	451- 457	Added new Project-base voucher selection criteria for the following developments: <ul style="list-style-type: none"> • Pathways at Rosewood Courts • Waterloo Terrace • Capital Studios • Texas Bungalows • Espero at Rutland

If the student's parents are divorced or separated, HACA will obtain an income declaration and certification of income from each parent.

If the student has been living with one of his/her parents and has not had contact with or does not know where to contact his/her other parent, HACA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. HACA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.

In determining the income eligibility of the student's parents, HACA will use the income limits for the jurisdiction in which the parents live.

3-II.F. EIV SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20]

Existing Tenant Search

Prior to admission to the program, the PHA must search for all household members using the EIV Existing Tenant Search module. The PHA must review the reports for any SSA matches involving another PHA or a multifamily entity and follow up on any issues identified. The PHA must provide the family with a copy of the Existing Tenant Search results if requested. At no time may any family member receive duplicative assistance.

If the tenant is a new admission to the PHA, and a match is identified at a multifamily property, the PHA must report the program admission date to the multifamily property and document the notification in the tenant file. The family must provide documentation of move-out from the assisted unit, as applicable.

HACA Policy

HACA will contact the PHA or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end of participation. HACA will only approve assistance contingent upon the move-out from the currently occupied assisted unit.

Debts Owed to PHAs and Terminations

All adult household members must sign the form HUD-52675 Debts Owed to Public Housing and Terminations. Prior to admission to the program, the PHA must search for each adult family member in the Debts Owed to PHAs and Terminations module.

If a current or former tenant disputes the information in the module, the tenant should contact the PHA directly in writing to dispute the information and provide any documentation that supports the dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV. Former tenants may dispute debt and termination information for a period of up to three years from the end of participation date in the program.

HACA Policy

HACA will require each adult household member to sign the form HUD-52675 once at the eligibility determination. Any new members added to the household after admission will be required to sign the form HUD-52675 prior to being added to the household.

HACA will search the Debts Owed to PHAs and Terminations module as part of the eligibility determination for new households and as part of the screening process for any household members added after the household is admitted to the program. If any information on debts or terminations is returned by the search, HACA will determine if this information warrants a denial in accordance with the policies in Part III of this chapter.

Income and IVT Reports

For each new admission, the PHA is required to review the EIV Income and IVT Reports to confirm and validate family reported income within 120 days of the IMS/PIC submission date of the new admission. The PHA must print and maintain copies of the EIV Income and IVT reports in the tenant file and resolve any discrepancies with the family within 60 days of the EIV Income or IVT report dates.

Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

Age, disability, race, color, religion, sex, or national origin (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)

Where a family lives prior to admission to the program

Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside HACA's jurisdiction under portability. (See Chapter 10.)

Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock

Whether the family includes children

Whether a family decides to participate in a family self-sufficiency program.

Whether or not a qualified applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking if the applicant is otherwise qualified for assistance (See section 3-III.G.)

3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]

HUD requires HACA to deny assistance in the following cases:

Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD also permits public housing authorities to adopt a policy to deny admissions or terminate assistance if any member of the family has been evicted from federally assisted housing in the last five years (24 CFR 982.552 (c) (1) (ii). HUD also permits, but does not require, HACA to admit an otherwise-eligible family if the household member has completed HACA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

HACA Policy

Mandatory denials for criminal activity is described below under Criminal Activity Screening Criteria.

Criminal Activity Screening Criteria [24 CFR 982.553]

~~HACA is responsible for screening family behavior and suitability for tenancy. In doing so,~~
This section outlines HACA's screening criteria ~~may when~~ considering an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts that would adversely affect the health, safety or welfare of other tenants.

HACA Policy

If any household member has been convicted of the following criminal activities, during the designated review (look back) period, the family will be denied admission. The designated review period commences as of the date of the criminal offense.

MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]HACA Policy

Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity or evicted from federally-assisted housing for other reasons in the past 3 years.

HUD requires denial of any household member that has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing. In accordance with and furtherance of HUD's requirements, HACA will deny any household member that has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine in any location, not just federally assisted housing.

HUD requires denial of any household member subject to a lifetime sex offender registration requirement as required under federal law.

~~If any household member has been convicted of any of the following criminal activities regardless of the date committed the family will be denied admission:~~

- ~~• Capital murder~~
- ~~• Kidnapping~~
- ~~• Rape or crimes of a sexual nature~~
- ~~• Arson~~
- ~~• Indecency with a child~~
- ~~• First degree felony injury to a child~~
- ~~• Crimes involving terrorism~~
- ~~• Crimes involving explosives~~
- ~~•~~

OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE FOR CRIMINAL ACTIVITY

Five year review (look back) period

If any household member has a **felony ~~been convicted~~ for any convicted is** of the following criminal activities, the family will be denied admission:

- Murder
- Manslaughter
- Kidnapping, abduction, trafficking, smuggling
- Forcible sex offences
- Arson related offenses

Three~~Four~~ year review (look back) period

If any household member has a **felony conviction for any ~~been convicted~~** of the following criminal activities, the family will be denied admission:

- Assault, aggravated assault (to any person), injury to a child, elderly individual or disabled individual
- Deadly conduct with a firearm, terroristic threat
- Crimes involving explosives
- Robbery-related offenses—~~felony conviction~~
- Burglary of a habitation—~~felony conviction~~
- Drug-related offenses for ~~m~~Manufacture, distribution, or possession with intent to distribute—~~felony conviction~~
- ~~Illegal possession/discharge/display/carrying of firearm or illegal weapon/ deadly weapon—felony conviction~~
- ~~Physical violence to persons that has one of its elements the use or threatened use of physical force against the person or property of another such as assault, aggravated assault, assault by threat, terroristic threat and domestic violence offenses—felony conviction.~~
- ~~Physical violence to property to include vandalism—felony conviction~~
- Fraud committed against a government entity —~~felony conviction~~
- ~~Unlawful Restraint—felony conviction~~

One~~Three~~ year review (look back) period

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- Assault, injury to a child, elderly individual or disabled individual – misdemeanor A,B
- Non-forcible sex offences – felony and misdemeanor A, B
- Deadly conduct, terroristic threat – misdemeanor A, B
- Destruction/Damage/Vandalism of Property – felony conviction
- Theft ~~stolen~~ ~~or~~ property or fraud committed against a non-government entity – felony conviction
- Prostitution related offences – felony conviction
- Stalking – felony conviction
- Drug-related offenses for manufacture, distribution, possession, or possession with intent to distribute – misdemeanor A, B
- ~~Public lewdness and indecent exposure offenses – felony conviction~~

Two year review (look back) period

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- ~~Drug related offenses for possession – felony conviction~~

One year review (look back) period

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- ~~DWI/DUI – felony conviction~~

Patterns of Criminal Activity

If any household member has been convicted of or has a pattern of engaging in any of the following criminal activities the family will be denied admission. A pattern consists of three or more incidences, with a minimum of two or more incidences occurring within the last three years.

1. ~~A pattern of organized criminal activity~~
2. ~~A pattern of prostitution~~
3. ~~A pattern of misdemeanor harassment or domestic violence offenses~~
4. ~~A pattern of misdemeanor terroristic threat offenses~~

If an applicant has one misdemeanor offense within the past four years, HACA will not deny the applicant. More than one misdemeanor may be considered a pattern (for the purpose of determining eligibility) and the applicant may be subject to denial based on the nature of the offenses.

including police reports, statements, disposition of criminal charges such as abandonment, plea, dismissal, prosecution or acquittal, and any other evidence relevant to determining whether or not the applicant engaged in the disqualifying activity. In sum, any evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety of residents and/or property.

Individualized Assessment

In making its decision to deny assistance, HACA will consider the criminal background discussed in Sections 3-III.E and 3-III.F, on an individual and case-by-case basis taking into consideration the nature and gravity of the offense and any other mitigating factors known and available. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny assistance.

Previous Behavior in Assisted Housing [24 CFR 982.552 c]

HUD authorizes HACA to deny admission based on relevant information pertaining to the family's previous behavior in assisted housing.

In the event of the receipt of unfavorable information with respect to an applicant, HACA must consider the time, nature and extent of the applicant's conduct (including the seriousness of the offense). As discussed in Section 3-III.F, HACA may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence or stalking.

HACA Policy

HACA will deny admission to an applicant family for the following reasons.

If the head of household, spouse, or co-head owes rent or other amounts to HACA or any other PHA in connection with Section 8 or other public housing assistance under the 1937 Act. Any amounts owed to HACA or other federally subsidized programs will have to be repaid by the applicant before Admissions approval. There is a four-year statute of limitations that ends the latter of:

- a) Four years from the date the debt became delinquent, or
- b) Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.

1)

HACA will not deny admissions if the head or co-head are moving from the HACA ~~Project Based Rental Assistance (PBRA)~~ **Public Housing** program to the HACA Section 8 program (or vice versa) and are in compliance with their HACA repayment agreements. Compliance with a repayment agreement requires at least two on-time, monthly payments. ~~There is a four-year statute of limitations that ends the latter of:~~

- ~~a) Four years from the date the debt became delinquent, or~~
- ~~b) Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.~~

- 2) Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent.
- 3) Any family member has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program. This includes intentional misrepresentation of citizenship or immigration status within the last four years.
- 4) Refuses to sign and submit consent forms for obtaining information necessary to determine eligibility and continued eligibility for housing assistance.
- 5) Any family member **currently under eviction status or that** has been evicted from federally-assisted housing in the last **threefive** years.
- 6) Has engaged in or threatened violent or abusive behavior that threaten the health or safety of property owners, management staff, HACA staff, persons performing contract administration functions or other responsibilities on behalf of HACA including contractors, subcontractors or agents within the last four years.

Abusive or violent behavior towards HACA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

Targeted Funding [24 CFR 982.204(e)]

HUD may award HACA funding for a specified category of families on the waiting list. HACA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, HACA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

HACA Policy

HACA administers the following types of targeted funding:

Mainstream Vouchers for Persons with Disabilities

Mainstream Vouchers for non-elderly persons with disabilities who are homeless or who are transitioning out of institutions or other segregated settings

VASH - Veterans Affairs for Supportive Housing

Family Unification Program

Non-elderly Disabled

Foster Youth to Independence

Order of Selection – specified category vouchers

When HACA resumes voucher issuance after a funding shortfall, HACA will first issue vouchers to specified category vouchers until HACA is assisting the required number of special purpose families.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that HACA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits HACA to establish other local preferences, at its discretion. Any local preferences established must be consistent with HACA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACA Policy

Families can claim eligibility for any local preference any time from the date they applied up until the time their name is drawn off the waiting list. Preference claims will be verified once they have been drawn off the waiting list during the interview process. If

after all lottery applicants and in order according to the date and time when HACA first had received both documents.

If a family coded as NED ceases to meet the criteria for NED eligibility before the family has moved into an assisted unit, HACA will remove the NED coding. If the family was previously on the waiting list, they will maintain their original place on the waiting list. If the family was only on the waiting list due to a NED referral, or direct application for an NED voucher, they will be removed from the waiting list or lose their voucher if already issued.

- C. **Veterans Affairs Supportive Housing (VASH):** HACA accepts VASH applicants as referrals in the order received from the Veterans Affairs administration.
- D. ~~**Mainstream:** HACA will assist the minimum number of families defined in the original grant and will replace any vacancies with eligible disabled households from the HCV waiting list.~~
- E. **Mainstream NED for homeless or institutional transitions** (targeted funding) waiting list policy:

For the issuance of Mainstream NED vouchers, only applicants certified eligible for Mainstream NED Vouchers will be issued a Mainstream NED voucher. To be an eligible application for a Mainstream NED voucher, HACA will have to receive both (1) a completed application and (2) a completed referral from ECHO, Integral Care, ARCIL, or verification of age, verification of disability, and verification of homelessness or verification of residence in an eligible institution or eligible segregated setting. Until both are received, the application will not be considered an eligible application. The applicant will only be placed on the waiting list once both documents have been received.

Therefore, Mainstream NED eligible applicants are granted a preference over all other applicants not eligible for Mainstream NED vouchers. Applicants certified eligible for the Mainstream NED vouchers will be coded as such on HACA's waiting list. This preference will be granted only for the issuance of Mainstream NED vouchers and not any other voucher. If Mainstream NED vouchers are not available, Mainstream NED eligible families will maintain their original place on the waiting list for the issuance of other vouchers. All families granted a Mainstream NED preference will be prioritized based on date and time of being certified eligible and any other applicable preference (elderly, disabled, displaced, homeless, residency).

In response to PIH Notice 2020-22, HACA applied for additional Mainstream Vouchers available for coronavirus response efforts. Any new Mainstream vouchers received in response to PIH Notice 2020-22 authorized by the CARES Act, will be prioritized for non-elderly disabled persons residing in Protective

G. Foster Youth to Independence (FYI)

Placing FYI eligible families referred by CPS on HACA's HCV waiting list:

The waiting list will remain open for FYI eligible referrals. Eligibility for the FYI vouchers will be based on the respective HUD Notice of Funding Availability and limited to referrals approved by the Texas DFPS, identified by the Coordinated Entry System. When HACA receives a completed application and referral from the Texas Department of Family and Protective Service (DFPS) or other identified service provider, the applicant will be placed on the waiting list in order according to the date and time when HACA first received both documents. FYI eligible applicants are granted a preference over all other applicants not eligible for FYI vouchers. Applicants certified eligible for the FYI vouchers will be coded as such on HACA's waiting list. This preference will be granted only for the issuance of FYI vouchers and not any other voucher. If FYI vouchers are not available, FYI eligible families will maintain their original place on the waiting list for the issuance of non-FYI vouchers. All families granted a FYI preference will be prioritized based on date and time of being certified eligible and any other applicable preference (elderly, disable, displaced, homeless, residency).

If a an applicant coded as FYI ceases to meet the criteria for FYI eligibility before the family has moved into an assisted unit, HACA will remove the FYI coding. If the family or youth was previously on the Housing Choice Voucher waiting list, they will maintain their original place on the waiting list. If the youth or family was only on the waiting list due to a FYI referral, they will be removed from the waiting list or lose their voucher if already issued.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during HACA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, HACA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

HACA Policy

HACA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible

HUD regulations require HACA to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains HACA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

5-I.B. BRIEFING [24 CFR 982.301 and PIH Notice: 2020-32]

Notification of Briefing

Prior to issuance of a voucher, ~~The PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed in individual face-to-face meetings, through individually or in-group briefing sessions, or via remote briefing sessions.-~~

HACA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families will be given the option to receive the briefing packet in electronic format or hard copy. Families may be briefed individually or in groups. At the briefing, HACA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

HACA Policy

HACA will conduct briefings individually or in groups either in-person or remotely via webcast, video call, by phone, by mail or by another virtual method..

- The head of household is required to attend the briefing.
- Families that attend group briefings and still need individual assistance will be referred to an appropriate staff person. If additional assistance is needed due to a disability or LEP need, staff will coordinate services to ensure information is communicated appropriately to meet the needs of the applicant.
- Briefings will be conducted in English. For Limited English Proficient (LEP) applicants, HACA will provide interpretation services in accordance with HACA's LEP plan (See Chapter 2).

Remote Briefings

Accessibility Requirements for Persons with Disabilities and LEP Individuals

As with in-person briefings, the platform for conducting remote briefings must be accessible and the briefing conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual.

If no method of conducting a remote briefing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote briefing, and the PHA should consider whether postponing the remote briefing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances.

Limited English Proficiency (LEP) requirements also apply to remote briefings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote briefings.

HACA Policy

HACA will provide an opportunity for remote briefing participants to ask questions.

After the remote briefing, HACA staff will reach out directly to tenants by phone to make sure their questions have been answered.

Identify and Resolve Technology Barriers Prior to Conducting the Remote Remote Briefing. The lack of technology or inability to use technology for a remote briefing can impose a disadvantage for individuals or families that may not be apparent to HACA. Thus, HACA will determine if barriers exist prior to scheduling the remote briefing. If the participant does not have proper technology access which will allow the individual to fully participate, then the remote briefing will be postponed, or an in-person alternative must be provided

~~**Accessible Platform**—For remote briefings, steps for an accessible platform will be~~

~~taken to include ensuring any information, websites, emails, digital notifications, and platforms are accessible for persons with vision, hearing, and other disabilities. Helpful guidelines for ensuring the accessibility of webbased and digital materials are available through the World Wide Web Consortium's Web Accessibility Initiative at <https://www.w3.org/WAI/>.~~

~~**Individualized auxiliary aids or services.** To provide effective communication in a digital context, individualized AA/S may include audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Examples of AA/S that may be necessary when conducting a remote briefing can be found at 28 CFR 35.104.~~

~~Under Section 504 and the ADA, the type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual, the nature, length, and complexity of the communication involved, and the context in which the communication is taking place. Important information is conveyed during the remote briefing. HACA will give primary consideration to the auxiliary aid or service requested by the individual with a disability. In order to be effective, auxiliary aids or services as this term is defined in 28 CFR 35.104 and 24 CFR 8.3 must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability as this term is defined in 28 CFR 35.108 (see also 28 CFR 35.160(b)(2); 24 CFR 8.6).~~

HACA will never require that an individual with disabilities provide their own auxiliary aids or services, including for remote hearings or remote briefings. HACA will not rely on an adult or minor child accompanying a person with a disability to interpret or facilitate communication for such person, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available; or where the individual with a disability specifically requests that the accompanying adult interpret or facilitate communication, the accompanying adult agrees to provide such assistance, and reliance on the adult for such assistance is appropriate under the circumstances. . (28 CFR 35.160-164; 24 CFR 8.6).

Reasonable Accommodations. HACA is required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the remote briefing. This obligation is in addition to the obligation to ensure effective communication under Section 504 and the ADA.

If no method of conducting a remote briefing is available that appropriately

Personally Identifiable Information (PII). For documents that contain PII and are provided prior to a remote briefing, HACA will minimizing the risk of exposure or misuse of the data collected, used, and shared. PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information directly linked or linkable to a specific individual. Examples of PII include name, social security number, biometric records, date and place of birth, and mother's maiden name. When considering how remote briefing information is shared, HACA shall ensure that electronic information stored or transmitted is secure per Notice PIH-2015-06.

Notification and Attendance

HACA Policy

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing. **The notice will also inform the family of any additional requirements for in-person or remote briefings as addressed in relevant policy elsewhere in this section.**

The notice will be sent by first class mail and will also be sent by email if the family has provided a valid email address to the PHA.

If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated.

Applicants who fail to attend a scheduled briefing will be scheduled for another briefing automatically. HACA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without HACA approval, will be denied assistance (see Chapter 3).

Oral Briefing [24 CFR 982.301(a)]

- Each briefing must provide information on the following subjects:
- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the PHA's jurisdiction;

When HACA was required to obtain third-party verification but instead relies on a tenant declaration for verification of income, assets, or expenses, the family's file must be documented to explain why third-party verification was not available.

HACA Policy

When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the HACA.

HACA may require a family to certify that a family member does not receive a particular type of income or benefit.

The self-certification/tenant declaration must be made in a format acceptable to HACA and must be signed by the family member whose information or status is being verified.

PART II: VERIFYING FAMILY INFORMATION

7-II.A. VERIFICATION OF LEGAL IDENTITY

HACA Policy

HACA will require families to furnish verification of legal identity for each household member.

Verification of Legal Identity for Adults	Verification of Legal Identity for Children
Certificate of birth, naturalization papers	Certificate of birth
Church issued baptismal certificate	Adoption papers
Current, valid driver's license or Department of Motor Vehicles identification card	Custody agreement
U.S. military discharge (DD 214)	Health and Human Services ID
Current U.S. passport	School records
Current government employer identification card with picture	School or government-issued photo ID for age 16 and over
	identification card with picture

If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

If none of these documents can be provided and at HACA's discretion, a third party who knows the person may attest to the person's identity. The certification must be provided in a format acceptable to HACA and be signed in the presence of a HACA representative or HACA notary public.

documentation of an individual's SSN.

HACA Policy

Once an individual's status is classified as "verified" in HUD's EIV system, HACA will no longer require documentation as evidence of social security numbers, however HACA will keep documentation previously submitted by the tenant.

7-II.C. DOCUMENTATION OF AGE

A birth certificate or other official record of birth is the preferred form of age verification for all family members. For elderly family members an original document that provides evidence of the receipt of social security retirement benefits is acceptable.

HACA Policy

If an official record of birth or evidence of social security retirement benefits cannot be provided, HACA will require the family to submit other documents that support the reported age of the family member (e.g., school records, driver's license, government-issued photo ID, DD-214 form, or other document from a government entity that displays the family member's name and date of birth) ~~if birth year is recorded~~ and to provide a self-certification.

Age must be verified only once during continuously-assisted occupancy.

7-II.D. FAMILY RELATIONSHIPS

Applicants and program participants are required to identify the relationship of each household member to the head of household. Definitions of the primary household relationships are provided in the Eligibility chapter.

HACA Policy

Family relationships are verified only to the extent necessary to determine a family's eligibility and level of assistance. Certification by the head of household normally is sufficient verification of family relationships.

Marriage

HACA Policy

Certification by the head of household is normally sufficient verification. If the HACA has reasonable doubts about a marital relationship, the HACA will require the family to document the marriage.

A marriage certificate generally is required to verify that a couple is married.

In the case of a common law marriage, the couple must demonstrate that they hold themselves to be married (e.g., by telling the community they are married, calling each other husband and wife, using the same last name, filing joint income tax returns).

Separation or Divorce

HACA Policy

SSA, a knowledgeable professional must provide third-party verification that the family member meets the HUD definition of disability. The family member must provide written consent and contact information for HACA to contact the knowledgeable medical professional and send a request for written verification. See the Eligibility chapter for the HUD definition of disability. The knowledgeable professional will verify whether the family member does or does not meet the HUD definition. Based upon the knowledgeable medical professional's response, HACA will or will not grant the family a wait list preference or certain income disallowances and deductions. If HACA does not receive a response from the medical professional within 30 calendar days, the family's claim for disability status is denied. The family will receive written notification of the denial, the reason for the denial and is advised of their right to request an informal hearing.

7-II.G. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [24 CFR 5.508]

Overview

Housing assistance is not available to persons who are not citizens, nationals, or eligible immigrants. Prorated assistance is provided for "mixed families" containing both eligible and ineligible persons. A detailed discussion of eligibility requirements is in the Eligibility chapter. This verifications chapter discusses HUD and HACA verification requirements related to citizenship status.

The family must provide a certification that identifies each family member as a U.S. citizen, a U.S. national, an eligible noncitizen or an ineligible noncitizen and submit the documents

discussed below for each family member. Once eligibility to receive assistance has been verified for an individual it need not be collected or verified again during continuously-assisted occupancy. [24 CFR 5.508(g)(5)]

U.S. Citizens and Nationals

HUD requires a declaration for each family member who claims to be a U.S. citizen or national. The declaration must be signed personally by any family member 18 or older and by a guardian for minors.

The HACA may request verification of the declaration by requiring presentation of a birth certificate, United States passport or other appropriate documentation.

HACA Policy

~~Family members who claim U.S. citizenship or national status will be required to provide one of the following supporting documents: an original birth certificate, naturalization document, valid unexpired United States passport, an original baptism certificate or U.S. military report of separation (DD214). HACA will not require verification of the declaration of family members who claim to be U.S. citizens or nationals.~~

Eligible Immigrants

are observed and will require the responsible party to make the necessary repairs.

If the annual inspection has been scheduled or is due within 60 days of the date the special inspection is scheduled, HACA may elect to conduct a full annual inspection.

HACA may conduct special inspections by HUD's approved remote video inspection (RVIs) protocol. (PIH Notice 2020-31).

8-II.E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b); HCV GB, p. 10-32]

HUD requires a HACA supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS.

The unit sample must include only units that have been inspected within the preceding ~~three~~ 3 months. ~~The selected sample should be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors~~ ~~The selected sample will include (1) each type of inspection (initial, annual, and special), (2) inspections completed by each inspector, and (3) units from a cross-section of neighborhoods.~~

HACA Policy

The Inspections Manager, or other designated qualified person will conduct the Quality Control Inspection.

Quality Control Inspections will be selected at random from HQS inspections that have been completed within the last 60 days.

The Quality Control Inspection will be scheduled with the tenant. QC Inspections will be conducted with the tenant's permission and at the tenant's convenience during normal business hours. If the tenant is unable or unwilling to schedule a QC Inspection, another inspection will be selected.

During the Quality Control Inspection, The HQS Quality Control Inspection form and the Quality Control Unit Inspection form will be completed. Completed QC Inspections will be tracked in the QC Database and supporting documentation will be maintained in the QC Inspection File.

HACA may conduct quality control inspections by HUD's approved remote video inspection (RVIs) protocol (PIH Notice 2020-31).

8-II.F. INSPECTION RESULTS AND REINSPECTIONS FOR UNITS UNDER HAP CONTRACT

Notification of Corrective Actions

The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies HQS failures, HACA will determine (1) whether or not the failure is a life threatening condition and (2) whether the family or owner is responsible.

HACA Policy

amounts for each FMR area within HACA's jurisdiction, and for each unit size within each of the FMR areas. For each unit size, HACA may establish a single payment standard amount for the whole FMR area, or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, HACA is required to establish a payment standard within a "basic range" established by HUD – between 90 and 110 percent of the published FMR for each unit size.

Updating Payment Standards

When HUD updates its FMRs, HACA must update its payment standards if the standards are no longer within the basic range [24 CFR 982.503(b)]. HUD may require HACA to make further adjustments if it determines that rent burdens for assisted families in HACA's jurisdiction are unacceptably high [24 CFR 982.503(g)].

HACA Policy

HACA will review the appropriateness of the payment standards on an annual basis when the new FMRs are published, and at other times as determined necessary. In addition to ensuring the payment standards are always within the "basic range" HACA will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:

Funding Availability: HACA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served.

Average rental amounts for unassisted units – HACA will review the average rental amounts from HACA's available units list and Multiple Listing Service for leased units.

Lease-up Time and Success Rate: HACA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

Any changes to payment standard amounts will be approved by the Board of Commissioners and the effective date will be provided in writing to staff and program participants.

Exception Payment Standards [24 CFR 982.503(c)(5), Notice PIH 2018-01]

A non-SAFMR PHA may establish an exception payment standard for a zip code area of up to and including 110 percent of the SAFMR determined by HUD for that zip code area. Regardless of the level of the exception payment standard compared to the metropolitan area FMRs (MAFMRs), the PHA must send an email to SAFMRs@hud.gov to notify HUD that it has adopted an exception payment standard based on the SAFMR. A PHA that adopts an exception payment standard pursuant to this authority must apply it to the entire ZIP code area, for both its

in person, ~~or~~ by first class mail **or emailed**, by the close of the business day, no later than 15 calendar days from the date of HACA's denial of assistance.

HACA will schedule and send written notice of the informal review within 30 calendar days of the family's request. **The notice will be mailed and if we have the family's email, the notice may be emailed.**

Informal Review Procedures [24 CFR 982.554(b)]

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of HACA.

HACA Policy

The informal review will be conducted by an appointed Hearing Officer who is a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant will be provided an opportunity to present written or oral objections to the decision of HACA.

The Hearing Officer will render a decision on whether assistance should be granted or denied.

Remote Informal Reviews [Notice PIH 2020-32]

~~All PHA policies and processes for remote informal reviews must be conducted in accordance with due process requirements and be in compliance with HUD regulations.~~ There is no requirement that informal reviews be conducted in-person and, as such, HUD allows PHAs to conduct all or a portion of their informal review remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal reviews, applicants may still request an in-person informal review, as applicable.

HACA Policy

HACA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, HACA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue

health risk. HACA will consider other reasonable requests for a remote informal review on a case-by-case basis.

Ensuring Accessibility for Persons with Disabilities and LEP Individuals

As with in-person informal reviews, the platform for conducting remote informal reviews must be accessible to persons with disabilities and the informal review must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal review process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal review is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote informal review, and the PHA should consider whether postponing the remote informal review to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal reviews, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal reviews.

Conducting Remote Informal Reviews

The PHA must ensure that the lack of technology or inability to use technology for remote informal reviews does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to

conducting the remote informal review and, if the family does not have the proper technology to fully participate, either postpone the informal review or provide an alternative means of access.

As with in-person informal reviews, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal review. The family must also be provided with an accessible means by which to transmit their own evidence.

HACA must ensure that the applicant has the right to hear and be heard. All PHA policies and processes for remote informal reviews must be conducted in accordance with due process requirements and be in compliance with HUD regulations at 24 CFR 982.554 and guidance specified in Notice PIH 2020-32.

HACA Policy

HACA will conduct remote informal reviews via telephone conferencing call-in or via videoconferencing. If the informal review will be conducted via videoconferencing, HACA will ensure that all applicants, applicant representatives, HACA representatives and the person conducting the informal review can adequately access the platform (i.e., hear, be heard, see, and be seen). If any applicant, applicant representative, HACA representative, or person conducting the informal review is unable to effectively utilize the videoconferencing platform, the informal review will be conducted by telephone conferencing call-in.

Whether the informal review is to be conducted via videoconferencing or telephone call-in, the HACA will provide all parties login information and/or conferencing call-in information before the review.

Informal Review Decision [24 CFR 982.554(b)]

HACA must notify the applicant of HACA's final decision, including a brief statement of the reasons for the final decision.

HACA Policy

HACA will notify the applicant of HACA's final decision, including a brief statement of the reasons for the final decision.

In rendering a decision, HACA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice to the family.

The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be

Remote Informal Hearings (PIH Notice 2020-32_

There is no requirement that informal hearings be conducted in-person, and as such, HUD allows PHAs to conduct all or a portion of their informal hearings remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal hearings, applicants may still request an in-person informal hearing, as applicable. ~~HACA's essential responsibility is to ensure informal hearings meet the requirements of due process and comply with HUD regulations. Therefore, all HACA policies and processes for remote informal hearings will be conducted in accordance with due process requirements and will be in compliance with HUD regulations and outlined in PIH Notice 2020-32~~

HACA Policy

HACA may conduct informal hearings in-person or remotely via webcast, video call, by phone, by mail or by another virtual method.

HACA has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, HACA will conduct an informal hearing remotely upon request as a reasonable accommodation for a person with a disability, if a participant does not have child care or transportation that would enable them to attend the informal hearing, or if the participant believes an in-person hearing would create an undue health risk. HACA will consider other reasonable requests for a remote informal hearing on a case-by-case basis.

Ensuring Accessibility for Persons with Disabilities and LEP Individuals

As with in-person informal hearings, the platform for conducting remote informal hearings must be accessible to persons with disabilities and the informal hearings must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit

from all aspects of the informal hearing process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal hearing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote informal hearing, and the PHA should consider whether postponing the remote hearing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal hearings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal hearings.

Conducting Informal Hearings Remotely

The PHA must ensure that the lack of technology or inability to use technology for remote informal hearings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal hearing and, if the family does not have the proper technology to fully participate, either postpone the informal hearing or provide an alternative means of access.

As with in-person informal hearings, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal hearing. The family must also be provided with an accessible means by which to transmit their own evidence.

The PHA's essential responsibility is to ensure informal hearings meet the requirements of due process and comply with HUD regulations. Therefore, all PHA policies and processes for remote informal hearings will be conducted in accordance with due process requirements, and will be in compliance with HUD regulations at 24 CFR 982.555 and the guidance for conducting remote hearings specified in Notice PIH 2020-32. ~~In conducting any informal hearing remotely, the PHA shall ensure due process and that all parties are able to have full access to the hearing.~~

Remote Informal Hearings Policy (Ref PIH Notice 2020-32)

~~In conducting any informal hearing remotely, HACA shall ensure due process and that all parties are able to have full access to the hearing.~~

HACA Policy

HACA will conduct remote informal hearings via telephone conferencing call or via

video conferencing. If the informal hearing will be conducted via videoconferencing, HACA will ensure that all participants, participant representatives, advocates, witnesses, HACA representatives, and the informal hearing officer can adequately access the platform.

If any participant, representative, advocate, witness, HACA representative, or hearing officer is unable to effectively utilize the videoconferencing platform, the informal hearing will be conducted by telephone conferencing call-in.

Whether the informal hearing is to be conducted via videoconferencing or telephone call-in, HACA will provide all parties login information and/or telephone call-in information before the informal hearing. HACA will also provide technical assistance, if needed, before the informal hearing.

~~**Accessible Platform**—For remote hearings, steps for an accessible platform will be taken to include ensuring any information, websites, emails, digital notifications, and platforms are accessible for persons with vision, hearing, and other disabilities. Helpful guidelines for ensuring the accessibility of webbased and digital materials are available through the World Wide Web Consortium’s Web Accessibility Initiative at <https://www.w3.org/WAI/>.~~

~~**Individualized auxiliary aids or services.** To provide effective communication in a digital context, individualized AA/S may include audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Examples of AA/S that may be necessary when conducting a remote informal hearing can be found at 28 CFR 35.104.~~

~~Under Section 504 and the ADA, the type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual, the nature, length, and complexity of the communication involved, and the context in which the communication is taking place. Important information is conveyed during remote informal hearing. HACA will give primary consideration to the auxiliary aid or service requested by the individual with a disability. In order to be effective, auxiliary aids or services as this term is defined in 28 CFR 35.104 and 24 CFR 8.3 must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability as this term is defined in 28 CFR 35.108 (see also 28 CFR 35.160(b)(2); 24 CFR 8.6).~~

HACA will never require that an individual with disabilities provide their own auxiliary aids or services for remote hearings. HACA will not rely on an adult or minor child accompanying a person with a disability to interpret or facilitate communication for such person, except in an emergency involving

HACA will schedule and send written notice of the informal hearing to the family within 30 calendar days of the family's request.

If the hearing will be conducted remotely, at the time the notice is sent to the family, the family will be notified:

Regarding the processes involved in a remote informal hearing;

That HACA will provide technical assistance prior to and during the informal hearing, if needed; and

That if the family or any individual witness has any technological, resource, or accessibility barriers, the family may inform the HACA and HACA will assist the family in either resolving the issue or allow the family to participate in an in-person hearing, as appropriate.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict, which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing within forty-eight (48) hours of hearing date. At its discretion, HACA may request documentation of the "good cause" prior to rescheduling the hearing. Failure to adhere to the forty-eight (48) hour notice requirement or failure to show up for the hearing will result in automatic loss of appeal.

Failure to Appear

There may be times when a participant does not appear due to unforeseen circumstances that are out of their control and are no fault of their own.

HACA Policy

If the tenant does not appear at the scheduled time of the hearing, the Hearing Officer will wait up to 15 minutes. If the tenant appears within 15 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear.

If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact HACA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The Hearing Officer will reschedule the hearing only if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.

Good cause is defined as an unavoidable conflict that seriously affects the health, safety or welfare of the family.

Conduct at Hearings

The person who conducts the hearing may regulate the conduct of the hearing in accordance with HACA's hearing procedures [24 CFR 982.555(4)(ii)].

HACA Policy

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

Evidence [24 CFR 982.555(e)(5)]

HACA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

HACA Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: documentation, which is relevant to the case, for example, a letter written to HACA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence based not on a witness' personal knowledge. In and of itself, hearsay evidence carries no weight when making a finding of fact. The hearing officer may include hearsay evidence when considering their decision if it is corroborated by other evidence. Even though hearsay evidence is generally admissible in a hearing, the hearing officer will not base a hearing decision on hearsay alone unless there is clear probative value and credibility of the evidence, and the party seeking the change has met the burden of proof. ~~Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.~~

- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates. Only units that are under a HAP contract that was first executed on or after April 18, 2017, may be covered by the 10 percent exception.

HACA Policy

HACA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements. ~~The PHA will not set aside units above the 20 percent program limit.~~

Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after April 18, 2017.

HACA Policy

HACA may project-base units not subject to the 20 percent cap in accordance with HUD regulations and requirements.

~~HACA will not project base any units not subject to the 20 percent cap.~~

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the PHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

HACA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, HACA's policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. PHAs may not use voucher program funds to cover relocation costs, except that PHAs may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of the PHA to ensure the owner complies with these requirements.

17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

The PHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, the PHA must comply with the PHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

HACA will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

Owner experience and capability to build or rehabilitate housing as identified in the RFP;

Extent to which the project furthers HACA's goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Projects which will provide affordable housing and support services to individuals or families experiencing homelessness.

Projects which will provide affordable housing and support services to low-income or homeless veterans.

HACA Requests for Proposals for Existing Housing Units

HACA will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.

Austin American Statesman

The Austin Chronicle

The Villager

El Mundo

HACA may also advertise the RFPs in other trade journals and industry sources, including electronic advertising, as HACA determines is appropriate for the project.

In addition, HACA will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site.

HACA may periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for two consecutive weeks. The advertisement will specify the number of project based units available. The due date for proposals will be specified in the RFP. *Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.*

assistance, the family may do so regardless of whether the family share would initially exceed 40 percent of the family's adjusted monthly income.

Remedies for HQS Violations [24 CFR 983.208(b)]

The PHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If the PHA determines that a contract does not comply with HQS, the PHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

HACA Policy

HACA will abate and terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies defined in the tenant-based voucher program. These policies are contained in Chapter 8 of HACA's HCV Administrative Plan.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a)]

At the PHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, the PHA must inspect the proposed unit and determine the reasonable rent for the unit.

Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21]

The PHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, the PHA must submit to the local field office information outlined in FR Notice 1/18/17. The PHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project.

HACA Policy

HACA will consider adding units to the contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps ~~HACA will consider adding contract units to the HAP contract when HACA determines that additional housing is needed to serve eligible low-income~~

~~opportunity to be~~ added to Pathways at Chalmers Court West project-based voucher waiting list. If the Housing Choice Voucher waiting list doesn't provide enough referrals to fill the available project-based voucher units, referrals would come directly from Pathways at Chalmers Court West to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Pathways at Chalmers Court West for a project-based voucher unit.

Eligible applicants must meet Pathways at Chalmers Court West tenant selection screening criteria.

If the applicant was previously on the Housing Choice Voucher waiting and decides not to lease a unit at Pathways at Chalmers Court West, the applicant will remain on the HCV tenant-base voucher waiting list.

If the applicant was not previously on the Housing Choice Voucher waiting list and was referred to apply by Pathways at Chalmers Court West and refuses an offer of PBV assistance or does not meet Pathways at Chalmers Court West's screening criteria, they will not be eligible to remain on the regular tenant-base Housing Choice Voucher waiting list.

Pathways at Rosewood Courts

HACA will project-base up to 60 vouchers at Rosewood Courts. The property is located at 2001 Rosewood Ave, Austin Texas.

Tenant Selection

Up to sixty (60) regular Project-based Vouchers

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program for up to 60 regular PBV units.

Applicants on the Housing Choice Voucher programs tenant-base waiting list will be added to Pathways at Rosewood Courts project-based voucher waiting list. If the Housing Choice Voucher waiting list doesn't provide enough referrals to fill the available project-based voucher units, referrals would come directly from Pathways at Rosewood Courts to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Pathways at Rosewood Courts for a project-based voucher unit.

Eligible applicants must meet Pathways at Rosewood Courts tenant selection screening criteria.

If the applicant was previously on the Housing Choice Voucher waiting and decide not to lease a unit at Pathways at Rosewood Courts, the applicant will remain on the HCV tenant-base voucher waiting list.

If the applicant was not previously on the Housing Choice Voucher waiting list and was referred

to apply by Pathways at Rosewood Courts and refuses an offer of PBV assistance or does not meet Pathways at Rosewood Courts's screening criteria, they will not be eligible to remain on the regular tenant-base Housing Choice Voucher waiting list.

Cambrian East Riverside

HACA will project-base 8 vouchers at Cambrian East Riverside located at 1806 Clubview Avenue, Austin TX 78741

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program.

Applicants on the Housing Choice Voucher programs tenant-base waiting list will be ~~given the opportunity to be~~ added to the Cambrian East Riverside project-based voucher waiting list. If the Housing Choice Voucher waiting list does not provide enough referrals to fill the available project-based voucher units, referrals would come directly from Cambrian East Riverside to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Cambrian East Riverside for a project-base voucher unit.

Eligible applicants must meet Cambrian East Riverside's tenant selection screening criteria.

If the applicant was previously on the Housing Choice Voucher waiting and decides not to lease a unit at Cambrian East Riverside, the applicant will remain on the waiting list for HCV tenant-based voucher assistance.

If the applicant was not previously on the Housing Choice Voucher waiting list and was referred to apply by Cambrian East Riverside and refuses an offer of PBV assistance or doesn't meet Cambrian East Riverside's screening criteria, they will not be eligible to remain on the regular tenant-base Housing Choice Voucher waiting list.

Waterloo Terrace

HACA will project-base 15 units at Waterloo Terrace. The property is located at 12190 North Mopac Expressway, Austin TX 78758.

Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one

local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral	= 1
Project-Specific Supportive Services Need	= 1
Disability	= 1
Chronically Homeless	= 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC ~~Lead~~ **a**Agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Capital Studios

HACA will project-base 10 units at Capital Studios. The property is located at 309 East 11th Street, Austin TX 78701.

Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral	= 1
Project-Specific Supportive Services Need	= 1
Disability	= 1
Chronically Homeless	= 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC ~~Lead~~ **a**Agency as the highest priority eligible household as required by the project's funding sources.

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Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Texas Bungalows

HACA will project-base 50 units at Texas Bungalows. The property is located at 13311 Burnet Road, Austin TX 78727.

Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral	= 1
Project-Specific Supportive Services Need	= 1
Disability	= 1
Chronically Homeless	= 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC ~~Lead~~ **a**Agency as the highest priority eligible household as required by the project's funding sources.

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Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score

the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Espero at Rutland

HACA will project-base 25 HCV and 25 HUD-VASH units at Espero at Rutland. The property is located at 1934 Rutland Drive, Austin TX 78758.

Tenant Selection

HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

For non-specified category vouchers, HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral	= 1
Project-Specific Supportive Services Need	= 1
Disability	= 1
Chronically Homeless	= 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC ~~Lead~~ **a**Agency as the highest priority eligible household as required by the project's funding sources.

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Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

17-VLE. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY
WASHINGTON, DC 20410-0001

June 23, 2021

Dear Public Housing Authorities, Continuums of Care, Multifamily Owners, and HUD Grantees,

Among my priorities at the U.S. Department of Housing and Urban Development (HUD) is to ensure the public safety of the households, the properties, and the communities that we assist. One of the most important ways that HUD can meet this priority is to ensure that people leaving prisons and jails are supported in their reentry to the community. Research also shows that people who lack stable housing following incarceration face a higher likelihood of rearrest and reincarceration. On the other hand, a stable home can serve as the foundation upon which returning citizens can rebuild their lives, obtain employment, improve their health, and achieve recovery.

Unfortunately, too many people exit prisons and jails in America without a stable home to return to. A significant number of people experiencing homelessness are caught in a revolving door between homelessness and reincarceration. In some communities, the lack of stable housing can also delay a person's approval for discretionary release from prison, leading people to serve more time behind bars than those with stable housing. Many people face housing denials based on their criminal records years or decades after serving their time, even when their criminal history does not indicate that they present a substantial risk to persons or property.

The President and I believe that everyone deserves a second chance and a stable home from which to rebuild their lives. No person should exit a prison or jail only to wind up on the streets.

To that end, HUD is committed to taking a comprehensive approach to addressing the housing needs of returning citizens and people with criminal records, and by doing so, increasing public safety within our communities. Addressing reentry housing needs also furthers the Biden Administration's commitment to advancing equity and reversing systemic racism, given the racial disparities evident in the criminal justice system.

The American Rescue Plan provides us with a near-term opportunity to assist people exiting prisons or jails, namely through the nearly 70,000 emergency housing vouchers recently awarded to more than 600 public housing authorities (PHAs) across the country. HUD [Notice PIH 2021-15](#) makes clear that people exiting prisons and jails who are at-risk of homelessness due to their low incomes and lack of sufficient resources or social supports are eligible for these vouchers. Given the significant overlap between recent incarceration history and homelessness, HUD strongly encourages PHAs to work with their Continuum of Care (CoC) partners to ensure that individuals who are at-risk of homelessness after leaving prisons or jails are considered for these vouchers. In the coming weeks, HUD will provide further tools to help communities assess

the homelessness risk of people exiting prisons and jails and to create and strengthen referral partnerships between PHAs, CoCs, and corrections agencies for these vouchers.

In addition to leveraging this opportunity through the American Rescue Plan, HUD is taking additional steps to meet the housing needs of returning citizens and to reduce barriers to housing among people with criminal records. This includes:

- Developing additional tools and guidance to assist private landlords, PHAs, and Multifamily housing owners to ensure that their applicant screening and tenant selection practices avoid unnecessarily overbroad denial of housing to applicants on the basis of criminal records that could lead to Fair Housing violations, consistent with the [2016 memo on disparate impact and criminal records](#);
- Reviewing existing HUD policies and regulations that limit access to housing and HUD assistance among people with criminal conviction histories; and
- Publishing findings regarding best and promising practices on reentry housing, including through HUD's existing programs and demonstrations like the [Juvenile Reentry Assistance Program](#) and the [Pay for Success Permanent Supportive Housing Demonstration](#).

As we take these and other steps to meet the housing needs of returning citizens, I will continue to work closely with the many organizations and entities that help to administer HUD's programs at the state and local level. By working together, I am confident that we can make significant progress in meeting the housing needs of returning citizens, increase their chances of success, and increase public safety within our communities. I thank you for your partnership in these and other efforts.

Sincerely,

A handwritten signature in blue ink that reads "Marcia L. Fudge". The signature is fluid and cursive, with the first name "Marcia" being more prominent.

Marcia L. Fudge

Tenant Selection Policy and Criminal Background Screening

January 1, 2021

The following Criminal Background Screening will be applied when screening applicants for residency:

1. Only criminal **convictions** (not arrests) shall be considered in the criminal background screening process.
2. Convictions shall be determined by the identified offense described in the table below and the corresponding classification. Look-back periods shall be determined by the residency of the property (Family /Senior or Single Room Occupancy)
3. Look-back periods run from the date of conviction. Screening for any category of offense extends, therefore, only for as long as the number of years from the date of conviction specified below:

TYPE	DESCRIPTION	CLASSIFICATION	Family	SRO
Crimes Against Persons and Family	Murder	Felony: Capital, First, Second	Lifetime	5 Years
	Manslaughter	Felony: Second	Lifetime	5 Years
	Criminal Negligent Homicide	Felony: State Jail	5 Years	None
	Kidnapping, Abduction, Trafficking, Smuggling	Felony: First, Second, Third	Lifetime	5 Years
	Assault, Aggravated Assault, Injury to a Child, Elderly Individual, or Disabled Individual	Felony: First, Second, Third	5 Years	3 Years
	Assault, Injury to a Child, Elderly Individual, or Disabled Individual	Felony: State Jail; Misdemeanor: A, B	3 Years	1 Year
	Forcible Sex Offenses	Felony: First, Second, Third	Lifetime	5 Years
	Non-Forcible Sex Offenses	Felony: State Jail; Misdemeanor: A, B	5 Years	1 Year
	Deadly Conduct (with a Firearm), Terroristic Threat	Felony: Third, State Jail	5 Years	3 Years
	Deadly Conduct, Terroristic Threat	Misdemeanor: A, B	3 Years	1 Year
Crimes Against Property	Arson Related Offense	Felony: First, Second, Third, State Jail	Lifetime	5 Years
	Destruction/Damage/Vandalism of Property	Felony: First, Second, Third, State Jail	5 Years	1 Year
	Armed Robbery Offenses	Felony: First	5 Years	3 Years
	Robbery Offenses (no weapon involved)	Felony: Second	3 Years	1 Year
	Burglary (of habitation)	Felony: First, Second	5 Years	3 Years
	Burglary	Felony: Third, State Jail	3 Years	1 Year
	Criminal Trespass (of habitation)	Misdemeanor: A	1 Year	None
	Theft, Stolen Property, Fraud Related Offense	Felony: First, Second, Third, State Jail	3 Years	1 Year

Tenant Selection Policy for RHDA Funded Properties

TYPE	DESCRIPTION	CLASSIFICATION	Family	SRO
Crimes Against Society	Prostitution Related Offenses	Felony: First, Second, Third, State Jail	3 Years	1 Year
	Stalking	Felony: Second, Third	3 Years	1 Year
	Drug Manufacture, Distribution, Possession, Possession with Intent to Distribute	Felony: First, Second, Third	5 Years	3 Years
	Drug Manufacture, Distribution, Possession, Possession with Intent to Distribute	Felony: State Jail; Misdemeanor: A, B	1 Year	N one
	DUI and/or DWI Related Offenses	Felony: Third, State Jail	1 Year	None

4. Where an applicant has multiple offenses, the look-back periods shall run concurrently.
5. Offenses not listed shall not constitute justification for denial of housing. Where a conviction occurred outside of the State of Texas, property owners/managers shall use their best judgement to interpret the conviction according one of the descriptions above.
6. Where an offense can be understood to fall under more than one category, the higher lookback period shall be used. Where a development receives funding from the State of Texas or HUD and an offense has been identified for heightened scrutiny, including a lifetime ban, the higher level of scrutiny will apply.
7. Where an applicant has been denied based upon an offense that occurred within the specified lookback period, the applicant shall be automatically afforded an opportunity for individualized review. With the statement of denial, the property owner shall instruct the applicant of the opportunity for appeal and individualized review. This notice shall include:
 - a. a description of the appeal process,
 - b. contact information for scheduling the individualized review,
 - c. instructions for providing supporting documentation, and
 - d. an approximate timeline for the completion of the appeal.
8. After the completion of the individualized review, the property owner shall inform the applicant of the result of the appeal.

Signing this acknowledgement indicates that you have had the opportunity to review the above Criminal Background Screening. If you do not meet the criteria set forth, or if you provide inaccurate or incomplete information, your application will be rejected. Signing this acknowledgement authorizes the property manager to run a Criminal Background Screening check as part of your rental application.

Signature _____

Date _____

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
QUALITY CONTROL
ITEM NO. 6.

MEETING DATE: October 21, 2021

STAFF CONTACT: Kelly Crawford, Director of Compliance Oversight

ITEM TITLE: Presentation and Discussion of the Draft 2022 Public Housing Authority (PHA) Annual Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

This is a presentation and discussion of the Draft 2022 Public Housing Authority (PHA) Annual Plan and update to the 5-Year Plan which will go out for public comment for 45 days beginning Friday, October 22, 2021. No formal vote is required of the Board at this time. The Board is being asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2021 Board Meeting.

SUMMARY

Background:

The 5-Year and Annual PHA Plans provides a ready source for interested parties to locate basic housing authority policies, rules, and requirements concerning its operations, programs, and services, including changes to these policies. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income and extremely low-income families. PHAs who administer Housing Choice Voucher programs, without public housing units, such as HACA, utilize Form HUD-50075-HCV to submit annual changes to its PHA Plans.

The Draft 2022 PHA Plan incorporates proposed changes from the Housing Choice Voucher Administrative Plan along with updates regarding the agency's 5-Year Goals and Objectives. Due to HACA's conversion from public housing to Project-Based Rental Assistance (PBRA) through RAD, there are no longer any public housing facilities to include in the Annual Plan.

Process:

Staff is bringing these proposed changes to the Board for discussion and input at this time. After incorporating any Board recommendations, HACA will invite public comment on the proposed changes beginning at 8:00 a.m. on Friday, October 22, 2021 through 5:00 p.m. on Monday, December 6, 2021. HACA will send the proposed changes to Texas Rio Grande Legal Aid, the Austin Tenants' Council and other stakeholders. After receiving comments, the proposed changes will be presented to the Board for final approval at the December 2021 Board Meeting.

Staff Recommendation:

The Board is being asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 16, 2021 Board meeting.

ATTACHMENTS:

- ▣ **Draft 2022 PHA Annual Plan**

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																		
A.1	<p>PHA Name: <u>Housing Authority of the City of Austin</u> PHA Code: <u>TX001</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2022</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>6,151 HCV and 438 Mainstream Vouchers. Total combined 6,589</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>Availability of Information. A 45-Day Public Comment Period for the draft 2022 PHA Annual Plan and updates to the 2020-2024 Five-Year Plan will commence on Friday, October 22, 2021 and conclude on Monday, December 6, 2021. Two Public Hearings will be held on the following dates: Tuesday, November 9, 2021 at 12:00PM and Wednesday, November 17, 2021, at 5:30PM to receive public input for the draft 2022 Annual Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 16, 2021 Board of Commissioners meeting.</p> <p>Copies of the 2022 Annual Plan draft are available at the HACA Central Office and on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office or via the HACA website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:	N/A	N/A	N/A	N/A																				
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B.	Plan Elements.																																		

Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- ☒ ☐ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☒ ☐ Financial Resources.
☐ ☒ Rent Determination.
☒ ☐ Operation and Management.
☒ ☐ Informal Review and Hearing Procedures.
☐ ☒ Homeownership Programs.
☐ ☒ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
☐ ☒ Substantial Deviation.
☐ ☒ Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

Statement of Housing Needs and Strategy for Addressing Housing Needs

- Project-based vouchers** – Revised language to allow flexibility to project-base up to an additional 10% of HACA's authorized housing choice voucher units in accordance with HUD regulations and requirements.
- Revised PBV policy** to state that HACA will consider adding units to the PBV contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps.
- Added new Project-based voucher selection criteria for the following developments:** Pathways at Rosewood Courts; Waterloo Terrace; Capital Studios; Texas Bungalows; Espero at Rutland.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:

- Criminal Screening Criteria** – HACA has revised the criminal screening policy for the following reasons:
 - To allow broader access to those experiencing homelessness referred through coordinated entry for HACA's homeless preference and for project-based vouchers;
 - To align with local strategies for ending homelessness;
 - To advance racial equity; and
 - In response to HUD's Secretary Marica Fudge's June 23, 2021 letter urging PHAs to reduce barriers to housing based on a person's criminal history.
- Foster Youth to Independence program and revisions to Mainstream program** – Added Foster Youth to Independence preference and referral process and revised the policy so all Mainstream vouchers are referred through Ending Community Homelessness Coalition (ECHO), Integral Care or Austin Resource for Independent Living (ARCIL)
- Enterprise Income Verification** – Language added to comply with requirement that each adult household member sign a HUD-52675 as well as requiring PHAs to search for debts owed to PHAs to search for debts owed to PHAs to determine if a denial of assistance is warranted.
- Transfer from PBRA properties with Debt Owed** – Revised the policy regarding applicants transferring from HACA's Project Based Rental Assistance programs when they owe a debt or are under eviction status that may warrant denial of assistance.
- Documentation and Verification of Identity** – Added identification card with picture as acceptable document for verifying a child's legal identity and added government-issued photo ID, DD-214 form, or other document from a government entity that displays the family member's name and date of birth as an acceptable document to verify age.
- Verification of citizenship or eligible immigration status** – HUD requires a declaration for each family member who claims to be a U.S. citizen or national. The declaration must be signed personally by any family member 18 or older and by a guardian for minors. The HACA may request verification of the U.S. citizenship or eligible immigration status. HACA revised the policy to not require the verification of the declaration of family members who claim to be U.S. citizens or nationals. Note, all individuals need to provide documents to verify their legal identity as described in 7.II.A of the HCV Administrative Plan.

Financial Resources:

Calendar Year 2021 Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 64,093,560.00	\$ 4,659,695.00			\$ 68,753,255.00
Mainstream Voucher	\$ 2,299,562.00	\$ 153,220.00			\$ 2,452,782.00
Emergency Housing Vouchers	\$ 1,385,352.00	\$ 127,674.00	\$ 96,800.00	\$ 847,000.00	\$ 2,456,826.00
Single Room Occupancy	\$ 289,200.00	\$ 51,572.00			\$ 340,772.00
Continuum of Care Grant	\$ 704,760.00	\$ 60,726.00			\$ 765,486.00
FSS Grant		\$ 293,577.00			\$ 293,577.00
Total	\$ 68,772,434.00	\$ 5,346,464.00	\$ 96,800.00	\$ 847,000.00	\$ 75,062,698.00
Calendar Year 2022 Projected Estimate	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 65,873,321.00	\$ 4,834,196.00			\$ 70,707,517.00
Mainstream Voucher	\$ 3,823,094.00	\$ 391,218.00			\$ 4,214,312.00
Emergency Housing Vouchers	\$ 2,770,704.00	\$ 255,348.00			\$ 3,026,052.00
Single Room Occupancy	\$ 289,200.00	\$ 51,572.00			\$ 340,772.00
Continuum of Care Grant	\$ 704,760.00	\$ 60,726.00			\$ 765,486.00
FSS Grant		\$ 293,577.00			\$ 293,577.00
Total	\$ 73,461,079.00	\$ 5,886,637.00	\$	\$	\$ 79,347,716.00

	<p>Operation and Management: A high-performing public housing authority that assists more than 20,000 Austin residents daily, HACA is the largest provider of affordable housing for extremely low-income families, persons with disabilities and seniors in the Austin area. HACA manages a Housing Choice Voucher program that provides rental vouchers for more than 6,000 units of housing in Austin's private rental market. Housing Choice vouchers provided through HACA's regular voucher program and a variety of programs for special populations including homeless individuals and families, disabled individuals, veterans, and emancipating foster youth. HACA also implements a number of family self-sufficiency, workforce and youth educational success programs to help move families toward self-sufficiency and break the cycle of poverty.</p> <p>The following outlines HACA's Housing Choice Voucher Program allocation:</p> <p>6,162 Housing Choice Vouchers – Specific programs outlined below:</p> <ul style="list-style-type: none"> • 5,319 Regular Housing Choice Vouchers (all other vouchers) • 706 Veterans Affairs Supportive Housing (VASH) Vouchers • 85 Family Unification Vouchers • 36 Non-elderly disabled Vouchers • 8 Tenant Protection Vouchers • 8 DHAP to HCV Vouchers <p>438 Mainstream Vouchers 242 Emergency Housing Vouchers (new for 2021) 75 Foster Youth to Independence Vouchers (new for 2021) 50 Moderate Rehab Room Occupancy (SRO) 53 HUD Continuum of Care 250 Family Self-sufficiency participants</p> <p>Informal Review and Hearing Procedures: Revised policy regarding remote informal review and hearing procedures including accessibility requirements and notification policies outlined in PIH Notice 2020-32.</p>
B.2	New Activities. – Not Applicable
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <ol style="list-style-type: none"> We are committed to Affordable Housing: We continue to revitalize our assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions. Through our subsidiary, Austin Affordable Housing Corporation (AAHC), additional properties that are either developed and/or acquired accept voucher holders, providing greater choice within our service area. AAHC also offers homeownership programs through our Down Payment Assistance Program. We are committed to Resident Self Sufficiency and Quality of Life: We promote individual responsibility and high expectations, and foster results-based community partnerships and programs focused on workforce development, wellness, safety and education. Scholarships are provided to eligible students to assist with the cost of higher education and to improve self-sufficiency. We are committed to Exceptional Service: We ensure a resident/participant, partner and customer focused environment where all are treated with dignity and respect. We are committed to Employee Engagement: We invest in our staff, ensure accountability and effective communication, and promote an innovative, healthy and safe work environment, with training and leadership development opportunities. We are committed to Corporate and Environmental Sustainability: We pursue new funding sources and entrepreneurial opportunities, ensure stewardship, maximize efficiency and promote environmentally friendly initiatives. HACA, through our subsidiaries Southwest Housing Compliance Corporation and Austin Affordable Housing Corporation, works to increase sustainable cash flows to further this goal. We are committed to Equal Opportunity for Housing: We create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations.
B.4	Capital Improvements. – Not Applicable

B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>				
<p>C. Other Document and/or Certification Requirements.</p>					
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan? This is pending. The RAB is scheduled to meet on November 9, 2021 at noon.</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>(c)</p>				
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>				
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>				
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>				
<p>D. Affirmatively Furthering Fair Housing (AFFH).</p>					
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="121 1430 1390 1927"> <tr> <td data-bbox="121 1430 1390 1507"> <p>Fair Housing Goal: Explore the feasibility to create a regional resource network for downpayment assistance programs that are affirmatively marketed to under-represented homeowners.</p> </td></tr> <tr> <td data-bbox="121 1507 1390 1688"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA, as one of the 10 regional partners, participated in the Central Texas Regional Housing Working group on a Regional Fair Housing Plan. HACA aligns with the City of Austin to address impediments where able/applicable. For this fair housing goal, through our subsidiary AAHC, HACA offers homeownership programs through our Down Payment Assistance Program as well as an Equity CLT to provide permanent and sustainable opportunities for very-low income persons.</p> </td></tr> <tr> <td data-bbox="121 1688 1390 1745"> <p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p> </td></tr> <tr> <td data-bbox="121 1745 1390 1927"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.</p> </td></tr> </table>	<p>Fair Housing Goal: Explore the feasibility to create a regional resource network for downpayment assistance programs that are affirmatively marketed to under-represented homeowners.</p>	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA, as one of the 10 regional partners, participated in the Central Texas Regional Housing Working group on a Regional Fair Housing Plan. HACA aligns with the City of Austin to address impediments where able/applicable. For this fair housing goal, through our subsidiary AAHC, HACA offers homeownership programs through our Down Payment Assistance Program as well as an Equity CLT to provide permanent and sustainable opportunities for very-low income persons.</p>	<p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p>	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.</p>
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Fair Housing Goal: Encourage developers and landlords who benefit from public funding and development incentives to adopt reasonable policies on tenant criminal history and not discriminate based on source of income.

Describe fair housing strategies and actions to achieve the goal

HACA will continue to educate prospective landlords in the Housing Choice Voucher programs regarding the benefit of participating in providing housing to our voucher holders. The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, child care providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.

Additionally, our subsidiary, AAHC's properties accept voucher holders at all their developed and/or acquired properties. This provides greater choice for voucher holders who may otherwise not qualify based on the 3x rent income requirements.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Plan Elements. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is **not applicable for HCV-Only PHAs**.

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is **not applicable for HCV-Only PHAs**
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02715

HUMAN RESOURCES

ITEM NO. 7.

MEETING DATE: October 21, 2021

STAFF CONTACT: Gloria Morgan, VP of Human Capital & Professional Development

ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No: 02715: Approval of the Revisions to the Personnel Policies and Procedures Manual of the Housing Authority of the City of Austin

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve a Hybrid Work Policy for HACA's employees through the adoption of Resolution No. 02715: Revision to the Personnel Policies and Procedures Manual of the Housing Authority of the City of Austin.

SUMMARY

Background:

The Housing Authority of the City of Austin's current policy allows staff to telework on a very limited basis if they are assigned and authorized to work on a special project. During the COVID-19 pandemic, staff working remotely demonstrated that they could be successful in effectively performing their job duties while working from home. Also, staff have become very proficient in utilizing technology in order to not only perform their regular duties and meet the needs of the agency but also to assume new duties as well, i.e., Administering the Rent Program, establishing a Resident Call Center, and various other tasks. Staff has expressed deep interest and a desire to continue some form of a work from home platform. Several staff members have also communicated that they have experienced a better work/life balance while working from home during the pandemic.

Process:

In June 2021, a Hybrid Work Policy Committee was formed and held several meetings over the past few months, to develop the proposed policy. Committee members shared their ideas, suggestions as well as thoughts and concerns in an effort to create this policy. The Committee agreed this policy is necessary, considering the current work landscape. Such a policy could also assist with the agency remaining competitive within the current labor market. The proposed policy would allow employees with job duties that can effectively be performed from home the option to request to work up to three (3) days per week from home and to be in the office at least two (2) days per week.

Staff Recommendation:

Staff recommends Board approval of the proposed Hybrid Work Policy to allow employees that work in hybrid-eligible positions, to split their time between working in the workplace/office and working remotely. HACA feels that hybrid work is an important element of both our: Strategy for adapting to, and thriving in the new working environment following the coronavirus pandemic, and our commitment to supporting a positive work-life balance for our employees. Although we recognize that not all positions within the agency will be eligible to work from home under this policy, the committee agrees that a Hybrid Work Policy would be very beneficial to the agency.

ATTACHMENTS:

- ▣ **Hybrid Work Policy**

RESOLUTION NO. 02715

WHEREAS, the Housing Authority of the City of Austin maintains a Personnel Policies and Procedures manual to establish clear and thorough guidelines and policies for the employees of HACA, SHCC, AAHC, Austin Pathways and Blueprint Consulting;

WHEREAS, the Housing Authority of the City of Austin seeks to make updates to the Personnel Policies and Procedures manual by establishing a hybrid work policy;

NOW, THEREFORE, IT IS RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the revision to the Personnel Policies and Procedures manual and authorizes the President/ CEO to incorporate the proposed hybrid work policy into the Personnel Policies and Procedures for the Housing Authority of the City of Austin effective October 21, 2021.

PASSED, APPROVED AND ADOPTED this 21st day of October, 2021.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HACA's Hybrid Work Policy

<https://bit.ly/3rfNGhu>

PURPOSE

The Housing Authority of the City of Austin (HACA) supports flexible and hybrid work practices that assist our staff with balancing their work and personal lives when feasible under applicable business circumstances. The purpose of this policy is to describe how employees may work in a "hybrid" manner (i.e. both from the office and from home) and the conditions that will apply when performing work under this arrangement.

Hybrid working is an important element of HACA's:

- a. Strategy for adapting to, and thriving in, the new working environment during and following the coronavirus pandemic; and
- b. Commitment to supporting a positive work-life balance for our employees.

Hybrid working is an initiative that allows greater flexibility and balance for HACA employees, while still allowing for employees to perform their job duties without interruption to HACA's mission. The ability for hybrid work is a privilege and not an entitlement or agency-wide benefit and is granted at the sole discretion of HACA. This policy is not intended to be utilized by employees as a substitute for childcare or adult care of family members. The determination of whether staff are eligible to participate and approved for a hybrid work arrangement will be made in accordance with this policy and business needs.

A. Who is Eligible?

Hybrid work is available for positions with essential functions that can be performed remotely. Hybrid work is not suitable for all positions within the agency, as some employees cannot perform their essential job functions remotely. To the extent possible, eligibility for hybrid work will be included in the position description for each position.

HACA expects employees approved for hybrid work to spend at least **two** days per week in the workplace/office. HACA will determine, at its sole discretion, the amount of days and which days an employee is required to physically report to the office. The employee's schedule will outline which days they are expected to be present in the office and the days on which they are expected to work remotely. Employees should meet with their supervisor to determine which days they will be expected to be in the office.

An employee's eligibility for hybrid work, as well as the number of days per week each employee spends in the workplace or office compared with working remotely and which days each employee must be in the office will vary, depending on:

- the nature of their role;
- what is happening within their role and team at any particular time;
- individual circumstances, including performance issues within the past 12 months
- the needs of our organization, including the space available at work locations;
- Their contact with residents; and
- HACA's business needs

Employees are expected to adhere to their normal hours of work as set out in their schedule or otherwise communicated by their supervisor. Employees should ensure that when they work from home or remotely that they are available to be contacted at all times throughout the workday (as if they were in the office), except for authorized breaks and approved scheduled leave. If an employee is unavailable for any reason they should inform their manager in advance and note unavailability on shared work calendars.

Regardless of the approved schedule, employees are expected to be able to report to the workplace or office as needed. At its discretion, HACA may require an employee to report to HACA's premises (or any other work location) on particular days, including days on which an employee has been previously approved to work from home. When possible, HACA will **try to** provide at least one business day's advance notice when requiring an employee to report to HACA's premises; however, such notice is not guaranteed.

B. Arrangements while working remotely

a. Working hours

While working remotely, employees must be available and working during normal hours of work, as set out in the employees schedule or otherwise, unless a different arrangement has been pre-approved by the employee's supervisor.

Employees must have their webcam turned on, be visible and wear work- appropriate attire for all meetings that are attended virtually.

Employees are expected to take lunch breaks during each work day. Employees working at home are not permitted to skip lunch breaks to "bank" or accumulate weekly hours. Skipping lunch breaks must be approved in advance by a supervisor. For example, an employee scheduled to work 40 hours per week, from 8 to 5, Monday to Friday, with a lunch break should not skip lunch Monday to Thursday and "bank" those four hours to achieve 40 hours of work before Friday at 5.

Employees should make use of tools such as shared online calendars; this can help colleagues to be aware of an employee's availability, whether working remotely or in the office.

b. Performance Expectations

Employees are expected to meet performance standards at all times.

c. Workspaces

When working outside of the office, Employees are expected to have a suitable workspace that is free from distractions, in order to be able to perform the functions and tasks of the job. Providing care for a young minor child or for an aging/disabled household member during work hours does not meet the definition of a suitable workspace that is free from distractions. If applicable, employees must certify that they have adequate childcare or adultcare secured. If an employee is not able to perform any portion or task while working from home, that employee must inform their supervisor.

d. Sickness

When working remotely, employees should not work if they are sick. If an employee is sick and unable to work, they should follow HACA's attendance policy. The employee should notify their manager by telephone and/ or email as soon as reasonably practicable before they are due to start work and in any event no later than one hour after they are due to begin work.

e. Non-Primary Place of Work

HACA will determine the employee's primary place of work outside of the office. If an employee has a need to work from a non-primary place of work, it is the employee's responsibility to inform their supervisor. An employee that needs to travel out of state or work from a non-primary place of work for an extended period of time (one week or more) while working under this policy, must obtain prior approval from Human Resources and their supervisor.

C. Technology and Equipment

i. HACA-Issued Equipment

To assist employees when working remotely, HACA may provide a laptop computer. Employees are responsible for ensuring they have a reliable high speed internet connection with a minimum 20MB connection, in order to perform their job duties.

Employees must take care of any HACA-issued equipment and must notify their supervisor and the TMI department of any faults or issues with the equipment or software. If additional equipment is requested, employees should submit a TMI work order. All equipment requests are subject to TMI and/or supervisor approval.

In addition, the laptop and other equipment provided by HACA must be used for work- related purposes only and must not be used by any other member of an employee's household or third party at any time or for any purpose.

If HACA owned equipment is damaged or stolen while in the employee's possession, the employee may be financially responsible for replacement of the equipment. If damage or theft occurs, an incident report should be submitted to TMI and additional departments as stated in the Incident Report Procedures.

ii. Use of Personal Computer for Remote Work

Upon approval, an employee may use a personal computer when working remotely when the following items are confirmed by TMI:

- Employee must have an active paid version of antivirus software and must have firewall protection activated; and
- Employee must have appropriate licenses for the software applications on the computer; and
- Employees using personal computers will remote to a computer located at the office to perform their work. All work must be saved on department drives for backup purposes; and
- Employees must ensure the physical security of the computer (e.g. not leaving it unattended or in a position where it is liable to be stolen)

iii. Data protection

Employees working remotely are responsible for keeping information associated with our organization secure at all times. Specifically, remote workers are under a duty to:

- practice good computer security, including using a unique password for your work laptop and any other devices you use for work;
- keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
- ensure that work-related information is safeguarded when working in public spaces, for example by:
 - positioning your laptop so that others cannot see the screen;
 - not leaving your laptop unattended; and
 - not having confidential/business-sensitive conversations in public spaces.

D. Insurance

Employees should be aware that the HACA does not insure any employee- owned equipment, furniture or other property used when an employee works remotely or from home.

E. Health and Safety

Employees should work with their supervisor/manager to ensure that their remote working set-up is appropriate and they are working in a safe manner. However, the employee must also take responsibility for their own health and safety and that of anyone else who is affected by their work (for example others in the household when employee is working from home).

An employee must notify their supervisor/manager immediately if:

- they feel any discomfort due to working remotely (such as back pain); or
- they believe that there are any work-related health and safety hazards;
- any work-related accidents occur in the home.

The employee's supervisor/manager will discuss the matter with the HR department to look into what action can be taken. The employee should also report any other relevant incidents to their supervisor immediately (security issues, theft of Company property, etc).

F. Expectations When Working Remotely and in the Workplace

Employees working remotely and onsite remain subject to relevant HACA policies and procedures. Employees working remotely from home or on site are responsible for maintaining a safe work environment.

G. Supervisor Responsibility

Supervisors are responsible for adhering to and enforcing this policy, including preparing written descriptions of the approved hybrid schedule and obtaining a signed copy of this policy to provide to Human Resources.

H. Reasonable Accommodation

This policy does not apply to requests for reasonable accommodation for a disability or occasional work from home arrangements, such as in instances of inclement weather. Employees requesting a change in schedule or work arrangements as a reasonable accommodation should follow HACA's procedures on requests for reasonable accommodation.

I. Other Policies

Employees and staff are encouraged to read this policy in conjunction with other relevant Company policies, including HACA's:

- Code of Conduct
- Employee Dress Code
- Anti-Harassment Policy
- Attendance Policy

J. Breaches of This Policy

A breach of this policy may result in revocation of the hybrid work schedule and in disciplinary action up to and including termination of employment.

K. Termination of the Hybrid Work Arrangement

All hybrid work arrangements are subject to ongoing review by the supervisor and Human Resources and may be terminated at any time. HACA may terminate the hybrid work arrangement at its discretion. Where possible, supervisors will give employees advance notice of two weeks if a decision is made to terminate the arrangement; however, advance notice is not required. Refusal to return to the office will be considered a voluntary resignation of employment.

By signing this document, you confirm that you have read, agree to, and will abide by this policy until further notice.

Employee Name: _____

Signature: _____

Date: _____

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02716

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 8.

MEETING DATE: October 21, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02716 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) appointing Officers of the Authority

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02716: Resolution authorizing the Housing Authority of the City of Austin to appoint officers

SUMMARY

Background:

Housing Authority of the City of Austin has filled the CFO position.

Process:

This resolution would officially name Biliang Chen as CFO of HACA.

Staff Recommendation:

Board approval would allow the Housing Authority of the City of Austin to appoint officers.

RESOLUTION NO. 02716

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (THE “AUTHORITY”) APPOINTING OFFICERS OF THE AUTHORITY.

WHEREAS, the Authority wishes to appoint and/or ratify the current Officers of the Authority;

WHEREAS, at a meeting of the Board of Commissioners of the Authority, the Authority takes the following actions:

NOW, THEREFORE, the Board of Commissioners of the Authority hereby approves and adopts the following resolutions:

RESOLVED, that the Authority hereby appoints Biliang Chen as Chief Financial Officer of the Authority;

RESOLVED FURTHER, that the Authority hereby confirms and ratifies that the individuals named below are the current Officers of the Authority (upon adoption of this Resolution):

President/Chief Executive Officer – Michael Gerber
Chief Operating Officer – Sylvia Blanco
Chief Financial Officer – Biliang Chen

RESOLVED FURTHER, that each Officer above may enter into contracts or execute and deliver instruments on behalf of the Authority;

RESOLVED FURTHER, that these Officers are empowered to carry out the day-to-day business of the Authority, to perform all acts necessary and appropriate to carry out the business of the Authority, subject to the direction and control of the Commissioners;

RESOLVED FURTHER, that all acts, transactions, agreements, or actions undertaken by and of the Officers, Commissioners, and/or representatives of the Authority, prior to this date, in connection with the foregoing matters and all matters resolved in all previous resolutions of the Authority, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken;

RESOLVED FURTHER, that all resolutions, consents, certificates, agreements, and actions undertaken prior hereto by any of the Officers and/or Commissioners of the Authority, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken;

RESOLVED FURTHER, that the Officers and Commissioners of the Authority be, and they hereby are, authorized to do any and all acts and things and to execute any and all agreements, consents, certificates, and documents as in their opinion, or in the opinion of counsel to the Authority, may be necessary or appropriate in order to carry out the purposes and intent of any of the foregoing resolutions;

RESOLVED FURTHER, that all Officers of the Authority (each, an “Executing Officer”) are each hereby authorized, empowered and directed, for and on behalf of, and in the name of the Authority, to execute and deliver such notices, requests, consents, approvals, orders, undertakings, amendments, further assurances or other instruments as may be necessary or appropriate in order to cause the Authority to carry into effect the

intent of the foregoing resolutions and such other instruments are hereby approved, ratified and confirmed in all respects; and

RESOLVED FURTHER, that to the extent any of the actions authorized by these Resolutions have already been taken on behalf of the Authority such actions are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

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

PASSED, APPROVED AND ADOPTED this 21st day of October, 2021.

Chair

ATTEST:

Secretary

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

MEETING DATE: October 21, 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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02717

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 10.

MEETING DATE: October 21, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02717 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Goodnight Ranch (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. 02717: Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Goodnight Ranch (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 L & M Development partners, to purchase a 151 unit single family rental property called Urbana at Goodnight Ranch. The development is located at 9005 Alderman Drive, Austin, Texas 78747, in Master Planned Unit Development of Goodnight Ranch. This would be the first asset partnering with L & M Development Partners. AAHC and its development partner, LDG Development, currently own two developments in Goodnight Ranch. A tax credit development called the Commons at Goodnight Ranch and another development called Moonlight Gardens which will provide at least 50% of the units to residents below 80% AMI.

Founded in 1984, L & M is a full service real estate development firm which develops, invests, constructs, and manages properties in many parts of the country. Currently ranked #17 on the Affordable Housing Finance’s Top 50 Developers list nationwide, L & M is responsible for approximately \$10 billion in development and investment, and has acquired, built, or preserved nearly 35,000 units. AAHC is working with Eben Ellertson, Head of Fund Management and Amanda Ryzowy. This would be AAHC’s first

acquisition with the L & M team.

The Urbana at Goodnight Ranch was built in 2020 and sits on 11.6 acres. Some of the property amenities include a resort style swimming pool with lounge seating, an enclosed pet park and pet washing station, park style fitness area, book lending library, controlled access gating and access to the many walking trails and dog waking paths. Each home provides a private back yard and patio for your privacy. The property feeds into Blazier Elementary School, Blazier Middle School and Akins 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 99% occupied and rents currently range from \$1,508 for a 1 bedroom to \$2,506 for a 3 bedroom.

48 1-bedroom/1-bath	633 square feet
52 2-bedroom/2-bath	971 square feet
39 2-bedroom/2.25 bath	1,223 square feet
12 3-bedroom/2.25 bath	1,383 square feet

Process:

The purchase price for the Urbana at Goodnight Ranch is \$41,525,000. L & M will be investing approximately \$6,000,000 as a down payment. In addition, \$2,100,000.00 for future capital needs. Bellwether Enterprise Mortgage Company will provide a Freddie Mac affordable loan with a not to exceed \$38,000,000 at a rate of approximately 3.35%. AAHC will not have any liability and will not be responsible for any guarantees required by the lender other than standard carve outs. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. AAHC and CDT are committed to leasing units to all voucher holders. The property will be managed by Apartment Management Professionals. L & M has agreed to use the name “Bridge at” for naming the property once closed.

Staff Recommendation:

Board approval will allow the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Goodnight Ranch (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. 02717

Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Bridge At Goodnight Ranch (The “Development”) in Austin, Texas: (i) acquire the site of The Development; (ii) lease The Development site to the owner of The Development; and (iii) such other actions necessary or convenient to carry out this Resolution.

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

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

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

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

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

[End of Resolution]

PASSED, APPROVED AND ADOPTED this 21st day of October, 2021.

CHAIR

ATTEST:

SECRETARY

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02718

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 11.

MEETING DATE: October 21, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02718 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Lucent 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. 02718: Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Lucent Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

SUMMARY

Background:

Austin Affordable Housing Corporation (AAHC) has been presented an opportunity to partner with Belveron Corporation, to purchase a 368 unit apartment complex called the Lucent Apartments. The complex is located at 12201 Dessau Road, Austin, Texas 78754, in the heart of the Parmer Tech Corridor in Northeast Austin. AAHC has several assets within this area, including Tech Ridge and Center Ridge and Harris Branch Senior Apartments. The complex was built by NRP group and is currently 92% leased.

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

The Lucent is a new asset built in 2021 and sits on 19.58 acres. Some of the property amenities include a sparkling resort style swimming pool with lounge seating, a lap lane and a poolside cabana, outdoor kitchenette

with smoking and grilling stations, 24-hour athletic center, an elegant clubhouse with modern resident lounge and entertaining kitchenette and game room with shuffleboard and foosball with two conference rooms and We Work communal communal workspace that serves as an appealing alternative to work-from-home. All units come with full size washer and dryers. The Lucent also provides private pet yards and balconies. The property feeds into Copperfield Elementary School, Decker Middle School and Manor High School. The property’s location provides fantastic access to many tech job employers, retail shops, grocery stores and medical providers. Below is a breakdown of the many variations of unit sizes. The property is currently 92% occupied and rents currently range from \$1,359 for a 1 bedroom to \$2,060 for a 3 bedroom.

208 1-bedroom/1-bath	657 square feet to 959 square feet
148 2-bedroom/2-bath	977 square feet to 1273 square feet
12 3-bedroom/2 bath	1,398 square feet.

Process:

The purchase price for the Lucent is \$105,350,000. Belveron will be investing approximately \$24MM as a down payment. In addition, Belveron will place an additional \$1,200,000.00 for future capital needs. Berkadia will provide a short term bridge loan in an amount not to exceed \$85,000,000 at a rate of 3.15%. Once closed AAHC and Belveron will move to secure a permanent agency loan with Freddie/Fannie replacing the bridge loan. AAHC will come back to the board for approvals of the permanent loan when ready for closing. Belveron has also committed to place in escrow an additional reserve amount equal to 1 full year of mortgage payments to ease any future rental issues due to the Covid-19 virus. AAHC will not have any liability and will not be responsible for any guarantees required by the lender. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI and AAHC and Belveron has committed to not raising rents for the next 12 months and are committed to leasing to all voucher holders. The property will be managed by Apartment Management Professionals. Belveron has agreed to use the name “Bridge at” for naming the property once closed.

Staff Recommendation:

Board approval will allow the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Lucent 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. 02718

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

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

WHEREAS, in connection therewith, the Housing Authority of the City of Austin (“HACA”) has agreed to acquire certain real property in Austin, Texas (the “Land”), which constitutes the site for the Development, and to simultaneously lease the Land to Lucent Apartments, LLC, a Delaware limited liability company (the “Owner”), the managing member of which is an affiliate of AAHC, 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 on behalf of HACA:

1. Acquire the Land and enter into the Ground Lease with the Owner.
2. Review, execute and approve the Ground Lease and all such other documents necessary to effectuate the acquisition of the Land, execution of the Ground Lease and Owner’s acquisition of the Development, including but not limited to such security instruments and estoppel certificates as any lender involved with the financing of the acquisition and renovation of 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 21st day of October, 2021.

CHAIR

ATTEST:

SECRETARY

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RESOLUTION NO. 02719
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 12.

MEETING DATE: October 21, 2021

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No.02719 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Ribelin 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. 02719: Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Ribelin 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 350 unit apartment complex called the Asten at Ribelin Ranch. The complex is located at 9900 McNeil Drive, Austin, Texas 78750, in an extremely high area of opportunity in Northwest Austin. This would be the first asset in this corridor offering another opportunity to provide affordable units in an area that only provides market rent units.

AAHC’s proposed partner, CDT, prides itself on long term preservation of workforce housing. Located out of New York, CDT, is a real estate investment trust with a current portfolio of more than 49,000 units across the United States. Founded in 1999, CDT have invested in more than \$2.0 billion dollars in 44 states. AAHC is working with CEO, Joe Reilley, and Senior Vice President and head of acquisitions, Michael Lear. This would be AAHC’s fifth acquisition with the CDT team.

The Asten at Ribelin Ranch was built in 2008 and sits on 17.53 acres. Some of the property amenities include a resort style swimming pool with lounge seating and walk in beach access, a separate volleyball pool, and

poolside cabanas with WIFI, an outdoor gourmet grill with a 70 inch TV, 24-hour athletic center, and an elegant clubhouse with a Starbucks coffee bar. All units come with full size washer and dryers. The property also provides private pet yards and balconies. The property feeds into Canyon Creek Elementary School, Four Points Middle School and Vandegrift 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 99% occupied and rents currently range from \$1,450 for a 1 bedroom to \$2,395 for a 3 bedroom.

188 1-bedroom/1-bath	747 square feet to 851 square feet
130 2-bedroom/2-bath	1098 square feet to 1169 square feet
32 3-bedroom/2 bath	1,501 square feet.

Process:

The purchase price for the Asten at Ribelin Ranch is \$90,250,000. CDT will be investing approximately \$24,000,000 as a down payment. In addition, CDT will place an additional \$2,100,000.00 for future capital needs. CPC Mortgage Company will provide a Fannie Mae affordable loan with a not to exceed \$75,000,000 at a rate of approximately 3.01% using a 10 year term. AAHC will have the opportunity to invest at closing or at a later date an amount not to exceed \$4,500,000. Both CDT and AAHC will recapitalize the down payment using a supplemental loan from the Tech and Center Ridge developments with an amount not to exceed \$25,000,000. AAHC will come back to the board for approvals of the supplemental loan when ready for closing. AAHC will not have any liability and will not be responsible for any guarantees required by the lender. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. AAHC and CDT are committed to leasing units to all voucher holders. The property will be managed by Apartment Management Professionals. CDT has agreed to use the name “Bridge at” for naming the property once closed.

Staff Recommendation:

Board approval will allow the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Ribelin 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. 02719

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

WHEREAS, 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 AAHC-CDT Ribelin, 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 21st day of October, 2021.

CHAIR

ATTEST:

SECRETARY

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02721

PURCHASING ITEM NO. 13.

MEETING DATE: October 21, 2021

STAFF CONTACT: Nora Velasco, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02721:
Awarding a renewal Contract for Agency Wide Ground Maintenance Services
HACA-19-P-0234

BUDGETED ITEM: Yes

TOTAL COST: 309,626.00

ACTION

The Board is asked to Approve Resolution No. 02721 to enter into the 2nd year renewal contract with Unity Contractor Services for Agency wide ground maintenance contract not to exceed \$309,626.00.

SUMMARY

Background:

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

Process:

Request for Proposal was issued on November 24, 2019. 30 proposals were emailed, downloaded, or picked up. On January 6, 2020, the Housing Authority of the City of Austin opened and publicly read the six proposals received under this invitation. The received proposals were evaluated by a committee and the proposal of Unity Contractors was deemed the most responsive and responsible.

Staff Recommendation:

Staff's recommendation is to exercise the option to award a renewal contract to Unity Contractors which includes a 6% increase due to the changing economy due to Covid 19, increased labor cost to retain good employees, and the cost of insurance. Unity Contractor Services was able to provide weekly services during these difficult times to all of our properties to ensure all the grounds stayed mowed and manicured.

ATTACHMENTS:

- ▣ **ATTACHMENT:01 RENEWAL LETTER**
- ▣ **ATTACHMENT:02 EVALUATION & TABULATION**
- ▣ **ATTACHMENT:3 STATEMENT OF BIDDER'S QUALIFICATIONS**

RESOLUTION NO. 02721

Awarding a renewal Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234

WHEREAS, on July 16, 2020 the Housing Authority of the City of Austin after reviewing all proposals reviewed for this service awarded a contract to Unity Contractor for Agency Wide Ground Maintenance,

WHEREAS, it is the recommendation of the President & CEO that the service of Agency Wide Ground Maintenance be renewed with a 6% increase to Unity Contractor Service in the amount of \$ 309,626.00

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

PASSED, APPROVED, ADOPTED this 21st day of October, 2021.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



UNITY CONTRACTOR SERVICES, INC.

6448 East HWY 290 Suite F113 Austin, TX 78723
512-926-8065 512-926-1292 fax

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September 1, 2021

Housing Authority of the City of Austin
1124 S. IH 35
Austin, TX 78702

RE: CONTRACT MODIFICATION REQUEST GROUNDS MAINTENANCE

Unity appreciates the opportunity to provide Grounds Maintenance and Mowing services under the referenced contract. August 2021 brings forth the renewal option under the mowing contract. We are proposing to adjoin the Grounds Maintenance and Tree Services work as a logical union. Currently, Unity Contractor Services, Inc. provides mowing services for HACA properties including the Non-Tax Credit Pathway Properties. In addition at times we provide quotes for Tree Services to all properties. As you know the most recent Tree contract that Unity had for Tree Work was issued in 2015 and included a 3-man crew for \$285 per hour.

1. Unity is proposing to modify the contract by including all Tree Care services at a 0% increase at the same rates from 2015. Joining the two scopes (Grounds and Tree) brings about economies of scale where we can offer this savings to hold 2015 prices. The hourly rate 6 years ago for the HACA contract was \$285 per hour for tree trimming and tree removal services and this same rate would continue.

The rates would remaining at the 2015 numbers would be:

\$285 hourly rate for 3-man crew plus truck and chipper during normal working hours 7am to 5pm M-F.

\$285 hourly rate for 3-man crew plus truck and chipper after hours; weekends; holidays; emergency work needed within 24 hours will have 25% upcharge

\$95 hourly rate for Supervisor during normal working hours 7am to 5pm M-F with no change for after hours; weekends; holidays or emergency work needed within 24 hours. Normal rate is \$125 with an additional 30% upcharge during weekends; after hours; holidays & for emergency work.

Under joining the contracts this rate would remain flat.

Dump charges will be included at No additional charge for jobs 8 hours or less. Jobs over 8 hours will produce excessive debris and will have a flat dump charge of \$250.

2. In our mowing contract we proposed once a year in the fall to have our Certified Arborist inspect trees for each Non Tax property by providing a summary of needs to management about tree needs at set rate of \$650 and then should the property desire to proceed with the services we would follow up with a quote before any work commences. Unity is proposing this for not just the Non Tax properties but for All HACA properties as an option and the \$650 Assessment will only be performed if requested.

As always any out of scope incidental work will be quoted upon request.

Lastly please recall that the mowing contract was awarded post COVID but was actually submitted prior to COVID. Since the submission of that bid the economy; the labor cost; cost of insurance; cost of materials and supplies have all changed. As you will see attached the Bureau of Labor statistics has released a 34% increase in labor. Unity has seen increases in all costs and has taken many steps on our end to decrease Overhead and other cost to address the vast majority of the impact and increases. Unfortunately we still had to increase our contracts by 25% just to keep up. This request was not anticipated and has simply been unavoidable due to the substantial increases in cost incurred by the Contractor. Unity supports that HACA is a non profit organization and we try even harder to keep our prices affordable with HACA and we are not requesting an increase anywhere near 25%. Unity is seeking HACA's support to:

3. Assist with a small increase of 6% changing the weekly mowing \$5,655.00. which removes Chalmers Court from services.

As experienced by many companies as a direct result of COVID19 challenges that have the type of jobs that require services from essential workers there is a resulting increase to compensation as an effort to retain workers. Just one example, HEB Grocery chain had to engage the largest pay increase ever in its company history and have gone on record that their average employee will see more than twice as much money under the new compensation program in the next year and even more over their tenure.

As you know the key to a successful company is its employees. For Unity our crews are the guys on the sites day in and day out working safely to provide services in a dependable high-quality fashion. The changing economy; labor increases and world events has made it harder to find, afford and retain qualified labor. One of the many driving factors that we are seeing is that as the construction industry continues to thrive at a greater rate than ever anticipated, especially in Austin and the surrounding areas, construction companies have started hiring tree and landscape industry workers at an increase of 20 to 30 percent more per hour which in turn is causing companies like us to lose workers to concrete and framing contractors.

Experienced, qualified workers that know how to work safely enables us to provide high quality safe services to our customers.

Unity appreciates your business and consideration to this proposed modification.

Sincerely,

Patrick Carter
President

Attachments {BLS}



Housing Authority of the City of Austin

Established in 1937

Interoffice memo

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

Background

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

Results from Evaluation

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

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

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

SITES	Vendor #1		Vendor #2		Vendor #3		Vendor #4		Vendor #5		Vendor #6	
	MB Landscape Solutions		A-Class Land Services		Grass Shepherd LLC		Cutrite		Maldonado Nursery & Landscaping		Unity Contractor Services, Inc	
1507 S. IH 35	\$ 35.00	\$ 1,820.00	\$ 95.00	\$ 4,940.00	\$ 34.00	\$ 1,768.00	\$ 145.92	\$ 7,587.84	\$ 82.56	\$ 4,293.12	\$ 35.00	\$ 1,820.00
1503 S. IH 35	\$ 35.00	\$ 1,820.00	\$ 95.00	\$ 4,940.00	\$ 34.00	\$ 1,768.00	\$ 145.92	\$ 7,587.84	\$ 67.97	\$ 3,534.44	\$ 35.00	\$ 1,820.00
1124 South I-35	\$ 210.00	\$ 10,920.00	\$ 450.00	\$ 23,400.00	\$ 222.56	\$ 11,573.12	\$ 663.92	\$ 34,523.84	\$ 116.33	\$ 6,049.16	\$ 145.00	\$ 7,540.00
1144 Airport Blvd	\$ 170.00	\$ 8,840.00	\$ 250.00	\$ 13,000.00	\$ 161.84	\$ 8,415.68	\$ 774.18	\$ 40,257.36	\$ 177.41	\$ 9,225.32	\$ 145.00	\$ 7,540.00
1100 South I-35	\$ 98.00	\$ 5,096.00	\$ 95.00	\$ 4,940.00	\$ 92.00	\$ 4,784.00	\$ 129.92	\$ 6,755.84	\$ 94.49	\$ 4,913.48	\$ 35.00	\$ 1,820.00
85 Trinity Street	\$ 90.00	\$ 4,680.00	\$ 295.00	\$ 15,340.00	\$ 84.00	\$ 4,368.00	\$ 286.02	\$ 14,873.04	\$ 106.36	\$ 5,530.72	\$ 145.00	\$ 7,540.00
1941 Gaston Place	\$ 90.00	\$ 4,680.00	\$ 310.00	\$ 16,120.00	\$ 92.00	\$ 4,784.00	\$ 244.22	\$ 12,699.44	\$ 68.25	\$ 3,549.00	\$ 95.00	\$ 4,940.00
2300 W. Northloop	\$ 75.00	\$ 3,900.00	\$ 285.00	\$ 14,820.00	\$ 75.00	\$ 3,900.00	\$ 382.17	\$ 19,872.84	\$ 326.94	\$ 17,000.88	\$ 75.00	\$ 3,900.00
6113 Buffalo Pass	\$ 99.00	\$ 5,148.00	\$ 280.00	\$ 14,560.00	\$ 120.00	\$ 6,240.00	\$ 446.92	\$ 23,239.84	\$ 115.10	\$ 5,985.20	\$ 145.00	\$ 7,540.00
9120 Northgate Blvd.	\$ 110.00	\$ 5,720.00	\$ 450.00	\$ 23,400.00	\$ 205.00	\$ 10,660.00	\$ 479.22	\$ 24,919.44	\$ 138.09	\$ 7,180.68	\$ 195.00	\$ 10,140.00
2001 Rosewood	\$ 265.00	\$ 13,780.00	\$ 365.00	\$ 18,980.00	\$ 250.00	\$ 13,000.00	\$ 621.92	\$ 32,339.84	\$ 200.81	\$ 10,442.12	\$ 195.00	\$ 10,140.00
1143 Salina	\$ 90.00	\$ 4,680.00	\$ 325.00	\$ 16,900.00	\$ 84.00	\$ 4,368.00	\$ 222.37	\$ 11,563.24	\$ 107.59	\$ 5,594.68	\$ 45.00	\$ 2,340.00
1801 East 4th Street	\$ 350.00	\$ 18,200.00	\$ 300.00	\$ 15,600.00	\$ 347.80	\$ 18,085.60	\$ 306.92	\$ 15,959.84	\$ 730.81	\$ 38,002.12	\$ 295.00	\$ 15,340.00
6328 Shadowbend	\$ 150.00	\$ 7,800.00	\$ 425.00	\$ 22,100.00	\$ 150.00	\$ 7,800.00	\$ 739.82	\$ 38,470.64	\$ 729.75	\$ 37,947.00	\$ 295.00	\$ 15,340.00
1438 Coronado Hills	\$ 170.00	\$ 8,840.00	\$ 325.00	\$ 16,900.00	\$ 165.00	\$ 8,580.00	\$ 446.92	\$ 23,239.84	\$ 148.81	\$ 7,738.12	\$ 195.00	\$ 10,140.00
110 Boles	\$ 320.00	\$ 16,640.00	\$ 495.00	\$ 25,740.00	\$ 300.00	\$ 15,600.00	\$ 877.82	\$ 45,646.64	\$ 649.16	\$ 33,756.32	\$ 145.00	\$ 7,540.00
3628 Manchaca	\$ 99.00	\$ 5,148.00	\$ 350.00	\$ 18,200.00	\$ 130.00	\$ 6,760.00	\$ 628.07	\$ 32,659.64	\$ 514.61	\$ 26,759.72	\$ 145.00	\$ 7,540.00
2341 Corta Street	\$ 350.00	\$ 18,200.00	\$ 350.00	\$ 18,200.00	\$ 225.00	\$ 11,700.00	\$ 446.92	\$ 23,239.84	\$ 208.51	\$ 10,842.52	\$ 295.00	\$ 15,340.00
1203 Cumberland	\$ 545.00	\$ 28,340.00	\$ 1,385.00	\$ 72,020.00	\$ 660.00	\$ 34,320.00	\$ 1,748.50	\$ 90,922.00	\$ 268.95	\$ 13,985.40	\$ 590.00	\$ 30,680.00
8428 Goldfinch	\$ 365.00	\$ 18,980.00	\$ 810.00	\$ 42,120.00	\$ 435.00	\$ 22,620.00	\$ 1,163.00	\$ 60,476.00	\$ 302.03	\$ 15,705.56	\$ 690.00	\$ 35,880.00
1201 W. Live Oak	\$ 520.00	\$ 27,040.00	\$ 425.00	\$ 22,100.00	\$ 495.00	\$ 25,740.00	\$ 1,677.00	\$ 87,204.00	\$ 302.03	\$ 15,705.56	\$ 695.00	\$ 36,140.00
905 Bedford	\$ 520.00	\$ 27,040.00	\$ 1,300.00	\$ 67,600.00	\$ 633.00	\$ 32,916.00	\$ 1,885.00	\$ 98,020.00	\$ 712.26	\$ 37,037.52	\$ 890.00	\$ 46,280.00
2989 East 51st Street QRTLY	\$ 1,200.00	\$ 4,800.00	\$ 1,100.00	\$ 4,400.00	\$ 183.00	\$ 732.00	\$ 1,375.00	\$ 5,500.00	\$ 1,133.58	\$ 4,534.32	\$ 300.00	\$ 1,200.00
WEEKLY BILLING RATE	\$	4,756.00	\$	9,460.00	\$	4,995.20	\$	14,462.67	\$	6,168.82	\$	5,525.00
ANNUAL COST	\$	252,112.00	\$	496,320.00	\$	260,482.40	\$	757,558.84	\$	325,312.96	\$	288,500.00
2nd year cost	\$	264,717.60	\$	506,246.40	\$	264,399.64	\$	772,710.02	\$	333,445.78	\$	288,500.00
% Annual renewal	5%		2%		1.50%		2%		2.50%		0%	

Bid Official: _____ Date: 1/6/2020
 Official Witness: _____ Date: 1/6/2020
 Nora Morales
 Jeffrey Lyon



UNITY CONTRACTOR SERVICES, INC.

6448 East HWY 290 Suite F113 Austin, TX 78723

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

STATEMENT OF BIDDER'S QUALIFICATIONS

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

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

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

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

Contracts in Progress:

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

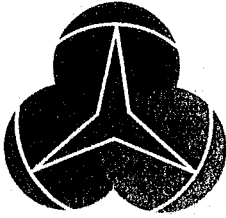
8. General character of work performed by your company:

Unity has always performed with the highest degree of character

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

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

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



UNITY CONTRACTOR SERVICES, INC.

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

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

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02722

PURCHASING ITEM NO. 14.

MEETING DATE: October 21, 2021

STAFF CONTACT: Nora Velasco, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, and Possible Action Regarding Resolution No. 02722:
Awarding a Renewal Contract for Agency Wide Trash Disposal & Recycling
Services

BUDGETED ITEM: Yes

TOTAL COST: \$374,442.00

ACTION

The Board is asked to approve a one year contract to Waste Management for Agency Wide Trash Pickup and Recycling services with an amount not to exceed \$374,442.00.

SUMMARY

Background:

The Housing Authority of the City of Austin received notice from Waste Management on September 20, 2021 to extend the current four month extension to a fixed one year contract with an increase. The increase is based on industry cost changes, per the US /City average trash and garbage collection consumer price index, as published by the Bureau of Labor Statistics. This one year contract will allow HACA to properly review each property's needs to meet the City of Austin's multi-family recycling ordinance. Property owners must supply each property with enough recycling containers to ensure that every household has enough room to recycle 24 gallons of single stream recycling each week. The challenge HACA faces is the lack of space at some properties to add additional recycling dumpsters. We will ask the City of Austin for waivers at some properties where space is an issue. HACA will also continue to educate and promote the importance of recycling in an effort to reduce the amount of refuse generated by each site and possibly reduce some of the cost.

Process:

Local competitive firms, of which there is only a couple of them that offer front and side loading equipment, are also indicating higher prices. With a short notice to make a decision, a quote from Texas Disposal Systems was requested and compared to Waste Management's offer. There was a difference of less than \$700 between the two vendors.

Staff Recommendation:

Recommend award to Waste Management Inc, based on costs received, prior performance, and overall best value to HACA while a new Invitation for Bid is generated on new requirements and needs. Waste Management has also offered to replace all dumpsters at all the sites with freshly painted dumpsters. This justification is to maintain all communities' refuse services and recycling mandates.

ATTACHMENTS:

- ▣ **ATTACHMENT:01 WASTE MANAGEMENT END OF CONTRACT NOTICE**
- ▣ **ATTACHMENT:02 WASTE.MANAGEMENT.2021.QUOTE**
- ▣ **ATTACHMENT:03 TEXAS DISPOSAL 2021.QUOTES**

RESOLUTION NO. 02722

Approving the Award of Renewal Contract for Agency Wide Trash Disposal and Recycling Services

WHEREAS, on September 20, 2021 the Housing Authority of the City of Austin received an increase notice due to industry changes from Waste Management of Texas, Inc for Agency wide trash disposal and recycling services, and

WHEREAS, it is the recommendation of the President & CEO that this contract with Waste Management of Texas, Inc. be renewed for the final renewal option with a not to exceed amount of \$374,442.00 per year.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Housing Authority of the City of Austin Board of Commissioners agree to renew the contract with Waste Management of Texas, Inc. to provide agency wide trash disposal and recycling services.

PASSED, APPROVED AND ADOPTED this 21st day of October, 2021.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



September 21, 2021

Housing Authority of the City of Austin
ATTN: Nora Velasco
1124 South IH 35
Austin, TX 78704

RE: HACA Agreement No. HACA 15-B-0196 - END OF CONTRACT NOTICE

Dear Ms. Velasco,

Waste Management (WM) is proud to be the current provider of waste collection and recycling service for the Housing Authority of the City of Austin ("HACA"). We appreciate the trust and confidence you have placed in Waste Management to provide and serve the waste collection needs of the residents of HACA.

Waste Management of Texas, Inc. and the Housing Authority of the City of Austin began our current contract (HACA Agreement No HACA 15-B-0196) on January 14, 2016 and reached the last of our contract provided extensions on March 2, 2021. Most recently, Waste Management agreed to a 4-month "Contract Holdover" (CHANGE ORDER, Modification Number: 1) as requested by HACA on June 1, 2021 until October 1, 2021 to allow HACA more time to release an RFP solicitation for solid waste and recycle services. As of the date of this letter, there has not been an RFP issued.

Given the expiration of the last formal extension (March 2, 2021) and soon to be 4-month Contract Holdover on October 1, 2021, Waste Management will be unable to continue to provide trash and recycle removal services to HACA after September 30, 2021 without an updated and valid Contract. Waste Management's preference is to finalize a 1-year Contract Extension that could be beneficial to all parties, including updated market rates (attached).

This letter will serve as the "End of Contract Notice" between WM and the Housing Authority of the City of Austin. Service suspension will become effective on October 1, 2021, unless WM and HACA enter in to a new 1-Year Contract Term. This new agreement should allow HACA ample time to initiate a new RFP process for waste collection and recycling collection services.

Waste Management is proud of its long history with HACA and sincerely hopes to continue our relationship into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Dugereau". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul Dugereau
Public Sector Solutions Manager
Waste Management of Texas, Inc.

9708 Giles Road
Austin, TX 78754
512-696-0363

unt Prefix/ Number	Location Name	City	Qty	Size	Freq	Rate
9845	AHA GASTON PLACE	Austin	1	8	4	\$692.80
9853	AHA CORONADO HILLS	Austin	3	4	3	\$779.40
9861	AHA NORTHGATE WEST APTS	Austin	5	4	2	\$866.00
9896	AHA ROSEWOOD COURTS	Austin	9	4	4	\$3,117.60
9896	AHA ROSEWOOD COURTS	Austin	1	3	4	\$259.80
9926	AHA SANTA RITA COURTS	Austin	10	4	4	\$3,464.00
9934	AHA LAKESIDE APARTMENTS	Austin	6	2	4	\$1,039.20
1971	AHA BOOKER T WASHINGTON	Austin	18	4	4	\$6,235.20
3702	AHA MEADOWBROOK HOMES	Austin	15	4	3	\$3,897.00
7865	AHA NORTH LOOP APTS	Austin	2	2	3	\$259.80
7865	AHA NORTH LOOP APTS	Austin	1	2	3	\$129.90
8182	AHA GEORGIAN MANOR	Austin	6	8	2	\$2,078.40
2844	AHA THURMOND HEIGHTS	Austin	7	4	4	\$2,424.80
6285	AHA MANCHACA VILLAGE	Austin	4	4	2	\$692.80
0737	AHA HACA VEHICLE PEN	Austin	1	4	2	\$173.20
58288	AHA SALINAS COURT	Austin	1	4	3	\$259.80
78656	AHA AUSTIN AFORDABLE	Austin	2	4	1	\$173.20
89356	AHA ADMINISTRATION OFFICE 1124 IH 35	Austin	1	8	3	\$519.60
98367	AHA Admin (Recycle)	Austin	1	6	3	\$389.70
93935	AHA Leisure Time	Austin	1	4	2	\$173.20
89356	AHA Admin Office	Austin			Lock	\$10.00
					Total	\$27,635.40
93731	Toter Master Cart Account	Austin		size	Quantity	Rate
93731	AHA/1941 Gaston	Gaston Place		96-gal	4	\$110.00
93730	AHA/ 905 Bedford	BOOKER T WASHINGTON		96-gal	7	\$192.50
93736	AHA/1203 Cumberland	BOULDIN OAKS		96-gal	5	\$137.50
93739	AHA/85 Trinity	LAKESIDE APTS		96-gal	10	\$275.00
93740	AHA/1201 W Live Oak	MEADOWBROOK HOMES		96-gal	12	\$330.00
93741	AHA/2300 North Loop	NORTH LOOP APTS		96-gal	8	\$220.00
93742	AHA/8426 Goldfinch	THURMOND HEIGHTS		96-gal	10	\$275.00
98723	AHA/1144 Airport	EMERGING ENTERPRISES		96-gal	1	\$27.50
99073	AHA/110 Bolles Cir	GEORGIAN MANOR		96-gal	4	\$110.00

99074	AHA/1438 Coronado Hills	CORONADO HILLS	96-gal	2	\$55.00
99075	AHA/Shadow Bend	SHADOWBEND APTS	96-gal	2	\$55.00
99076	AHA/2341 Corta	SANTA RITA	96-gal	7	\$192.50
99077	AHA/3628 Manchaca	MANCHACA VILLAGE	96-gal	2	\$55.00
99078	AHA/9120 Northgate	NORTHGATE	96-gal	5	\$137.50
02013	AHA/2001 Rosewood	Rosewood Courts	96-gal	9	\$247.50
58288	AHA/1143 Salinas	Salinas Court	96-gal	3	\$82.50
89356	AHA Admin Office		96-gal	5	\$137.50
				Total	\$2,640.00

Sales

#	Location	St#	Dir	Street	Suff	Zip	City	Truck	Material	Ct	Sz	Fq	2015 Rate
1	Administrative Offices	1124	S	IH-35		78704	Austin	FL	Trash	1	8	3	\$318
2	Eastland Plaza	1144		Airport	Blvd	78702	Austin	FL	Recy	1	6	2	\$145
3	HACA Vehicle Plan	1203		Cumberland	Rd	78702	Austin	FL	Trash	1	4	2	\$148
4	Rosewood Courts	2001		Rosewood	Ave	78702	Austin	SL	Trash	9	4	4	\$2,336
5	Santa Rita Courts	2341		Corta	St	78702	Austin	SL	Trash	10	4	4	\$2,591
6	Meadowbrook Apartments	1201	W	Live Oak	St	78704	Austin	SL	Trash	15	4	3	\$3,845
7	Booker T Washington	905		Bedford	St	78702	Austin	SL	Trash	18	4	4	\$4,369
8	Lakeside Apts	85		Trinity	St	78701	Austin	SL	Trash	6	2	4	\$1,268
9	Gaston Place	1941		Gaston Place	Dr	78723	Austin	FL	Trash	1	8	4	\$482
10	Thurmond Heights	8426		Goldfinch Court		78758	Austin	FL	Trash	7	4	4	\$1,550
11	Georgian Manor	110		Bolles Circle		78753	Austin	FL	Trash	6	8	2	\$1,114
12	Northloop Apts	2300	W	Northloop	Blvd	78756	Austin	FL	Trash	2	4	3	\$371
12	Northloop Apts	2300	W	Northloop	Blvd	78756	Austin	FL	Trash	2	2	3	\$574
13	Northgate West Apts	9120		Northgate	Blvd	78758	Austin	SL	Trash	5	4	2	\$792
14	Manchaca Village	3628		Manchaca	Rd	78704	Austin	SL	Trash	4	4	2	\$537
15	Coronado Hills	1438		Coronado Hill	Dr	78752	Austin	SL	Trash	3	4	3	\$729
16	Salinas Courts	1143		Salinas	St	78702	Austin	SL	Trash	1	4	3	\$270
17	Leisure Time	1920		Gaston Place	Dr	78723	Austin	FL	Trash	1	4	2	\$148
													\$21,587

Sean O-Grady
Texas Disposal Systems

CPI Adj. '15 Rates
\$387.99
\$176.91
\$180.57
\$2,850.16
\$3,161.28
\$4,691.29
\$5,330.62
\$1,547.09
\$588.09
\$1,891.16
\$1,359.19
\$452.66
\$700.34
\$966.32
\$655.19
\$889.45
\$329.43
\$180.57
\$26,338