

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



## **BOARD OF COMMISSIONERS**

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

**Vice-Chairperson - Charles Bailey**

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

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

**Commissioner - Edwina Carrington**

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

## **BOARD OF COMMISSIONERS Regular Meeting**

**Thursday, November 18, 2021  
12:00 PM**

**HACA Central Office, 1124 S. Interstate Highway 35  
Austin, TX  
<https://bit.ly/3oeJc9K>**

## **2nd REVISION**

**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  
<https://bit.ly/3oeJc9K>**

**(512.477.4488)**

**Thursday, November 18, 2021  
12:00 PM**

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### **CALL TO ORDER, ROLL CALL**

### **CERTIFICATION OF QUORUM**

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

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

Public hearing for the proposed El Prado at Estancia development.

### **CONSENT ITEMS**

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on October 21, 2021
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02724: Approval of the Board of Commissioners Meeting Schedule for 2022

### **ACTION ITEMS**

3. Presentation, Discussion and Possible Action regarding Resolution No. 02725: Approval of the Low Income Housing (LIH) Department Property Budgets for Calendar Year 2022
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02726: Operating Budget Revision for Fiscal Year April 2021 to March 2022
5. Presentation, Discussion and Possible Action Regarding Resolution No. 02727: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards
6. Presentation, Discussion, and Possible Action on Resolution No. 02728 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 Agave at South Congress 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
7. Presentation, Discussion, and Possible Action on Resolution No. 02729 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Series 2021A and Taxable Multifamily

Housing Revenue Bonds (El Prado at Estancia Apartments) Taxable Series 2021B; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject

8. Presentation, Discussion, and Possible Action regarding Resolution No. 02730 Renewal of the Boys and Girls Club contract (Chalmers and Meadowbrook) for Comprehensive Youth Development.

## **EXECUTIVE SESSION**

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

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

## **OPEN SESSION**

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

## **REPORTS**

The Board accepts the following reports:

## **ADJOURNMENT**

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

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

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

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

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

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

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

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Public hearing for the proposed El Prado at Estancia development.

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

**ACTION**

The Board will hold a Public Hearing and hear public comments on the proposed development El Prado at Estancia.

***Process:***

AAHC will present an overview of the proposed development project El Prado at Estancia.

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### EXECUTIVE ITEM NO. 1.

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**MEETING DATE:** November 18, 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 October 21, 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 October 21, 2021.

### ATTACHMENTS:

- ▣ **20211021 HACA Minutes Summary**

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

**October 21, 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, OCTOBER 21, 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 October 21, 2021, to order, at 12:12 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, 2<sup>nd</sup> Vice-Chairperson  
Edwina Carrington, Commissioner (joined via Zoom)  
Dr. Tyra Duncan-Hall, Commissioner

**MEMBER(S) ABSENT:**

**ALSO IN ATTENDANCE:**

Wilson Stoker, Cokinos  
Bill Walter, Coats Rose (via Zoom)

**STAFF PRESENT ON THE CALL:**

Andrea Galloway, Barbara Chen, Gloria Morgan, Kelly Crawford, Leilani Lim-Villegas, Michael Gerber, Nidia Hiroms, Nora Velasco, 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, provided a photo of a tree that died due to the February freeze. Ms. Aleshire requested that the tree be removed or replaced. Ms. Aleshire believes that the tree is also a reminder to residents of loved ones lost from Covid.

**Public Hearing on the proposed El Prado at Estancia development**

This item was pulled from the agenda.

**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 September 16, 2021**

**Vice-Chairperson Bailey** moved the Approval of the Board Minutes Summary for the Board Meeting held on September 16, 2021. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ACTION ITEMS**

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

**ITEM 2: Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year Ending March 31, 2021**

**Sean Cedar** and **Laura Ann Pray** with Berman Hopkins provided a briefing on HACA and its subsidiaries' Independent Auditors Report for Fiscal Year ending March 31, 2021.

The Independent Auditors Report cover a 12-month period ended March 31, 2021 and covers the financial numbers as well as controls and compliance in accordance with internally developed HACA policies.

**Sean Cedar** reported that there were no findings, and all of the finances were in order.

**ITEM 3: 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**

**Leilani Lim-Villegas**, HACA Senior Director of Community Development - Austin Pathways HACA, presented the Contract Renewal to provide resident services coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place.

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 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.

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.

Family Eldercare contract renewal to continue to provide resident services coordination to elderly and disabled adults. Updated contract has additional COVID-19 protocols.

Staff recommends that Family Eldercare be awarded the contract renewal for coordination to elderly and disabled adults at Lakeside, North Loop, and Gaston Place from October 1, 2021 through December 31, 2022 in the amount of \$122,624.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved the Approval of 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 to Family Eldercare from October 1, 2021 through December 31, 2022 in the amount of \$122,624. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 4: Presentation, Discussion and Possible Action on Resolution No. 02720: Approving a revision to HACA's Investment Policy**

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 n HUD PIH Notice 96-37 and any amendments thereof, and the Texas Government Code Chapter 2256 and any amendments thereof.

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 investment vehicles, always considering staggered maturities, issuer, and returns to ensure diversification.

The proposed revisions will ensure alignment with HUD and State requirements.

**Vice-Chairperson Bailey** moved the Approval of Resolution No. 02720: Approving a revision to HACA's Investment Policy. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEMS WERE PRESENTED OUT OF ORDER.**

**ITEM 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**

The Board was asked to approve a Hybrid Work Policy for HACA's employees through the adoption of Resolution No. 02715 Approval of the Revisions to the Personnel Policies and Procedures Manual of the Housing Authority of the City of Austin.

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.

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

October 21, 2021

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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 recommended 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 that a Hybrid Work Policy would be very beneficial to the agency.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved the Approval of Resolution No: 02715: Approval of the Revisions to the Personnel Policies and Procedures Manual of the Housing Authority of the City of Austin. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 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**

Austin Affordable Housing Corporation, a subsidiary of Housing Authority of the City of Austin, has three officers: President, Vice President and Treasurer. The CFO of HACA acts as the Treasurer of AAHC, and as such AAHC requested approval to appoint Biliang (Barbara) Chen to serve as Treasurer of AAHC.

As an Officer, Ms. Chen may enter into contracts or execute and deliver instruments on behalf of AAHC; she is empowered to carry out the day-to-day business of AAHC, to perform all acts necessary and appropriate to carry out the business of AAHC, subject to the direction and control of the Directors. All acts, transactions, agreements, or actions undertaken by any of the Officers, Directors, and/or representatives of AAHC, prior to this date, in connection with the foregoing matters, the formation of the Corporation, and all matters resolved in all previous resolutions of AAHC, are hereby ratified and confirmed as the valid actions of AAHC, effective as of the date such actions were taken.

All resolutions, consents, certificates, agreements, and actions undertaken prior hereto by any of the Officers and/or Directors of AAHC, are hereby ratified and confirmed as the valid actions of AAHC, effective as of the date such actions were taken.

The Officers and Directors of AAHC 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 AAHC, may be necessary or appropriate in order to carry out the purposes and intent of any of the foregoing resolutions.

All officers of AAHC (each, an “Executing Officer”) are each hereby authorized, empowered and directed, for and on behalf of, and in the name of each of AAHC, to execute and deliver documents and instruments as may be necessary or desirable, with such changes and modifications thereto as shall be approved by executing the same, such execution and delivery to be conclusive evidence of such approvals.

The Executing Officer is authorized and directed for and on behalf of AAHC, in the aforementioned capacity, to execute and deliver such other notices, requests, consents, approvals, orders, undertakings, amendments, further assurances or other instruments as may be necessary or appropriate in order to cause AAHC to carry into effect the intent of the foregoing resolutions and such other instruments are hereby approved, ratified and confirmed in all respects.

To the extent any of the actions authorized by these Resolutions have already been taken on behalf of AAHC such actions are hereby ratified and confirmed as the valid actions of AAHC, effective as of the date such actions were taken.

**Vice-Chairperson Bailey** moved the Resolution No. 02716 by the Board of Commissioners of the Housing Authority of the City of Austin appointing Biliang (Barbara) Chen to serve as Treasurer of AAHC. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 9: Update on AAHC's acquisition and development programs**

**Ron Kowal** provided updates to the Board regarding progress with AAHC's Portfolio.

**ITEM 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**

Austin Affordable Housing Corporation (AAHC) was presented with 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.

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.

**Commissioner Duncan-Hall** moved the Resolution No. 02717 by the Board of Commissioners of the Housing Authority of the City of Austin to take the following actions with regard to the Bridge at Goodnight Ranch 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. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 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**

Austin Affordable Housing Corporation (AAHC) was presented with 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 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.

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 Manage agreed to use the name "Bridge at" for naming the property once closed.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved the on Resolution No. 02718 by the Board of Commissioners of the Housing Authority of the City of Austin to take the following actions with regard to the Lucent Apartments in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 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**

Austin Affordable Housing Corporation (AAHC) was presented with 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 s currently range from \$1,450 for a 1 bedroom to \$2,395 for a 3 bedroom.

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 M se the name "Bridge at" for naming the property once closed.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved the Resolution No.02719 by the Board of Commissioners of the Housing Authority of the City of Austin to take the following actions with regard to the Ribelin Apartments in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**ITEM 13: Presentation, Discussion, and Possible Action regarding Resolution No. 02721: Awarding a renewal Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234**

The Board was asked to approve Resolution No. 02721 to enter into the 2nd year renewal contract with Unity Contractor Services for an Agency wide ground maintenance contract not to exceed \$309,626.00.

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 wing, edging, flower bed maintaining, and debris clean up. Drip system maintenance and plant mulching will be optional services as needed at an additional cost.

A Request for Proposal was issued on November 24, 2019. Thirty 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 committee and the proposal of Unity Contractors was deemed the most responsive and responsible.

Staff's recommendation was 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.

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved the Resolution No. 02721: Awarding a renewal Contract for Agency Wide Ground Maintenance Services contract (HACA-19-P-0234) not to exceed \$309,626.00. **Vice-Chairperson Bailey** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

**Vice-Chairperson Bailey** left the room at 3:30 pm.

**ITEM 14: Presentation, Discussion, and Possible Action Regarding Resolution No. 02722: Awarding a Renewal Contract for Agency Wide Trash Disposal & Recycling Services**

The Board was asked to approve a one year contract to Waste Management Inc. for Agency Wide Trash Pickup and Recycling services in an amount not to exceed \$374,442.00.

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.

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 recommended 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.

**Commissioner Duncan-Hall** moved the Resolution No. 02722: Awarding a Renewal Contract for Agency Wide Trash Disposal & Recycling Services to Waste Management Inc. in an amount not to exceed \$374,442.00. **2<sup>nd</sup> Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

**Vice-Chairperson Bailey** returned to the room at 3:33 pm.

**ITEM 5: Presentation and Discussion of Proposed Changes to the Housing Choice Voucher Program Administrative Plan**

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

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

**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.

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

**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
- Espero at Rutland

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

**Commissioner Carrington** left the meeting at 4:00 pm.

#### **ITEM 6: Presentation and Discussion of the Draft 2022 Public Housing Authority (PHA) Annual Plan**

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 was required of the Board at this time. The Board was asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2021 Board Meeting.

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

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 Assis D, there are no longer any public housing facilities to include in the Annual Plan.

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 presented to the Board for final approval at the December 2021 Board Meeting.

#### **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:

- N/A

**2<sup>nd</sup> Vice-Chairperson Apostolou** moved to adjourn the meeting. **Commissioner Duncan-Hall** seconded the motion. The motion Passed 4-Ayes and 0-Nays).

The meeting adjourned at 4:20 p.m.

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**Michael G. Gerber, Secretary**

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

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02724

#### EXECUTIVE

#### ITEM NO. 2.

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02724:  
Approval of the Board of Commissioners Meeting Schedule for 2022

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### ACTION

The Board is being asked to review and approve Resolution No. 02724 to adopt the Board of Commissioners Meeting Schedule for the 2022 calendar year.

#### SUMMARY

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

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

A comprehensive list was created to show all future conference dates of state, regional and national associations. This list also includes the dates for the Austin Independent School District's Spring Break for 2022. Based on these dates, the 2022 HACA Board of Commissioners Meeting Schedule has been created.

#### **ATTACHMENTS:**

- ▣ **2022 Board Meeting Dates**
- ▣ **2022 Conferences**

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**RESOLUTION NO. 02724**

**APPROVAL OF THE BOARD OF COMMISSIONERS MEETING  
SCHEDULE FOR 2022**

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

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

**WHEREAS**, a list of dates and times have been compiled for the 2022 calendar year to ensure a quorum;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Housing Authority Board of Commissioners approves and adopts the HACA Board Meeting Schedule for the 2022 calendar year effective this 18th day of November 2021.

**PASSED, APPROVED AND ADOPTED** this 18th day of November, 2021.

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**Michael G. Gerber, Secretary**

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

# Housing Authority of the City of Austin

*Established in 1937*

## Housing Authority of the City of Austin Board of Commissioners Regular Board Meetings for the Year 2022

Regular Board meetings are generally scheduled on the 3<sup>rd</sup> Thursday of each month to be held at the Central Office or at various housing development sites. The Annual Board meeting for 2022 has been moved to the 4th Thursday of March. The Board of Commissioners may reschedule a meeting date/time to ensure a quorum is met or to address an urgent matter on an “as needed basis.”

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

<b>DAY/DATE</b>	<b>TYPE OF MEETING</b>	<b>ADDRESS</b>
Thursday, January 20 <i>*Optional</i>	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH 35
Thursday, February 17	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, March 24	Annual Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, April 21	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, May 19	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, June 16 <i>*Optional</i>	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, July 21	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, August 18	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, September 15	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, October 20 <i>*Optional</i>	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, November 17	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35
Thursday, December 15	Regular Board Meeting 12:00 PM	Central Office 1124 S. IH-35

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Please call (512) 477-4488, extension 2104 for information.



Michael G. Gerber  
President & CEO

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



2022 Conferences/Meetings			
January 9-14	NSCHA	HFA Institute	Washington, DC
January 20	<b>HACA</b>	<b>Optional Meeting</b>	
January 26-27	SWNAHRO	Winter Committee Meetings	Irving, TX
February 15-17	SWNAHRO	Maintenance Conference	
February 17	<b>HACA</b>	<b>Regular Meeting</b>	
March 9-11	NAHMA	Winter Conference	Washington, DC
March 21-23	NSCHA	Legislative Conference	Washington, DC
<b>March 14-18</b>	<b>AISD Spring Break</b>		
March	CLPHA	Spring Meeting	Washington, DC
March 24	<b>HACA</b>	<b>Annual Meeting</b>	
March 28-30	NAHRO	Washington Conference	Washington, DC
April 21	<b>HACA</b>	<b>Regular Meeting</b>	
April (TBD)	SWAHMA	Spring Conference	
April	CHRA	Housing & Homelessness	
April 24-27	NALHFA	Conference	New York, NY
May 18-19	CLPHA	Housing Is Summit	Washington, DC
May 19	<b>HACA</b>	<b>Regular Meeting</b>	
June	SWNAHRO	Annual Conference	
June 16	<b>HACA</b>	<b>Optional Meeting</b>	
June 21-24	NCSHA	Housing Credit Connect	Chicago, IL
June 22-24	NLHA	Annual Meeting	Washington, DC
June	SHRM	Annual Conference	
June	CLPHA	Summer Meeting	
July 21	<b>HACA</b>	<b>Regular Meeting</b>	
July 25-27	TAAHP	Annual Conference	Austin, TX
August 18	<b>HACA</b>	<b>Regular Meeting</b>	
September 15	<b>HACA</b>	<b>Regular Meeting</b>	
October 22-25	NCSHA	Annual Conference	Houston, TX
October 20	<b>HACA</b>	<b>Optional Meeting</b>	
October	CLPHA	Fall Meeting	
October (TBD)	SWAHMA	Annual Conference(s)	San Antonio, TX
October (TBD)	SWAHMA	Annual Conference(s)	Little Rock, AR
October 26-28	NAHMA	Fall Conference	Washington, DC
September 22-24	NAHRO	National Conference	San Diego, CA
October (TBD)	NLHA	Fall Seminar	
November 17	<b>HACA</b>	<b>Regular Meeting</b>	
December 15	<b>HACA</b>	<b>Regular Meeting</b>	

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02725

#### FINANCE ITEM NO. 3.

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**MEETING DATE:** November 18, 2021

**STAFF CONTACT:** Barbara Chen, Chief Financial Officer

**ITEM TITLE:** Presentation, Discussion and Possible Action regarding Resolution No. 02725: Approval of the Low Income Housing (LIH) Department Property Budgets for Calendar Year 2022

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to approve the proposed Calendar Year 2022 budgets for each of the 16 Project Based Rental Assistance (PBRA) properties in the Low Income Housing (LIH) portfolio.

#### **SUMMARY**

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

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

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

During the budget process, Property Management and Maintenance staff worked with their Community Directors to review property needs, expense trends and program requirements. They also took into account the special circumstances presented by Covid-19 and its potential ongoing impact on 2022 budgets. In particular, staff attempted to anticipate potential supply-chain issues and increased costs of materials. Staff focused on creating budgets that maintain safe, decent and sanitary housing for residents, meet all program and contract requirements while also providing a great workplace for staff.

##### **Key Points to Note:**

1. Properties are required to budget for 3.5% revenue loss for vacancy (unoccupied days). Across the portfolio that would be \$548,583. However, historically we are below 1.6% revenue loss for vacancy which is only \$250,781. This would increase our revenue by \$297,802.
2. The overall portfolio is budgeted to have a \$569,161 cash flow after all expenses and debt payments.
3. The total debt payments for the properties (principal and interest) is \$3,204,730.

4. The debt service coverage ratio for the portfolio is 1.18 and each property meets the requirements of our lenders and investors.
5. With the anticipated redevelopment beginning during 2022, the Rosewood Courts budget only reflects 9 months of revenue and expenses.
6. Key increases this year include the following:
  - a. Insurance – 20%
  - b. Maintenance Contracts 21% (Largest increases were for Trash Removal, Pest Control, Grounds and Make Ready Cleaning)
  - c. Maintenance Materials 6%
  - d. Security 34%

***Staff Recommendation:***

As presented, the proposed budgets together with the existing capital reserve for replacement funds, demonstrate that the portfolio is in a strong financial position to meet operating expenses and ongoing needs. Staff recommends approval of the 2022 calendar year budgets for all 16 properties.

**ATTACHMENTS:**

▣ **Property Budgets**

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**RESOLUTION NO. 02725**

**APPROVAL OF THE LOW INCOME HOUSING (LIH) DEPARTMENT PROPERTY BUDGETS  
FOR CALENDAR YEAR 2022**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Calendar Year 2022 PBRA Operating Budgets are hereby approved by the Board of Commissioners of the Housing Authority of the City of Austin.

**PASSED, APPROVED AND ADOPTED** this 18th day of November, 2021.

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**Michael G. Gerber, Secretary**

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

# LIH Properties Consolidated

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$5,224,867	\$5,027,870	\$5,126,368	\$98,499	-2%
<i>Vacancies</i>	-\$246,071	-\$504,273	-\$516,406	-\$12,133	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$113,746	-\$288,156	-\$295,089	-\$6,933	-2%
<i>Excess Utilities</i>	\$12,714	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$58,456	\$66,076	\$68,656	\$2,580	-4%
<i>HUD Subsidy, Fees and Grants</i>	\$84,954	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$6,930	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$103,506	\$0	\$0	\$0	
<i>Other Income</i>	\$1,752,171	\$116,588	\$135,116	\$18,528	-16%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$38,888	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$9,232,300	\$9,379,936	\$9,628,086	\$248,150	-3%
<b>Revenue Totals</b>	<b>\$16,154,968</b>	<b>\$13,798,039</b>	<b>\$14,146,731</b>	<b>\$348,691</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$1,089,661	\$1,264,255	\$1,280,222	\$15,967	1%
<i>Admin Salaries - OT</i>	\$6,600	\$750	\$2,500	\$1,750	233%
<i>Admin Salaries-Temp</i>	\$5,345	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$21,506	\$44,820	\$23,314	108%
<i>Compensated Absences</i>	\$166,858	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$1,268,464</b>	<b>\$1,286,511</b>	<b>\$1,327,542</b>	<b>\$41,031</b>	<b>-3%</b>
<i>Legal</i>	\$105,546	\$73,250	\$81,936	\$8,686	12%
<i>Training</i>	\$36,651	\$31,976	\$30,883	-\$1,093	-3%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$1,782	\$350	-\$1,432	-80%
<i>Audit Fees</i>	\$41,496	\$57,331	\$57,331	\$0	0%
<b>Admin Totals</b>	<b>\$183,693</b>	<b>\$164,339</b>	<b>\$170,500</b>	<b>\$6,161</b>	<b>-4%</b>
<i>Office Supplies</i>	\$6,847	\$13,300	\$10,910	-\$2,390	-18%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$5,900	\$4,983	\$5,320	\$337	7%
<i>Advertising</i>	\$0	\$1,329	\$755	-\$574	-43%
<i>Printing</i>	\$0	\$2,445	\$1,445	-\$1,000	-41%
<i>Membership, Dues &amp; Fees</i>	\$920	\$350	\$280	-\$70	-20%
<i>Telephone</i>	\$142,657	\$135,765	\$132,742	-\$3,023	-2%
<i>Internet/Cable</i>	\$86,510	\$77,375	\$96,212	\$18,837	24%
<i>Court Cost</i>	-\$834	\$16,572	\$15,784	-\$788	-5%
<i>Office Custodial</i>	\$300	\$200	\$200	\$0	0%
<i>Computer Equipment</i>	\$0	\$27,438	\$0	-\$27,438	-100%
<i>Equipment Leases</i>	\$23,150	\$24,135	\$24,272	\$136	1%
<i>Office Equipment(Under \$2,500)</i>	\$1,120	\$1,550	\$1,550	\$0	0%
<i>Office Equipment Repairs</i>	\$0	\$101	\$101	\$0	0%

# LIH Properties Consolidated

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Admin Contractor/Temp (Salary)</i>	\$20,992	\$10,992	\$9,732	-\$1,260	-11%
<i>Collection Agency Fees</i>	\$1,289	\$50	\$1,000	\$950	1900%
<i>Meeting Expense</i>	\$928	\$283	\$150	-\$133	-47%
<i>Miscellaneous Expense</i>	\$270	\$400	\$25	-\$375	-94%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	
<i>Bank Charges</i>	\$490	\$0	\$1,500	\$1,500	
<i>Answering Service</i>	\$10,066	\$8,540	\$10,157	\$1,617	19%
<i>Consultants</i>	\$0	\$0	\$0	\$0	
<i>Newsletter</i>	\$0	\$0	\$0	\$0	
<i>Criminal &amp; Credit Reports</i>	\$0	\$50	\$0	-\$50	-100%
<i>Employee Physical</i>	\$0	\$247	\$245	-\$2	-1%
<i>Interpreter Fee</i>	\$1,152	\$9,300	\$6,300	-\$3,000	-32%
<i>Software</i>	\$105,984	\$97,797	\$104,132	\$6,335	6%
<i>Document Shredding</i>	\$0	\$2,475	\$1,900	-\$575	-23%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	
<i>Permits, Licenses &amp; Certificates</i>	\$1,340	\$375	\$0	-\$375	-100%
<i>Inspections</i>	\$0	\$640	\$0	-\$640	-100%
<i>Application Tracking System</i>	\$0	\$0	\$0	\$0	
<i>RBC-Asset Management Fee</i>	\$8,441	\$9,836	\$10,082	\$246	3%
<i>Partnership Management Fee</i>	\$0	\$9,548	\$9,550	\$2	0%
<i>Tenant Rent Incentives</i>	-\$2,165	\$0	\$500	\$500	
<i>TDHCA Compliance Fee</i>	\$0	\$18,280	\$18,280	\$0	0%
<b>Sundry Totals</b>	<b>\$415,357</b>	<b>\$474,357</b>	<b>\$463,124</b>	<b>-\$11,233</b>	<b>2%</b>
<b>Admin Totals</b>	<b>\$1,867,514</b>	<b>\$1,925,207</b>	<b>\$1,961,166</b>	<b>\$35,959</b>	<b>-2%</b>
<i>Admissions Fee</i>	\$0	\$198,773	\$137,575	-\$61,198	-31%
<i>Other COCC Management Fees</i>	\$575,285	\$551,922	\$565,869	\$13,948	3%
<b>Fees And Charges Totals</b>	<b>\$575,285</b>	<b>\$750,694</b>	<b>\$703,444</b>	<b>-\$47,250</b>	<b>6%</b>
<i>Tenant Participation - Resident Council</i>	\$15,963	\$22,410	\$22,410	\$0	0%
<i>Tenant Participation - HACA</i>	\$3,623	\$14,940	\$14,940	\$0	0%
<b>Tenant Services Totals</b>	<b>\$19,587</b>	<b>\$37,350</b>	<b>\$37,350</b>	<b>\$0</b>	<b>0%</b>
<i>Water &amp; Sewer</i>	\$1,235,388	\$1,207,686	\$1,196,000	-\$11,686	-1%
<i>Electric</i>	\$345,701	\$455,518	\$392,000	-\$63,518	-14%
<i>Gas</i>	\$518,748	\$462,928	\$517,300	\$54,372	12%
<b>Utilities Totals</b>	<b>\$2,099,837</b>	<b>\$2,126,132</b>	<b>\$2,105,300</b>	<b>-\$20,832</b>	<b>1%</b>
<b>Services and Fees Totals</b>	<b>\$2,694,708</b>	<b>\$2,914,176</b>	<b>\$2,846,094</b>	<b>-\$68,082</b>	<b>2%</b>
<i>Maintenance Labor</i>	\$832,394	\$983,040	\$1,000,972	\$17,932	2%
<i>Maintenance Labor - OT</i>	\$79,735	\$72,392	\$73,869	\$1,477	2%
<i>Maintenance Labor - Temp</i>	\$55,054	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$967,183</b>	<b>\$1,055,432</b>	<b>\$1,074,841</b>	<b>\$19,409</b>	<b>-2%</b>
<i>Custodial Materials</i>	\$13,217	\$31,585	\$30,683	-\$902	-3%
<i>Electrical Materials</i>	\$27,669	\$36,050	\$38,100	\$2,050	6%

# LIH Properties Consolidated

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Plumbing Materials</i>	\$39,197	\$37,300	\$43,350	\$6,050	16%
<i>Lawn Care &amp; Grounds Materials</i>	\$3,321	\$15,400	\$11,200	-\$4,200	-27%
<i>Tools &amp; Equipment</i>	\$10,790	\$17,819	\$18,555	\$736	4%
<i>Water Heater, Boiler &amp; parts</i>	\$1,881	\$7,700	\$7,850	\$150	2%
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	
<i>HVAC Materials</i>	\$28,906	\$49,650	\$47,900	-\$1,750	-4%
<i>Materials-Gas &amp; Oil</i>	\$12,694	\$15,500	\$13,925	-\$1,575	-10%
<i>Exterior Lighting</i>	\$4,157	\$14,225	\$10,650	-\$3,575	-25%
<i>Auto Parts</i>	\$549	\$2,910	\$2,880	-\$30	-1%
<i>Paint &amp; Supplies</i>	\$39,492	\$55,400	\$63,550	\$8,150	15%
<i>Flooring/Ceiling Materials</i>	\$9,837	\$10,435	\$14,300	\$3,865	37%
<i>Glass &amp; Window Materials</i>	\$3,643	\$11,900	\$13,850	\$1,950	16%
<i>Pest Control Materials</i>	\$308	\$3,378	\$3,350	-\$28	-1%
<i>Appliance Parts</i>	\$38,378	\$33,290	\$41,150	\$7,860	24%
<i>Alarms/Extinguishers/Sprinklers</i>	\$6,320	\$13,250	\$12,850	-\$400	-3%
<i>Roofing Materials</i>	\$0	\$1,440	\$800	-\$640	-44%
<i>Hardware/Locks</i>	\$14,559	\$21,000	\$20,950	-\$50	0%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$1,923	\$13,725	\$11,025	-\$2,700	-20%
<i>Window Coverings</i>	\$18,281	\$25,425	\$30,300	\$4,875	19%
<i>Countertops/Cabinets</i>	\$259	\$3,000	\$8,175	\$5,175	173%
<i>Lumber &amp; Sheetrock</i>	\$1,334	\$4,540	\$6,600	\$2,060	45%
<i>Maintenance Licenses and Fee</i>	\$70	\$165	\$0	-\$165	-100%
<i>Doors</i>	\$6,138	\$17,950	\$23,450	\$5,500	31%
<i>Fencing Materials</i>	\$174	\$3,580	\$2,975	-\$605	-17%
<i>Refrigerators</i>	\$0	\$0	\$0	\$0	
<i>Ranges</i>	\$0	\$0	\$0	\$0	
<i>Dishwashers</i>	\$0	\$0	\$0	\$0	
<i>Reasonable Accommodation Materials</i>	\$3,231	\$12,700	\$9,250	-\$3,450	-27%
<b>Maintenance Materials Totals</b>	<b>\$286,329</b>	<b>\$459,317</b>	<b>\$487,668</b>	<b>\$28,351</b>	<b>-6%</b>
<i>Elevator Contracts</i>	\$42,592	\$50,318	\$50,318	\$0	0%
<i>Trash Removal</i>	\$265,394	\$268,787	\$368,166	\$99,379	37%
<i>Custodial Contracts</i>	\$50,325	\$45,100	\$47,494	\$2,394	5%
<i>Plumbing Contracts</i>	\$127,502	\$106,830	\$129,650	\$22,820	21%
<i>Grounds Contracts</i>	\$171,340	\$265,712	\$309,756	\$44,044	17%
<i>HVAC Contracts</i>	\$45,084	\$28,764	\$39,650	\$10,886	38%
<i>Fire Protection Contracts</i>	\$28,891	\$55,500	\$42,902	-\$12,598	-23%
<i>Vehicle Repairs</i>	\$15,814	\$11,000	\$13,250	\$2,250	20%
<i>ACM Abatement</i>	\$1,822	\$850	\$2,055	\$1,205	142%
<i>Make Ready/Cleaning</i>	\$141,781	\$91,500	\$124,102	\$32,602	36%
<i>Contract Painting</i>	\$7,880	\$2,300	\$6,100	\$3,800	165%
<i>Carpet/Flooring Cleaing &amp; Repair</i>	\$870	\$6,680	\$10,450	\$3,770	56%

# LIH Properties Consolidated

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Pest Control Contracts</i>	\$91,708	\$96,580	\$166,125	\$69,545	72%
<i>Water Treatment</i>	\$3,280	\$12,000	\$4,920	-\$7,080	-59%
<i>Door/Window Repair Contracts</i>	\$6,189	\$11,600	\$12,700	\$1,100	9%
<i>Masonry Work</i>	\$0	\$1,080	\$1,180	\$100	9%
<i>Electrical Contracts</i>	\$14,777	\$17,395	\$17,800	\$405	2%
<i>Key &amp; Lock Services</i>	\$240	\$2,175	\$2,150	-\$25	-1%
<i>Building &amp; Equipment Repair</i>	\$26,808	\$22,218	\$16,400	-\$5,818	-26%
<i>Uniforms Contract</i>	\$7,915	\$7,508	\$6,651	-\$857	-11%
<i>Equipment Rental</i>	\$2,209	\$2,150	\$1,550	-\$600	-28%
<i>Damages - Tenant Property</i>	\$2,080	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$25,935	\$96,432	\$102,246	\$5,814	6%
<i>Roofing</i>	\$0	\$10,500	\$2,500	-\$8,000	-76%
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$50,889	\$48,796	\$51,235	\$2,439	5%
<i>Reasonable Accommodation Contracts</i>	\$3,786	\$4,775	\$7,175	\$2,400	50%
<i>RAD Relocation Expense</i>	\$2,730	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$1,137,841</b>	<b>\$1,266,550</b>	<b>\$1,536,524</b>	<b>\$269,974</b>	<b>-21%</b>
<b>Maintenance Totals</b>	<b>\$2,391,353</b>	<b>\$2,781,300</b>	<b>\$3,099,033</b>	<b>\$317,733</b>	<b>-11%</b>
<i>Security Contracts</i>	\$46,326	\$22,612	\$124,660	\$102,048	451%
<i>Police Officers</i>	\$174,895	\$242,525	\$211,100	-\$31,425	-13%
<i>Protective Services Equipments</i>	\$31,281	\$0	\$26,808	\$26,808	
<i>HACA/Police Liaison</i>	\$0	\$24,210	\$24,212	\$2	0%
<b>Protective Services Totals</b>	<b>\$252,502</b>	<b>\$289,347</b>	<b>\$386,780</b>	<b>\$97,433</b>	<b>-34%</b>
<i>Insurance</i>	\$539,209	\$493,423	\$590,317	\$96,894	20%
<i>Employee Benefits</i>	\$1,099,601	\$1,079,003	\$1,108,055	\$29,051	3%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$2,129,141	\$2,126,112	\$2,089,927	-\$36,185	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$92,384	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$21,739	\$12,732	\$13,044	\$312	2%
<i>Land Lease Expense</i>	\$68,467	\$66,667	\$67,567	\$900	1%
<b>General Expenses Totals</b>	<b>\$3,950,541</b>	<b>\$3,777,937</b>	<b>\$3,868,910</b>	<b>\$90,972</b>	<b>-2%</b>
<b>Other Expenses Totals</b>	<b>\$4,203,042</b>	<b>\$4,067,285</b>	<b>\$4,255,690</b>	<b>\$188,405</b>	<b>-5%</b>
<b>Expense Totals</b>	<b>\$11,156,618</b>	<b>\$11,687,968</b>	<b>\$12,161,983</b>	<b>\$474,016</b>	<b>-4%</b>
<b>Provisions For Reserve</b>	<b>\$4,998,350</b>	<b>\$2,110,072</b>	<b>\$1,984,747</b>	<b>-\$125,324</b>	<b>6%</b>
<b>Debt Principal</b>	<b>\$866,433</b>	<b>\$869,679</b>	<b>\$905,865</b>	<b>\$39,355</b>	<b>0%</b>
<b>Replacement Reserve</b>	<b>\$538,877</b>	<b>\$558,502</b>	<b>\$572,379</b>	<b>\$15,015</b>	<b>40%</b>
<b>Balance</b>	<b>\$3,593,040</b>	<b>\$681,891</b>	<b>\$506,503</b>	<b>-\$179,695</b>	<b>26%</b>
Net Income		\$3,677,681	\$3,502,295		
Total Debt		\$2,995,791	\$2,995,792		
Debt Service Coverage Ratio		1.23	1.17		



# Pathways at Rosewood Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$351,334	\$379,757	\$274,159	-\$105,598	28%
<i>Vacancies</i>	-\$19,189	-\$41,932	-\$32,177	\$9,755	23%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$5,095	-\$23,961	-\$18,387	\$5,574	23%
<i>Excess Utilities</i>	\$1,346	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$7,000	\$8,400	\$8,400	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$3,189	\$0	\$0	\$0	
<i>Other Income</i>	\$16,423	\$3,510	\$2,677	-\$833	24%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,418	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$850,684	\$818,301	\$645,174	-\$173,127	21%
<b>Revenue Totals</b>	<b>\$1,218,301</b>	<b>\$1,144,074</b>	<b>\$879,847</b>	<b>-\$264,227</b>	<b>23%</b>
<i>Admin Salaries</i>	\$72,439	\$93,607	\$80,793	-\$12,815	-14%
<i>Admin Salaries - OT</i>	\$533	\$350	\$188	-\$163	-46%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,528	\$2,790	\$262	10%
<i>Compensated Absences</i>	\$12,574	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$85,547</b>	<b>\$96,485</b>	<b>\$83,770</b>	<b>-\$12,715</b>	<b>13%</b>
<i>Legal</i>	\$557	\$3,500	\$4,125	\$625	18%
<i>Training</i>	\$1,961	\$2,136	\$1,602	-\$534	-25%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$40	\$0	-\$40	-100%
<i>Audit Fees</i>	\$0	\$1,893	\$1,893	\$0	0%
<b>Admin Totals</b>	<b>\$2,518</b>	<b>\$7,570</b>	<b>\$7,620</b>	<b>\$50</b>	<b>-1%</b>
<i>Office Supplies</i>	\$590	\$900	\$450	-\$450	-50%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$460	\$400	\$300	-\$100	-25%
<i>Advertising</i>	\$0	\$200	\$0	-\$200	-100%
<i>Printing</i>	\$0	\$500	\$75	-\$425	-85%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$3,457	\$7,432	\$6,298	-\$1,134	-15%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$1,500	\$750	-\$750	-50%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,836	\$1,353	\$1,384	\$31	2%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$800	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Rosewood Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$421	\$25	\$0	-\$25	-100%
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$840	\$750	\$632	-\$118	-16%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$500	\$500	\$0	0%
Software	\$8,585	\$8,117	\$8,643	\$526	6%
Document Shredding	\$0	\$250	\$100	-\$150	-60%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$2,480	\$0	-\$2,480	-100%
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$16,989</b>	<b>\$24,407</b>	<b>\$19,382</b>	<b>-\$5,025</b>	<b>21%</b>
<b>Admin Totals</b>	<b>\$105,054</b>	<b>\$128,462</b>	<b>\$110,772</b>	<b>-\$17,690</b>	<b>14%</b>
Admissions Fee	\$0	\$16,606	\$16,591	-\$15	0%
Other COCC Management Fees	\$48,220	\$45,763	\$35,194	-\$10,569	-23%
<b>Fees And Charges Totals</b>	<b>\$48,220</b>	<b>\$62,369</b>	<b>\$51,785</b>	<b>-\$10,584</b>	<b>17%</b>
Tenant Participation - Resident Council	\$1,615	\$1,860	\$1,395	-\$465	-25%
Tenant Participation - HACA	\$0	\$1,240	\$930	-\$310	-25%
<b>Tenant Services Totals</b>	<b>\$1,615</b>	<b>\$3,100</b>	<b>\$2,325</b>	<b>-\$775</b>	<b>25%</b>
Water & Sewer	\$43,579	\$35,000	\$33,000	-\$2,000	-6%
Electric	\$14,939	\$25,000	\$11,250	-\$13,750	-55%
Gas	\$67,644	\$50,000	\$51,000	\$1,000	2%
<b>Utilities Totals</b>	<b>\$126,162</b>	<b>\$110,000</b>	<b>\$95,250</b>	<b>-\$14,750</b>	<b>13%</b>
<b>Services and Fees Totals</b>	<b>\$175,996</b>	<b>\$175,469</b>	<b>\$149,360</b>	<b>-\$26,109</b>	<b>15%</b>
Maintenance Labor	\$69,809	\$90,673	\$66,098	-\$24,575	-27%
Maintenance Labor - OT	\$4,797	\$5,480	\$4,598	-\$882	-16%
Maintenance Labor - Temp	\$10,605	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$85,210</b>	<b>\$96,153</b>	<b>\$70,696</b>	<b>-\$25,457</b>	<b>26%</b>
Custodial Materials	\$1,498	\$2,500	\$1,125	-\$1,375	-55%
Electrical Materials	\$2,711	\$2,500	\$1,875	-\$625	-25%
Plumbing Materials	\$6,183	\$6,000	\$4,500	-\$1,500	-25%
Lawn Care & Grounds Materials	\$395	\$395	\$200	-\$195	-49%
Tools & Equipment	\$722	\$1,304	\$711	-\$593	-45%
Water Heater, Boiler & parts	\$0	\$3,000	\$1,500	-\$1,500	-50%

# Pathways at Rosewood Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$1,826	\$4,000	\$1,350	-\$2,650	-66%
Materials-Gas & Oil	\$811	\$1,500	\$600	-\$900	-60%
Exterior Lighting	\$0	\$750	\$300	-\$450	-60%
Auto Parts	\$0	\$150	\$150	\$0	0%
Paint & Supplies	\$832	\$6,000	\$750	-\$5,250	-88%
Flooring/Ceiling Materials	\$0	\$600	\$300	-\$300	-50%
Glass & Window Materials	\$0	\$1,200	\$900	-\$300	-25%
Pest Control Materials	\$0	\$198	\$100	-\$98	-49%
Appliance Parts	\$2,727	\$1,100	\$1,100	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$4,000	\$2,000	-\$2,000	-50%
Roofing Materials	\$0	\$160	\$160	\$0	0%
Hardware/Locks	\$2,497	\$2,100	\$1,250	-\$850	-40%
Safety Equipment (Glove/Belts/Goggles)	\$182	\$950	\$475	-\$475	-50%
Window Coverings	\$1,513	\$3,000	\$1,200	-\$1,800	-60%
Countertops/Cabinets	\$0	\$800	\$0	-\$800	-100%
Lumber & Sheetrock	\$0	\$300	\$100	-\$200	-67%
Maintenance Licenses and Fee	\$0	\$100	\$0	-\$100	-100%
Doors	\$756	\$1,250	\$625	-\$625	-50%
Fencing Materials	\$0	\$100	\$0	-\$100	-100%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$1,140	\$800	\$400	-\$400	-50%
<b>Maintenance Materials Totals</b>	<b>\$23,794</b>	<b>\$44,757</b>	<b>\$21,671</b>	<b>-\$23,086</b>	<b>52%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$35,866	\$35,271	\$36,599	\$1,328	4%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$11,120	\$35,000	\$18,000	-\$17,000	-49%
Grounds Contracts	\$5,850	\$17,640	\$8,061	-\$9,579	-54%
HVAC Contracts	\$0	\$711	\$0	-\$711	-100%
Fire Protection Contracts	\$0	\$3,000	\$1,500	-\$1,500	-50%
Vehicle Repairs	\$32	\$500	\$250	-\$250	-50%
ACM Abatement	\$238	\$0	\$0	\$0	
Make Ready/Cleaning	\$13,060	\$12,000	\$0	-\$12,000	-100%
Contract Painting	\$0	\$1,000	\$0	-\$1,000	-100%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$2,110	\$3,900	\$7,000	\$3,100	79%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$250	\$0	-\$250	-100%
Masonry Work	\$0	\$200	\$0	-\$200	-100%
Electrical Contracts	\$0	\$1,200	\$600	-\$600	-50%
Key & Lock Services	\$0	\$250	\$0	-\$250	-100%

# Pathways at Rosewood Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$7,940	\$2,300	\$0	-\$2,300	-100%
<i>Uniforms Contract</i>	\$702	\$722	\$643	-\$79	-11%
<i>Equipment Rental</i>	\$0	\$300	\$0	-\$300	-100%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$14,850	\$8,000	\$1,500	-\$6,500	-81%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,887	\$2,500	\$2,165	-\$335	-13%
<i>Reasonable Accommodation Contracts</i>	\$0	\$1,000	\$500	-\$500	-50%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$94,655</b>	<b>\$125,744</b>	<b>\$76,818</b>	<b>-\$48,926</b>	<b>39%</b>
<b>Maintenance Totals</b>	<b>\$203,659</b>	<b>\$266,655</b>	<b>\$169,185</b>	<b>-\$97,470</b>	<b>37%</b>
<i>Security Contracts</i>	\$0	\$0	\$3,733	\$3,733	
<i>Police Officers</i>	\$16,820	\$20,000	\$10,000	-\$10,000	-50%
<i>Protective Services Equipments</i>	\$0	\$0	\$0	\$0	
<i>HACA/Police Liaison</i>	\$0	\$2,009	\$2,009	\$0	0%
<b>Protective Services Totals</b>	<b>\$16,820</b>	<b>\$22,009</b>	<b>\$15,742</b>	<b>-\$6,268</b>	<b>28%</b>
<i>Insurance</i>	\$39,787	\$37,135	\$45,087	\$7,952	21%
<i>Employee Benefits</i>	\$83,771	\$88,401	\$71,288	-\$17,114	-19%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$199,529	\$199,304	\$147,101	-\$52,203	-26%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$323,287</b>	<b>\$324,841</b>	<b>\$263,576</b>	<b>-\$61,265</b>	<b>19%</b>
<b>Other Expenses Totals</b>	<b>\$340,107</b>	<b>\$346,850</b>	<b>\$279,318</b>	<b>-\$67,532</b>	<b>19%</b>
<b>Expense Totals</b>	<b>\$824,816</b>	<b>\$917,436</b>	<b>\$708,634</b>	<b>-\$208,801</b>	<b>23%</b>
<b>Provisions For Reserve</b>	<b>\$393,485</b>	<b>\$226,638</b>	<b>\$171,213</b>	<b>-\$55,425</b>	<b>24%</b>
<b>Debt Principal</b>	<b>\$58,443</b>	<b>\$58,668</b>	<b>\$61,837</b>	<b>\$3,169</b>	<b>5%</b>
<b>Replacement Reserve</b>	<b>\$44,328</b>	<b>\$45,579</b>	<b>\$46,717</b>	<b>\$1,138</b>	<b>2%</b>
<b>Balance</b>	<b>\$290,713</b>	<b>\$122,391</b>	<b>\$62,658</b>	<b>-\$59,733</b>	<b>49%</b>
Net Income		\$380,363	\$271,597		
Total Debt		\$257,972	\$208,938		
Debt Service Coverage Ratio		1.47	1.30		

# Pathways at Salina Apartments

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$109,131	\$99,357	\$104,244	\$4,887	-5%
<i>Vacancies</i>	-\$1,442	-\$8,252	-\$8,490	-\$238	-3%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$325	-\$4,716	-\$4,852	-\$136	-3%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$80	\$0	\$0	\$0	
<i>Other Income</i>	\$6,306	\$6,197	\$6,218	\$21	0%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,433	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$132,398	\$136,427	\$138,342	\$1,914	-1%
<b>Revenue Totals</b>	<b>\$248,580</b>	<b>\$229,013</b>	<b>\$235,461</b>	<b>\$6,448</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$18,992	\$24,554	\$28,573	\$4,019	16%
<i>Admin Salaries - OT</i>	\$135	\$0	\$125	\$125	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$672	\$960	\$288	43%
<i>Compensated Absences</i>	\$3,324	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$22,451</b>	<b>\$25,226</b>	<b>\$29,658</b>	<b>\$4,432</b>	<b>-18%</b>
<i>Legal</i>	\$54	\$1,500	\$2,176	\$676	45%
<i>Training</i>	\$506	\$562	\$562	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$10	\$0	-\$10	-100%
<i>Audit Fees</i>	\$0	\$489	\$489	\$0	0%
<b>Admin Totals</b>	<b>\$560</b>	<b>\$2,561</b>	<b>\$3,227</b>	<b>\$666</b>	<b>-26%</b>
<i>Office Supplies</i>	\$410	\$400			
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0			
<i>Postage Expense</i>	\$127	\$100			
<i>Advertising</i>	\$0	\$50			
<i>Printing</i>	\$0	\$50			
<i>Membership, Dues &amp; Fees</i>	\$0	\$0			
<i>Telephone</i>	\$7,466	\$1,561	\$2,232	\$671	43%
<i>Internet/Cable</i>	\$4,792	\$5,772	\$6,886	\$1,114	19%
<i>Court Cost</i>	\$0	\$250			
<i>Office Custodial</i>	\$0	\$0			
<i>Computer Equipment</i>	\$0	\$0			
<i>Equipment Leases</i>	-\$750	\$360	\$367	\$8	2%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0			
<i>Office Equipment Repairs</i>	\$0	\$0			
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0			

# Pathways at Salina Apartments

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Collection Agency Fees	\$0	\$0			
Meeting Expense	\$400	\$25			
Miscellaneous Expense	\$0	\$0			
Subscriptions	\$0	\$0			
Bank Charges	\$0	\$0			
Answering Service	\$218	\$160	\$218	\$58	36%
Consultants	\$0	\$0			
Newsletter	\$0	\$0			
Criminal & Credit Reports	\$0	\$0			
Employee Physical	\$0	\$0			
Interpreter Fee	\$0	\$100			
Software	\$2,198	\$2,095	\$2,230	\$136	6%
Document Shredding	\$0	\$100			
Storage Lease	\$0	\$0			
Permits, Licenses & Certificates	\$0	\$0			
Inspections	\$0	\$640	\$0	-\$640	-100%
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$14,861</b>	<b>\$11,662</b>	<b>\$11,933</b>	<b>\$1,346</b>	<b>-2%</b>
<b>Admin Totals</b>	<b>\$37,872</b>	<b>\$39,449</b>	<b>\$44,818</b>	<b>\$6,444</b>	<b>-14%</b>
Admissions Fee	\$0	\$4,285	\$4,282	-\$4	0%
Other COCC Management Fees	\$9,715	\$9,161	\$9,418	\$258	3%
<b>Fees And Charges Totals</b>	<b>\$9,715</b>	<b>\$13,446</b>	<b>\$13,700</b>	<b>\$254</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$0	\$480	\$480	\$0	0%
Tenant Participation - HACA	\$0	\$320	\$320	\$0	0%
<b>Tenant Services Totals</b>	<b>\$0</b>	<b>\$800</b>	<b>\$800</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$15,061	\$13,000	\$15,000	\$2,000	15%
Electric	\$19,088	\$27,000	\$22,000	-\$5,000	-19%
Gas	\$7,429	\$4,500	\$7,500	\$3,000	67%
<b>Utilities Totals</b>	<b>\$41,578</b>	<b>\$44,500</b>	<b>\$44,500</b>	<b>\$0</b>	<b>0%</b>
<b>Services and Fees Totals</b>	<b>\$51,293</b>	<b>\$58,746</b>	<b>\$59,000</b>	<b>\$254</b>	<b>0%</b>
Maintenance Labor	\$18,278	\$24,103	\$23,427	-\$676	-3%
Maintenance Labor - OT	\$1,234	\$1,414	\$1,582	\$168	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$19,511</b>	<b>\$25,517</b>	<b>\$25,009</b>	<b>-\$508</b>	<b>2%</b>
Custodial Materials	\$107	\$1,500	\$1,500	\$0	0%
Electrical Materials	\$131	\$500	\$500	\$0	0%
Plumbing Materials	\$1,524	\$2,000	\$2,000	\$0	0%
Lawn Care & Grounds Materials	\$257	\$150	\$250	\$100	67%
Tools & Equipment	\$192	\$315	\$315	\$0	0%

# Pathways at Salina Apartments

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Water Heater, Boiler & parts	\$0	\$200	\$200	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$0	\$500	\$1,000	\$500	100%
Materials-Gas & Oil	\$216	\$400	\$400	\$0	0%
Exterior Lighting	\$0	\$75	\$200	\$125	167%
Auto Parts	\$0	\$80	\$80	\$0	0%
Paint & Supplies	\$278	\$500	\$500	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$100	\$0	0%
Glass & Window Materials	\$79	\$50	\$250	\$200	400%
Pest Control Materials	\$0	\$53	\$100	\$47	89%
Appliance Parts	\$380	\$140	\$350	\$210	150%
Alarms/Extinguishers/Sprinklers	\$100	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$100	\$250	\$150	150%
Hardware/Locks	\$402	\$100	\$400	\$300	300%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$800	\$600	-\$200	-25%
Window Coverings	\$0	\$175	\$350	\$175	100%
Countertops/Cabinets	\$0	\$100	\$175	\$75	75%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$0	\$200	\$200	\$0	0%
Fencing Materials	\$0	\$0	\$150	\$150	
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$250	\$250	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$3,667</b>	<b>\$8,888</b>	<b>\$10,720</b>	<b>\$1,832</b>	<b>-21%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$3,724	\$4,707	\$5,252	\$545	12%
Custodial Contracts	\$9,280	\$0	\$0	\$0	
Plumbing Contracts	\$1,200	\$3,000	\$2,500	-\$500	-17%
Grounds Contracts	\$1,260	\$2,340	\$2,480	\$140	6%
HVAC Contracts	\$0	\$189	\$1,000	\$811	429%
Fire Protection Contracts	\$0	\$400	\$500	\$100	25%
Vehicle Repairs	\$0	\$100	\$100	\$0	0%
ACM Abatement	\$0	\$0	\$50	\$50	
Make Ready/Cleaning	\$570	\$300	\$700	\$400	133%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$500	\$500	
Pest Control Contracts	\$4,804	\$2,100	\$5,500	\$3,400	162%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	
Masonry Work	\$0	\$0	\$0	\$0	
Electrical Contracts	\$0	\$250	\$300	\$50	20%

# Pathways at Salina Apartments

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Key & Lock Services	\$0	\$50	\$50	\$0	0%
Building & Equipment Repair	\$0	\$500	\$750	\$250	50%
Uniforms Contract	\$186	\$192	\$175	-\$18	-9%
Equipment Rental	\$0	\$50	\$0	-\$50	-100%
Damages - Tenant Property	\$0	\$0	\$0	\$0	
Tree Trimming	\$0	\$1,000	\$1,000	\$0	0%
Roofing	\$0	\$0	\$0	\$0	
In-House Plumbing	\$0	\$0	\$0	\$0	
In-House Bulk Trash Removal	\$751	\$500	\$758	\$258	52%
Reasonable Accommodation Contracts	\$0	\$50	\$50	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$21,775</b>	<b>\$15,728</b>	<b>\$21,664</b>	<b>\$5,937</b>	<b>-38%</b>
<b>Maintenance Totals</b>	<b>\$44,953</b>	<b>\$50,133</b>	<b>\$57,394</b>	<b>\$7,260</b>	<b>-14%</b>
Security Contracts	\$0	\$1,068	\$3,400	\$2,332	218%
Police Officers	\$4,205	\$5,500	\$5,500	\$0	0%
Protective Services Equipments	\$1,464	\$0	\$1,464	\$1,464	
HACA/Police Liaison	\$0	\$519	\$519	\$0	0%
<b>Protective Services Totals</b>	<b>\$5,669</b>	<b>\$7,087</b>	<b>\$10,883</b>	<b>\$3,796</b>	<b>-54%</b>
Insurance	\$7,990	\$7,200	\$8,521	\$1,321	18%
Employee Benefits	\$21,965	\$23,283	\$25,242	\$1,959	8%
Interest on Sellers Note	\$0	\$0	\$0	\$0	
Interest Expense	\$0	\$0	\$0	\$0	
Tenant Relocation	\$0	\$0	\$0	\$0	
Casualty Loss	\$0	\$0	\$0	\$0	
Franchise Tax	\$0	\$0	\$0	\$0	
Loan Cost Expense	\$0	\$0	\$0	\$0	
FSS Escrow Contributions	\$0	\$0	\$0	\$0	
Land Lease Expense	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$30,155</b>	<b>\$30,483</b>	<b>\$33,863</b>	<b>\$3,380</b>	<b>-11%</b>
<b>Other Expenses Totals</b>	<b>\$35,824</b>	<b>\$37,570</b>	<b>\$44,746</b>	<b>\$7,177</b>	<b>-19%</b>
<b>Expense Totals</b>	<b>\$169,941</b>	<b>\$185,897</b>	<b>\$205,958</b>	<b>\$21,135</b>	<b>-11%</b>
<b>Provisions For Reserve</b>	<b>\$78,639</b>	<b>\$43,116</b>	<b>\$29,503</b>	<b>-\$14,687</b>	<b>32%</b>
<b>Debt Principal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Replacement Reserve</b>	<b>\$0</b>	<b>\$11,761</b>	<b>\$12,049</b>	<b>\$288</b>	<b>2%</b>
<b>Balance</b>	<b>\$78,639</b>	<b>\$31,354</b>	<b>\$17,454</b>	<b>-\$14,975</b>	<b>44%</b>
Net Income		\$31,354	\$17,454		
Total Debt		\$0	\$0		
Debt Service Coverage Ratio		#DIV/0!	#DIV/0!		



# Pathways at Santa Rita Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$273,126	\$332,916	\$303,021	-\$29,895	9%
<i>Vacancies</i>	-\$19,538	-\$38,269	-\$39,154	-\$885	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$4,213	-\$21,868	-\$22,374	-\$505	-2%
<i>Excess Utilities</i>	\$1,812	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$5,808	\$0	\$0	\$0	
<i>Other Income</i>	\$26,808	\$2,770	\$2,942	\$173	-6%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,091	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$823,884	\$760,496	\$815,663	\$55,167	-7%
<b>Revenue Totals</b>	<b>\$1,118,204</b>	<b>\$1,036,043</b>	<b>\$1,060,098</b>	<b>\$24,055</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$59,219	\$100,087	\$88,635	-\$11,453	-11%
<i>Admin Salaries - OT</i>	\$295	\$0	\$250	\$250	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,100	\$2,910	\$810	39%
<i>Compensated Absences</i>	\$9,947	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$69,461</b>	<b>\$102,187</b>	<b>\$91,795</b>	<b>-\$10,393</b>	<b>10%</b>
<i>Legal</i>	\$574	\$2,500	\$5,000	\$2,500	100%
<i>Training</i>	\$2,014	\$2,165	\$2,165	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$0	\$0	\$0	
<i>Audit Fees</i>	\$0	\$1,481	\$1,481	\$0	0%
<b>Admin Totals</b>	<b>\$2,588</b>	<b>\$6,146</b>	<b>\$8,646</b>	<b>\$2,500</b>	<b>-41%</b>
<i>Office Supplies</i>	\$171	\$900	\$300	-\$600	-67%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$320	\$122	\$300	\$178	146%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$50	\$0	-\$50	-100%
<i>Membership, Dues &amp; Fees</i>	\$460	\$0	\$230	\$230	
<i>Telephone</i>	\$9,828	\$10,100	\$9,493	-\$606	-6%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$500	\$500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,789	\$1,692	\$1,701	\$9	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Santa Rita Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$242	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$250	\$0	-\$250	-100%
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$654	\$600	\$659	\$59	10%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$1,500	\$1,000	-\$500	-33%
Software	\$6,591	\$6,350	\$6,761	\$411	6%
Document Shredding	\$0	\$100	\$100	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$20,056</b>	<b>\$22,163</b>	<b>\$21,295</b>	<b>-\$868</b>	<b>4%</b>
<b>Admin Totals</b>	<b>\$92,105</b>	<b>\$130,497</b>	<b>\$121,736</b>	<b>-\$8,761</b>	<b>7%</b>
Admissions Fee	\$0	\$12,990	\$12,979	-\$12	0%
Other COCC Management Fees	\$44,294	\$41,442	\$42,404	\$962	2%
<b>Fees And Charges Totals</b>	<b>\$44,294</b>	<b>\$54,432</b>	<b>\$55,383</b>	<b>\$951</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$100	\$1,455	\$1,455	\$0	0%
Tenant Participation - HACA	\$0	\$970	\$970	\$0	0%
<b>Tenant Services Totals</b>	<b>\$100</b>	<b>\$2,425</b>	<b>\$2,425</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$128,971	\$126,000	\$126,000	\$0	0%
Electric	\$11,318	\$15,000	\$13,000	-\$2,000	-13%
Gas	\$57,801	\$45,000	\$53,000	\$8,000	18%
<b>Utilities Totals</b>	<b>\$198,091</b>	<b>\$186,000</b>	<b>\$192,000</b>	<b>\$6,000</b>	<b>-3%</b>
<b>Services and Fees Totals</b>	<b>\$242,485</b>	<b>\$242,857</b>	<b>\$249,808</b>	<b>\$6,951</b>	<b>-3%</b>
Maintenance Labor	\$68,605	\$74,409	\$76,444	\$2,035	3%
Maintenance Labor - OT	\$5,118	\$4,287	\$4,796	\$509	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$73,722</b>	<b>\$78,696</b>	<b>\$81,240</b>	<b>\$2,544</b>	<b>-3%</b>
Custodial Materials	\$591	\$3,000	\$2,500	-\$500	-17%
Electrical Materials	\$986	\$1,200	\$1,200	\$0	0%
Plumbing Materials	\$4,985	\$3,000	\$4,000	\$1,000	33%
Lawn Care & Grounds Materials	\$370	\$500	\$500	\$0	0%
Tools & Equipment	\$1,225	\$1,500	\$1,000	-\$500	-33%
Water Heater, Boiler & parts	\$585	\$350	\$500	\$150	43%

# Pathways at Santa Rita Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$3,250	\$1,500	\$2,000	\$500	33%
Materials-Gas & Oil	\$697	\$1,200	\$1,000	-\$200	-17%
Exterior Lighting	\$374	\$0	\$300	\$300	
Auto Parts	\$0	\$150	\$150	\$0	0%
Paint & Supplies	\$5,162	\$3,800	\$5,000	\$1,200	32%
Flooring/Ceiling Materials	\$743	\$2,485	\$1,500	-\$985	-40%
Glass & Window Materials	\$263	\$1,200	\$2,000	\$800	67%
Pest Control Materials	\$0	\$700	\$500	-\$200	-29%
Appliance Parts	\$640	\$1,700	\$1,000	-\$700	-41%
Alarms/Extinguishers/Sprinklers	\$544	\$1,000	\$750	-\$250	-25%
Roofing Materials	\$0	\$250	\$250	\$0	0%
Hardware/Locks	\$2,149	\$2,000	\$2,000	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$750	\$600	-\$150	-20%
Window Coverings	\$3,135	\$2,500	\$3,000	\$500	20%
Countertops/Cabinets	\$0	\$150	\$150	\$0	0%
Lumber & Sheetrock	\$164	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$3,277	\$2,000	\$4,000	\$2,000	100%
Fencing Materials	\$0	\$300	\$200	-\$100	-33%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$1,500	\$1,000	-\$500	-33%
<b>Maintenance Materials Totals</b>	<b>\$29,140</b>	<b>\$32,835</b>	<b>\$35,200</b>	<b>\$2,365</b>	<b>-7%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$36,744	\$34,334	\$48,237	\$13,903	40%
Custodial Contracts	\$950	\$0	\$0	\$0	
Plumbing Contracts	\$41,930	\$30,000	\$34,000	\$4,000	13%
Grounds Contracts	\$15,440	\$20,340	\$21,260	\$920	5%
HVAC Contracts	\$0	\$500	\$500	\$0	0%
Fire Protection Contracts	\$0	\$400	\$900	\$500	125%
Vehicle Repairs	\$1,428	\$250	\$500	\$250	100%
ACM Abatement	\$114	\$0	\$75	\$75	
Make Ready/Cleaning	\$2,592	\$8,500	\$11,500	\$3,000	35%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$2,480	\$3,900	\$8,835	\$4,935	127%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	
Masonry Work	\$0	\$250	\$0	-\$250	-100%
Electrical Contracts	\$0	\$1,000	\$750	-\$250	-25%
Key & Lock Services	\$0	\$0	\$0	\$0	

# Pathways at Santa Rita Courts

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$10,780	\$1,500	\$1,500	\$0	0%
<i>Uniforms Contract</i>	\$566	\$610	\$542	-\$68	-11%
<i>Equipment Rental</i>	\$388	\$250	\$300	\$50	20%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$10,000	\$12,500	\$2,500	25%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$3,900	\$3,921	\$3,881	-\$40	-1%
<i>Reasonable Accommodation Contracts</i>	\$0	\$0	\$0	\$0	
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$117,312</b>	<b>\$115,755</b>	<b>\$145,281</b>	<b>\$29,526</b>	<b>-26%</b>
<b>Maintenance Totals</b>	<b>\$220,174</b>	<b>\$227,286</b>	<b>\$261,721</b>	<b>\$34,435</b>	<b>-15%</b>
<i>Security Contracts</i>	\$0	\$1,116	\$0	-\$1,116	-100%
<i>Police Officers</i>	\$13,430	\$20,000	\$20,000	\$0	0%
<i>Protective Services Equipments</i>	\$1,116	\$0	\$1,512	\$1,512	
<i>HACA/Police Liaison</i>	\$0	\$1,572	\$1,572	\$0	0%
<b>Protective Services Totals</b>	<b>\$14,546</b>	<b>\$22,688</b>	<b>\$23,084</b>	<b>\$396</b>	<b>-2%</b>
<i>Insurance</i>	\$43,674	\$35,677	\$43,765	\$8,088	23%
<i>Employee Benefits</i>	\$61,111	\$83,134	\$79,959	-\$3,175	-4%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$181,283	\$181,079	\$178,200	-\$2,879	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$286,268</b>	<b>\$299,890</b>	<b>\$302,024</b>	<b>\$2,134</b>	<b>-1%</b>
<b>Other Expenses Totals</b>	<b>\$300,814</b>	<b>\$322,578</b>	<b>\$325,108</b>	<b>\$2,530</b>	<b>-1%</b>
<b>Expense Totals</b>	<b>\$855,579</b>	<b>\$923,218</b>	<b>\$958,372</b>	<b>\$35,155</b>	<b>-4%</b>
<b>Provisions For Reserve</b>	<b>\$262,626</b>	<b>\$112,826</b>	<b>\$101,726</b>	<b>-\$11,100</b>	<b>10%</b>
<b>Debt Principal</b>	<b>\$53,099</b>	<b>\$53,304</b>	<b>\$56,183</b>	<b>\$2,879</b>	<b>5%</b>
<b>Replacement Reserve</b>	<b>\$34,680</b>	<b>\$35,657</b>	<b>\$36,544</b>	<b>\$887</b>	<b>2%</b>
<b>Balance</b>	<b>\$174,846</b>	<b>\$23,865</b>	<b>\$8,999</b>	<b>-\$14,865</b>	<b>62%</b>
Net Income		\$258,247	\$243,382		
Total Debt		\$234,383	\$234,383		
Debt Service Coverage Ratio		1.10	1.04		

# Pathways at Meadowbrook

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$596,421	\$633,748	\$615,085	-\$18,663	3%
<i>Vacancies</i>	-\$36,553	-\$59,221	-\$60,533	-\$1,312	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$17,703	-\$33,841	-\$34,590	-\$750	-2%
<i>Excess Utilities</i>	\$5,054	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$7,620	\$10,200	\$2,580	-34%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$6,930	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$7,486	\$0	\$0	\$0	
<i>Other Income</i>	\$520,795	\$8,118	\$3,456	-\$4,662	57%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,986	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$1,090,446	\$1,058,281	\$1,114,432	\$56,150	-5%
<b>Revenue Totals</b>	<b>\$2,175,862</b>	<b>\$1,614,706</b>	<b>\$1,648,049</b>	<b>\$33,343</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$120,225	\$148,066	\$147,549	-\$517	0%
<i>Admin Salaries - OT</i>	\$1,931	\$0	\$375	\$375	
<i>Admin Salaries-Temp</i>	\$3,521	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$4,200	\$4,800	\$600	14%
<i>Compensated Absences</i>	\$22,610	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$148,287</b>	<b>\$152,266</b>	<b>\$152,724</b>	<b>\$458</b>	<b>0%</b>
<i>Legal</i>	\$10,786	\$5,000	\$8,800	\$3,800	76%
<i>Training</i>	\$3,010	\$2,898	\$2,898	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$300	\$150	-\$150	-50%
<i>Audit Fees</i>	\$0	\$2,443	\$2,443	\$0	0%
<b>Admin Totals</b>	<b>\$13,796</b>	<b>\$10,641</b>	<b>\$14,291</b>	<b>\$3,650</b>	<b>-34%</b>
<i>Office Supplies</i>	\$481	\$2,250	\$2,250	\$0	0%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$783	\$1,000	\$1,000	\$0	0%
<i>Advertising</i>	\$0	\$200	\$200	\$0	0%
<i>Printing</i>	\$0	\$300	\$300	\$0	0%
<i>Membership, Dues &amp; Fees</i>	\$460	\$50	\$50	\$0	0%
<i>Telephone</i>	\$17,882	\$12,609	\$12,104	-\$506	-4%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$3,000	\$3,000	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$27,438	\$0	-\$27,438	-100%
<i>Equipment Leases</i>	\$1,898	\$1,739	\$1,754	\$15	1%
<i>Office Equipment(Under \$2,500)</i>	\$350	\$1,250	\$1,250	\$0	0%
<i>Office Equipment Repairs</i>	\$0	\$53	\$53	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$406	\$0	\$500	\$500	

# Pathways at Meadowbrook

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$1,080	\$1,000	\$1,088	\$88	9%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$85	\$85	\$0	0%
Interpreter Fee	\$0	\$1,000	\$500	-\$500	-50%
Software	\$11,110	\$10,474	\$11,152	\$678	6%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$34,449</b>	<b>\$62,748</b>	<b>\$35,835</b>	<b>-\$26,913</b>	<b>43%</b>
<b>Admin Totals</b>	<b>\$196,532</b>	<b>\$225,655</b>	<b>\$202,850</b>	<b>-\$22,804</b>	<b>10%</b>
Admissions Fee	\$0	\$20,427	\$20,427	\$0	0%
Other COCC Management Fees	\$65,190	\$64,588	\$65,922	\$1,334	2%
<b>Fees And Charges Totals</b>	<b>\$65,190</b>	<b>\$85,015</b>	<b>\$86,349</b>	<b>\$1,334</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$2,919	\$2,400	\$2,400	\$0	0%
Tenant Participation - HACA	\$0	\$1,600	\$1,600	\$0	0%
<b>Tenant Services Totals</b>	<b>\$2,919</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$58,146	\$80,000	\$70,000	-\$10,000	-13%
Electric	\$17,658	\$27,250	\$27,000	-\$250	-1%
Gas	\$62,774	\$69,000	\$67,000	-\$2,000	-3%
<b>Utilities Totals</b>	<b>\$138,579</b>	<b>\$176,250</b>	<b>\$164,000</b>	<b>-\$12,250</b>	<b>7%</b>
<b>Services and Fees Totals</b>	<b>\$206,688</b>	<b>\$265,265</b>	<b>\$254,349</b>	<b>-\$10,916</b>	<b>4%</b>
Maintenance Labor	\$90,586	\$115,490	\$117,919	\$2,429	2%
Maintenance Labor - OT	\$11,765	\$7,071	\$7,911	\$840	12%
Maintenance Labor - Temp	\$9,713	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$112,063</b>	<b>\$122,561</b>	<b>\$125,830</b>	<b>\$3,269</b>	<b>-3%</b>
Custodial Materials	\$896	\$3,500	\$3,500	\$0	0%
Electrical Materials	\$7	\$5,000	\$5,000	\$0	0%
Plumbing Materials	\$6,597	\$7,000	\$8,000	\$1,000	14%
Lawn Care & Grounds Materials	\$422	\$2,500	\$2,500	\$0	0%
Tools & Equipment	\$844	\$2,500	\$2,500	\$0	0%
Water Heater, Boiler & parts	\$0	\$2,000	\$2,000	\$0	0%

# Pathways at Meadowbrook

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$4,932	\$10,000	\$10,000	\$0	0%
Materials-Gas & Oil	\$1,344	\$2,000	\$2,000	\$0	0%
Exterior Lighting	\$3,783	\$4,000	\$3,000	-\$1,000	-25%
Auto Parts	\$40	\$500	\$500	\$0	0%
Paint & Supplies	\$2,745	\$11,000	\$11,000	\$0	0%
Flooring/Ceiling Materials	\$1,000	\$1,000	\$1,000	\$0	0%
Glass & Window Materials	\$0	\$1,000	\$2,000	\$1,000	100%
Pest Control Materials	\$62	\$200	\$200	\$0	0%
Appliance Parts	\$7,170	\$4,000	\$6,500	\$2,500	63%
Alarms/Extinguishers/Sprinklers	\$484	\$3,000	\$3,000	\$0	0%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$2,127	\$4,000	\$4,000	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$33	\$1,000	\$1,000	\$0	0%
Window Coverings	\$1,148	\$5,000	\$5,000	\$0	0%
Countertops/Cabinets	\$259	\$1,200	\$600	-\$600	-50%
Lumber & Sheetrock	\$512	\$1,000	\$1,500	\$500	50%
Maintenance Licenses and Fee	\$0	\$30	\$0	-\$30	-100%
Doors	\$942	\$4,300	\$4,500	\$200	5%
Fencing Materials	\$174	\$300	\$300	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$39	\$2,000	\$2,000	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$35,560</b>	<b>\$78,080</b>	<b>\$81,650</b>	<b>\$3,570</b>	<b>-5%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$50,022	\$46,801	\$57,434	\$10,633	23%
Custodial Contracts	\$15,188	\$15,500	\$15,225	-\$275	-2%
Plumbing Contracts	\$1,102	\$10,000	\$10,000	\$0	0%
Grounds Contracts	\$20,850	\$37,572	\$43,308	\$5,736	15%
HVAC Contracts	\$0	\$1,500	\$1,500	\$0	0%
Fire Protection Contracts	\$1,860	\$6,000	\$4,900	-\$1,100	-18%
Vehicle Repairs	\$3,455	\$4,000	\$4,000	\$0	0%
ACM Abatement	\$114	\$700	\$350	-\$350	-50%
Make Ready/Cleaning	\$23,842	\$17,500	\$19,447	\$1,947	11%
Contract Painting	\$0	\$1,000	\$0	-\$1,000	-100%
Carpet/Flooring Cleaing & Repair	\$0	\$100	\$100	\$0	0%
Pest Control Contracts	\$2,507	\$5,400	\$13,920	\$8,520	158%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$3,100	\$2,100	-\$1,000	-32%
Masonry Work	\$0	\$500	\$500	\$0	0%
Electrical Contracts	\$4,100	\$2,000	\$4,000	\$2,000	100%
Key & Lock Services	\$0	\$500	\$500	\$0	0%

# Pathways at Meadowbrook

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$9,000	\$4,000	-\$5,000	-56%
<i>Uniforms Contract</i>	\$894	\$914	\$808	-\$106	-12%
<i>Equipment Rental</i>	\$0	\$50	\$50	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$3,420	\$18,000	\$15,000	-\$3,000	-17%
<i>Roofing</i>	\$0	\$2,500	\$2,500	\$0	0%
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$4,688	\$4,000	\$4,050	\$50	1%
<i>Reasonable Accommodation Contracts</i>	\$0	\$250	\$500	\$250	100%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$132,041</b>	<b>\$186,887</b>	<b>\$204,193</b>	<b>\$17,306</b>	<b>-9%</b>
<b>Maintenance Totals</b>	<b>\$279,664</b>	<b>\$387,529</b>	<b>\$411,673</b>	<b>\$24,144</b>	<b>-6%</b>
<i>Security Contracts</i>	\$1,536	\$1,380	\$1,500	\$120	9%
<i>Police Officers</i>	\$20,350	\$30,000	\$30,000	\$0	0%
<i>Protective Services Equipments</i>	\$2,586	\$0	\$1,776	\$1,776	
<i>HACA/Police Liaison</i>	\$0	\$2,593	\$2,593	\$0	0%
<b>Protective Services Totals</b>	<b>\$24,472</b>	<b>\$33,973</b>	<b>\$35,869</b>	<b>\$1,896</b>	<b>-6%</b>
<i>Insurance</i>	\$66,586	\$62,546	\$76,474	\$13,928	22%
<i>Employee Benefits</i>	\$123,752	\$125,841	\$128,664	\$2,823	2%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$312,726	\$312,053	\$305,802	-\$6,251	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$503,264</b>	<b>\$500,440</b>	<b>\$511,040</b>	<b>\$10,600</b>	<b>-2%</b>
<b>Other Expenses Totals</b>	<b>\$527,737</b>	<b>\$534,413</b>	<b>\$546,909</b>	<b>\$12,496</b>	<b>-2%</b>
<b>Expense Totals</b>	<b>\$1,210,621</b>	<b>\$1,412,861</b>	<b>\$1,415,781</b>	<b>\$2,920</b>	<b>0%</b>
<b>Provisions For Reserve</b>	<b>\$965,241</b>	<b>\$201,844</b>	<b>\$232,268</b>	<b>\$30,423</b>	<b>-15%</b>
<b>Debt Principal</b>	<b>\$140,197</b>	<b>\$140,870</b>	<b>\$147,121</b>	<b>\$6,251</b>	<b>4%</b>
<b>Replacement Reserve</b>	<b>\$59,628</b>	<b>\$59,886</b>	<b>\$61,371</b>	<b>\$1,484</b>	<b>2%</b>
<b>Balance</b>	<b>\$765,416</b>	<b>\$1,088</b>	<b>\$23,776</b>	<b>\$22,688</b>	<b>-2085%</b>
Net Income		\$454,011	\$476,699		
Total Debt		\$452,923	\$452,923		
Debt Service Coverage Ratio		1.00	1.05		



# Pathways at Booker T Washington

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$848,372	\$650,394	\$749,383	\$98,989	-15%
<i>Vacancies</i>	-\$60,188	-\$83,882	-\$85,754	-\$1,872	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$18,533	-\$47,932	-\$49,002	-\$1,070	-2%
<i>Excess Utilities</i>	\$916	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$12,350	\$0	\$0	\$0	
<i>Other Income</i>	\$80,252	\$5,951	\$4,673	-\$1,278	21%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$7,125	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$1,569,914	\$1,746,228	\$1,700,727	-\$45,501	3%
<b>Revenue Totals</b>	<b>\$2,440,207</b>	<b>\$2,270,759</b>	<b>\$2,320,027</b>	<b>\$49,268</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$144,385	\$165,165	\$183,826	\$18,662	11%
<i>Admin Salaries - OT</i>	\$825	\$0	\$375	\$375	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,775	\$6,480	\$3,705	134%
<i>Compensated Absences</i>	\$21,074	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$166,284</b>	<b>\$167,940</b>	<b>\$190,681</b>	<b>\$22,742</b>	<b>-14%</b>
<i>Legal</i>	\$343	\$2,000	\$8,000	\$6,000	300%
<i>Training</i>	\$3,416	\$3,413	\$3,413	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$12	\$0	-\$12	-100%
<i>Audit Fees</i>	\$0	\$3,298	\$3,298	\$0	0%
<b>Admin Totals</b>	<b>\$3,759</b>	<b>\$8,724</b>	<b>\$14,711</b>	<b>\$5,987</b>	<b>-69%</b>
<i>Office Supplies</i>	\$1,725	\$2,000	\$1,800	-\$200	-10%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$867	\$1,000	\$900	-\$100	-10%
<i>Advertising</i>	\$0	\$500	\$250	-\$250	-50%
<i>Printing</i>	\$0	\$750	\$250	-\$500	-67%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$6,738	\$13,945	\$11,813	-\$2,132	-15%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	-\$834	\$2,500	\$2,000	-\$500	-20%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$3,614	\$3,402	\$3,420	\$18	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$18	\$50	\$0	-\$50	-100%

# Pathways at Booker T Washington

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$25	\$0	-\$25	-100%
Miscellaneous Expense	\$0	\$50	\$0	-\$50	-100%
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$1,451	\$1,436	\$1,468	\$32	2%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$260	\$600	\$500	-\$100	-17%
Software	\$14,937	\$14,139	\$15,055	\$916	6%
Document Shredding	\$0	\$300	\$300	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$28,774</b>	<b>\$40,697</b>	<b>\$38,007</b>	<b>-\$2,690</b>	<b>7%</b>
<b>Admin Totals</b>	<b>\$198,817</b>	<b>\$217,360</b>	<b>\$243,399</b>	<b>\$26,039</b>	<b>-12%</b>
Admissions Fee	\$0	\$28,927	\$28,901	-\$26	0%
Other COCC Management Fees	\$94,879	\$90,830	\$92,801	\$1,971	2%
<b>Fees And Charges Totals</b>	<b>\$94,879</b>	<b>\$119,757</b>	<b>\$121,702</b>	<b>\$1,945</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$1,449	\$3,240	\$3,240	\$0	0%
Tenant Participation - HACA	\$47	\$2,160	\$2,160	\$0	0%
<b>Tenant Services Totals</b>	<b>\$1,496</b>	<b>\$5,400</b>	<b>\$5,400</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$260,774	\$260,000	\$260,000	\$0	0%
Electric	\$16,935	\$25,000	\$18,000	-\$7,000	-28%
Gas	\$84,685	\$70,000	\$82,000	\$12,000	17%
<b>Utilities Totals</b>	<b>\$362,394</b>	<b>\$355,000</b>	<b>\$360,000</b>	<b>\$5,000</b>	<b>-1%</b>
<b>Services and Fees Totals</b>	<b>\$458,769</b>	<b>\$480,157</b>	<b>\$487,102</b>	<b>\$6,945</b>	<b>-1%</b>
Maintenance Labor	\$111,212	\$146,352	\$154,409	\$8,057	6%
Maintenance Labor - OT	\$7,850	\$15,910	\$10,680	-\$5,231	-33%
Maintenance Labor - Temp	\$19,525	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$138,587</b>	<b>\$162,262</b>	<b>\$165,089</b>	<b>\$2,826</b>	<b>-2%</b>
Custodial Materials	\$2,696	\$5,000	\$4,500	-\$500	-10%
Electrical Materials	\$4,331	\$5,500	\$5,500	\$0	0%
Plumbing Materials	\$7,284	\$7,000	\$7,000	\$0	0%
Lawn Care & Grounds Materials	\$823	\$750	\$750	\$0	0%
Tools & Equipment	\$1,520	\$2,500	\$2,500	\$0	0%
Water Heater, Boiler & parts	\$0	\$1,000	\$750	-\$250	-25%

# Pathways at Booker T Washington

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$2,556	\$7,500	\$6,000	-\$1,500	-20%
Materials-Gas & Oil	\$2,255	\$4,000	\$2,500	-\$1,500	-38%
Exterior Lighting	\$0	\$5,000	\$2,500	-\$2,500	-50%
Auto Parts	\$200	\$500	\$500	\$0	0%
Paint & Supplies	\$15,006	\$15,000	\$17,500	\$2,500	17%
Flooring/Ceiling Materials	\$7,843	\$4,500	\$6,000	\$1,500	33%
Glass & Window Materials	\$2,341	\$5,000	\$4,500	-\$500	-10%
Pest Control Materials	\$246	\$750	\$750	\$0	0%
Appliance Parts	\$5,351	\$5,000	\$5,000	\$0	0%
Alarms/Extinguishers/Sprinklers	\$1,751	\$750	\$750	\$0	0%
Roofing Materials	\$0	\$500	\$0	-\$500	-100%
Hardware/Locks	\$4,285	\$5,000	\$4,500	-\$500	-10%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$1,500	\$1,000	-\$500	-33%
Window Coverings	\$5,656	\$7,500	\$7,500	\$0	0%
Countertops/Cabinets	\$0	\$900	\$900	\$0	0%
Lumber & Sheetrock	\$0	\$1,200	\$1,200	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	-\$60	\$1,000	\$1,800	\$800	80%
Fencing Materials	\$0	\$700	\$500	-\$200	-29%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$500	\$500	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$64,084</b>	<b>\$88,550</b>	<b>\$84,900</b>	<b>-\$3,650</b>	<b>4%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$60,350	\$60,185	\$89,227	\$29,042	48%
Custodial Contracts	\$17,423	\$17,208	\$17,466	\$258	2%
Plumbing Contracts	\$25,580	\$30,000	\$29,000	-\$1,000	-3%
Grounds Contracts	\$26,700	\$56,280	\$56,057	-\$223	0%
HVAC Contracts	\$0	\$3,000	\$2,000	-\$1,000	-33%
Fire Protection Contracts	\$987	\$1,500	\$1,852	\$352	23%
Vehicle Repairs	\$9,407	\$2,500	\$4,000	\$1,500	60%
ACM Abatement	\$114	\$0	\$150	\$150	
Make Ready/Cleaning	\$54,209	\$15,000	\$21,375	\$6,375	43%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$2,500	\$750	-\$1,750	-70%
Pest Control Contracts	\$1,951	\$6,900	\$16,190	\$9,290	135%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	
Masonry Work	\$0	\$0	\$0	\$0	
Electrical Contracts	\$0	\$3,000	\$1,500	-\$1,500	-50%
Key & Lock Services	\$0	\$1,000	\$1,000	\$0	0%

# Pathways at Booker T Washington

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$3,990	\$3,000	\$3,500	\$500	17%
<i>Uniforms Contract</i>	\$1,200	\$1,219	\$1,084	-\$135	-11%
<i>Equipment Rental</i>	\$1,434	\$1,000	\$1,000	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$9,000	\$10,000	\$1,000	11%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$9,263	\$6,000	\$8,000	\$2,000	33%
<i>Reasonable Accommodation Contracts</i>	\$0	\$0	\$750	\$750	
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$212,607</b>	<b>\$219,292</b>	<b>\$264,901</b>	<b>\$45,609</b>	<b>-21%</b>
<b>Maintenance Totals</b>	<b>\$415,278</b>	<b>\$470,105</b>	<b>\$514,890</b>	<b>\$44,785</b>	<b>-10%</b>
<i>Security Contracts</i>	\$0	\$3,168	\$14,000	\$10,832	342%
<i>Police Officers</i>	\$10,875	\$15,000	\$14,000	-\$1,000	-7%
<i>Protective Services Equipments</i>	\$8,101	\$0	\$3,444	\$3,444	
<i>HACA/Police Liaison</i>	\$0	\$3,500	\$3,500	\$0	0%
<b>Protective Services Totals</b>	<b>\$18,976</b>	<b>\$21,668</b>	<b>\$34,944</b>	<b>\$13,276</b>	<b>-61%</b>
<i>Insurance</i>	\$82,688	\$78,007	\$94,406	\$16,399	21%
<i>Employee Benefits</i>	\$149,843	\$152,254	\$164,166	\$11,913	8%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$478,959	\$477,928	\$468,355	-\$9,573	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$711,691</b>	<b>\$708,189</b>	<b>\$727,027</b>	<b>\$18,838</b>	<b>-3%</b>
<b>Other Expenses Totals</b>	<b>\$730,666</b>	<b>\$729,857</b>	<b>\$761,971</b>	<b>\$32,114</b>	<b>-4%</b>
<b>Expense Totals</b>	<b>\$1,803,531</b>	<b>\$1,897,479</b>	<b>\$2,007,362</b>	<b>\$109,883</b>	<b>-6%</b>
<b>Provisions For Reserve</b>	<b>\$636,677</b>	<b>\$373,280</b>	<b>\$312,665</b>	<b>-\$60,615</b>	<b>16%</b>
<b>Debt Principal</b>	<b>\$214,720</b>	<b>\$215,751</b>	<b>\$225,324</b>	<b>\$9,573</b>	<b>4%</b>
<b>Replacement Reserve</b>	<b>\$77,511</b>	<b>\$80,845</b>	<b>\$82,856</b>	<b>\$2,011</b>	<b>2%</b>
<b>Balance</b>	<b>\$344,446</b>	<b>\$76,684</b>	<b>\$4,485</b>	<b>-\$72,199</b>	<b>94%</b>
Net Income		\$770,363	\$698,164		
Total Debt		\$693,679	\$693,679		
Debt Service Coverage Ratio		1.11	1.01		

# Pathways at Lakeside

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$548,799	\$498,259	\$523,529	\$25,270	-5%
<i>Vacancies</i>	-\$46,534	-\$55,152	-\$56,558	-\$1,406	-3%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$48,491	-\$31,515	-\$32,319	-\$804	-3%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$58,456	\$58,456	\$58,456	\$0	0%
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$6,517	\$0	\$0	\$0	
<i>Other Income</i>	\$87,646	\$24,243	\$30,250	\$6,007	-25%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$3,233	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$1,010,114	\$1,077,501	\$1,092,410	\$14,910	-1%
<b>Revenue Totals</b>	<b>\$1,619,740</b>	<b>\$1,571,791</b>	<b>\$1,615,768</b>	<b>\$43,977</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$93,649	\$114,808	\$117,976	\$3,168	3%
<i>Admin Salaries - OT</i>	\$551	\$0	\$375	\$375	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,400	\$4,890	\$2,490	104%
<i>Compensated Absences</i>	\$14,031	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$108,231</b>	<b>\$117,208</b>	<b>\$123,241</b>	<b>\$6,033</b>	<b>-5%</b>
<i>Legal</i>	\$23,013	\$10,000	\$8,965	-\$1,035	-10%
<i>Training</i>	\$4,243	\$2,741	\$2,741	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$0	\$0	\$0	
<i>Audit Fees</i>	\$0	\$2,489	\$2,489	\$0	0%
<b>Admin Totals</b>	<b>\$27,256</b>	<b>\$15,230</b>	<b>\$14,195</b>	<b>-\$1,035</b>	<b>7%</b>
<i>Office Supplies</i>	\$183	\$800	\$400	-\$400	-50%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$443	\$450	\$450	\$0	0%
<i>Advertising</i>	\$0	\$174	\$50	-\$124	-71%
<i>Printing</i>	\$0	\$175	\$50	-\$125	-71%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$13,096	\$12,960	\$12,513	-\$447	-3%
<i>Internet/Cable</i>	\$37,159	\$30,252	\$38,932	\$8,680	29%
<i>Court Cost</i>	\$0	\$1,480	\$1,000	-\$480	-32%
<i>Office Custodial</i>	\$300	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,903	\$1,742	\$1,757	\$15	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	

# Pathways at Lakeside

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	
<i>Meeting Expense</i>	\$286	\$0	\$0	\$0	
<i>Miscellaneous Expense</i>	\$0	\$25	\$0	-\$25	-100%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	
<i>Answering Service</i>	\$1,102	\$800	\$1,108	\$308	39%
<i>Consultants</i>	\$0	\$0	\$0	\$0	
<i>Newsletter</i>	\$0	\$0	\$0	\$0	
<i>Criminal &amp; Credit Reports</i>	\$0	\$0	\$0	\$0	
<i>Employee Physical</i>	\$0	\$0	\$0	\$0	
<i>Interpreter Fee</i>	\$0	\$650	\$500	-\$150	-23%
<i>Software</i>	\$13,039	\$10,670	\$11,361	\$691	6%
<i>Document Shredding</i>	\$0	\$300	\$250	-\$50	-17%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	
<i>Permits, Licenses &amp; Certificates</i>	\$0	\$0	\$0	\$0	
<i>Inspections</i>	\$0	\$0	\$0	\$0	
<i>Application Tracking System</i>	\$0	\$0	\$0	\$0	
<i>RBC-Asset Management Fee</i>	\$0	\$0	\$0	\$0	
<i>Partnership Management Fee</i>	\$0	\$0	\$0	\$0	
<i>Tenant Rent Incentives</i>	\$0	\$0	\$0	\$0	
<i>TDHCA Compliance Fee</i>	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$67,511</b>	<b>\$60,478</b>	<b>\$68,372</b>	<b>\$7,894</b>	<b>-13%</b>
<b>Admin Totals</b>	<b>\$202,998</b>	<b>\$192,916</b>	<b>\$205,808</b>	<b>\$12,892</b>	<b>-7%</b>
<i>Admissions Fee</i>	\$0	\$21,829	\$21,809	-\$20	0%
<i>Other COCC Management Fees</i>	\$61,980	\$62,872	\$64,631	\$1,759	3%
<b>Fees And Charges Totals</b>	<b>\$61,980</b>	<b>\$84,701</b>	<b>\$86,440</b>	<b>\$1,740</b>	<b>-2%</b>
<i>Tenant Participation - Resident Council</i>	\$1,021	\$2,445	\$2,445	\$0	0%
<i>Tenant Participation - HACA</i>	\$0	\$1,630	\$1,630	\$0	0%
<b>Tenant Services Totals</b>	<b>\$1,021</b>	<b>\$4,075</b>	<b>\$4,075</b>	<b>\$0</b>	<b>0%</b>
<i>Water &amp; Sewer</i>	\$82,758	\$85,000	\$85,000	\$0	0%
<i>Electric</i>	\$106,681	\$130,000	\$110,000	-\$20,000	-15%
<i>Gas</i>	\$42,438	\$25,000	\$45,000	\$20,000	80%
<b>Utilities Totals</b>	<b>\$231,877</b>	<b>\$240,000</b>	<b>\$240,000</b>	<b>\$0</b>	<b>0%</b>
<b>Services and Fees Totals</b>	<b>\$294,879</b>	<b>\$328,776</b>	<b>\$330,515</b>	<b>\$1,740</b>	<b>-1%</b>
<i>Maintenance Labor</i>	\$112,754	\$114,126	\$115,309	\$1,183	1%
<i>Maintenance Labor - OT</i>	\$11,155	\$7,204	\$8,059	\$855	12%
<i>Maintenance Labor - Temp</i>	\$10,205	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$134,114</b>	<b>\$121,330</b>	<b>\$123,368</b>	<b>\$2,038</b>	<b>-2%</b>
<i>Custodial Materials</i>	\$1,755	\$4,000	\$4,500	\$500	13%
<i>Electrical Materials</i>	\$2,766	\$2,500	\$2,500	\$0	0%
<i>Plumbing Materials</i>	\$5,072	\$2,400	\$5,000	\$2,600	108%
<i>Lawn Care &amp; Grounds Materials</i>	\$266	\$0	\$100	\$100	

# Pathways at Lakeside

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Tools &amp; Equipment</i>	\$615	\$1,400	\$1,400	\$0	0%
<i>Water Heater, Boiler &amp; parts</i>	\$0	\$0	\$0	\$0	
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	
<i>HVAC Materials</i>	\$0	\$2,500	\$1,000	-\$1,500	-60%
<i>Materials-Gas &amp; Oil</i>	\$263	\$200	\$200	\$0	0%
<i>Exterior Lighting</i>	\$0	\$0	\$1,000	\$1,000	
<i>Auto Parts</i>	\$0	\$150	\$150	\$0	0%
<i>Paint &amp; Supplies</i>	\$0	\$2,000	\$1,500	-\$500	-25%
<i>Flooring/Ceiling Materials</i>	\$0	\$200	\$200	\$0	0%
<i>Glass &amp; Window Materials</i>	\$0	\$800	\$800	\$0	0%
<i>Pest Control Materials</i>	\$0	\$100	\$100	\$0	0%
<i>Appliance Parts</i>	\$376	\$2,250	\$2,000	-\$250	-11%
<i>Alarms/Extinguishers/Sprinklers</i>	\$809	\$1,000	\$1,000	\$0	0%
<i>Roofing Materials</i>	\$0	\$0	\$0	\$0	
<i>Hardware/Locks</i>	\$495	\$2,500	\$2,000	-\$500	-20%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$0	\$1,200	\$1,000	-\$200	-17%
<i>Window Coverings</i>	\$2,064	\$3,400	\$3,400	\$0	0%
<i>Countertops/Cabinets</i>	\$0	\$0	\$0	\$0	
<i>Lumber &amp; Sheetrock</i>	\$379	\$0	\$0	\$0	
<i>Maintenance Licenses and Fee</i>	\$0	\$0	\$0	\$0	
<i>Doors</i>	\$0	\$900	\$900	\$0	0%
<i>Fencing Materials</i>	\$0	\$0	\$0	\$0	
<i>Refrigerators</i>	\$0	\$0	\$0	\$0	
<i>Ranges</i>	\$0	\$0	\$0	\$0	
<i>Dishwashers</i>	\$0	\$0	\$0	\$0	
<i>Reasonable Accommodation Materials</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Materials Totals</b>	<b>\$14,859</b>	<b>\$27,500</b>	<b>\$28,750</b>	<b>\$1,250</b>	<b>-5%</b>
<i>Elevator Contracts</i>	\$16,815	\$22,676	\$22,676	\$0	0%
<i>Trash Removal</i>	\$15,886	\$19,237	\$23,408	\$4,171	22%
<i>Custodial Contracts</i>	\$0	\$0	\$0	\$0	
<i>Plumbing Contracts</i>	\$33,354	\$9,800	\$20,000	\$10,200	104%
<i>Grounds Contracts</i>	\$23,290	\$7,540	\$11,992	\$4,452	59%
<i>HVAC Contracts</i>	\$2,857	\$5,000	\$5,000	\$0	0%
<i>Fire Protection Contracts</i>	\$8,824	\$35,000	\$20,000	-\$15,000	-43%
<i>Vehicle Repairs</i>	\$0	\$500	\$500	\$0	0%
<i>ACM Abatement</i>	\$600	\$0	\$500	\$500	
<i>Make Ready/Cleaning</i>	\$7,020	\$12,000	\$11,760	-\$240	-2%
<i>Contract Painting</i>	\$0	\$500	\$6,000	\$5,500	1100%
<i>Carpet/Flooring Cleaing &amp; Repair</i>	\$0	\$2,680	\$1,000	-\$1,680	-63%
<i>Pest Control Contracts</i>	\$21,120	\$20,280	\$26,500	\$6,220	31%
<i>Water Treatment</i>	\$3,280	\$5,000	\$4,920	-\$80	-2%
<i>Door/Window Repair Contracts</i>	\$5,106	\$3,000	\$5,000	\$2,000	67%
<i>Masonry Work</i>	\$0	\$0	\$500	\$500	

# Pathways at Lakeside

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Electrical Contracts</i>	\$2,652	\$1,000	\$2,000	\$1,000	100%
<i>Key &amp; Lock Services</i>	\$0	\$0	\$0	\$0	
<i>Building &amp; Equipment Repair</i>	\$3,538	\$500	\$1,000	\$500	100%
<i>Uniforms Contract</i>	\$904	\$914	\$808	-\$106	-12%
<i>Equipment Rental</i>	\$388	\$500	\$0	-\$500	-100%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$8,265	\$2,000	\$3,500	\$1,500	75%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$3,488	\$3,500	\$3,000	-\$500	-14%
<i>Reasonable Accommodation Contracts</i>	\$0	\$500	\$1,000	\$500	100%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$157,385</b>	<b>\$152,128</b>	<b>\$171,064</b>	<b>\$18,937</b>	<b>-12%</b>
<b>Maintenance Totals</b>	<b>\$306,358</b>	<b>\$300,958</b>	<b>\$323,183</b>	<b>\$22,225</b>	<b>-7%</b>
<i>Security Contracts</i>	\$0	\$4,000	\$45,000	\$41,000	1025%
<i>Police Officers</i>	\$12,250	\$25,000	\$20,000	-\$5,000	-20%
<i>Protective Services Equipments</i>	\$2,982	\$0	\$3,000	\$3,000	
<i>HACA/Police Liaison</i>	\$0	\$2,641	\$2,641	\$0	0%
<b>Protective Services Totals</b>	<b>\$15,232</b>	<b>\$31,641</b>	<b>\$70,641</b>	<b>\$39,000</b>	<b>-123%</b>
<i>Insurance</i>	\$42,002	\$46,682	\$50,198	\$3,516	8%
<i>Employee Benefits</i>	\$111,892	\$109,804	\$113,608	\$3,804	3%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$193,295	\$192,885	\$189,062	-\$3,823	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$347,389</b>	<b>\$349,371</b>	<b>\$352,968</b>	<b>\$3,598</b>	<b>-1%</b>
<b>Other Expenses Totals</b>	<b>\$362,621</b>	<b>\$381,012</b>	<b>\$423,609</b>	<b>\$42,597</b>	<b>-11%</b>
<b>Expense Totals</b>	<b>\$1,166,856</b>	<b>\$1,203,661</b>	<b>\$1,283,115</b>	<b>\$79,454</b>	<b>-7%</b>
<b>Provisions For Reserve</b>	<b>\$452,883</b>	<b>\$368,130</b>	<b>\$332,653</b>	<b>-\$35,477</b>	<b>10%</b>
<b>Debt Principal</b>	<b>\$110,733</b>	<b>\$111,144</b>	<b>\$114,966</b>	<b>\$3,822</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$58,536</b>	<b>\$58,790</b>	<b>\$60,250</b>	<b>\$1,460</b>	<b>2%</b>
<b>Balance</b>	<b>\$283,614</b>	<b>\$198,196</b>	<b>\$157,437</b>	<b>-\$40,760</b>	<b>21%</b>
Net Income		\$502,225	\$461,465		
Total Debt		\$304,028	\$304,028		
Debt Service Coverage Ratio		1.65	1.52		



# Pathways at Gaston Place

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$325,585	\$371,971	\$348,778	-\$23,193	6%
<i>Vacancies</i>	-\$5,978	-\$26,616	-\$27,405	-\$788	-3%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$11,562	-\$15,209	-\$15,660	-\$451	-3%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$1,524	\$0	\$0	\$0	
<i>Other Income</i>	\$23,679	\$17,223	\$23,139	\$5,917	-34%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$862	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$438,342	\$388,490	\$434,210	\$45,720	-12%
<b>Revenue Totals</b>	<b>\$795,576</b>	<b>\$735,858</b>	<b>\$763,063</b>	<b>\$27,205</b>	<b>-4%</b>
<i>Admin Salaries</i>	\$74,306	\$92,211	\$76,230	-\$15,981	-17%
<i>Admin Salaries - OT</i>	\$312	\$0	\$125	\$125	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$597	\$3,000	\$2,403	403%
<i>Compensated Absences</i>	\$11,750	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$86,368</b>	<b>\$92,808</b>	<b>\$79,355</b>	<b>-\$13,453</b>	<b>14%</b>
<i>Legal</i>	\$13,384	\$2,500	\$5,500	\$3,000	120%
<i>Training</i>	\$4,881	\$2,796	\$2,796	\$1	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$25	\$0	-\$25	-100%
<i>Audit Fees</i>	\$9,000	\$9,000	\$9,000	\$0	0%
<b>Admin Totals</b>	<b>\$27,265</b>	<b>\$14,321</b>	<b>\$17,296</b>	<b>\$2,976</b>	<b>-21%</b>
<i>Office Supplies</i>	\$395	\$600	\$600	\$0	0%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$263	\$250	\$250	\$0	0%
<i>Advertising</i>	\$0	\$125	\$125	\$0	0%
<i>Printing</i>	\$0	\$150	\$150	\$0	0%
<i>Membership, Dues &amp; Fees</i>	\$0	\$200	\$0	-\$200	-100%
<i>Telephone</i>	\$11,491	\$10,497	\$10,929	\$432	4%
<i>Internet/Cable</i>	\$18,036	\$18,036	\$22,947	\$4,911	27%
<i>Court Cost</i>	\$0	\$450	\$450	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,794	\$1,695	\$1,704	\$9	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$3,000	\$3,000	\$3,000	\$0	0%

# Pathways at Gaston Place

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Collection Agency Fees	\$715	\$0	\$300	\$300	
Meeting Expense	\$0	\$50	\$50	\$0	0%
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$490	\$0	\$0	\$0	
Answering Service	\$676	\$450	\$680	\$230	51%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$242	\$300	\$300	\$0	0%
Software	\$7,122	\$6,546	\$6,970	\$424	6%
Document Shredding	\$0	\$150	\$150	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$1,640	\$1,640	\$0	0%
Partnership Management Fee	\$0	\$1,592	\$1,592	\$0	0%
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$4,000	\$4,000	\$0	0%
<b>Sundry Totals</b>	<b>\$44,225</b>	<b>\$49,731</b>	<b>\$55,837</b>	<b>\$6,107</b>	<b>-12%</b>
<b>Admin Totals</b>	<b>\$157,858</b>	<b>\$156,859</b>	<b>\$152,488</b>	<b>-\$4,371</b>	<b>3%</b>
Admissions Fee	\$0	\$13,392	\$0	-\$13,392	-100%
Other COCC Management Fees	\$31,553	\$29,434	\$30,523	\$1,088	4%
<b>Fees And Charges Totals</b>	<b>\$31,553</b>	<b>\$42,826</b>	<b>\$30,523</b>	<b>-\$12,304</b>	<b>29%</b>
Tenant Participation - Resident Council	\$140	\$1,500	\$1,500	\$0	0%
Tenant Participation - HACA	\$0	\$1,000	\$1,000	\$0	0%
<b>Tenant Services Totals</b>	<b>\$140</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$107,327	\$55,162	\$55,000	-\$162	0%
Electric	\$47,530	\$45,000	\$48,000	\$3,000	7%
Gas	\$5,508	\$5,000	\$5,500	\$500	10%
<b>Utilities Totals</b>	<b>\$160,365</b>	<b>\$105,162</b>	<b>\$108,500</b>	<b>\$3,338</b>	<b>-3%</b>
<b>Services and Fees Totals</b>	<b>\$192,057</b>	<b>\$150,488</b>	<b>\$141,523</b>	<b>-\$8,966</b>	<b>6%</b>
Maintenance Labor	\$62,914	\$57,276	\$53,174	-\$4,101	-7%
Maintenance Labor - OT	\$7,573	\$4,420	\$4,944	\$525	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$70,487</b>	<b>\$61,695</b>	<b>\$58,119</b>	<b>-\$3,576</b>	<b>6%</b>
Custodial Materials	\$1,014	\$2,380	\$2,380	\$0	0%
Electrical Materials	\$608	\$1,700	\$1,700	\$0	0%
Plumbing Materials	\$1,568	\$2,500	\$2,500	\$0	0%
Lawn Care & Grounds Materials	\$9	\$400	\$400	\$0	0%
Tools & Equipment	\$513	\$1,800	\$1,500	-\$300	-17%

# Pathways at Gaston Place

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Water Heater, Boiler & parts	\$0	\$250	\$250	\$0	0%
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$1,677	\$1,500	\$1,700	\$200	13%
Materials-Gas & Oil	\$0	\$225	\$225	\$0	0%
Exterior Lighting	\$0	\$800	\$800	\$0	0%
Auto Parts	\$0	\$0	\$0	\$0	
Paint & Supplies	\$300	\$850	\$850	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$500	\$400	400%
Glass & Window Materials	\$0	\$750	\$500	-\$250	-33%
Pest Control Materials	\$0	\$75	\$200	\$125	167%
Appliance Parts	\$1,628	\$1,200	\$1,800	\$600	50%
Alarms/Extinguishers/Sprinklers	\$255	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	
Hardware/Locks	\$222	\$600	\$600	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$1,764	\$900	\$1,000	\$100	11%
Window Coverings	\$534	\$600	\$600	\$0	0%
Countertops/Cabinets	\$0	\$0	\$3,000	\$3,000	
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$782	\$0	\$1,500	\$1,500	
Fencing Materials	\$0	\$500	\$0	-\$500	-100%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$500	\$300	-\$200	-40%
<b>Maintenance Materials Totals</b>	<b>\$10,875</b>	<b>\$18,230</b>	<b>\$22,905</b>	<b>\$4,675</b>	<b>-26%</b>
Elevator Contracts	\$15,131	\$13,060	\$13,060	\$0	0%
Trash Removal	\$8,631	\$10,991	\$14,983	\$3,992	36%
Custodial Contracts	\$0	\$0	\$2,300	\$2,300	
Plumbing Contracts	\$5,970	\$2,000	\$5,000	\$3,000	150%
Grounds Contracts	\$2,850	\$4,940	\$6,736	\$1,796	36%
HVAC Contracts	\$2,992	\$200	\$2,000	\$1,800	900%
Fire Protection Contracts	\$1,140	\$2,500	\$3,500	\$1,000	40%
Vehicle Repairs	\$0	\$0	\$0	\$0	
ACM Abatement	\$0	\$0	\$0	\$0	
Make Ready/Cleaning	\$2,536	\$2,000	\$2,950	\$950	48%
Contract Painting	\$0	\$500	\$0	-\$500	-100%
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$11,200	\$16,800	\$18,800	\$2,000	12%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$978	\$0	\$500	\$500	
Masonry Work	\$0	\$0	\$0	\$0	
Electrical Contracts	\$1,604	\$600	\$900	\$300	50%

# Pathways at Gaston Place

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Key & Lock Services	\$240	\$50	\$100	\$50	100%
Building & Equipment Repair	\$0	\$500	\$500	\$0	0%
Uniforms Contract	\$446	\$415	\$266	-\$148	-36%
Equipment Rental	\$0	\$100	\$0	-\$100	-100%
Damages - Tenant Property	\$0	\$0	\$0	\$0	
Tree Trimming	\$0	\$2,500	\$4,500	\$2,000	80%
Roofing	\$0	\$8,000	\$0	-\$8,000	-100%
In-House Plumbing	\$0	\$0	\$0	\$0	
In-House Bulk Trash Removal	\$2,138	\$2,000	\$2,890	\$890	44%
Reasonable Accommodation Contracts	\$0	\$100	\$100	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$55,856</b>	<b>\$67,256</b>	<b>\$79,085</b>	<b>\$11,830</b>	<b>-18%</b>
<b>Maintenance Totals</b>	<b>\$137,218</b>	<b>\$147,181</b>	<b>\$160,109</b>	<b>\$12,928</b>	<b>-9%</b>
Security Contracts	\$0	\$1,656	\$15,000	\$13,344	806%
Police Officers	\$6,350	\$15,000	\$7,500	-\$7,500	-50%
Protective Services Equipments	\$2,220	\$0	\$2,220	\$2,220	
HACA/Police Liaison	\$0	\$1,621	\$1,621	\$0	0%
<b>Protective Services Totals</b>	<b>\$8,570</b>	<b>\$18,277</b>	<b>\$26,341</b>	<b>\$8,064</b>	<b>-44%</b>
Insurance	\$31,644	\$24,547	\$27,251	\$2,704	11%
Employee Benefits	\$86,852	\$71,566	\$63,203	-\$8,364	-12%
Interest on Sellers Note	\$0	\$0	\$0	\$0	
Interest Expense	\$84,790	\$84,753	\$83,654	-\$1,099	-1%
Tenant Relocation	\$0	\$0	\$0	\$0	
Casualty Loss	\$0	\$0	\$0	\$0	
Franchise Tax	\$0	\$2,122	\$2,174	\$52	2%
Loan Cost Expense	\$0	\$0			
FSS Escrow Contributions	\$0	\$0			
Land Lease Expense	\$1,333	\$1,333	\$1,333	\$0	0%
<b>General Expenses Totals</b>	<b>\$204,618</b>	<b>\$184,322</b>	<b>\$177,615</b>	<b>-\$6,707</b>	<b>4%</b>
<b>Other Expenses Totals</b>	<b>\$213,188</b>	<b>\$202,598</b>	<b>\$203,956</b>	<b>\$1,357</b>	<b>-1%</b>
<b>Expense Totals</b>	<b>\$700,321</b>	<b>\$657,127</b>	<b>\$658,075</b>	<b>\$948</b>	<b>0%</b>
<b>Provisions For Reserve</b>	<b>\$95,256</b>	<b>\$78,731</b>	<b>\$104,987</b>	<b>\$26,256</b>	<b>-33%</b>
<b>Debt Principal</b>	<b>\$24,220</b>	<b>\$24,256</b>	<b>\$25,356</b>	<b>\$1,100</b>	<b>5%</b>
<b>Replacement Reserve</b>	<b>\$36,324</b>	<b>\$37,676</b>	<b>\$38,606</b>	<b>\$930</b>	<b>2%</b>
<b>Balance</b>	<b>\$34,712</b>	<b>\$16,799</b>	<b>\$41,025</b>	<b>\$24,226</b>	<b>-144%</b>
Net Income		\$125,809	\$150,035		
Total Debt		\$109,010	\$109,010		
Debt Service Coverage Ratio		1.15	1.38		

# Pathways at Bouldin Oaks

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$476,277	\$449,281	\$462,779	\$13,498	-3%
<i>Vacancies</i>	-\$14,667	-\$48,046	-\$49,061	-\$1,016	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$9,301	-\$27,455	-\$28,035	-\$580	-2%
<i>Excess Utilities</i>	\$232	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$5,966	\$0	\$0	\$0	
<i>Other Income</i>	\$56,212	\$4,761	\$16,388	\$11,628	-244%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$1,551	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$902,462	\$923,452	\$938,969	\$15,518	-2%
<b>Revenue Totals</b>	<b>\$1,418,731</b>	<b>\$1,301,992</b>	<b>\$1,341,040</b>	<b>\$39,048</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$101,319	\$120,736	\$121,934	\$1,198	1%
<i>Admin Salaries - OT</i>	\$455	\$0	\$250	\$250	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,800	\$4,320	\$1,520	54%
<i>Compensated Absences</i>	\$19,760	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$121,534</b>	<b>\$123,536</b>	<b>\$126,504</b>	<b>\$2,968</b>	<b>-2%</b>
<i>Legal</i>	\$19,824	\$7,000	\$7,920	\$920	13%
<i>Training</i>	\$5,577	\$2,451	\$2,451	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$250	\$0	-\$250	-100%
<i>Audit Fees</i>	\$0	\$2,199	\$2,199	\$0	0%
<b>Admin Totals</b>	<b>\$25,401</b>	<b>\$11,899</b>	<b>\$12,570</b>	<b>\$671</b>	<b>-6%</b>
<i>Office Supplies</i>	\$257	\$1,200	\$1,200	\$0	0%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$653	\$500	\$500	\$0	0%
<i>Advertising</i>	\$0	\$100	\$100	\$0	0%
<i>Printing</i>	\$0	\$250	\$200	-\$50	-20%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$10,384	\$10,546	\$10,124	-\$422	-4%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$2,000	\$2,000	\$0	0%
<i>Office Custodial</i>	\$0	\$200	\$200	\$0	0%
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,870	\$1,728	\$1,740	\$13	1%
<i>Office Equipment(Under \$2,500)</i>	\$515	\$300	\$300	\$0	0%
<i>Office Equipment Repairs</i>	\$0	\$48	\$48	\$0	0%
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	

# Pathways at Bouldin Oaks

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Collection Agency Fees	\$0	\$0	\$0	\$0	
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$971	\$750	\$979	\$229	31%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$100	\$100	\$0	0%
Interpreter Fee	\$0	\$900	\$450	-\$450	-50%
Software	\$10,047	\$9,426	\$10,037	\$611	6%
Document Shredding	\$0	\$200	\$200	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$100	\$0	-\$100	-100%
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$24,697</b>	<b>\$28,348</b>	<b>\$28,428</b>	<b>\$80</b>	<b>0%</b>
<b>Admin Totals</b>	<b>\$171,631</b>	<b>\$163,783</b>	<b>\$167,502</b>	<b>\$3,719</b>	<b>-2%</b>
Admissions Fee	\$0	\$19,284	\$19,267	-\$17	0%
Other COCC Management Fees	\$55,231	\$52,080	\$53,642	\$1,562	3%
<b>Fees And Charges Totals</b>	<b>\$55,231</b>	<b>\$71,364</b>	<b>\$72,909</b>	<b>\$1,545</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$2,731	\$2,160	\$2,160	\$0	0%
Tenant Participation - HACA	\$0	\$1,440	\$1,440	\$0	0%
<b>Tenant Services Totals</b>	<b>\$2,731</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$114,701	\$130,000	\$120,000	-\$10,000	-8%
Electric	\$6,658	\$15,000	\$15,000	\$0	0%
Gas	\$55,557	\$65,000	\$60,000	-\$5,000	-8%
<b>Utilities Totals</b>	<b>\$176,916</b>	<b>\$210,000</b>	<b>\$195,000</b>	<b>-\$15,000</b>	<b>7%</b>
<b>Services and Fees Totals</b>	<b>\$234,878</b>	<b>\$284,964</b>	<b>\$271,509</b>	<b>-\$13,455</b>	<b>5%</b>
Maintenance Labor	\$85,680	\$91,886	\$93,635	\$1,749	2%
Maintenance Labor - OT	\$4,176	\$6,364	\$7,120	\$756	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$89,855</b>	<b>\$98,250</b>	<b>\$100,755</b>	<b>\$2,505</b>	<b>-3%</b>
Custodial Materials	\$778	\$1,800	\$1,800	\$0	0%
Electrical Materials	\$1,132	\$4,500	\$4,500	\$0	0%
Plumbing Materials	\$2,826	\$5,000	\$5,000	\$0	0%
Lawn Care & Grounds Materials	\$135	\$700	\$700	\$0	0%
Tools & Equipment	\$703	\$1,000	\$1,000	\$0	0%

# Pathways at Bouldin Oaks

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Water Heater, Boiler & parts	\$0	\$750	\$500	-\$250	-33%
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$4,608	\$7,000	\$7,000	\$0	0%
Materials-Gas & Oil	\$622	\$1,600	\$1,600	\$0	0%
Exterior Lighting	\$0	\$150	\$150	\$0	0%
Auto Parts	\$0	\$500	\$500	\$0	0%
Paint & Supplies	\$4,098	\$6,000	\$6,000	\$0	0%
Flooring/Ceiling Materials	\$0	\$600	\$500	-\$100	-17%
Glass & Window Materials	\$228	\$1,000	\$1,000	\$0	0%
Pest Control Materials	\$0	\$100	\$100	\$0	0%
Appliance Parts	\$3,438	\$3,000	\$3,500	\$500	17%
Alarms/Extinguishers/Sprinklers	\$572	\$3,300	\$2,800	-\$500	-15%
Roofing Materials	\$0	\$150	\$150	\$0	0%
Hardware/Locks	\$463	\$2,000	\$2,000	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$1,000	\$500	-\$500	-50%
Window Coverings	\$1,652	\$3,000	\$3,000	\$0	0%
Countertops/Cabinets	\$0	\$200	\$200	\$0	0%
Lumber & Sheetrock	\$0	\$450	\$800	\$350	78%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$191	\$2,000	\$2,000	\$0	0%
Fencing Materials	\$0	\$75	\$75	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$3,192	\$2,000	\$2,000	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$24,638</b>	<b>\$47,875</b>	<b>\$47,375</b>	<b>-\$500</b>	<b>1%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$6,745	\$5,987	\$6,613	\$626	10%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$3,010	\$10,000	\$10,000	\$0	0%
Grounds Contracts	\$17,700	\$30,680	\$37,521	\$6,841	22%
HVAC Contracts	\$0	\$500	\$500	\$0	0%
Fire Protection Contracts	\$608	\$2,000	\$1,150	-\$850	-43%
Vehicle Repairs	\$0	\$2,000	\$1,800	-\$200	-10%
ACM Abatement	\$228	\$0	\$500	\$500	
Make Ready/Cleaning	\$9,384	\$10,000	\$10,982	\$982	10%
Contract Painting	\$0	\$150	\$0	-\$150	-100%
Carpet/Flooring Cleaing & Repair	\$0	\$300	\$0	-\$300	-100%
Pest Control Contracts	\$4,960	\$3,900	\$12,450	\$8,550	219%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$1,500	\$750	-\$750	-50%
Masonry Work	\$0	\$80	\$80	\$0	0%
Electrical Contracts	\$178	\$545	\$500	-\$45	-8%

# Pathways at Bouldin Oaks

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Key & Lock Services	\$0	\$100	\$100	\$0	0%
Building & Equipment Repair	\$0	\$2,500	\$1,500	-\$1,000	-40%
Uniforms Contract	\$716	\$610	\$542	-\$68	-11%
Equipment Rental	\$0	\$25	\$25	\$0	0%
Damages - Tenant Property	\$0	\$0	\$0	\$0	
Tree Trimming	\$14,250	\$8,000	\$12,000	\$4,000	50%
Roofing	\$0	\$0	\$0	\$0	
In-House Plumbing	\$0	\$0	\$0	\$0	
In-House Bulk Trash Removal	\$5,025	\$4,250	\$5,020	\$770	18%
Reasonable Accommodation Contracts	\$3,786	\$100	\$1,500	\$1,400	1400%
RAD Relocation Expense	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$66,590</b>	<b>\$83,227</b>	<b>\$103,533</b>	<b>\$20,307</b>	<b>-24%</b>
<b>Maintenance Totals</b>	<b>\$181,083</b>	<b>\$229,352</b>	<b>\$251,663</b>	<b>\$22,312</b>	<b>-10%</b>
Security Contracts	\$0	\$1,524	\$750	-\$774	-51%
Police Officers	\$20,825	\$28,000	\$30,000	\$2,000	7%
Protective Services Equipments	\$1,920	\$0	\$1,920	\$1,920	
HACA/Police Liaison	\$0	\$2,334	\$2,334	\$0	0%
<b>Protective Services Totals</b>	<b>\$22,745</b>	<b>\$31,858</b>	<b>\$35,004</b>	<b>\$3,146</b>	<b>-10%</b>
Insurance	\$50,041	\$47,166	\$57,085	\$9,919	21%
Employee Benefits	\$110,771	\$101,828	\$104,781	\$2,953	3%
Interest on Sellers Note	\$0	\$0	\$0	\$0	
Interest Expense	\$245,460	\$244,820	\$239,462	-\$5,358	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	
Casualty Loss	\$0	\$0	\$0	\$0	
Franchise Tax	\$0	\$0	\$0	\$0	
Loan Cost Expense	\$0	\$0	\$0	\$0	
FSS Escrow Contributions	\$0	\$0	\$0	\$0	
Land Lease Expense	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$406,472</b>	<b>\$393,813</b>	<b>\$401,428</b>	<b>\$7,615</b>	<b>-2%</b>
<b>Other Expenses Totals</b>	<b>\$429,217</b>	<b>\$425,671</b>	<b>\$436,432</b>	<b>\$10,761</b>	<b>-3%</b>
<b>Expense Totals</b>	<b>\$1,016,810</b>	<b>\$1,103,770</b>	<b>\$1,127,106</b>	<b>\$23,336</b>	<b>-2%</b>
<b>Provisions For Reserve</b>	<b>\$401,921</b>	<b>\$198,222</b>	<b>\$213,934</b>	<b>\$15,711</b>	<b>-8%</b>
<b>Debt Principal</b>	<b>\$125,810</b>	<b>\$126,451</b>	<b>\$131,808</b>	<b>\$5,357</b>	<b>4%</b>
<b>Replacement Reserve</b>	<b>\$53,136</b>	<b>\$54,635</b>	<b>\$56,000</b>	<b>\$1,365</b>	<b>2%</b>
<b>Balance</b>	<b>\$222,975</b>	<b>\$17,137</b>	<b>\$26,125</b>	<b>\$8,989</b>	<b>-52%</b>
Net Income		\$388,407	\$397,395		
Total Debt		\$371,270	\$371,270		
Debt Service Coverage Ratio		1.05	1.07		



# Pathways at Thurmond Heights

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$551,589	\$501,097	\$526,343	\$25,246	-5%
<i>Vacancies</i>	-\$14,585	-\$52,063	-\$53,421	-\$1,357	-3%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$9,118	-\$29,750	-\$30,526	-\$776	-3%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$13,802	\$0	\$0	\$0	
<i>Other Income</i>	\$37,146	\$7,353	\$8,812	\$1,459	-20%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$1,633	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$943,172	\$986,421	\$999,958	\$13,537	-1%
<b>Revenue Totals</b>	<b>\$1,523,640</b>	<b>\$1,413,057</b>	<b>\$1,451,166</b>	<b>\$38,109</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$99,287	\$116,656	\$151,855	\$35,199	30%
<i>Admin Salaries - OT</i>	\$442	\$0	\$250	\$250	
<i>Admin Salaries-Temp</i>	\$1,824	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$2,800	\$4,320	\$1,520	54%
<i>Compensated Absences</i>	\$18,923	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$120,476</b>	<b>\$119,456</b>	<b>\$156,425</b>	<b>\$36,969</b>	<b>-31%</b>
<i>Legal</i>	\$4,226	\$15,000	\$12,000	-\$3,000	-20%
<i>Training</i>	\$2,277	\$2,451	\$2,451	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$200	\$200	\$0	0%
<i>Audit Fees</i>	\$0	\$2,199	\$2,199	\$0	0%
<b>Admin Totals</b>	<b>\$6,503</b>	<b>\$19,849</b>	<b>\$16,850</b>	<b>-\$2,999</b>	<b>15%</b>
<i>Office Supplies</i>	\$398	\$1,000	\$800	-\$200	-20%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$744	\$500	\$800	\$300	60%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$200	\$100	-\$100	-50%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$11,046	\$11,078	\$10,691	-\$386	-3%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$2,000	\$2,000	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,903	\$1,728	\$1,740	\$13	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Thurmond Heights

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$0	\$0	
Answering Service	\$971	\$885	\$979	\$94	11%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$390	\$1,000	\$1,000	\$0	0%
Software	\$10,003	\$9,426	\$10,037	\$611	6%
Document Shredding	\$0	\$50	\$50	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	-\$1,679	\$0	\$500	\$500	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$23,776</b>	<b>\$27,867</b>	<b>\$28,698</b>	<b>\$831</b>	<b>-3%</b>
<b>Admin Totals</b>	<b>\$150,755</b>	<b>\$167,172</b>	<b>\$201,973</b>	<b>\$34,801</b>	<b>-21%</b>
Admissions Fee	\$0	\$19,284	\$19,267	-\$17	0%
Other COCC Management Fees	\$59,740	\$56,522	\$58,047	\$1,524	3%
<b>Fees And Charges Totals</b>	<b>\$59,740</b>	<b>\$75,807</b>	<b>\$77,314</b>	<b>\$1,507</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$2,903	\$2,160	\$2,160	\$0	0%
Tenant Participation - HACA	\$1,806	\$1,440	\$1,440	\$0	0%
<b>Tenant Services Totals</b>	<b>\$4,709</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$138,973	\$120,000	\$135,000	\$15,000	13%
Electric	\$16,479	\$25,000	\$25,000	\$0	0%
Gas	\$66,190	\$60,000	\$65,000	\$5,000	8%
<b>Utilities Totals</b>	<b>\$221,642</b>	<b>\$205,000</b>	<b>\$225,000</b>	<b>\$20,000</b>	<b>-10%</b>
<b>Services and Fees Totals</b>	<b>\$286,091</b>	<b>\$284,407</b>	<b>\$305,914</b>	<b>\$21,507</b>	<b>-8%</b>
Maintenance Labor	\$66,448	\$96,056	\$93,537	-\$2,519	-3%
Maintenance Labor - OT	\$5,033	\$6,364	\$7,120	\$756	12%
Maintenance Labor - Temp	\$15,611	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$87,093</b>	<b>\$102,421</b>	<b>\$100,657</b>	<b>-\$1,764</b>	<b>2%</b>
Custodial Materials	\$1,332	\$2,052	\$1,800	-\$252	-12%
Electrical Materials	\$6,552	\$6,000	\$6,200	\$200	3%
Plumbing Materials	\$3,624	\$2,500	\$3,500	\$1,000	40%
Lawn Care & Grounds Materials	\$13	\$500	\$300	-\$200	-40%
Tools & Equipment	\$913	\$2,500	\$1,800	-\$700	-28%
Water Heater, Boiler & parts	\$0	\$500	\$500	\$0	0%

# Pathways at Thurmond Heights

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$7,058	\$4,500	\$6,000	\$1,500	33%
Materials-Gas & Oil	\$1,202	\$1,500	\$1,500	\$0	0%
Exterior Lighting	\$0	\$300	\$300	\$0	0%
Auto Parts	\$0	\$100	\$100	\$0	0%
Paint & Supplies	\$6,164	\$6,000	\$9,000	\$3,000	50%
Flooring/Ceiling Materials	\$0	\$200	\$200	\$0	0%
Glass & Window Materials	\$280	\$500	\$500	\$0	0%
Pest Control Materials	\$0	\$0	\$0	\$0	
Appliance Parts	\$568	\$2,500	\$2,000	-\$500	-20%
Alarms/Extinguishers/Sprinklers	\$0	\$650	\$650	\$0	0%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$389	\$1,500	\$1,200	-\$300	-20%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$1,500	\$1,000	-\$500	-33%
Window Coverings	\$1,647	\$1,200	\$2,000	\$800	67%
Countertops/Cabinets	\$0	\$100	\$100	\$0	0%
Lumber & Sheetrock	\$0	\$100	\$100	\$0	0%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$0	\$500	\$750	\$250	50%
Fencing Materials	\$0	\$100	\$100	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$300	\$300	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$29,742</b>	<b>\$35,652</b>	<b>\$39,950</b>	<b>\$4,298</b>	<b>-12%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$23,756	\$23,978	\$38,701	\$14,723	61%
Custodial Contracts	\$7,484	\$7,392	\$7,503	\$111	2%
Plumbing Contracts	\$1,220	\$6,000	\$5,000	-\$1,000	-17%
Grounds Contracts	\$20,700	\$43,380	\$43,033	-\$347	-1%
HVAC Contracts	\$0	\$1,000	\$1,000	\$0	0%
Fire Protection Contracts	\$3,204	\$1,500	\$1,500	\$0	0%
Vehicle Repairs	\$166	\$250	\$500	\$250	100%
ACM Abatement	\$0	\$0	\$0	\$0	
Make Ready/Cleaning	\$16,134	\$7,000	\$13,438	\$6,438	92%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$870	\$1,000	\$1,000	\$0	0%
Pest Control Contracts	\$4,784	\$3,900	\$12,450	\$8,550	219%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$500	\$500	
Masonry Work	\$0	\$0	\$0	\$0	
Electrical Contracts	\$0	\$250	\$250	\$0	0%
Key & Lock Services	\$0	\$300	\$50	-\$250	-83%

# Pathways at Thurmond Heights

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$500	\$500	\$0	0%
<i>Uniforms Contract</i>	\$716	\$610	\$542	-\$68	-11%
<i>Equipment Rental</i>	\$0	\$0	\$0	\$0	
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$8,800	\$8,800	\$0	0%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$4,463	\$3,200	\$4,036	\$836	26%
<i>Reasonable Accommodation Contracts</i>	\$0	\$1,000	\$500	-\$500	-50%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$83,497</b>	<b>\$110,060</b>	<b>\$139,303</b>	<b>\$29,243</b>	<b>-27%</b>
<b>Maintenance Totals</b>	<b>\$200,331</b>	<b>\$248,132</b>	<b>\$279,910</b>	<b>\$31,778</b>	<b>-13%</b>
<i>Security Contracts</i>	\$32,384	\$1,272	\$20,000	\$18,728	1472%
<i>Police Officers</i>	\$28,980	\$30,000	\$30,000	\$0	0%
<i>Protective Services Equipments</i>	\$1,472	\$0	\$1,668	\$1,668	
<i>HACA/Police Liaison</i>	\$0	\$2,334	\$2,334	\$0	0%
<b>Protective Services Totals</b>	<b>\$62,836</b>	<b>\$33,606</b>	<b>\$54,002</b>	<b>\$20,396</b>	<b>-61%</b>
<i>Insurance</i>	\$60,617	\$47,517	\$61,820	\$14,303	30%
<i>Employee Benefits</i>	\$97,288	\$101,871	\$118,798	\$16,928	17%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$224,224	\$224,840	\$224,840	\$0	0%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$382,328</b>	<b>\$374,227</b>	<b>\$405,558</b>	<b>\$31,331</b>	<b>-8%</b>
<b>Other Expenses Totals</b>	<b>\$445,164</b>	<b>\$407,833</b>	<b>\$459,560</b>	<b>\$51,728</b>	<b>-13%</b>
<b>Expense Totals</b>	<b>\$1,082,341</b>	<b>\$1,107,544</b>	<b>\$1,247,357</b>	<b>\$139,813</b>	<b>-13%</b>
<b>Provisions For Reserve</b>	<b>\$441,299</b>	<b>\$305,514</b>	<b>\$203,809</b>	<b>-\$101,704</b>	<b>33%</b>
<b>Debt Principal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Replacement Reserve</b>	<b>\$51,480</b>	<b>\$53,053</b>	<b>\$54,370</b>	<b>\$1,317</b>	<b>2%</b>
<b>Balance</b>	<b>\$389,819</b>	<b>\$252,461</b>	<b>\$149,440</b>	<b>-\$103,021</b>	<b>41%</b>
Net Income		\$477,301	\$374,280		
Total Debt		\$224,840	\$224,840		
Debt Service Coverage Ratio		2.12	1.66		

# Pathways at Georgian Manor

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$319,752	\$319,933	\$319,842	-\$90	0%
<i>Vacancies</i>	-\$11,435	-\$29,548	-\$30,259	-\$711	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$32,748	-\$16,885	-\$17,291	-\$406	-2%
<i>Excess Utilities</i>	\$390	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$7,382	\$0	\$0	\$0	
<i>Other Income</i>	\$273,484	\$3,632	\$2,037	-\$1,595	44%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$4,382	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$543,160	\$524,304	\$544,705	\$20,400	-4%
<b>Revenue Totals</b>	<b>\$1,104,367</b>	<b>\$801,436</b>	<b>\$819,034</b>	<b>\$17,598</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$72,598	\$80,573	\$94,537	\$13,964	17%
<i>Admin Salaries - OT</i>	\$311	\$0	\$125	\$125	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$520	\$2,820	\$2,300	442%
<i>Compensated Absences</i>	\$8,842	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$81,752</b>	<b>\$81,093</b>	<b>\$97,482</b>	<b>\$16,389</b>	<b>-20%</b>
<i>Legal</i>	\$23,684	\$6,500	\$5,170	-\$1,330	-20%
<i>Training</i>	\$3,386	\$2,822	\$2,822	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$200	\$0	-\$200	-100%
<i>Audit Fees</i>	\$8,448	\$8,448	\$8,448	\$0	0%
<b>Admin Totals</b>	<b>\$35,519</b>	<b>\$17,970</b>	<b>\$16,440</b>	<b>-\$1,530</b>	<b>9%</b>
<i>Office Supplies</i>	\$649	\$1,250	\$1,000	-\$250	-20%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$414	\$200	\$200	\$0	0%
<i>Advertising</i>	\$0	\$30	\$30	\$0	0%
<i>Printing</i>	\$0	\$50	\$50	\$0	0%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$9,156	\$9,561	\$8,906	-\$655	-7%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$1,000	\$1,200	\$200	20%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,783	\$1,691	\$1,699	\$8	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$4,076	\$2,076	\$2,000	-\$76	-4%
<i>Collection Agency Fees</i>	\$150	\$0	\$200	\$200	

# Pathways at Georgian Manor

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$25	\$50	\$25	100%
Miscellaneous Expense	\$270	\$25	\$0	-\$25	-100%
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$0	\$0	
Answering Service	\$633	\$500	\$639	\$139	28%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$260	\$250	\$250	\$0	0%
Software	\$6,772	\$6,153	\$6,552	\$399	6%
Document Shredding	\$0	\$200	\$0	-\$200	-100%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$2,195	\$1,640	\$2,195	\$555	34%
Partnership Management Fee	\$0	\$1,592	\$1,592	\$0	0%
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$3,760	\$3,760	\$0	0%
<b>Sundry Totals</b>	<b>\$26,357</b>	<b>\$30,003</b>	<b>\$30,323</b>	<b>\$320</b>	<b>-1%</b>
<b>Admin Totals</b>	<b>\$143,628</b>	<b>\$129,066</b>	<b>\$144,245</b>	<b>\$15,179</b>	<b>-12%</b>
Admissions Fee	\$0	\$12,588	\$0	-\$12,588	-100%
Other COCC Management Fees	\$33,540	\$32,057	\$32,761	\$704	2%
<b>Fees And Charges Totals</b>	<b>\$33,540</b>	<b>\$44,646</b>	<b>\$32,761</b>	<b>-\$11,885</b>	<b>27%</b>
Tenant Participation - Resident Council	\$598	\$1,410	\$1,410	\$0	0%
Tenant Participation - HACA	\$1,432	\$940	\$940	\$0	0%
<b>Tenant Services Totals</b>	<b>\$2,029</b>	<b>\$2,350</b>	<b>\$2,350</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$57,411	\$74,000	\$58,000	-\$16,000	-22%
Electric	\$5,743	\$7,500	\$6,500	-\$1,000	-13%
Gas	\$42,327	\$37,000	\$42,000	\$5,000	14%
<b>Utilities Totals</b>	<b>\$105,482</b>	<b>\$118,500</b>	<b>\$106,500</b>	<b>-\$12,000</b>	<b>10%</b>
<b>Services and Fees Totals</b>	<b>\$141,051</b>	<b>\$165,496</b>	<b>\$141,611</b>	<b>-\$23,885</b>	<b>14%</b>
Maintenance Labor	\$43,643	\$54,827	\$55,732	\$905	2%
Maintenance Labor - OT	\$1,361	\$4,154	\$4,648	\$493	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$45,004</b>	<b>\$58,982</b>	<b>\$60,380</b>	<b>\$1,398</b>	<b>-2%</b>
Custodial Materials	\$1,576	\$2,525	\$2,525	\$0	0%
Electrical Materials	\$2,322	\$2,700	\$2,700	\$0	0%
Plumbing Materials	\$1,519	\$1,150	\$1,300	\$150	13%
Lawn Care & Grounds Materials	\$495	\$1,500	\$1,000	-\$500	-33%
Tools & Equipment	\$399	\$750	\$1,500	\$750	100%
Water Heater, Boiler & parts	\$463	\$600	\$600	\$0	0%

# Pathways at Georgian Manor

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$1,196	\$3,000	\$2,700	-\$300	-10%
Materials-Gas & Oil	\$990	\$700	\$700	\$0	0%
Exterior Lighting	\$0	\$0	\$0	\$0	
Auto Parts	\$0	\$50	\$50	\$0	0%
Paint & Supplies	\$341	\$3,000	\$3,000	\$0	0%
Flooring/Ceiling Materials	\$250	\$400	\$2,000	\$1,600	400%
Glass & Window Materials	\$0	\$250	\$750	\$500	200%
Pest Control Materials	\$0	\$625	\$300	-\$325	-52%
Appliance Parts	\$10,036	\$6,000	\$9,000	\$3,000	50%
Alarms/Extinguishers/Sprinklers	\$0	\$200	\$200	\$0	0%
Roofing Materials	\$0	\$50	\$50	\$0	0%
Hardware/Locks	\$947	\$400	\$600	\$200	50%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$1,000	\$1,000	\$0	0%
Window Coverings	\$1,611	\$450	\$1,200	\$750	167%
Countertops/Cabinets	\$0	\$0	\$750	\$750	
Lumber & Sheetrock	\$0	\$100	\$500	\$400	400%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$355	\$3,500	\$3,500	\$0	0%
Fencing Materials	\$0	\$50	\$50	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$3,000	\$1,000	-\$2,000	-67%
<b>Maintenance Materials Totals</b>	<b>\$22,498</b>	<b>\$32,000</b>	<b>\$36,975</b>	<b>\$4,975</b>	<b>-16%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$18,861	\$19,368	\$31,343	\$11,975	62%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$0	\$1,200	\$1,200	\$0	0%
Grounds Contracts	\$5,550	\$8,040	\$12,992	\$4,952	62%
HVAC Contracts	\$0	\$1,000	\$1,000	\$0	0%
Fire Protection Contracts	\$0	\$900	\$850	-\$50	-6%
Vehicle Repairs	\$0	\$750	\$750	\$0	0%
ACM Abatement	\$114	\$150	\$0	-\$150	-100%
Make Ready/Cleaning	\$3,266	\$7,000	\$10,050	\$3,050	44%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$5,000	\$5,000	
Pest Control Contracts	\$8,480	\$3,900	\$8,700	\$4,800	123%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$350	\$350	\$0	0%
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$3,500	\$2,500	-\$1,000	-29%
Key & Lock Services	\$0	\$50	\$250	\$200	400%

# Pathways at Georgian Manor

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$1,000	\$500	-\$500	-50%
<i>Uniforms Contract</i>	\$465	\$396	\$349	-\$47	-12%
<i>Equipment Rental</i>	\$0	\$50	\$50	\$0	0%
<i>Damages - Tenant Property</i>	\$2,080	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$6,632	\$7,500	\$868	13%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,963	\$3,125	\$3,000	-\$125	-4%
<i>Reasonable Accommodation Contracts</i>	\$0	\$200	\$200	\$0	0%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$41,778</b>	<b>\$57,661</b>	<b>\$86,635</b>	<b>\$28,973</b>	<b>-50%</b>
<b>Maintenance Totals</b>	<b>\$109,280</b>	<b>\$148,643</b>	<b>\$183,990</b>	<b>\$35,347</b>	<b>-24%</b>
<i>Security Contracts</i>	\$1,800	\$1,068	\$3,000	\$1,932	181%
<i>Police Officers</i>	\$11,875	\$20,000	\$18,000	-\$2,000	-10%
<i>Protective Services Equipments</i>	\$1,474	\$0	\$1,464	\$1,464	
<i>HACA/Police Liaison</i>	\$0	\$1,523	\$1,523	\$0	0%
<b>Protective Services Totals</b>	<b>\$15,149</b>	<b>\$22,591</b>	<b>\$23,987</b>	<b>\$1,396</b>	<b>-6%</b>
<i>Insurance</i>	\$32,109	\$30,181	\$37,294	\$7,113	24%
<i>Employee Benefits</i>	\$60,556	\$64,893	\$72,870	\$7,977	12%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$92,521	\$92,397	\$90,860	-\$1,537	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$4,348	\$2,122	\$2,174	\$52	2%
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$17,333	\$17,333	\$17,333	\$0	0%
<b>General Expenses Totals</b>	<b>\$206,867</b>	<b>\$206,926</b>	<b>\$220,531</b>	<b>\$13,605</b>	<b>-7%</b>
<b>Other Expenses Totals</b>	<b>\$222,016</b>	<b>\$229,517</b>	<b>\$244,518</b>	<b>\$15,001</b>	<b>-7%</b>
<b>Expense Totals</b>	<b>\$615,975</b>	<b>\$672,722</b>	<b>\$714,364</b>	<b>\$41,642</b>	<b>-6%</b>
<b>Provisions For Reserve</b>	<b>\$488,392</b>	<b>\$128,714</b>	<b>\$104,670</b>	<b>-\$24,044</b>	<b>19%</b>
<b>Debt Principal</b>	<b>\$44,419</b>	<b>\$44,143</b>	<b>\$45,680</b>	<b>\$1,537</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$35,604</b>	<b>\$35,681</b>	<b>\$36,568</b>	<b>\$887</b>	<b>2%</b>
<b>Balance</b>	<b>\$408,369</b>	<b>\$48,889</b>	<b>\$22,422</b>	<b>-\$26,467</b>	<b>54%</b>
Net Income		\$185,429	\$158,962		
Total Debt		\$136,540	\$136,540		
Debt Service Coverage Ratio		1.36	1.16		



# Pathways at Northloop

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$422,328	\$429,020	\$425,674	-\$3,346	1%
<i>Vacancies</i>	-\$14,853	-\$38,170	-\$39,151	-\$980	-3%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$2,158	-\$21,811	-\$22,372	-\$560	-3%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$84,954	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$13,218	\$0	\$0	\$0	
<i>Other Income</i>	\$199,741	\$26,891	\$29,300	\$2,410	-9%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$5,344	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$655,206	\$661,555	\$692,914	\$31,359	-5%
<b>Revenue Totals</b>	<b>\$1,368,096</b>	<b>\$1,057,484</b>	<b>\$1,086,365</b>	<b>\$28,882</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$100,258	\$113,770	\$97,729	-\$16,041	-14%
<i>Admin Salaries - OT</i>	\$431	\$750	\$125	-\$625	-83%
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$700	\$3,900	\$3,200	457%
<i>Compensated Absences</i>	\$13,341	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$114,029</b>	<b>\$115,220</b>	<b>\$101,754</b>	<b>-\$13,466</b>	<b>12%</b>
<i>Legal</i>	\$7,755	\$12,500	\$7,150	-\$5,350	-43%
<i>Training</i>	\$3,706	\$3,240	\$3,240	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$250	\$0	-\$250	-100%
<i>Audit Fees</i>	\$12,024	\$12,024	\$12,024	\$0	0%
<b>Admin Totals</b>	<b>\$23,485</b>	<b>\$28,014</b>	<b>\$22,414</b>	<b>-\$5,600</b>	<b>20%</b>
<i>Office Supplies</i>	\$1,166	\$1,500	\$1,500	\$0	0%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$481	\$300	\$300	\$0	0%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$150	\$150	\$0	0%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$12,505	\$12,387	\$11,894	-\$493	-4%
<i>Internet/Cable</i>	\$26,524	\$23,315	\$27,446	\$4,131	18%
<i>Court Cost</i>	\$0	\$1,500	\$1,500	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,845	\$1,718	\$1,728	\$11	1%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	

# Pathways at Northloop

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Admin Contractor/Temp (Salary)</i>	\$4,964	\$2,964	\$2,500	-\$464	-16%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	
<i>Meeting Expense</i>	\$0	\$50	\$50	\$0	0%
<i>Miscellaneous Expense</i>	\$0	\$25	\$25	\$0	0%
<i>Subscriptions</i>	\$0	\$0	\$0	\$0	
<i>Bank Charges</i>	\$0	\$0	\$0	\$0	
<i>Answering Service</i>	\$873	\$700	\$884	\$184	26%
<i>Consultants</i>	\$0	\$0	\$0	\$0	
<i>Newsletter</i>	\$0	\$0	\$0	\$0	
<i>Criminal &amp; Credit Reports</i>	\$0	\$0	\$0	\$0	
<i>Employee Physical</i>	\$0	\$0	\$0	\$0	
<i>Interpreter Fee</i>	\$0	\$2,000	\$1,000	-\$1,000	-50%
<i>Software</i>	\$9,109	\$8,510	\$9,061	\$551	6%
<i>Document Shredding</i>	\$0	\$300	\$100	-\$200	-67%
<i>Storage Lease</i>	\$0	\$0	\$0	\$0	
<i>Permits, Licenses &amp; Certificates</i>	\$1,120	\$0	\$0	\$0	
<i>Inspections</i>	\$0	\$0	\$0	\$0	
<i>Application Tracking System</i>	\$0	\$0	\$0	\$0	
<i>RBC-Asset Management Fee</i>	\$3,123	\$1,639	\$3,123	\$1,484	91%
<i>Partnership Management Fee</i>	\$0	\$1,591	\$1,591	\$0	0%
<i>Tenant Rent Incentives</i>	\$0	\$0	\$0	\$0	
<i>TDHCA Compliance Fee</i>	\$0	\$5,200	\$5,200	\$0	0%
<b>Sundry Totals</b>	<b>\$61,708</b>	<b>\$63,848</b>	<b>\$68,053</b>	<b>\$4,204</b>	<b>-7%</b>
<b>Admin Totals</b>	<b>\$199,223</b>	<b>\$207,083</b>	<b>\$192,220</b>	<b>-\$14,862</b>	<b>7%</b>
<i>Admissions Fee</i>	\$0	\$17,410	\$0	-\$17,410	-100%
<i>Other COCC Management Fees</i>	\$43,471	\$42,299	\$43,455	\$1,155	3%
<b>Fees And Charges Totals</b>	<b>\$43,471</b>	<b>\$59,709</b>	<b>\$43,455</b>	<b>-\$16,254</b>	<b>27%</b>
<i>Tenant Participation - Resident Council</i>	\$1,603	\$1,950	\$1,950	\$0	0%
<i>Tenant Participation - HACA</i>	\$0	\$1,300	\$1,300	\$0	0%
<b>Tenant Services Totals</b>	<b>\$1,603</b>	<b>\$3,250</b>	<b>\$3,250</b>	<b>\$0</b>	<b>0%</b>
<i>Water &amp; Sewer</i>	\$99,109	\$81,000	\$99,000	\$18,000	22%
<i>Electric</i>	\$76,762	\$110,000	\$83,000	-\$27,000	-25%
<i>Gas</i>	\$16,521	\$11,000	\$16,000	\$5,000	45%
<b>Utilities Totals</b>	<b>\$192,391</b>	<b>\$202,000</b>	<b>\$198,000</b>	<b>-\$4,000</b>	<b>2%</b>
<b>Services and Fees Totals</b>	<b>\$237,465</b>	<b>\$264,959</b>	<b>\$244,705</b>	<b>-\$20,254</b>	<b>8%</b>
<i>Maintenance Labor</i>	\$69,151	\$79,528	\$82,677	\$3,148	4%
<i>Maintenance Labor - OT</i>	\$12,477	\$5,745	\$6,428	\$682	12%
<i>Maintenance Labor - Temp</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$81,628</b>	<b>\$85,274</b>	<b>\$89,104</b>	<b>\$3,831</b>	<b>-4%</b>
<i>Custodial Materials</i>	\$627	\$2,500	\$2,500	\$0	0%
<i>Electrical Materials</i>	\$2,080	\$2,850	\$2,850	\$0	0%
<i>Plumbing Materials</i>	\$1,219	\$1,200	\$1,200	\$0	0%
<i>Lawn Care &amp; Grounds Materials</i>	\$12	\$4,000	\$1,500	-\$2,500	-63%

# Pathways at Northloop

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Tools &amp; Equipment</i>	\$2,529	\$1,200	\$1,800	\$600	50%
<i>Water Heater, Boiler &amp; parts</i>	\$0	\$0	\$0	\$0	
<i>Miscellaneous Materials</i>	\$0	\$0	\$0	\$0	
<i>HVAC Materials</i>	\$0	\$3,500	\$2,800	-\$700	-20%
<i>Materials-Gas &amp; Oil</i>	\$183	\$200	\$200	\$0	0%
<i>Exterior Lighting</i>	\$0	\$2,500	\$500	-\$2,000	-80%
<i>Auto Parts</i>	\$0	\$100	\$100	\$0	0%
<i>Paint &amp; Supplies</i>	\$705	\$900	\$1,300	\$400	44%
<i>Flooring/Ceiling Materials</i>	\$0	\$300	\$750	\$450	150%
<i>Glass &amp; Window Materials</i>	\$0	\$50	\$50	\$0	0%
<i>Pest Control Materials</i>	\$0	\$500	\$500	\$0	0%
<i>Appliance Parts</i>	\$664	\$1,500	\$1,500	\$0	0%
<i>Alarms/Extinguishers/Sprinklers</i>	\$0	\$350	\$350	\$0	0%
<i>Roofing Materials</i>	\$0	\$0	\$0	\$0	
<i>Hardware/Locks</i>	\$736	\$1,000	\$1,000	\$0	0%
<i>Safety Equipment (Glove/Belts/Goggles)</i>	\$0	\$1,000	\$1,000	\$0	0%
<i>Window Coverings</i>	\$0	\$100	\$1,000	\$900	900%
<i>Countertops/Cabinets</i>	\$0	\$0	\$750	\$750	
<i>Lumber &amp; Sheetrock</i>	\$0	\$1,000	\$700	-\$300	-30%
<i>Maintenance Licenses and Fee</i>	\$0	\$100	\$0	-\$100	-100%
<i>Doors</i>	\$0	\$1,200	\$1,200	\$0	0%
<i>Fencing Materials</i>	\$0	\$900	\$900	\$0	0%
<i>Refrigerators</i>	\$0	\$0	\$0	\$0	
<i>Ranges</i>	\$0	\$0	\$0	\$0	
<i>Dishwashers</i>	\$0	\$0	\$0	\$0	
<i>Reasonable Accomodation Materials</i>	\$0	\$500	\$500	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$8,755</b>	<b>\$27,450</b>	<b>\$24,950</b>	<b>-\$2,500</b>	<b>9%</b>
<i>Elevator Contracts</i>	\$10,646	\$14,582	\$14,582	\$0	0%
<i>Trash Removal</i>	\$11,327	\$13,093	\$13,479	\$386	3%
<i>Custodial Contracts</i>	\$0	\$5,000	\$5,000	\$0	0%
<i>Plumbing Contracts</i>	\$11,870	\$1,000	\$7,500	\$6,500	650%
<i>Grounds Contracts</i>	\$2,850	\$3,900	\$5,634	\$1,734	44%
<i>HVAC Contracts</i>	\$39,235	\$15,000	\$24,500	\$9,500	63%
<i>Fire Protection Contracts</i>	\$7,242	\$3,000	\$4,500	\$1,500	50%
<i>Vehicle Repairs</i>	\$0	\$0	\$500	\$500	
<i>ACM Abatement</i>	\$0	\$0	\$0	\$0	
<i>Make Ready/Cleaning</i>	\$6,910	\$3,000	\$9,000	\$6,000	200%
<i>Contract Painting</i>	\$0	\$0	\$0	\$0	
<i>Carpet/Flooring Cleaing &amp; Repair</i>	\$0	\$0	\$2,000	\$2,000	
<i>Pest Control Contracts</i>	\$16,800	\$18,100	\$19,300	\$1,200	7%
<i>Water Treatment</i>	\$0	\$7,000	\$0	-\$7,000	-100%
<i>Door/Window Repair Contracts</i>	\$105	\$3,500	\$3,500	\$0	0%
<i>Masonry Work</i>	\$0	\$0	\$0	\$0	

# Pathways at Northloop

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Electrical Contracts</i>	\$1,604	\$4,500	\$4,500	\$0	0%
<i>Key &amp; Lock Services</i>	\$0	\$100	\$100	\$0	0%
<i>Building &amp; Equipment Repair</i>	\$8,500	\$1,500	\$1,500	\$0	0%
<i>Uniforms Contract</i>	\$670	\$610	\$542	-\$68	-11%
<i>Equipment Rental</i>	\$0	\$0	\$0	\$0	
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$3,000	\$1,500	-\$1,500	-50%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,663	\$3,000	\$2,967	-\$33	-1%
<i>Reasonable Accommodation Contracts</i>	\$0	\$0	\$0	\$0	
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$120,422</b>	<b>\$99,884</b>	<b>\$120,604</b>	<b>\$20,720</b>	<b>-21%</b>
<b>Maintenance Totals</b>	<b>\$210,805</b>	<b>\$212,608</b>	<b>\$234,659</b>	<b>\$22,051</b>	<b>-10%</b>
<i>Security Contracts</i>	\$406	\$1,824	\$1,800	-\$24	-1%
<i>Police Officers</i>	\$17,000	\$20,000	\$20,000	\$0	0%
<i>Protective Services Equipments</i>	\$1,824	\$0	\$2,220	\$2,220	
<i>HACA/Police Liaison</i>	\$0	\$2,107	\$2,107	\$0	0%
<b>Protective Services Totals</b>	<b>\$19,230</b>	<b>\$23,931</b>	<b>\$26,127</b>	<b>\$2,196</b>	<b>-9%</b>
<i>Insurance</i>	\$44,624	\$41,301	\$42,745	\$1,444	3%
<i>Employee Benefits</i>	\$87,608	\$92,904	\$87,870	-\$5,034	-5%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$100,947	\$100,811	\$99,135	-\$1,676	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$4,348	\$2,122	\$2,174	\$52	2%
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$7,200	\$7,200	\$7,200	\$0	0%
<b>General Expenses Totals</b>	<b>\$244,726</b>	<b>\$244,338</b>	<b>\$239,124</b>	<b>-\$5,214</b>	<b>2%</b>
<b>Other Expenses Totals</b>	<b>\$263,956</b>	<b>\$268,269</b>	<b>\$265,251</b>	<b>-\$3,018</b>	<b>1%</b>
<b>Expense Totals</b>	<b>\$911,449</b>	<b>\$952,919</b>	<b>\$936,835</b>	<b>-\$16,084</b>	<b>2%</b>
<b>Provisions For Reserve</b>	<b>\$456,647</b>	<b>\$104,565</b>	<b>\$149,530</b>	<b>\$44,965</b>	<b>-43%</b>
<b>Debt Principal</b>	<b>\$48,028</b>	<b>\$48,163</b>	<b>\$49,840</b>	<b>\$1,677</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$52,544</b>	<b>\$49,343</b>	<b>\$50,577</b>	<b>\$1,234</b>	<b>3%</b>
<b>Balance</b>	<b>\$356,075</b>	<b>\$7,059</b>	<b>\$49,113</b>	<b>\$42,054</b>	<b>-596%</b>
Net Income		\$156,033	\$198,088		
Total Debt		\$148,975	\$148,975		
Debt Service Coverage Ratio		1.05	1.33		

# Pathways at Northgate

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$205,770	\$196,439	\$201,104	\$4,666	-2%
<i>Vacancies</i>	-\$6,157	-\$14,829	-\$15,192	-\$363	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$505	-\$8,474	-\$8,681	-\$207	-2%
<i>Excess Utilities</i>	\$972	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$12,114	\$0	\$0	\$0	
<i>Other Income</i>	\$138,785	\$1,578	\$1,600	\$22	-1%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,179	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$227,600	\$227,242	\$232,950	\$5,707	-3%
<b>Revenue Totals</b>	<b>\$581,768</b>	<b>\$401,957</b>	<b>\$411,781</b>	<b>\$9,825</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$61,702	\$38,746	\$41,651	\$2,906	7%
<i>Admin Salaries - OT</i>	\$145	\$0	\$0	\$0	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$230	\$1,500	\$1,270	552%
<i>Compensated Absences</i>	\$6,368	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$68,215</b>	<b>\$38,976</b>	<b>\$43,151</b>	<b>\$4,176</b>	<b>-11%</b>
<i>Legal</i>	\$998	\$1,500	\$3,500	\$2,000	133%
<i>Training</i>	\$1,041	\$2,341	\$1,247	-\$1,095	-47%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$60	\$0	-\$60	-100%
<i>Audit Fees</i>	\$4,548	\$4,548	\$4,548	\$0	0%
<b>Admin Totals</b>	<b>\$6,587</b>	<b>\$8,449</b>	<b>\$9,295</b>	<b>\$846</b>	<b>-10%</b>
<i>Office Supplies</i>	\$60	\$300	\$180	-\$120	-40%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$188	\$70	\$70	\$0	0%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$150	\$75	-\$75	-50%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$8,011	\$7,718	\$7,781	\$63	1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$500	\$700	\$200	40%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,708	\$1,658	\$1,663	\$5	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$3,116	\$1,116	\$1,116	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Northgate

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$25	\$0	-\$25	-100%
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$0	\$0	
Answering Service	\$338	\$300	\$340	\$40	13%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$150	\$250	\$100	67%
Software	\$3,498	\$3,273	\$3,485	\$212	6%
Document Shredding	\$0	\$150	\$75	-\$75	-50%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$1,182	\$1,639	\$1,182	-\$457	-28%
Partnership Management Fee	\$0	\$1,591	\$1,592	\$1	0%
Tenant Rent Incentives	-\$486	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$2,000	\$2,000	\$0	0%
<b>Sundry Totals</b>	<b>\$17,615</b>	<b>\$20,640</b>	<b>\$20,508</b>	<b>-\$132</b>	<b>1%</b>
<b>Admin Totals</b>	<b>\$92,417</b>	<b>\$68,065</b>	<b>\$72,954</b>	<b>\$4,890</b>	<b>-7%</b>
Admissions Fee	\$0	\$6,696	\$0	-\$6,696	-100%
Other COCC Management Fees	\$17,464	\$16,078	\$16,471	\$393	2%
<b>Fees And Charges Totals</b>	<b>\$17,464</b>	<b>\$22,774</b>	<b>\$16,471</b>	<b>-\$6,303</b>	<b>28%</b>
Tenant Participation - Resident Council	\$0	\$750	\$750	\$0	0%
Tenant Participation - HACA	\$339	\$500	\$500	\$0	0%
<b>Tenant Services Totals</b>	<b>\$339</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$27,815	\$32,954	\$28,000	-\$4,954	-15%
Electric	\$4,480	\$9,000	\$5,500	-\$3,500	-39%
Gas	\$17,205	\$16,000	\$16,000	\$0	0%
<b>Utilities Totals</b>	<b>\$49,500</b>	<b>\$57,954</b>	<b>\$49,500</b>	<b>-\$8,454</b>	<b>15%</b>
<b>Services and Fees Totals</b>	<b>\$67,303</b>	<b>\$81,979</b>	<b>\$67,221</b>	<b>-\$14,757</b>	<b>18%</b>
Maintenance Labor	\$23,603	\$29,522	\$30,010	\$487	2%
Maintenance Labor - OT	\$1,776	\$2,210	\$2,472	\$262	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$25,379</b>	<b>\$31,732</b>	<b>\$32,482</b>	<b>\$750</b>	<b>-2%</b>
Custodial Materials	\$253	\$1,050	\$900	-\$150	-14%
Electrical Materials	\$4,585	\$800	\$2,500	\$1,700	213%
Plumbing Materials	\$1,070	\$1,000	\$1,000	\$0	0%
Lawn Care & Grounds Materials	\$136	\$1,500	\$900	-\$600	-40%
Tools & Equipment	\$460	\$1,000	\$750	-\$250	-25%
Water Heater, Boiler & parts	\$552	\$100	\$250	\$150	150%

# Pathways at Northgate

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$600	\$1,600	\$1,400	-\$200	-13%
Materials-Gas & Oil	\$689	\$500	\$600	\$100	20%
Exterior Lighting	\$0	\$150	\$150	\$0	0%
Auto Parts	\$0	\$50	\$50	\$0	0%
Paint & Supplies	\$213	\$1,700	\$1,700	\$0	0%
Flooring/Ceiling Materials	\$0	\$0	\$500	\$500	
Glass & Window Materials	\$364	\$100	\$300	\$200	200%
Pest Control Materials	\$0	\$50	\$100	\$50	100%
Appliance Parts	\$897	\$2,000	\$1,200	-\$800	-40%
Alarms/Extinguishers/Sprinklers	\$288	\$200	\$250	\$50	25%
Roofing Materials	\$0	\$0	\$0	\$0	
Hardware/Locks	\$45	\$250	\$250	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$750	\$500	-\$250	-33%
Window Coverings	\$0	\$300	\$500	\$200	67%
Countertops/Cabinets	\$0	\$0	\$500	\$500	
Lumber & Sheetrock	\$220	\$50	\$250	\$200	400%
Maintenance Licenses and Fee	\$70	\$0	\$0	\$0	
Doors	\$363	\$100	\$300	\$200	200%
Fencing Materials	\$0	\$400	\$200	-\$200	-50%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$250	\$250	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$10,805</b>	<b>\$13,900</b>	<b>\$15,300</b>	<b>\$1,400</b>	<b>-10%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$9,899	\$10,385	\$13,860	\$3,475	33%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$0	\$0	\$500	\$500	
Grounds Contracts	\$6,590	\$10,140	\$13,748	\$3,608	36%
HVAC Contracts	\$0	\$0	\$0	\$0	
Fire Protection Contracts	\$4,210	\$600	\$1,200	\$600	100%
Vehicle Repairs	\$6	\$200	\$200	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	
Make Ready/Cleaning	\$1,314	\$2,200	\$2,000	-\$200	-9%
Contract Painting	\$7,880	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$1,320	\$2,400	\$4,720	\$2,320	97%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	
Masonry Work	\$0	\$50	\$50	\$0	0%
Electrical Contracts	\$0	\$200	\$100	-\$100	-50%
Key & Lock Services	\$0	\$0	\$0	\$0	

# Pathways at Northgate

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$300	\$300	\$0	0%
<i>Uniforms Contract</i>	\$251	\$213	\$193	-\$20	-10%
<i>Equipment Rental</i>	\$0	\$50	\$50	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$9,000	\$7,500	-\$1,500	-17%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,025	\$2,800	\$2,000	-\$800	-29%
<i>Reasonable Accommodation Contracts</i>	\$0	\$0	\$0	\$0	
<i>RAD Relocation Expense</i>	\$2,730	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$36,225</b>	<b>\$38,538</b>	<b>\$46,421</b>	<b>\$7,883</b>	<b>-20%</b>
<b>Maintenance Totals</b>	<b>\$72,409</b>	<b>\$84,171</b>	<b>\$94,203</b>	<b>\$10,033</b>	<b>-12%</b>
<i>Security Contracts</i>	\$0	\$1,128	\$1,700	\$572	51%
<i>Police Officers</i>	\$8,525	\$8,000	\$6,300	-\$1,700	-21%
<i>Protective Services Equipments</i>	\$1,524	\$0	\$1,524	\$1,524	
<i>HACA/Police Liaison</i>	\$0	\$810	\$810	\$0	0%
<b>Protective Services Totals</b>	<b>\$10,049</b>	<b>\$9,938</b>	<b>\$10,334</b>	<b>\$396</b>	<b>-4%</b>
<i>Insurance</i>	\$17,993	\$16,928	\$21,084	\$4,156	25%
<i>Employee Benefits</i>	\$52,207	\$32,772	\$34,843	\$2,070	6%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$53,860	\$53,788	\$52,893	-\$895	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$92,384	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$4,348	\$2,122	\$2,174	\$52	2%
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$11,467	\$11,467	\$11,467	\$0	0%
<b>General Expenses Totals</b>	<b>\$232,259</b>	<b>\$117,078</b>	<b>\$122,461</b>	<b>\$5,383</b>	<b>-5%</b>
<b>Other Expenses Totals</b>	<b>\$242,308</b>	<b>\$127,016</b>	<b>\$132,795</b>	<b>\$5,778</b>	<b>-5%</b>
<b>Expense Totals</b>	<b>\$474,437</b>	<b>\$361,230</b>	<b>\$367,173</b>	<b>\$5,943</b>	<b>-2%</b>
<b>Provisions For Reserve</b>	<b>\$107,331</b>	<b>\$40,726</b>	<b>\$44,608</b>	<b>\$3,882</b>	<b>-10%</b>
<b>Debt Principal</b>	<b>\$25,625</b>	<b>\$25,698</b>	<b>\$26,593</b>	<b>\$895</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$18,622</b>	<b>\$18,965</b>	<b>\$19,432</b>	<b>\$467</b>	<b>2%</b>
<b>Balance</b>	<b>\$63,084</b>	<b>-\$3,936</b>	<b>-\$1,417</b>	<b>\$2,519</b>	<b>64%</b>
Net Income		\$75,550	\$78,069		
Total Debt		\$79,486	\$79,486		
Debt Service Coverage Ratio		0.95	0.98		



# Pathways at Shadowbend

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$182,271	\$156,152	\$169,212	\$13,060	-8%
<i>Vacancies</i>	-\$3,132	-\$15,814	-\$16,180	-\$366	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	\$1	-\$9,036	-\$9,246	-\$209	-2%
<i>Excess Utilities</i>	\$120	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$3,697	\$0	\$0	\$0	
<i>Other Income</i>	\$34,191	\$1,997	\$1,079	-\$918	46%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$2,949	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$285,888	\$295,668	\$293,068	-\$2,600	1%
<b>Revenue Totals</b>	<b>\$505,984</b>	<b>\$428,966</b>	<b>\$437,933</b>	<b>\$8,967</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$41,992	\$48,427	\$42,815	-\$5,612	-12%
<i>Admin Salaries - OT</i>	\$251	\$0	\$55	\$55	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$308	\$1,500	\$1,192	387%
<i>Compensated Absences</i>	\$4,830	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$47,073</b>	<b>\$48,735</b>	<b>\$44,370</b>	<b>-\$4,365</b>	<b>9%</b>
<i>Legal</i>	\$79	\$2,000	\$1,800	-\$200	-10%
<i>Training</i>	\$791	\$1,382	\$1,382	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$100	\$0	-\$100	-100%
<i>Audit Fees</i>	\$4,548	\$4,548	\$4,548	\$0	0%
<b>Admin Totals</b>	<b>\$5,418</b>	<b>\$8,030</b>	<b>\$7,730</b>	<b>-\$300</b>	<b>4%</b>
<i>Office Supplies</i>	\$827	\$352	\$200	-\$152	-43%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$126	\$100	\$100	\$0	0%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$0	\$0	\$0	
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$8,279	\$6,653	\$7,275	\$622	9%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$400	\$400	\$0	0%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$357	\$1,464	\$1,468	\$4	0%
<i>Office Equipment(Under \$2,500)</i>	\$109	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$3,116	\$1,116	\$1,116	\$0	0%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Shadowbend

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$66	\$0	-\$66	-100%
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$0	\$0	
Answering Service	\$338	\$280	\$340	\$60	21%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$200	\$200	\$0	0%
Software	\$3,496	\$3,273	\$3,485	\$212	6%
Document Shredding	\$0	\$150	\$150	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$220	\$75	\$0	-\$75	-100%
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$1,182	\$1,639	\$1,182	-\$457	-28%
Partnership Management Fee	\$0	\$1,591	\$1,592	\$1	0%
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$2,000	\$2,000	\$0	0%
<b>Sundry Totals</b>	<b>\$18,050</b>	<b>\$19,359</b>	<b>\$19,508</b>	<b>\$149</b>	<b>-1%</b>
<b>Admin Totals</b>	<b>\$70,541</b>	<b>\$76,124</b>	<b>\$71,608</b>	<b>-\$4,516</b>	<b>6%</b>
Admissions Fee	\$0	\$6,696	\$0	-\$6,696	-100%
Other COCC Management Fees	\$18,708	\$17,159	\$17,517	\$359	2%
<b>Fees And Charges Totals</b>	<b>\$18,708</b>	<b>\$23,855</b>	<b>\$17,517</b>	<b>-\$6,337</b>	<b>27%</b>
Tenant Participation - Resident Council	\$1,172	\$750	\$750	\$0	0%
Tenant Participation - HACA	\$0	\$500	\$500	\$0	0%
<b>Tenant Services Totals</b>	<b>\$1,172</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$54,702	\$47,554	\$51,000	\$3,446	7%
Electric	\$2,397	\$3,200	\$3,200	\$0	0%
Gas	\$22,015	\$18,000	\$19,000	\$1,000	6%
<b>Utilities Totals</b>	<b>\$79,114</b>	<b>\$68,754</b>	<b>\$73,200</b>	<b>\$4,446</b>	<b>-6%</b>
<b>Services and Fees Totals</b>	<b>\$98,995</b>	<b>\$93,858</b>	<b>\$91,967</b>	<b>-\$1,891</b>	<b>2%</b>
Maintenance Labor	\$29,239	\$31,905	\$35,057	\$3,152	10%
Maintenance Labor - OT	\$3,823	\$2,210	\$2,472	\$262	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$33,062</b>	<b>\$34,115</b>	<b>\$37,530</b>	<b>\$3,415</b>	<b>-10%</b>
Custodial Materials	\$1,181	\$750	\$750	\$0	0%
Electrical Materials	\$838	\$1,200	\$1,200	\$0	0%
Plumbing Materials	\$600	\$900	\$900	\$0	0%
Lawn Care & Grounds Materials	\$5	\$1,200	\$900	-\$300	-25%
Tools & Equipment	\$434	\$400	\$900	\$500	125%
Water Heater, Boiler & parts	\$0	\$200	\$500	\$300	150%

# Pathways at Shadowbend

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$1,612	\$2,500	\$2,250	-\$250	-10%
Materials-Gas & Oil	\$830	\$1,000	\$1,000	\$0	0%
Exterior Lighting	\$0	\$800	\$800	\$0	0%
Auto Parts	\$309	\$100	\$250	\$150	150%
Paint & Supplies	\$727	\$1,400	\$2,000	\$600	43%
Flooring/Ceiling Materials	\$0	\$200	\$100	-\$100	-50%
Glass & Window Materials	\$0	\$400	\$400	\$0	0%
Pest Control Materials	\$0	\$50	\$100	\$50	100%
Appliance Parts	\$2,430	\$2,500	\$2,800	\$300	12%
Alarms/Extinguishers/Sprinklers	\$450	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	
Hardware/Locks	\$1,026	\$800	\$1,000	\$200	25%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$700	\$700	\$0	0%
Window Coverings	\$0	\$350	\$1,000	\$650	186%
Countertops/Cabinets	\$0	\$0	\$500	\$500	
Lumber & Sheetrock	\$59	\$150	\$500	\$350	233%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$85	\$600	\$900	\$300	50%
Fencing Materials	\$0	\$40	\$100	\$60	150%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$500	\$500	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$10,585</b>	<b>\$17,240</b>	<b>\$20,550</b>	<b>\$3,310</b>	<b>-19%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$1,961	\$1,432	\$1,432	\$0	0%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$2,266	\$500	\$1,200	\$700	140%
Grounds Contracts	\$11,300	\$15,340	\$20,260	\$4,920	32%
HVAC Contracts	\$0	\$300	\$50	-\$250	-83%
Fire Protection Contracts	\$0	\$800	\$500	-\$300	-38%
Vehicle Repairs	\$1,353	\$400	\$400	\$0	0%
ACM Abatement	\$0	\$0	\$0	\$0	
Make Ready/Cleaning	\$2,318	\$2,500	\$2,500	\$0	0%
Contract Painting	\$0	\$100	\$50	-\$50	-50%
Carpet/Flooring Cleaing & Repair	\$0	\$50	\$50	\$0	0%
Pest Control Contracts	\$5,586	\$2,400	\$5,220	\$2,820	118%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$50	\$0	-\$50	-100%
Masonry Work	\$0	\$50	\$0	-\$50	-100%
Electrical Contracts	\$4,638	\$50	\$50	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	

# Pathways at Shadowbend

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$500	\$250	-\$250	-50%
<i>Uniforms Contract</i>	\$273	\$268	\$239	-\$29	-11%
<i>Equipment Rental</i>	\$0	\$25	\$25	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$6,000	\$6,176	\$176	3%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,325	\$3,500	\$3,255	-\$245	-7%
<i>Reasonable Accommodation Contracts</i>	\$0	\$1,000	\$1,000	\$0	0%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$32,020</b>	<b>\$35,265</b>	<b>\$42,657</b>	<b>\$7,392</b>	<b>-21%</b>
<b>Maintenance Totals</b>	<b>\$75,666</b>	<b>\$86,620</b>	<b>\$100,737</b>	<b>\$14,117</b>	<b>-16%</b>
<i>Security Contracts</i>	\$0	\$1,128	\$3,362	\$2,234	198%
<i>Police Officers</i>	\$7,089	\$6,025	\$3,000	-\$3,025	-50%
<i>Protective Services Equipments</i>	\$1,524	\$0	\$1,524	\$1,524	
<i>HACA/Police Liaison</i>	\$0	\$810	\$810	\$0	0%
<b>Protective Services Totals</b>	<b>\$8,613</b>	<b>\$7,963</b>	<b>\$8,696</b>	<b>\$733</b>	<b>-9%</b>
<i>Insurance</i>	\$20,064	\$18,987	\$24,052	\$5,065	27%
<i>Employee Benefits</i>	\$40,259	\$38,382	\$37,788	-\$594	-2%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$46,756	\$46,693	\$45,916	-\$777	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$4,348	\$2,122	\$2,174	\$52	2%
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$14,667	\$14,667	\$14,667	\$0	0%
<b>General Expenses Totals</b>	<b>\$126,094</b>	<b>\$120,851</b>	<b>\$124,597</b>	<b>\$3,745</b>	<b>-3%</b>
<b>Other Expenses Totals</b>	<b>\$134,708</b>	<b>\$128,815</b>	<b>\$133,293</b>	<b>\$4,478</b>	<b>-3%</b>
<b>Expense Totals</b>	<b>\$379,910</b>	<b>\$385,417</b>	<b>\$397,605</b>	<b>\$12,188</b>	<b>-3%</b>
<b>Provisions For Reserve</b>	<b>\$126,074</b>	<b>\$43,549</b>	<b>\$40,328</b>	<b>-\$3,221</b>	<b>7%</b>
<b>Debt Principal</b>	<b>\$22,245</b>	<b>\$22,308</b>	<b>\$23,085</b>	<b>\$777</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$18,622</b>	<b>\$18,965</b>	<b>\$19,432</b>	<b>\$467</b>	<b>2%</b>
<b>Balance</b>	<b>\$85,207</b>	<b>\$2,276</b>	<b>-\$2,190</b>	<b>-\$4,466</b>	<b>196%</b>
Net Income		\$71,277	\$66,811		
Total Debt		\$69,001	\$69,001		
Debt Service Coverage Ratio		1.03	0.97		

## Pathways at Manchaca II

### CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

[illegible]

# Pathways at Manchaca II

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$42	\$0	-\$42	-100%
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$218	\$215	\$224	\$9	4%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$50	\$0	-\$50	-100%
Employee Physical	\$0	\$62	\$60	-\$2	-3%
Interpreter Fee	\$0	\$150	\$100	-\$50	-33%
Software	\$2,397	\$2,160	\$2,300	\$140	6%
Document Shredding	\$0	\$100	\$100	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$100	\$0	-\$100	-100%
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$3,833</b>	<b>\$8,665</b>	<b>\$9,068</b>	<b>\$403</b>	<b>-5%</b>
<b>Admin Totals</b>	<b>\$34,688</b>	<b>\$42,155</b>	<b>\$40,665</b>	<b>-\$1,490</b>	<b>4%</b>
Admissions Fee	\$0	\$4,419	\$4,415	-\$4	0%
Other COCC Management Fees	\$12,426	\$11,130	\$11,365	\$235	2%
<b>Fees And Charges Totals</b>	<b>\$12,426</b>	<b>\$15,549</b>	<b>\$15,780</b>	<b>\$231</b>	<b>-1%</b>
Tenant Participation - Resident Council	\$464	\$495	\$495	\$0	0%
Tenant Participation - HACA	\$0	\$330	\$330	\$0	0%
<b>Tenant Services Totals</b>	<b>\$464</b>	<b>\$825</b>	<b>\$825</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$29,048	\$35,000	\$31,000	-\$4,000	-11%
Electric	\$1,896	\$3,200	\$2,500	-\$700	-22%
Gas	\$12,231	\$9,500	\$12,000	\$2,500	26%
<b>Utilities Totals</b>	<b>\$43,174</b>	<b>\$47,700</b>	<b>\$45,500</b>	<b>-\$2,200</b>	<b>5%</b>
<b>Services and Fees Totals</b>	<b>\$56,064</b>	<b>\$64,074</b>	<b>\$62,105</b>	<b>-\$1,969</b>	<b>3%</b>
Maintenance Labor	\$18,247	\$20,303	\$22,309	\$2,006	10%
Maintenance Labor - OT	\$2,358	\$1,458	\$1,632	\$173	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$20,606</b>	<b>\$21,762</b>	<b>\$23,941</b>	<b>\$2,179</b>	<b>-10%</b>
Custodial Materials	\$0	\$600	\$600	\$0	0%
Electrical Materials	\$102	\$500	\$500	\$0	0%
Plumbing Materials	\$522	\$500	\$500	\$0	0%
Lawn Care & Grounds Materials	\$3	\$200	\$200	\$0	0%
Tools & Equipment	\$171	\$252	\$740	\$488	193%
Water Heater, Boiler & parts	\$0	\$250	\$300	\$50	20%

# Pathways at Manchaca II

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$530	\$900	\$900	\$0	0%
Materials-Gas & Oil	\$549	\$800	\$1,500	\$700	88%
Exterior Lighting	\$0	\$200	\$500	\$300	150%
Auto Parts	\$0	\$30	\$250	\$220	733%
Paint & Supplies	\$338	\$1,200	\$1,200	\$0	0%
Flooring/Ceiling Materials	\$0	\$150	\$800	\$650	433%
Glass & Window Materials	\$0	\$50	\$50	\$0	0%
Pest Control Materials	\$0	\$50	\$100	\$50	100%
Appliance Parts	\$0	\$500	\$1,000	\$500	100%
Alarms/Extinguishers/Sprinklers	\$617	\$600	\$600	\$0	0%
Roofing Materials	\$0	\$40	\$0	-\$40	-100%
Hardware/Locks	\$113	\$500	\$500	\$0	0%
Safety Equipment (Glove/Belts/Goggles)	\$0	\$575	\$575	\$0	0%
Window Coverings	\$0	\$300	\$300	\$0	0%
Countertops/Cabinets	\$0	\$300	\$300	\$0	0%
Lumber & Sheetrock	\$0	\$40	\$400	\$360	900%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$126	\$250	\$500	\$250	100%
Fencing Materials	\$0	\$75	\$150	\$75	100%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$1,000	\$250	-\$750	-75%
<b>Maintenance Materials Totals</b>	<b>\$3,072</b>	<b>\$9,862</b>	<b>\$12,715</b>	<b>\$2,853</b>	<b>-29%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$1,679	\$928	\$928	\$0	0%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$0	\$80	\$500	\$420	525%
Grounds Contracts	\$6,060	\$7,540	\$10,992	\$3,452	46%
HVAC Contracts	\$0	\$25	\$50	\$25	100%
Fire Protection Contracts	\$0	\$50	\$350	\$300	600%
Vehicle Repairs	\$0	\$50	\$0	-\$50	-100%
ACM Abatement	\$114	\$0	\$150	\$150	
Make Ready/Cleaning	\$648	\$1,600	\$1,500	-\$100	-6%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$1,148	\$2,100	\$4,455	\$2,355	112%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$50	\$0	-\$50	-100%
Masonry Work	\$0	\$50	\$0	-\$50	-100%
Electrical Contracts	\$0	\$50	\$50	\$0	0%
Key & Lock Services	\$0	\$0	\$0	\$0	

# Pathways at Manchaca II

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$0	\$0	\$0	
<i>Uniforms Contract</i>	\$173	\$171	\$147	-\$24	-14%
<i>Equipment Rental</i>	\$0	\$25	\$25	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$6,000	\$5,000	-\$1,000	-17%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$1,988	\$2,900	\$2,827	-\$73	-3%
<i>Reasonable Accommodation Contracts</i>	\$0	\$25	\$25	\$0	0%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$11,809</b>	<b>\$21,644</b>	<b>\$26,999</b>	<b>\$5,355</b>	<b>-25%</b>
<b>Maintenance Totals</b>	<b>\$35,486</b>	<b>\$53,267</b>	<b>\$63,654</b>	<b>\$10,387</b>	<b>-19%</b>
<i>Security Contracts</i>	\$0	\$0	\$2,219	\$2,219	
<i>Police Officers</i>	\$5,226	\$4,000	\$3,500	-\$500	-13%
<i>Protective Services Equipments</i>	\$0	\$0	\$0	\$0	
<i>HACA/Police Liaison</i>	\$0	\$535	\$535	\$0	0%
<b>Protective Services Totals</b>	<b>\$5,226</b>	<b>\$4,535</b>	<b>\$6,254</b>	<b>\$1,719</b>	<b>-38%</b>
<i>Insurance</i>	\$10,746	\$10,034	\$12,946	\$2,912	29%
<i>Employee Benefits</i>	\$25,734	\$24,559	\$24,095	-\$464	-2%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$37,952	\$37,853	\$37,024	-\$829	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$0	\$0	\$0	\$0	
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$74,632</b>	<b>\$72,446</b>	<b>\$74,165</b>	<b>\$1,719</b>	<b>-2%</b>
<b>Other Expenses Totals</b>	<b>\$79,858</b>	<b>\$76,981</b>	<b>\$80,419</b>	<b>\$3,438</b>	<b>-4%</b>
<b>Expense Totals</b>	<b>\$206,096</b>	<b>\$236,478</b>	<b>\$246,844</b>	<b>\$10,366</b>	<b>-4%</b>
<b>Provisions For Reserve</b>	<b>\$108,805</b>	<b>\$41,766</b>	<b>\$37,282</b>	<b>-\$4,484</b>	<b>11%</b>
<b>Debt Principal</b>	<b>\$19,452</b>	<b>\$19,551</b>	<b>\$20,380</b>	<b>\$829</b>	<b>4%</b>
<b>Replacement Reserve</b>	<b>\$12,180</b>	<b>\$12,519</b>	<b>\$12,831</b>	<b>\$312</b>	<b>2%</b>
<b>Balance</b>	<b>\$77,173</b>	<b>\$9,695</b>	<b>\$4,071</b>	<b>-\$5,624</b>	<b>58%</b>
Net Income		\$67,099	\$61,475		
Total Debt		\$57,404	\$57,404		
Debt Service Coverage Ratio		1.17	1.07		



# Pathways at Manchaca Village

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$121,073	\$122,105	\$121,589	-\$516	0%
<i>Vacancies</i>	-\$4,312	-\$10,652	-\$10,910	-\$257	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$2,149	-\$6,087	-\$6,234	-\$147	-2%
<i>Excess Utilities</i>	\$0	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$1,687	\$0	\$0	\$0	
<i>Other Income</i>	\$1,431	\$935	\$710	-\$225	24%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$769	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$185,804	\$182,242	\$190,114	\$7,872	-4%
<b>Revenue Totals</b>	<b>\$304,303</b>	<b>\$288,542</b>	<b>\$295,269</b>	<b>\$6,727</b>	<b>-2%</b>
<i>Admin Salaries</i>	\$27,013	\$31,054	\$27,291	-\$3,763	-12%
<i>Admin Salaries - OT</i>	\$184	\$0	\$35	\$35	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$196	\$990	\$794	405%
<i>Compensated Absences</i>	\$3,087	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$30,283</b>	<b>\$31,250</b>	<b>\$28,316</b>	<b>-\$2,934</b>	<b>9%</b>
<i>Legal</i>	\$51	\$1,000	\$1,500	\$500	50%
<i>Training</i>	\$522	\$887	\$812	-\$75	-8%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$75	\$0	-\$75	-100%
<i>Audit Fees</i>	\$2,928	\$2,928	\$2,928	\$0	0%
<b>Admin Totals</b>	<b>\$3,501</b>	<b>\$4,890</b>	<b>\$5,240</b>	<b>\$350</b>	<b>-7%</b>
<i>Office Supplies</i>	\$125	\$224	\$180	-\$44	-20%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$99	\$75	\$100	\$25	33%
<i>Advertising</i>	\$0	\$50	\$0	-\$50	-100%
<i>Printing</i>	\$0	\$50	\$0	-\$50	-100%
<i>Membership, Dues &amp; Fees</i>	\$0	\$50	\$0	-\$50	-100%
<i>Telephone</i>	\$7,858	\$4,234	\$4,629	\$395	9%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$350	\$300	-\$50	-14%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,677	\$932	\$934	\$2	0%
<i>Office Equipment(Under \$2,500)</i>	\$72	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$2,720	\$720	\$0	-\$720	-100%
<i>Collection Agency Fees</i>	\$0	\$0	\$0	\$0	

# Pathways at Manchaca Village

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$0	\$0	
Answering Service	\$218	\$214	\$224	\$10	5%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$250	\$0	-\$250	-100%
Software	\$2,344	\$2,160	\$2,300	\$140	6%
Document Shredding	\$0	\$50	\$100	\$50	100%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$100	\$0	-\$100	-100%
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$760	\$1,639	\$760	-\$879	-54%
Partnership Management Fee	\$0	\$1,591	\$1,591	\$0	0%
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$1,320	\$1,320	\$0	0%
<b>Sundry Totals</b>	<b>\$15,874</b>	<b>\$14,009</b>	<b>\$12,439</b>	<b>-\$1,570</b>	<b>11%</b>
<b>Admin Totals</b>	<b>\$49,658</b>	<b>\$50,148</b>	<b>\$45,994</b>	<b>-\$4,154</b>	<b>8%</b>
Admissions Fee	\$0	\$4,316	\$0	-\$4,316	-100%
Other COCC Management Fees	\$12,016	\$11,542	\$11,811	\$269	2%
<b>Fees And Charges Totals</b>	<b>\$12,016</b>	<b>\$15,858</b>	<b>\$11,811</b>	<b>-\$4,047</b>	<b>26%</b>
Tenant Participation - Resident Council	\$764	\$495	\$495	\$0	0%
Tenant Participation - HACA	\$0	\$330	\$330	\$0	0%
<b>Tenant Services Totals</b>	<b>\$764</b>	<b>\$825</b>	<b>\$825</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$23,815	\$29,016	\$25,000	-\$4,016	-14%
Electric	\$4,882	\$4,368	\$4,800	\$432	10%
Gas	\$8,267	\$8,700	\$8,500	-\$200	-2%
<b>Utilities Totals</b>	<b>\$36,965</b>	<b>\$42,084</b>	<b>\$38,300</b>	<b>-\$3,784</b>	<b>9%</b>
<b>Services and Fees Totals</b>	<b>\$49,745</b>	<b>\$58,767</b>	<b>\$50,936</b>	<b>-\$7,831</b>	<b>13%</b>
Maintenance Labor	\$18,362	\$20,303	\$22,309	\$2,006	10%
Maintenance Labor - OT	\$2,461	\$1,458	\$1,632	\$173	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$20,823</b>	<b>\$21,762</b>	<b>\$23,941</b>	<b>\$2,179</b>	<b>-10%</b>
Custodial Materials	\$258	\$378	\$378	\$0	0%
Electrical Materials	\$561	\$600	\$600	\$0	0%
Plumbing Materials	\$752	\$400	\$700	\$300	75%
Lawn Care & Grounds Materials	\$3	\$800	\$500	-\$300	-38%
Tools & Equipment	\$171	\$252	\$400	\$148	59%
Water Heater, Boiler & parts	\$0	\$0	\$500	\$500	

# Pathways at Manchaca Village

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$788	\$850	\$850	\$0	0%
Materials-Gas & Oil	\$2,194	\$875	\$500	-\$375	-43%
Exterior Lighting	\$0	\$100	\$300	\$200	200%
Auto Parts	\$0	\$400	\$200	-\$200	-50%
Paint & Supplies	\$1,587	\$550	\$1,500	\$950	173%
Flooring/Ceiling Materials	\$0	\$100	\$50	-\$50	-50%
Glass & Window Materials	\$88	\$250	\$250	\$0	0%
Pest Control Materials	\$0	\$25	\$100	\$75	300%
Appliance Parts	\$4,247	\$500	\$3,000	\$2,500	500%
Alarms/Extinguishers/Sprinklers	\$450	\$200	\$500	\$300	150%
Roofing Materials	\$0	\$250	\$0	-\$250	-100%
Hardware/Locks	\$619	\$100	\$400		300%
Safety Equipment (Glove/Belts/Goggles)	\$61	\$300	\$150	-\$150	-50%
Window Coverings	\$0	\$150	\$750	\$600	400%
Countertops/Cabinets	\$0	\$0	\$200	\$200	
Lumber & Sheetrock	\$0	\$75	\$200	\$125	167%
Maintenance Licenses and Fee	\$0	\$0	\$0	\$0	
Doors	\$78	\$500	\$500	\$0	0%
Fencing Materials	\$0	\$40	\$150	\$110	275%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accommodation Materials	\$0	\$250	\$250	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$11,858</b>	<b>\$7,945</b>	<b>\$12,928</b>	<b>\$4,683</b>	<b>-63%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$6,980	\$7,934	\$10,714	\$2,780	35%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$0	\$750	\$750	\$0	0%
Grounds Contracts	\$4,350	\$7,540	\$10,992	\$3,452	46%
HVAC Contracts	\$0	\$50	\$50	\$0	0%
Fire Protection Contracts	\$0	\$500	\$500	\$0	0%
Vehicle Repairs	\$0	\$0	\$0	\$0	
ACM Abatement	\$0	\$0	\$0	\$0	
Make Ready/Cleaning	\$1,838	\$500	\$1,500	\$1,000	200%
Contract Painting	\$0	\$50	\$50	\$0	0%
Carpet/Flooring Cleaing & Repair	\$0	\$50	\$50	\$0	0%
Pest Control Contracts	\$998	\$2,100	\$3,955	\$1,855	88%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$50	\$0	-\$50	-100%
Masonry Work	\$0	\$50	\$0	-\$50	-100%
Electrical Contracts	\$0	\$150	\$150	\$0	0%
Key & Lock Services	\$0	\$25	\$0	-\$25	-100%

# Pathways at Manchaca Village

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Building &amp; Equipment Repair</i>	\$0	\$168	\$100	-\$68	-40%
<i>Uniforms Contract</i>	\$173	\$171	\$147	-\$24	-14%
<i>Equipment Rental</i>	\$0	\$25	\$25	\$0	0%
<i>Damages - Tenant Property</i>	\$0	\$0	\$0	\$0	
<i>Tree Trimming</i>	\$0	\$4,000	\$4,000	\$0	0%
<i>Roofing</i>	\$0	\$0	\$0	\$0	
<i>In-House Plumbing</i>	\$0	\$0	\$0	\$0	
<i>In-House Bulk Trash Removal</i>	\$2,025	\$2,700	\$2,400	-\$300	-11%
<i>Reasonable Accommodation Contracts</i>	\$0	\$50	\$50	\$0	0%
<i>RAD Relocation Expense</i>	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$16,363</b>	<b>\$26,863</b>	<b>\$35,434</b>	<b>\$8,571</b>	<b>-32%</b>
<b>Maintenance Totals</b>	<b>\$49,044</b>	<b>\$56,569</b>	<b>\$72,303</b>	<b>\$15,433</b>	<b>-28%</b>
<i>Security Contracts</i>	\$0	\$1,008	\$2,219	\$1,211	120%
<i>Police Officers</i>	\$7,415	\$5,800	\$3,300	-\$2,500	-43%
<i>Protective Services Equipments</i>	\$1,404	\$0	\$1,404	\$1,404	
<i>HACA/Police Liaison</i>	\$0	\$535	\$535	\$0	0%
<b>Protective Services Totals</b>	<b>\$8,819</b>	<b>\$7,343</b>	<b>\$7,458</b>	<b>\$115</b>	<b>-2%</b>
<i>Insurance</i>	\$12,015	\$11,266	\$13,894	\$2,628	23%
<i>Employee Benefits</i>	\$25,736	\$24,559	\$24,095	-\$464	-2%
<i>Interest on Sellers Note</i>	\$0	\$0	\$0	\$0	
<i>Interest Expense</i>	\$34,200	\$34,154	\$33,586	-\$568	-2%
<i>Tenant Relocation</i>	\$0	\$0	\$0	\$0	
<i>Casualty Loss</i>	\$0	\$0	\$0	\$0	
<i>Franchise Tax</i>	\$4,348	\$2,122	\$2,174	\$52	2%
<i>Loan Cost Expense</i>	\$0	\$0	\$0	\$0	
<i>FSS Escrow Contributions</i>	\$0	\$0	\$0	\$0	
<i>Land Lease Expense</i>	\$14,667	\$14,667	\$14,667	\$0	0%
<b>General Expenses Totals</b>	<b>\$90,966</b>	<b>\$86,768</b>	<b>\$88,416</b>	<b>\$1,649</b>	<b>-2%</b>
<b>Other Expenses Totals</b>	<b>\$99,785</b>	<b>\$94,111</b>	<b>\$95,874</b>	<b>\$1,764</b>	<b>-2%</b>
<b>Expense Totals</b>	<b>\$248,232</b>	<b>\$259,595</b>	<b>\$265,107</b>	<b>\$5,212</b>	<b>-2%</b>
<b>Provisions For Reserve</b>	<b>\$56,071</b>	<b>\$28,947</b>	<b>\$30,162</b>	<b>\$1,515</b>	<b>-4%</b>
<b>Debt Principal</b>	<b>\$16,271</b>	<b>\$16,317</b>	<b>\$16,885</b>	<b>\$568</b>	<b>3%</b>
<b>Replacement Reserve</b>	<b>\$12,298</b>	<b>\$12,519</b>	<b>\$12,831</b>	<b>\$312</b>	<b>2%</b>
<b>Balance</b>	<b>\$27,501</b>	<b>\$111</b>	<b>\$446</b>	<b>\$635</b>	<b>-302%</b>
Net Income		\$50,582	\$50,917		
Total Debt		\$50,471	\$50,471		
Debt Service Coverage Ratio		1.00	1.01		

# Pathways at Coronado Hills

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
<i>Dwelling Rentals</i>	\$141,687	\$171,313	\$156,500	-\$14,813	9%
<i>Vacancies</i>	-\$5,395	-\$13,511	-\$13,843	-\$331	-2%
<i>Prior Period Adjustment</i>	\$0	\$0	\$0	\$0	
<i>Bad Debt</i>	-\$9,409	-\$7,721	-\$7,910	-\$189	-2%
<i>Excess Utilities</i>	\$192	\$0	\$0	\$0	
<i>Nondwelling Rental</i>	\$0	\$0	\$0	\$0	
<i>HUD Subsidy, Fees and Grants</i>	\$0	\$0	\$0	\$0	
<i>HAP Subsidy-FSS</i>	\$0	\$0	\$0	\$0	
<i>Legal Charges</i>	\$0	\$0	\$0	\$0	
<i>Maintenance Charges</i>	\$9,743	\$0	\$0	\$0	
<i>Other Income</i>	\$264,165	\$3,390	\$3,802	\$413	-12%
<i>Rehab Assistance Payments</i>	\$0	\$0	\$0	\$0	
<i>Interest Income</i>	\$705	\$0	\$0	\$0	
<i>HAP Subsidy</i>	\$233,322	\$214,721	\$239,001	\$24,280	-11%
<b>Revenue Totals</b>	<b>\$635,009</b>	<b>\$368,192</b>	<b>\$377,550</b>	<b>\$9,358</b>	<b>-3%</b>
<i>Admin Salaries</i>	\$47,709	\$38,349	\$32,330	-\$6,019	-16%
<i>Admin Salaries - OT</i>	\$147	\$0	\$0	\$0	
<i>Admin Salaries-Temp</i>	\$0	\$0	\$0	\$0	
<i>Incentive Pay</i>	\$0	\$1,012	\$1,440	\$428	42%
<i>Compensated Absences</i>	\$5,884	\$0	\$0	\$0	
<b>Salaries Totals</b>	<b>\$53,740</b>	<b>\$39,361</b>	<b>\$33,770</b>	<b>-\$5,591</b>	<b>14%</b>
<i>Legal</i>	\$721	\$3,500	\$2,640	-\$860	-25%
<i>Training</i>	\$759	\$942	\$942	\$0	0%
<i>Travel-Convention &amp; Meetings</i>	\$0	\$0	\$0	\$0	
<i>Travel-Out of Town</i>	\$0	\$0	\$0	\$0	
<i>Travel-Local</i>	\$0	\$200	\$0	-\$200	-100%
<i>Audit Fees</i>	\$0	\$733	\$733	\$0	0%
<b>Admin Totals</b>	<b>\$1,480</b>	<b>\$5,375</b>	<b>\$4,315</b>	<b>-\$1,060</b>	<b>20%</b>
<i>Office Supplies</i>	\$0	\$300	\$300	\$0	0%
<i>Assessment of Fair Housing/Business Process Map</i>	\$0	\$0	\$0	\$0	
<i>Postage Expense</i>	\$267	\$240	\$250	\$10	4%
<i>Advertising</i>	\$0	\$0	\$0	\$0	
<i>Printing</i>	\$0	\$100	\$100	\$0	0%
<i>Membership, Dues &amp; Fees</i>	\$0	\$0	\$0	\$0	
<i>Telephone</i>	\$7,955	\$7,683	\$7,727	\$44	1%
<i>Internet/Cable</i>	\$0	\$0	\$0	\$0	
<i>Court Cost</i>	\$0	\$492	\$584	\$92	19%
<i>Office Custodial</i>	\$0	\$0	\$0	\$0	
<i>Computer Equipment</i>	\$0	\$0	\$0	\$0	
<i>Equipment Leases</i>	\$1,705	\$1,657	\$1,661	\$5	0%
<i>Office Equipment(Under \$2,500)</i>	\$0	\$0	\$0	\$0	
<i>Office Equipment Repairs</i>	\$0	\$0	\$0	\$0	
<i>Admin Contractor/Temp (Salary)</i>	\$0	\$0	\$0	\$0	

# Pathways at Coronado Hills

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Collection Agency Fees	\$0	\$0	\$0	\$0	
Meeting Expense	\$0	\$0	\$0	\$0	
Miscellaneous Expense	\$0	\$0	\$0	\$0	
Subscriptions	\$0	\$0	\$0	\$0	
Bank Charges	\$0	\$0	\$250	\$250	
Answering Service	\$327	\$250	\$326	\$76	31%
Consultants	\$0	\$0	\$0	\$0	
Newsletter	\$0	\$0	\$0	\$0	
Criminal & Credit Reports	\$0	\$0	\$0	\$0	
Employee Physical	\$0	\$0	\$0	\$0	
Interpreter Fee	\$0	\$250	\$250	\$0	0%
Software	\$3,319	\$3,142	\$3,346	\$204	6%
Document Shredding	\$0	\$25	\$25	\$0	0%
Storage Lease	\$0	\$0	\$0	\$0	
Permits, Licenses & Certificates	\$0	\$0	\$0	\$0	
Inspections	\$0	\$0	\$0	\$0	
Application Tracking System	\$0	\$0	\$0	\$0	
RBC-Asset Management Fee	\$0	\$0	\$0	\$0	
Partnership Management Fee	\$0	\$0	\$0	\$0	
Tenant Rent Incentives	\$0	\$0	\$0	\$0	
TDHCA Compliance Fee	\$0	\$0	\$0	\$0	
<b>Sundry Totals</b>	<b>\$13,572</b>	<b>\$14,139</b>	<b>\$14,820</b>	<b>\$681</b>	<b>-5%</b>
<b>Admin Totals</b>	<b>\$68,792</b>	<b>\$58,874</b>	<b>\$52,905</b>	<b>-\$5,970</b>	<b>10%</b>
Admissions Fee	\$0	\$6,228	\$6,228	\$0	0%
Other COCC Management Fees	\$15,077	\$14,728	\$15,102	\$374	3%
<b>Fees And Charges Totals</b>	<b>\$15,077</b>	<b>\$20,956</b>	<b>\$21,330</b>	<b>\$374</b>	<b>-2%</b>
Tenant Participation - Resident Council	\$100	\$720	\$720	\$0	0%
Tenant Participation - HACA	\$0	\$480	\$480	\$0	0%
<b>Tenant Services Totals</b>	<b>\$100</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>	<b>0%</b>
Water & Sewer	\$36,776	\$39,000	\$38,000	-\$1,000	-3%
Electric	\$7,193	\$9,000	\$8,500	-\$500	-6%
Gas	\$17,799	\$19,228	\$18,800	-\$428	-2%
<b>Utilities Totals</b>	<b>\$61,769</b>	<b>\$67,228</b>	<b>\$65,300</b>	<b>-\$1,928</b>	<b>3%</b>
<b>Services and Fees Totals</b>	<b>\$76,946</b>	<b>\$89,384</b>	<b>\$87,830</b>	<b>-\$1,554</b>	<b>2%</b>
Maintenance Labor	\$13,673	\$26,953	\$25,023	-\$1,930	-7%
Maintenance Labor - OT	\$1,576	\$2,121	\$2,373	\$252	12%
Maintenance Labor - Temp	\$0	\$0	\$0	\$0	
<b>Maintenance Labor Totals</b>	<b>\$15,249</b>	<b>\$29,075</b>	<b>\$27,397</b>	<b>-\$1,678</b>	<b>6%</b>
Custodial Materials	\$155	\$550	\$550	\$0	0%
Electrical Materials	\$669	\$500	\$650	\$150	30%
Plumbing Materials	\$36	\$750	\$750	\$0	0%
Lawn Care & Grounds Materials	\$371	\$700	\$700	\$0	0%
Tools & Equipment	\$100	\$450	\$450	\$0	0%

# Pathways at Coronado Hills

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Water Heater, Boiler & parts	\$281	\$1,500	\$1,000	-\$500	-33%
Miscellaneous Materials	\$0	\$0	\$0	\$0	
HVAC Materials	\$99	\$2,300	\$2,300	\$0	0%
Materials-Gas & Oil	\$662	\$300	\$0	-\$300	-100%
Exterior Lighting	\$0	\$150	\$150	\$0	0%
Auto Parts	\$0	\$200	\$0	-\$200	-100%
Paint & Supplies	\$1,828	\$1,500	\$1,500	\$0	0%
Flooring/Ceiling Materials	\$0	\$100	\$100	\$0	0%
Glass & Window Materials	\$0	\$500	\$500	\$0	0%
Pest Control Materials	\$0	\$100	\$200	\$100	100%
Appliance Parts	\$552	\$500	\$500	\$0	0%
Alarms/Extinguishers/Sprinklers	\$0	\$500	\$500	\$0	0%
Roofing Materials	\$0	\$0	\$0	\$0	
Hardware/Locks	\$541	\$250	\$500	\$250	100%
Safety Equipment (Glove/Belts/Goggles)	\$64	\$750	\$400	-\$350	-47%
Window Coverings	\$834	\$400	\$700	\$300	75%
Countertops/Cabinets	\$0	\$50	\$50	\$0	0%
Lumber & Sheetrock	\$0	\$75	\$150	\$75	100%
Maintenance Licenses and Fee	\$0	\$35	\$0	-\$35	-100%
Doors	\$0	\$900	\$900	\$0	0%
Fencing Materials	\$0	\$100	\$100	\$0	0%
Refrigerators	\$0	\$0	\$0	\$0	
Ranges	\$0	\$0	\$0	\$0	
Dishwashers	\$0	\$0	\$0	\$0	
Reasonable Accomodation Materials	\$0	\$150	\$150	\$0	0%
<b>Maintenance Materials Totals</b>	<b>\$6,193</b>	<b>\$13,310</b>	<b>\$12,800</b>	<b>-\$510</b>	<b>4%</b>
Elevator Contracts	\$0	\$0	\$0	\$0	
Trash Removal	\$8,832	\$9,427	\$12,554	\$3,127	33%
Custodial Contracts	\$0	\$0	\$0	\$0	
Plumbing Contracts	\$0	\$2,500	\$2,500	\$0	0%
Grounds Contracts	\$5,850	\$10,140	\$12,748	\$2,608	26%
HVAC Contracts	\$0	\$500	\$500	\$0	0%
Fire Protection Contracts	\$816	\$350	\$700	\$350	100%
Vehicle Repairs	\$0	\$0	\$0	\$0	
ACM Abatement	\$424	\$0	\$280	\$280	
Make Ready/Cleaning	\$9,200	\$2,400	\$5,400	\$3,000	125%
Contract Painting	\$0	\$0	\$0	\$0	
Carpet/Flooring Cleaing & Repair	\$0	\$0	\$0	\$0	
Pest Control Contracts	\$3,572	\$2,400	\$5,130	\$2,730	114%
Water Treatment	\$0	\$0	\$0	\$0	
Door/Window Repair Contracts	\$0	\$0	\$0	\$0	
Masonry Work	\$0	\$0	\$0	\$0	
Electrical Contracts	\$0	\$300	\$250	-\$50	-17%

# Pathways at Coronado Hills

## CY2022 Budget Template

Annualized Data is Jan - Jun Totals x 2

Description	Annualized Actuals	Current Budget	Requested Budget	Variance \$	Variance %
Key & Lock Services	\$0	\$0	\$0	\$0	
Building & Equipment Repair	\$0	\$750	\$500	-\$250	-33%
Uniforms Contract	\$281	\$195	\$266	\$71	37%
Equipment Rental	\$0	\$0	\$0	\$0	
Damages - Tenant Property	\$0	\$0	\$0	\$0	
Tree Trimming	\$0	\$2,500	\$3,270	\$770	31%
Roofing	\$0	\$0	\$0	\$0	
In-House Plumbing	\$0	\$0	\$0	\$0	
In-House Bulk Trash Removal	\$3,188	\$3,400	\$3,150	-\$250	-7%
Reasonable Accommodation Contracts	\$0	\$1,500	\$1,500	\$0	0%
RAD Relocation Expense	\$0	\$0	\$0	\$0	
<b>Maintenance Contracts Totals</b>	<b>\$32,162</b>	<b>\$36,362</b>	<b>\$48,749</b>	<b>\$12,387</b>	<b>-34%</b>
<b>Maintenance Totals</b>	<b>\$53,604</b>	<b>\$78,747</b>	<b>\$88,945</b>	<b>\$10,199</b>	<b>-13%</b>
Security Contracts	\$10,200	\$1,272	\$10,710	\$9,438	742%
Police Officers	\$500	\$10,200	\$0	-\$10,200	-100%
Protective Services Equipments	\$1,668	\$0	\$1,668	\$1,668	
HACA/Police Liaison	\$0	\$778	\$778	\$0	0%
<b>Protective Services Totals</b>	<b>\$12,368</b>	<b>\$12,250</b>	<b>\$13,156</b>	<b>\$906</b>	<b>-7%</b>
Insurance	\$16,416	\$15,383	\$18,782	\$3,399	22%
Employee Benefits	\$44,027	\$31,352	\$28,071	-\$3,280	-10%
Interest on Sellers Note	\$0	\$0	\$0	\$0	
Interest Expense	\$42,169	\$42,059	\$41,138	-\$921	-2%
Tenant Relocation	\$0	\$0	\$0	\$0	
Casualty Loss	\$0	\$0	\$0	\$0	
Franchise Tax	\$0	\$0	\$0	\$0	
Loan Cost Expense	\$0	\$0	\$0	\$0	
FSS Escrow Contributions	\$0	\$0	\$0	\$0	
Land Lease Expense	\$200	\$0	\$100	\$100	
<b>General Expenses Totals</b>	<b>\$102,811</b>	<b>\$88,794</b>	<b>\$88,091</b>	<b>-\$702</b>	<b>1%</b>
<b>Other Expenses Totals</b>	<b>\$115,180</b>	<b>\$101,044</b>	<b>\$101,247</b>	<b>\$204</b>	<b>0%</b>
<b>Expense Totals</b>	<b>\$314,521</b>	<b>\$328,049</b>	<b>\$330,927</b>	<b>\$2,879</b>	<b>-1%</b>
<b>Provisions For Reserve</b>	<b>\$320,488</b>	<b>\$40,143</b>	<b>\$46,623</b>	<b>\$6,479</b>	<b>-16%</b>
<b>Debt Principal</b>	<b>\$21,613</b>	<b>\$21,724</b>	<b>\$22,644</b>	<b>\$921</b>	<b>4%</b>
<b>Replacement Reserve</b>	<b>\$17,712</b>	<b>\$18,207</b>	<b>\$18,663</b>	<b>\$455</b>	<b>3%</b>
<b>Balance</b>	<b>\$281,162</b>	<b>\$213</b>	<b>\$5,316</b>	<b>\$5,103</b>	<b>-2401%</b>
Net Income		\$63,995	\$69,098		
Total Debt		\$63,782	\$63,782		
Debt Service Coverage Ratio		1.00	1.08		



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02726

#### FINANCE ITEM NO. 4.

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**MEETING DATE:** November 18, 2021

**STAFF CONTACT:** Barbara Chen, Chief Financial Officer

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02726: Operating Budget Revision for Fiscal Year April 2021 to March 2022

**BUDGETED ITEM:** No

**TOTAL COST:** TBD

#### **ACTION**

Motion to Approve Resolution No. 02726 Operating Budget Revision for fiscal year April 2021 to March 2022.

#### **SUMMARY**

***Background:***

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

***Process:***

Finance worked with Department managers to update the budget based on actual usage and forecast revenues and expenses through March 2022.

***Staff Recommendation:***

Approval is recommended.

#### **ATTACHMENTS:**

- ▣ **Budget Amendment**

**RESOLUTION NO. 02726**

**RESOLUTION APPROVING THE REVISED OPERATING BUDGETS FOR THE FISCAL  
YEAR**

**APRIL 1, 2021 TO MARCH 31, 2022**

**WHEREAS**, the regulations of the U. S. Department of Housing and Urban Development require the Commissioners of a Public Housing Agency to approve Operating Budget revisions; and

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

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
- 2) That the financial plan is reasonable in that:
  - (a) It includes sources of funding adequate to cover all proposed expenditures, and
  - (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract.
- 3) That all proposed rental charges and expenditures are consistent with provisions of law and the Annual Contributions Contract; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the City of Austin is in compliance with the Annual Contributions Contract; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the City of Austin is in compliance with the requirement of the Annual Contributions Contract, and that rents and utility allowance calculations have been, or will be, adjusted in accordance with current HUD requirements and regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2022 Revised Operating Budgets, copies of such budgets attached, be hereby approved by the Board of Commissioners of the Housing Authority of the City of Austin.

**PASSED, APPROVED AND ADOPTED** this 18th day of November 2021.

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**Michael G. Gerber, Secretary**

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

<b>2021/2022 Budget Revision</b>	
<b>Revenue Changes</b>	
Assisted Housing received more funds in Emergency Housing Voucher Program (HAP)	\$2,078,028
Assisted Housing received more funds in Emergency Housing Voucher Program (Admin Fees and Service Fees)	\$1,090,811
Assisted Housing received more funds from Foster Youth to Independence (HAP)	\$261,479
Assisted Housing Received more funds from Foster Youth to Independence (Admin)	\$19,784
SHCC Revenue increase for additional 3 months	\$3,876,865
<b>Total Additional Revenue</b>	<b>\$7,326,967</b>
<b>Expense Changes</b>	
Assisted Housing - added new employees and additional administrative cost	\$100,000
Assisted Housing - Increase in Emergency Housing Voucher Program	\$2,078,028
Assisted Housing: Increase in Foster Youth to Independence	\$261,479
Assisted Housing: Management Fees for EHV and Mainstream	\$101,262
Assisted Housing: Emergency Housing Voucher Service Fee	\$847,000
Austin Pathways - Google Fiber and new employees	\$120,000
RAD Conversion Expenses	\$170,349
LIH REAC Inspection Expenses	\$520,000
<b>Total Additional Expenses</b>	<b>\$4,198,118</b>
<b>Total Net Change with the budget revision</b>	<b>\$3,128,849</b>
<b>Current Budgeted Excess Revenue</b>	<b>\$5,850,607</b>
<b>Expected Excess Revenue After Budget Revision</b>	<b>\$8,979,456</b>
<b>Restricted New Revenue</b>	<b>\$2,339,507</b>

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1 ALL PROGRAMS BUDGET ANALYSIS

	2021/2022 Approved	2021/2022 Amendment	Over (Under) Variance
<b>REVENUE:</b>			
Rental & Rental Related Income	\$ 15,288,488	\$ 15,288,488	\$ 0
Interest	0	0	0
HAP Reimbursements	542,814,618	545,154,125	2,339,507
HUD Subsidy, Admin Fees and Grants	26,495,879	31,483,339	4,987,460
COCC Fees and Revenues	3,589,539	3,589,539	0
Gain/Loss on Sale of Scattered Sites	0	0	0
Public Donations/NonFederal Donations/ Other	24,718,445	24,718,445	0
<b>Total Revenues</b>	<b>\$ 612,906,969</b>	<b>\$ 620,233,936</b>	<b>\$ 7,326,967</b>
<b>EXPENSE:</b>			0
Administrative:			0
Salaries	\$ 13,626,391	\$ 13,746,560	\$ 120,169
Performance Incentive	0	0	0
Legal	558,750	561,750	3,000
Travel & Training	497,161	500,161	3,000
Audit Fees	217,924	217,924	0
Office Rent/Utilities	216,287	216,287	0
Sundry Administrative	4,787,622	4,871,622	84,000
Property General & Admin. Costs	767,050	767,050	0
Service & Mgmt Fees	3,589,539	4,537,801	948,262
<b>Total Administrative</b>	<b>\$ 24,260,724</b>	<b>\$ 25,419,155</b>	<b>\$ 1,158,431</b>
Maintenance:			0
Labor	\$ 2,132,171	\$ 2,132,171	\$ 0
Materials	608,304	1,128,304	520,000
Contracts	2,982,490	2,984,990	2,500
<b>Total Maintenance</b>	<b>\$ 5,722,965</b>	<b>\$ 6,245,465</b>	<b>\$ 522,500</b>
General Expense:			0
Insurance	\$ 1,069,810	\$ 1,069,810	\$ 0
Employee Benefit Contributions	7,612,410	7,670,090	57,680
Interest Expense	3,855,849	3,855,849	0
Property /FranchiseTaxes	115,838	115,838	0
<b>Total General Expenses</b>	<b>\$ 12,653,907</b>	<b>\$ 12,711,587</b>	<b>\$ 57,680</b>
Other Routine Expenses:			0
Tenant Services	\$ 3,148,084	\$ 3,268,084	\$ 120,000
Utilities	3,247,058	3,247,058	0
Protective Services	576,364	576,364	0
<b>Total Other Routine Expenses</b>	<b>\$ 6,971,506</b>	<b>\$ 7,091,506</b>	<b>\$ 120,000</b>
<b>Non-Routine Expenses:</b>			0
Other/ Land Lease	66,667	66,667	0
ExtraOrdinary Maintenance	60,000	60,000	0
<b>Total Non-Routine Expenses</b>	<b>\$ 126,667</b>	<b>\$ 126,667</b>	<b>\$ 0</b>
Housing Assistance Payments	\$ 542,814,618	\$ 545,154,125	\$ 2,339,507
Scholarships/ Digital Inclusion	25000	25,000	0
Tenant Education Program	0	0	0
Fin. Lit. ED & Hm. Ownership/ Other	3,000	3,000	0
Down payment Assistance	100,000	100,000	0

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## SCHEDULE 1

### ALL PROGRAMS

### BUDGET ANALYSIS

Community Initiatives/ Other	150,000	150,000	0
Donations to Housing Programs	14,227,975	14,227,975	0
<b>Other Expenses/Donations</b>	<b>\$ 557,320,593</b>	<b>\$ 559,660,100</b>	<b>\$ 2,339,507</b>
<b>Total-All Expenses</b>	<b>\$ 607,056,362</b>	<b>\$ 611,254,480</b>	<b>\$ 4,198,118</b>
<b>PROVISION FOR RESERVE</b>	<b>\$ 5,850,607</b>	<b>\$ 8,979,456</b>	<b>\$ 3,128,849</b>
<b>Expenditures in FY22 Budget</b>			<b>0</b>
Debt Principal	931,226	931,226	0
Replacement Reserve	\$ 604,081	\$ 604,081	\$ 0
Restricted Reserves for Affordable Housing	0	0	0
<b>Total Expenditures in FY22 Budget</b>	<b>1,535,307</b>	<b>1,535,307</b>	<b>0</b>
<b>REMAINING BALANCE</b>	<b>\$ 4,315,300</b>	<b>\$ 7,444,149</b>	<b>\$ 3,128,849</b>

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02727

#### ASSISTED HOUSING ITEM NO. 5.

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Presentation, Discussion and Possible Action Regarding Resolution No. 02727: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

#### **ACTION**

The Board is being asked to review and approve Resolution No. 02727, which will update the Housing Choice Voucher Program's Payment Standards.

#### **SUMMARY**

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

Housing Authorities are required to adopt Payment Standards for the Housing Choice Voucher Program between 90 and 110 percent of the currently published fair market rents (FMRs). In April 2021, the Board approved the payment standards at 105% of the published Fair Market Rents with a July 1, 2021 effective date. On October 1, 2021, HUD issued new Fair Market Rents for the Austin-Round Rock, TX metropolitan statistical area (MSA).

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

The rising Austin rental rates continue to make it difficult for housing choice voucher families to locate affordable homes in the Austin area. In analyzing the factors outlined below, staff recommends adjusting the payment standards to 105% of the recently published fair market rents for all bedroom sizes. Staff will continue to exercise the flexibility to approve payment standards up to 120% of the published fair market rents as a reasonable accommodation for persons with disabilities. Compared to the current approved payment standards, this represents an approximate 3% increase for efficiency units, 2% increase for 1br, 2br and 3br units, and zero increase for 4 and 5 bedroom units.

##### ***Staff Recommendation:***

Staff's recommendation to increase payment standards to 105% of published FMRs considered the following information:

- Increasing the payment standards to 105% of published FMRs will help families secure homes in Austin's competitive rental market.
- An analysis of the HUD payment standard tool indicates that increasing payment standards to 105% of published FMRs will reduce the percentage of housing choice voucher households with rent burdens greater than thirty-one (31) percent from 35% to 14%.
- The increased payment standards will allow HACA to continue to issue approximately 20 vouchers a month and stay within the HUD approved annual 2022-budget.
- Staff reviewed the 3rd quarter Austin Multi-Family Trend Report, which reflects a 95.7 % occupancy rate with 2021 rents up 24.2% from the beginning of the year. Overall, the average rental rate in Austin is \$1,575/mo or \$1.82 psf.

The New Payment Standards, if approved, will go into effect February 1, 2022.

## **ATTACHMENTS:**

- ▣ **Attachment 1 Austin Trend Report 3Q21**
- ▣ **Attachment 2 Fair Market Rents 2022 Austin-Round Rock**

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**RESOLUTION NO. 02727**

**APPROVAL OF THE ADOPTION OF THE REVISED HOUSING CHOICE VOUCHER  
PROGRAM'S PAYMENT STANDARDS**

**WHEREAS**, the Housing Authority of the City of Austin is responsible for adopting payment standards between 90 and 110 percent of the published fair market rents;

**WHEREAS**, the Housing Authority of the City of Austin strives to ensure that rental assistance provided is competitive with rents in the Austin metropolitan area and that families can locate affordable housing;

**WHEREAS**, based on analysis of the Austin rental market compared to fair market rents, the Housing Authority of the City of Austin recommends approval to adopt payment standards at 105% of the currently published fair market rents for all bedroom unit sizes.

The proposed payment standards are as follows:

No. of bedrooms	Eff.	1 br	2 br	3br	4 br	5 br
Current FMRS	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194	\$2,523
Proposed Pmt Stds	<b>\$1,147</b>	<b>\$1,298</b>	<b>\$1524</b>	<b>\$1,960</b>	<b>\$2,317</b>	<b>\$2,665</b>
Current Pmt Standards	\$1,112	\$1,273	\$1,506	\$1,940	\$2,317	\$2,665

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Authority of the City of Austin's Board of Commissioners adopts payment standards as outlined above to go into effect on February 1, 2022.

**PASSED, APPROVED and ADOPTED** this 18<sup>th</sup> day of November 2021.

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

**Michael G. Gerber, Secretary**



# Austin Multi-Family Trend Report

Third Quarter, 2021

**\$825 Annually**



## Inside This Report

Market Conditions Summary	pg 2
Historical Rents and Occupancy	pg 3
Occupancy and Rental Rate by Class	pg 4
Occupancy and Rental Rates	pg 5
Unit Mix	pg 6

Historical and Current New Construction	pg 7
Overall Absorption	pg 8
Historical Sales Price/Unit	pg 9
Market Overall	pg 10
Job Growth	pg 11

Copyrighted Report: TC **324315**



## Austin Quarterly Snapshot

Average Occupancy:	95.72%
Average Rent:	\$1,574
Average Square Feet:	863
Average \$/SF:	\$1.82
New Units Added	2,764
Average Sales Price/Unit:	\$215,347



### Did You Know

The statistics in this report are based on conventional properties unless otherwise noted. For further information, all of our data can be searched on the website.

#### 3Q21 Affordable Housing Stats:

23,733 Units – 91.0% - \$1.19psf

#### 3Q21 Student Housing Stats:

15,353 Units – 92.99% - \$2.01psf

#### 3Q21 Senior Housing Stats:

5,839 Units – 88.87% - \$1.51psf

### Published by Apartmenttrends.com

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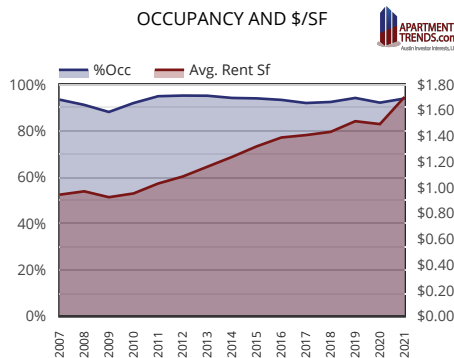
512.261.0100 or 877-APT-DATA

## Market Overview

### Prosperity Continues

The second quarter was a tough act to follow, with unparalleled increases across the board. Although not as stellar, the third quarter continued the growth, pushing Austin to new heights.

Occupancy rates were up 1.4%, while rents gained another 4.9%. This current level of growth has not been seen since 2010.



Absorption levels have been impressive since the start of the year, with the latest quarter occupying 5,651 more units - nearly twice the number of units added. Annual figures show over 18,000 units absorbed, while 11,000 have been added, a big plus for a city with a constant supply of construction.

### Construction Growth

New unit development will continue to increase, as there are over 79,000 units currently under construction or within the pipeline preparing to start. The next 12 months will see over 18,000 of those complete, while an additional 21,000+ are scheduled to start. Approximately 82% of these are designated as conventional housing, with 12% affordable and student and senior housing accounting for 3% each. An additional 11,000+ units are proposed but have not entered permitting.

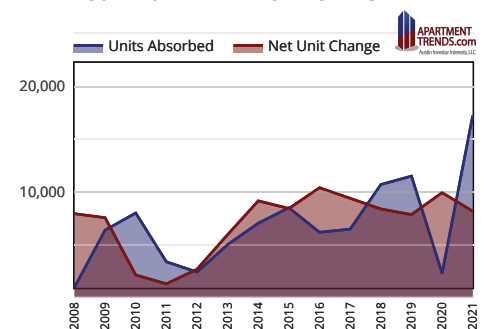
### Trends

Leasing personnel report a lack of tenant retention due to the hefty price increases that average 24% so far for the year. Homeownership was cited as the major reason for tenant loss, although a lack of available supply has resulted in an increase of transitional residents. Unlike some areas, evictions have had very little impact on the Austin area, while Tesla employees have created an abundance of traffic/leases with local apartments over the last 90 days. Of note is the unconfirmed number of units that remain offline from the winter freeze. The fire suppression systems that froze and burst in the ceilings caused extensive damage. Many of these units are just now beginning to come back online.

### Property Sales

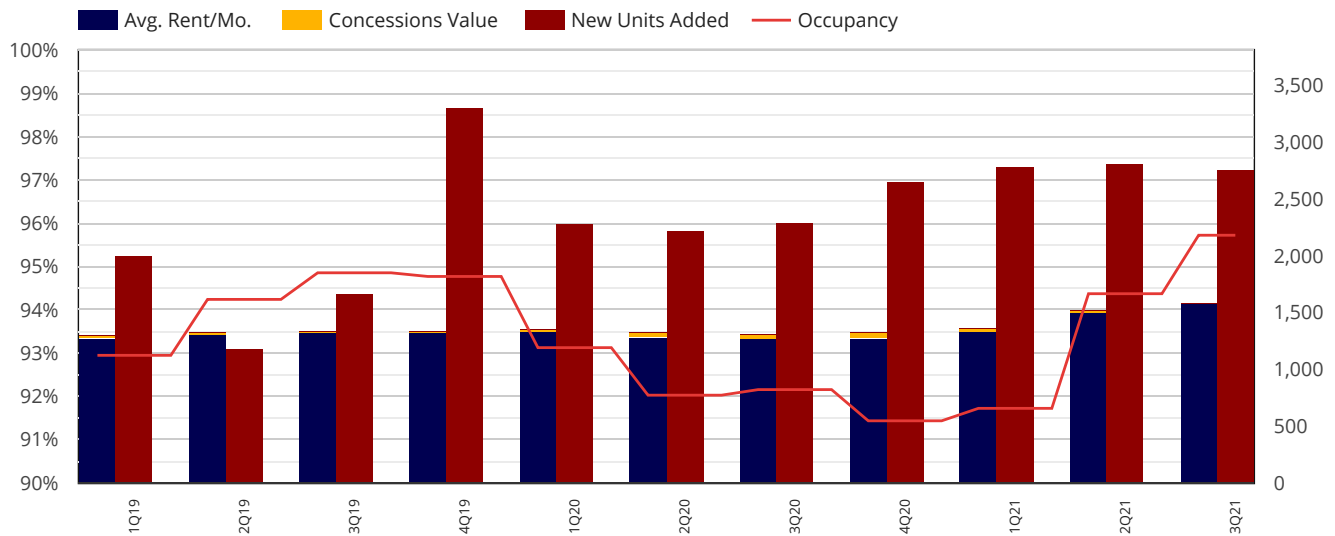
Investor interest remains unrelenting, as 25 sales closed during the quarter. Almost half of the sales were Class A, and the average ticket price was \$215,347/unit or \$254 psf. There remain 54 properties actively listed for sale.

ABSORPTION AND NEW UNIT CHANGE



Job growth was reported at 7.4% over this time last year, as new corporate relocations and expansions arrive. In-migration continues to bring in new residents from both coasts and their continued presence will be necessary to fill up the coming supply.

## Historical Rents and Occupancy



	1Q19	2Q19	3Q19	4Q19	1Q20	2Q20	3Q20	4Q20	1Q21	2Q21	3Q21
Avg. Rent/Mo	\$1,269	\$1,308	\$1,323	\$1,323	\$1,335	\$1,285	\$1,266	\$1,268	\$1,333	\$1,501	\$1,574
Concessions	\$24	\$12	\$11	\$9	\$13	\$39	\$44	\$47	\$30	\$13	\$8
New Units	1,999	1,184	1,666	3,305	2,283	2,219	2,290	2,645	2,781	2,813	2,764
Occupancy	92.9%	94.2%	94.9%	94.8%	93.1%	92.0%	92.2%	91.4%	91.7%	94.4%	95.7%
Avg. \$/SF	\$1.47	\$1.52	\$1.54	\$1.54	\$1.55	\$1.49	\$1.47	\$1.47	\$1.54	\$1.74	\$1.82

The start of 2021 ushered in a time of correction as the market found its footing after emerging from the pandemic shutdown. While rent and occupancy started to recover during the first quarter, the second quarter produced phenomenal results that propelled occupancy up 2.7%, while rents soared to new heights, rising 13%.

The third quarter continued the trend of upward expansion, but to a lesser degree. Occupancy was up 1.35% to reach 95.7% - a level unseen since 2013. Effective rental rates were up 4.9% to reach \$1.82 psf or \$1,575/mo. Annually, occupancy rose 3.6% and rents were up a whopping 24.2%.

With exception to the CBD, which fell 3.9%, all submarkets had an increase in rent ranging between 1.4% and 16.3% during the quarter. While some areas tolerated additional increases over the

quarter, others did not and lost occupancy. Those that didn't were areas that saw a 22-33% annual increase, with a big jump in the second quarter. These areas included the sectors of the C, CBD and W. The NC, RR and WMS areas posted minute declines.

Areas that spread out their rental increases saw occupancy rise. These areas included the SE, SM, SEC, N, NWC and Hays county. The SEC and UT sectors posted the highest occupancy increases during the quarter, both up over 5%.

Overall, demand remained unyielding and concessions were fairly non-existent with exception to brand new product. Working toward filling their units, these properties offered an average incentive of 1/2-1 mo free and remain the only ones still utilizing locators, offering commissions of \$1000 or the equivalent of one month's rent.

### Need More Information?

The Trend Report is meant to be a derivative of all of the data we collect in-house on all properties. The following are a few suggested reports when you need more than a gauge on market conditions. Our data is comprehensive, transparent and available through our interactive search on our website to allow you to specify your own criteria to gauge your own market. The following reports will likely be of great benefit on your specific market:

- Market Comparison Report
- Development Pipeline
- Comprehensive Profiles
- Historical Overview
- And many more...

Visit our website  
[www.apartmenttrends.com](http://www.apartmenttrends.com)

# Austin Region Multi-Family Trend Report / 3Q21

Continued from page 3

Class A units posted the largest occupancy to reach 95.3%. Rents, however, saw the smallest increase, up 3.7% to \$2.03 psf or \$1,790/mo. The 40 newest Class A properties have rents of \$2.01 psf, with impressive occupancy of 93%.

Unstabilized units (those added in the last 12 months) reported an average occupancy of 79%, with rents of \$1.79 psf or \$1,561/mo. Concessions were offered in these units at an average loss of 5%, or \$82, off market rates.

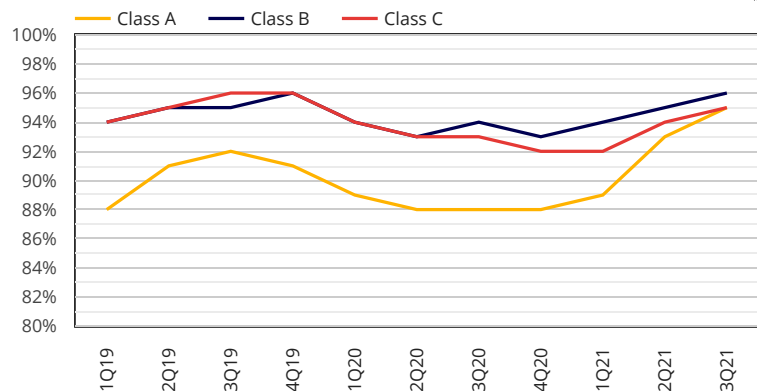
Class B had the lowest occupancy increase at .40%, yet still posted the highest rate of 96%. Rents in this class were up 4% to reach \$1.76 psf or \$1,660/mo.

Class C, with the largest number of remaining down units from damage caused by the winter freeze, saw occupancy rise, up 1.36% to reach 95.9%. Rents were up as well, climbing 6.9% to reach \$1.65 psf or \$1,279/mo.

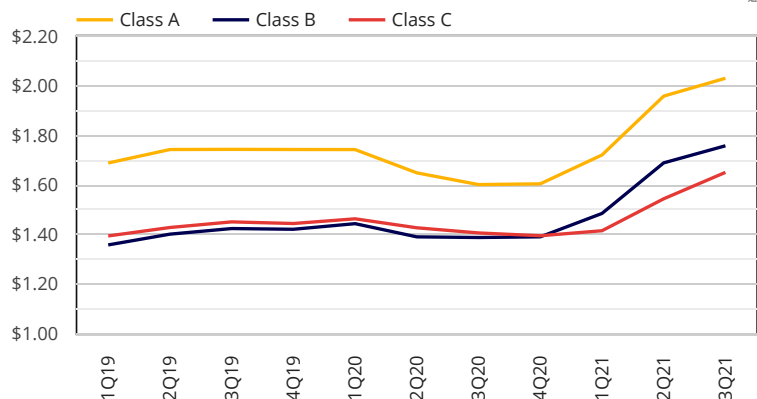
On-site personnel reported that the steep rental increases forced many renewing tenants to leave, some to more affordable properties and some out-of-town or state. In most cases, there was already another resident waiting to fill the unit. Some of these replacement tenants were seeking temporary residence as they awaited a house. Amenity must-haves included yards, at ~\$100 extra per month, and garages or carports at an average of \$120 and \$35, respectively. Pet fees were on the rise, costing roughly \$300 per animal plus \$25 pet rent.

Continued on page 7

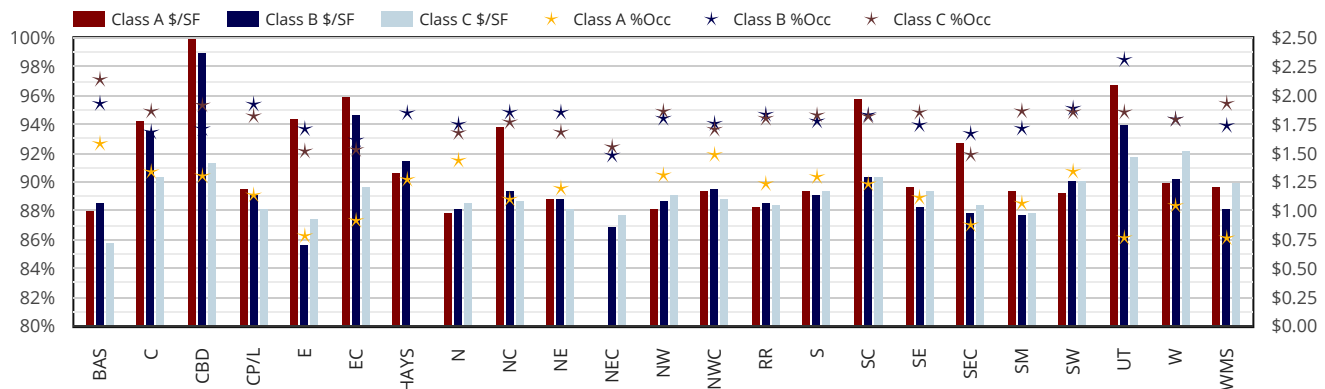
## Historical Occupancy by Class



## Historical Rental Rates by Class



## Submarket Average \$/SF & Occupancy by Class



## OCCUPANCY AND RENTAL RATES

3Q21	CLASS A		STAB CLASS A		CLASS B		CLASS C		TOTALS		QTR CHANGE		ANN CHANGE	
	OCC	RENT	OCC	RENT	OCC	RENT	OCC	RENT	OCC	RENT	OCC	RENT	OCC	RENT
BAS	99.1%	\$1.47	99.1%	\$1.47	98.5%	\$1.37	97.8%	\$1.01	98.5%	\$1.33	0.8%	2.89%	2.0%	11.61%
C	86.7%	\$2.35	93.2%	\$2.37	94.4%	\$2.34	94.2%	\$2.01	91.7%	\$2.22	-0.8%	1.38%	0.4%	21.69%
CBD	95.6%	\$3.34	95.6%	\$3.34	94.5%	\$2.89	77.0%	\$1.88	94.7%	\$3.10	-0.5%	-3.93%	2.5%	32.88%
CP/L	95.9%	\$1.80	96.3%	\$1.81	96.7%	\$1.61	98.3%	\$1.49	96.2%	\$1.73	1.5%	5.39%	9.8%	26.09%
E	90.6%	\$1.81	90.6%	\$1.81	-	-	95.9%	\$1.51	94.0%	\$1.62	0.4%	16.31%	-1.9%	44.39%
EC	92.5%	\$2.57	95.5%	\$2.61	91.1%	\$2.14	91.5%	\$1.85	92.3%	\$2.47	2.1%	3.32%	4.1%	31.47%
HAYS	94.6%	\$1.77	97.4%	\$1.75	96.0%	\$1.68	-	-	94.8%	\$1.75	1.8%	7.48%	4.6%	22.31%
N	94.7%	\$1.89	97.1%	\$1.89	96.1%	\$1.64	95.5%	\$1.64	95.6%	\$1.66	1.8%	7.62%	1.8%	19.22%
NC	95.1%	\$2.31	95.8%	\$2.32	95.6%	\$2.04	96.0%	\$1.70	95.4%	\$2.11	-0.1%	3.34%	6.3%	27.62%
NE	95.8%	\$1.73	97.1%	\$1.70	96.7%	\$1.57	96.4%	\$1.53	96.2%	\$1.64	1.6%	3.09%	3.8%	20.79%
NEC	-	-	-	-	94.2%	\$1.30	95.6%	\$1.42	95.5%	\$1.42	0.5%	2.52%	2.2%	7.19%
NW	96.1%	\$1.79	96.1%	\$1.79	95.8%	\$1.64	95.5%	\$1.71	95.7%	\$1.68	0.9%	6.01%	1.8%	23.35%
NWC	-	-	-	-	90.8%	\$1.61	96.5%	\$1.66	95.9%	\$1.65	2.2%	7.56%	1.1%	18.87%
RR	96.0%	\$1.70	96.7%	\$1.65	96.1%	\$1.62	96.7%	\$1.55	96.2%	\$1.63	-0.1%	5.38%	2.2%	24.57%
S	95.5%	\$1.89	96.6%	\$1.88	97.4%	\$1.76	96.2%	\$1.60	96.4%	\$1.78	2.3%	4.83%	3.6%	27.74%
SC	94.3%	\$2.82	94.3%	\$2.82	94.7%	\$2.37	96.1%	\$1.90	95.2%	\$2.32	0.2%	3.23%	1.8%	29.86%
SE	97.7%	\$1.75	97.8%	\$1.70	97.8%	\$1.49	94.4%	\$1.62	96.9%	\$1.66	1.8%	10.65%	4.6%	23.08%
SEC	96.8%	\$2.27	96.7%	\$2.25	95.0%	\$1.98	96.3%	\$1.60	96.3%	\$1.84	5.0%	8.31%	6.2%	24.23%
SM	97.6%	\$1.68	97.7%	\$1.68	98.7%	\$1.59	97.7%	\$1.31	97.9%	\$1.48	3.6%	9.41%	5.1%	16.65%
SW	95.3%	\$2.02	95.7%	\$2.00	96.1%	\$1.79	97.6%	\$1.73	96.1%	\$1.86	0.4%	4.46%	2.5%	25.96%
UT	94.9%	\$2.44	93.8%	\$2.35	-	-	89.9%	\$1.91	92.8%	\$2.24	5.2%	3.02%	3.3%	17.19%
W	96.0%	\$1.90	96.0%	\$1.90	96.6%	\$1.81	96.5%	\$1.65	96.3%	\$1.84	-1.0%	5.16%	2.7%	26.75%
WMS	96.9%	\$1.68	97.3%	\$1.66	96.3%	\$1.67	98.5%	\$1.59	97.0%	\$1.67	-0.1%	2.98%	7.4%	23.00%
TOTAL	95.3%	\$2.03	96.3%	\$2.05	96.1%	\$1.76	95.9%	\$1.65	95.7%	\$1.82	1.4%	4.87%	3.6%	24.22%
% OF TOTAL	CLASS A		STAB CLASS A		CLASS B		CLASS C		TOTALS					
	282 PROPERTIES (32%)		225 PROPERTIES		219 PROPERTIES (25%)		387 PROPERTIES (44%)		888 PROPERTIES					
	77,669 UNITS (35%)		63,204 UNITS		65,198 UNITS (30%)		76,126 UNITS (35%)		218,993 UNITS					

# Austin Region Multi-Family Trend Report / 3Q21

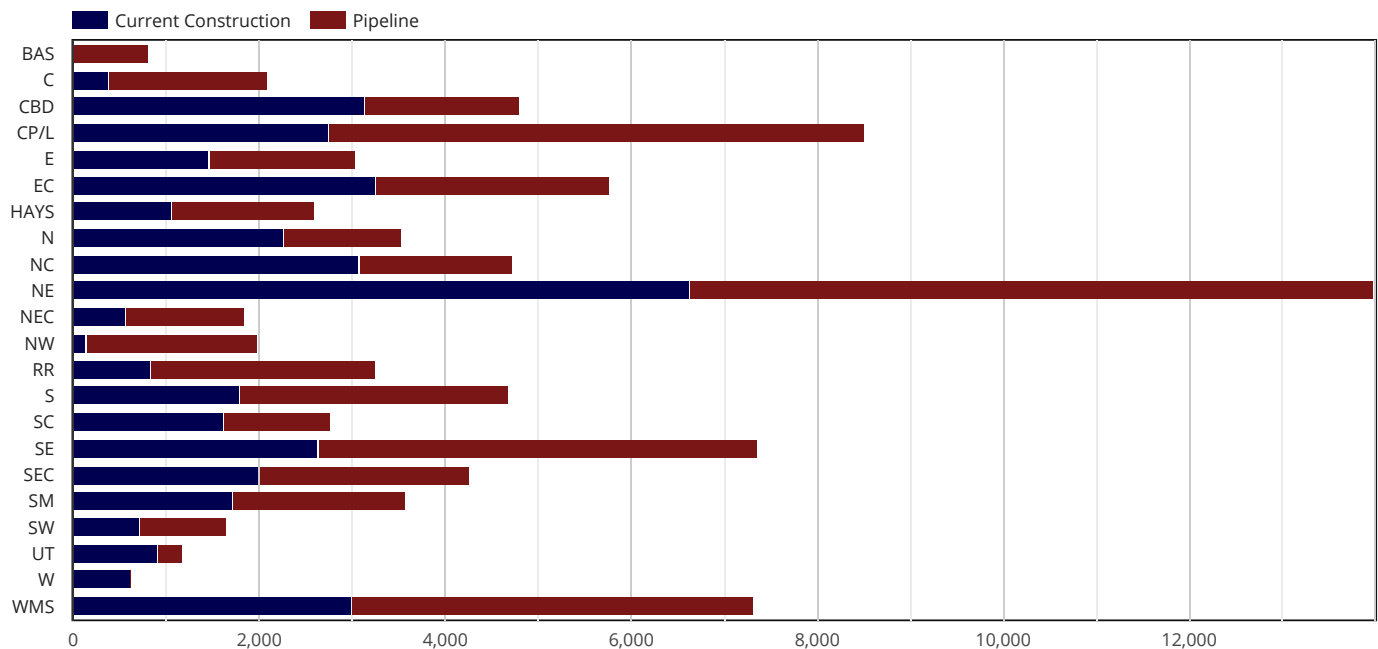
## UNIT MIX

3Q21	Efficiency		1 Bedroom		2 Bedrooms		3 Bedrooms		4+ Bedrooms		Overall		Concess	#
	SF	RENT	SF	RENT	SF	RENT	SF	RENT	SF	RENT	SF	RENT	Adjust	Props.
BAS	-	-	681	\$1,041	959	\$1,205	1,182	\$1,516	-	-	872	\$1,164	0.00%	8
C	502	\$1,260	700	\$1,614	1,048	\$2,167	1,333	\$2,802	-	-	803	\$1,779	0.59%	40
CBD	561	\$2,109	824	\$2,575	1,329	\$4,032	2,235	\$6,551	-	-	983	\$3,049	0.03%	20
CP/L	544	\$1,329	751	\$1,423	1,130	\$1,799	1,379	\$2,119	1,689	\$2,395	929	\$1,608	0.58%	48
E	530	\$1,283	739	\$1,329	1,075	\$1,520	1,397	\$2,547	-	-	876	\$1,419	2.54%	4
EC	445	\$1,355	726	\$1,884	1,124	\$2,461	1,534	\$3,015	-	-	799	\$1,971	0.99%	29
HAYS	570	\$1,199	709	\$1,331	1,045	\$1,731	1,299	\$2,062	-	-	869	\$1,523	0.50%	22
N	441	\$879	675	\$1,213	1,001	\$1,516	1,281	\$1,924	1,917	\$2,864	802	\$1,333	0.39%	84
NC	518	\$1,360	717	\$1,577	1,066	\$2,051	1,291	\$2,220	-	-	801	\$1,693	0.23%	37
NE	533	\$1,043	718	\$1,285	1,058	\$1,596	1,381	\$2,013	1,761	\$2,612	877	\$1,439	0.31%	63
NEC	407	\$879	657	\$982	938	\$1,257	1,184	\$1,452	1,500	\$1,650	779	\$1,105	0.48%	20
NW	483	\$948	729	\$1,343	1,066	\$1,673	1,392	\$1,991	1,786	\$2,268	893	\$1,501	0.41%	95
NWC	434	\$1,005	693	\$1,231	1,034	\$1,593	1,418	\$2,025	1,800	\$2,051	842	\$1,390	1.10%	24
RR	513	\$1,096	745	\$1,333	1,049	\$1,612	1,316	\$1,921	1,786	\$2,193	919	\$1,496	0.16%	48
S	479	\$1,064	710	\$1,370	1,042	\$1,710	1,357	\$2,134	1,687	\$2,543	854	\$1,521	0.47%	67
SC	481	\$1,406	711	\$1,762	1,020	\$2,114	1,423	\$3,231	1,201	\$2,152	807	\$1,873	0.03%	58
SE	491	\$1,183	697	\$1,285	1,046	\$1,590	1,268	\$1,822	1,193	\$1,995	860	\$1,431	1.11%	24
SEC	471	\$1,185	675	\$1,338	984	\$1,648	1,267	\$2,299	1,236	\$1,747	803	\$1,478	1.11%	67
SM	453	\$813	684	\$1,132	935	\$1,284	1,174	\$1,683	1,441	\$1,404	830	\$1,233	0.28%	36
SW	531	\$1,345	768	\$1,534	1,108	\$1,927	1,358	\$2,278	-	-	929	\$1,725	0.19%	38
UT	446	\$1,184	687	\$1,569	995	\$2,089	1,074	\$2,168	1,710	\$2,800	741	\$1,660	0.17%	12
W	423	\$908	797	\$1,585	1,205	\$2,152	1,590	\$2,744	2,179	\$2,698	1,038	\$1,906	0.75%	19
WMS	609	\$1,214	750	\$1,346	1,069	\$1,714	1,382	\$2,030	1,821	\$2,978	943	\$1,571	1.33%	26
TOTAL	489	\$1,247	718	\$1,423	1,053	\$1,762	1,359	\$2,134	1,622	\$2,249	863	\$1,574	0.49%	889
% OF TTL	7,774 Units 3.5%		121,926 Units 55.7%		78,300 Units 35.8%		9,948 Units 4.5%		1,027 Units 0.5%					





## DEVELOPMENT PIPELINE DISTRIBUTION



## Historical Construction Activity

### Quarter by Quarter Comparison

Activity	3Q18	4Q18	1Q19	2Q19	3Q19	4Q19	1Q20	2Q20	3Q20	4Q20	1Q21	2Q21	3Q21
Starts (TTL)	4,385	4,352	2,459	6,368	3,981	3,663	7,155	2,704	6,196	5,183	5,289	3,786	6,205
Submittals (TTL)	4,597	4,730	4,476	7,425	6,885	5,304	8,205	7,487	5,089	6,972	5,283	6,988	6,092
New Units Added (CNV)	1,803	2,264	1,999	1,184	1,666	3,305	2,283	2,219	2,290	2,645	2,781	2,813	2,764
New Units Added (Non-CNV)	842	585	523	524	1,021	720	302	1,219	693	1,027	835	498	1,360
Absorption (CNV)	3,423	1,494	2,012	3,730	2,783	2,959	-1,430	168	2,291	1,242	3,516	8,049	5,651
Occupancy (CNV)	93.27%	92.82%	92.95%	94.24%	94.86%	94.77%	93.13%	92.03%	92.16%	91.43%	91.72%	94.37%	95.72%

Continued from page 4

As demand outpaces supply, and rent and occupancy heighten, developers are eager to build more rentable units, despite impediments from labor and supply shortages and rising land and building costs.

The number of new submittals reflected a slight drop of 13% from the second quarter, but were relatively on par with the prior three years. Third quarter filings included 6,092 units in 24 properties. Added to those previously submitted, there are now 111 projects, totaling 33,448 units, awaiting a permit. In addition, there are close to 5,300 units in

24 properties that have already been approved and are ready to get started.

New starts were up 64% over the previous quarter and include 23 properties, with 6,205 units. Added to those already underway, there are now 160 projects, with 40,456 units, currently under construction and over 76% of these units are slated as conventional.

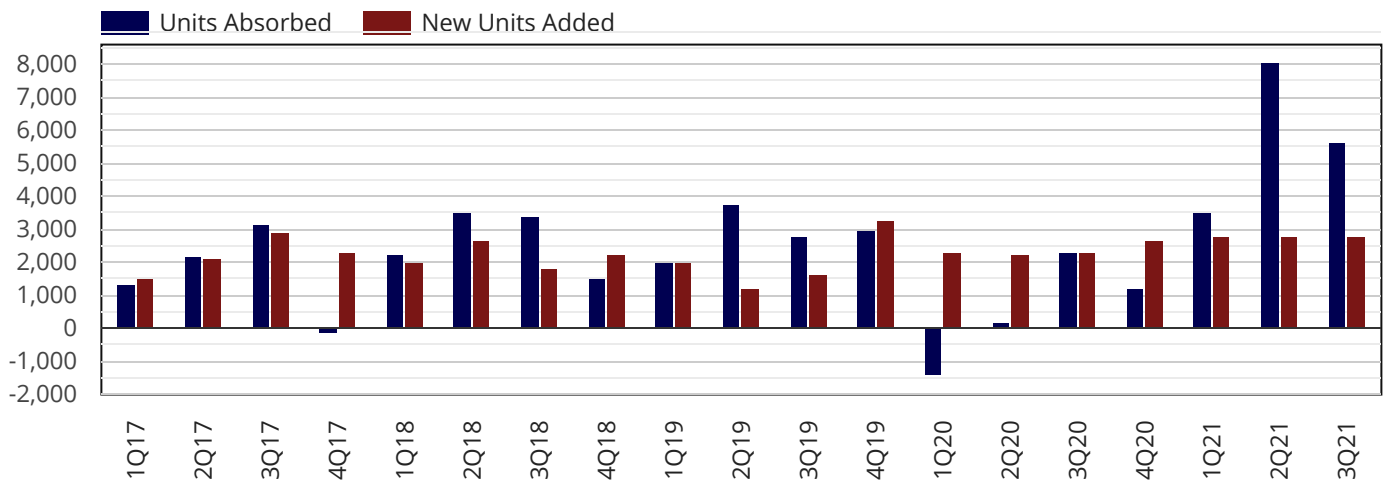
As seen in the chart above, the current construction is well dispersed, with emphasis in the NE, NC, EC, CBD and WMS areas. Future construction will be heavy in the NE, CP/L, SE and WMS sectors.

Despite the vast number of units under construction, completed units have entered the market at a relatively steady pace over the past two years, ranging from 2,200-2,800 units each quarter. This low number of completions, relative to the total number of units underway, has done nothing to hold back rents or stifle occupancy, but change is on the way.

The Austin area is expected to usher in over 8,000 units during the next 180 days, and over 18,000 units of all product types over the next 12 months. Absent any delays, this adds 4,000-5,000 new units in each of the next four quarters.



## OVERALL ABSORPTION/NEW UNITS ADDED



3Q21	3Q21				CNV: New Development Summary		
	CNV HSG Absorption & Units Added				Last 12 Months	Next 12 Months	
	Rentable Units	New Uts Added	Net Unit Change	Absrbd Units	New Units Added	Est Starts	Est Complete
BAS	1,001	-	-	8	-	-	-
C	6,389	279	279	205	432	941	383
CBD	4,462	-	-	-24	-	1,100	1,521
CP/L	13,795	232	232	422	1,172	1,249	1,343
E	785	241	241	229	241	1,362	677
EC	7,018	151	151	285	1,189	1,629	734
HAYS	5,177	293	293	367	1,020	338	224
N	21,262	104	103	474	237	631	620
NC	10,514	109	109	98	200	927	312
NE	17,697	286	301	564	1,484	3,595	2,315
NEC	3,946	-	-	21	-	569	564
NW	28,131	-	-	263	-	957	-
NWC	5,982	-	-20	110	-	-	-
RR	12,814	162	214	198	578	637	468
S	15,990	78	78	438	1,500	1,487	516
SC	12,278	-	-	22	-	570	402
SE	7,004	64	64	190	595	2,148	586
SEC	14,952	110	92	832	738	50	726
SM	5,814	347	406	593	696	346	106
SW	11,007	146	146	186	475	600	530
UT	1,638	162	162	227	379	-	321
W	5,146	-	-	-50	-	-	126
WMS	6,191	-	-	-7	67	1,181	617
Total	218,993	2,764	2,851	5,651	11,003	20,317	13,091

Construction delays are inevitable and during the third quarter they prevented the completion of many expected units. While beneficial to absorption levels, this pushes those completions to the slower fourth quarter, which now anticipates roughly 4,000 new unit additions.

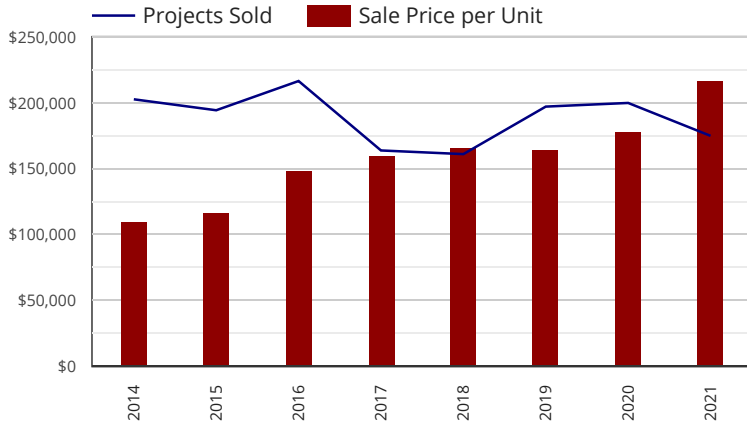
Despite the delays, 2,764 units were added to the local inventory during the third quarter. Absorption levels, which soared during the second quarter, remained impressive, with 5,651 more units occupied. Stellar absorption levels were seen in the SEC, S and NW areas, while many other submarkets absorbed more units than were added.

As students returned, their typical sectors performed quite well also, including the SM, UT, SEC, SE and NWC. However, it would appear that returning students were priced out of their Central core as these areas didn't perform as strongly as is typical during a third quarter. With exception to the slight losses reported in the CBD, W and WMS county areas, all sectors contributed to the quarter's positive absorption figures.

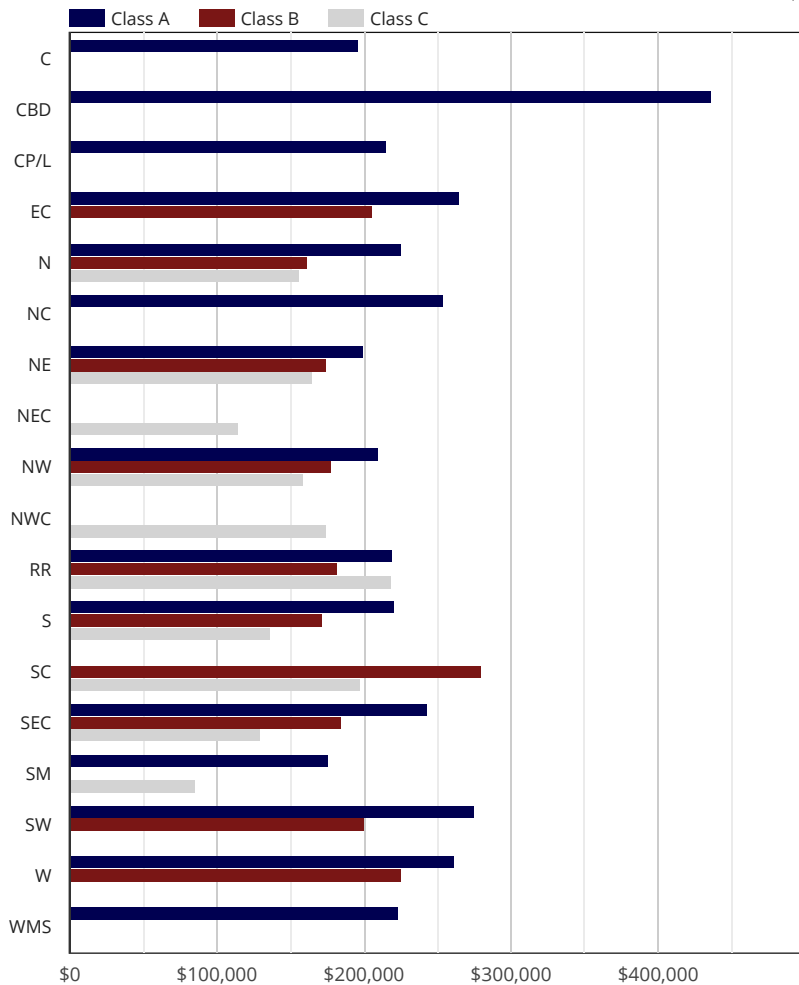
While absorption levels have been positive, even outstanding, for 2021 thus far, the fourth quarter and the majority of 2022 can expect to see these levels fall as developer expectations show a much higher number of units completing in each quarter for the next 12 months. This onslaught of new units may hold occupancy rates in check and slow down the recent rise in rental rates.



## HISTORICAL SALES PRICE/UNIT



## ANNUAL SALES PRICE PER UNIT BY SUBMARKET



## Third Quarter Sales

Project:*	Submarket	Units
1 - Alister Oak Hill (Fox Hill)	SW	288
2 - Aura 36Hundred Ph. 1 & 2	RR	356
3 - Bell Lakeshore (Lenox Boardwalk)	SEC	339
4 - Berkley, The (Palo Santo)	N	72
5 - Century Stone Hill - South	NE	370
6 - Cortland Arboretum (Ascent Arboret)	NW	330
7 - Davis Soco, The	SC	375
8 - Estates at Bee Cave	W	316
9 - Falconhead	W	248
10 - Falls on Bull Creek, The	NWC	344
11 - Flora, The	C	194
12 - Legends Lake Creek	NW	250
13 - Madison Northridge (Northstar)	N	200
14 - Morgan, The (Chardonnay at Wells B)	N	504
15 - Motif South Lamar (Gallery, The)	SC	114
16 - Plaza at Windsor Hills, The	NE	200
17 - Society Soco	S	262
18 - Sona	NW	164
19 - St. John's West	NC	297
20 - Topaz (Cedars of San Marcos)	SM	168
21 - Trailside Oaks	CP/L	105
22 - Two Rivers	WMS	179
23 - Vineyard, The (Oaks 6)	NE	468
24 - Windsor at South Congress (Knoll a	S	308
25 - Woodway Square (AH)	SE	240

Sales activity remained strong throughout the Austin area during the third quarter. There were 25 reported transactions totaling 6,691 units. The average price was \$215,347/unit or \$254 psf.

Close to half of the sales were new Class A properties, totaling 3,524 units. These units averaged \$241,670/unit or \$290 psf. Class B and C sales were equally divided in volume and averaged \$211,500/unit, or \$218 psf, for Class B, and \$164,656/unit, or \$217 psf, for Class C. Over 76% of the Class C assets had been upgraded since 2015. In addition, many of the sales had been previously purchased within the last 24 months.

While the pandemic initially slowed the number of sales, transactions, the last 18 months shows sales on par with the prior pre-pandemic levels, at ~145 properties sold.

At quarter's end, there were 56 properties on the market and seven had contracts pending.

# Austin Region Multi-Family Trend Report / 3Q21

## MARKET OVERALL

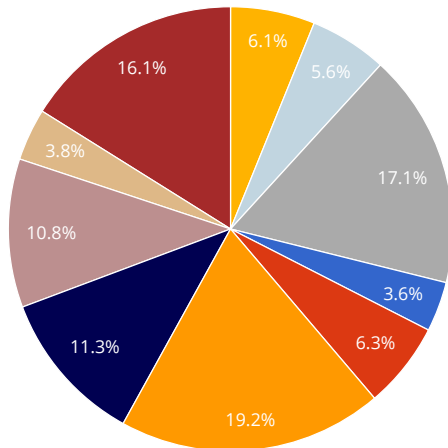
3Q21	CURRENT CONSTRUCTION		CNV COMPLETIONS		ABSORPTION		OCCUPANCY		RENTAL		ANNUAL SALES \$ Per Unit
	Rentable Units	CNV Const Remaining	12 MOS	24 MOS	12 MOS	24 MOS	3Q21	Annual Change	3Q21	Annual Change	
BAS	1,001	-	-	-	20	198	98.50%	2.00%	\$1.33	11.61%	-
C	6,389	383	432	432	625	458	91.69%	0.41%	\$2.22	21.69%	\$195,876
CBD	4,462	3,127	-	217	114	240	94.69%	2.47%	\$3.10	32.88%	\$436,090
CP/L	13,795	2,698	1,172	3,392	2,357	3,406	96.22%	9.75%	\$1.73	26.09%	\$215,392
E	785	984	241	241	251	258	94.01%	-1.85%	\$1.62	44.39%	-
EC	7,018	2,172	1,189	1,738	1,220	1,596	92.26%	4.09%	\$2.47	31.47%	\$230,739
HAYS	5,177	866	1,020	1,312	1,158	1,295	94.82%	4.59%	\$1.75	22.31%	-
N	21,262	1,357	237	438	605	596	95.58%	1.79%	\$1.66	19.22%	\$154,045
NC	10,514	3,079	200	1,371	682	1,659	95.42%	6.27%	\$2.11	27.62%	\$245,361
NE	17,697	5,328	1,484	2,790	2,098	2,864	96.21%	3.84%	\$1.64	20.79%	\$186,601
NEC	3,946	564	-	-	73	-29	95.54%	2.20%	\$1.42	7.19%	\$58,908
NW	28,131	-	-	72	523	-167	95.70%	1.84%	\$1.68	23.35%	\$187,091
NWC	5,982	-	-	-	45	-4	95.89%	1.07%	\$1.65	18.87%	\$174,773
RR	12,814	468	578	1,004	808	849	96.20%	2.17%	\$1.63	24.57%	\$209,876
S	15,990	1,172	1,500	2,545	1,967	2,799	96.35%	3.60%	\$1.78	27.74%	\$211,703
SC	12,278	1,511	-	-	94	-219	95.24%	1.80%	\$2.32	29.86%	\$260,767
SE	7,004	1,206	595	1,063	872	1,086	96.86%	4.61%	\$1.66	23.08%	\$142,125
SEC	14,952	1,507	738	1,600	2,243	2,486	96.28%	6.17%	\$1.84	24.23%	\$208,493
SM	5,814	432	696	1,135	923	824	97.85%	5.07%	\$1.48	16.65%	\$163,162
SW	11,007	712	475	551	730	805	96.12%	2.53%	\$1.86	25.96%	\$228,024
UT	1,638	321	379	379	311	254	92.80%	3.31%	\$2.24	17.19%	\$643,802
W	5,146	431	-	-	138	85	96.35%	2.68%	\$1.84	26.75%	\$245,819
WMS	6,191	2,769	67	820	601	1,107	96.96%	7.41%	\$1.67	23.00%	\$223,274
Total	218,993	31,087	11,003	21,100	18,458	22,446	95.72%	3.57%	\$1.82	24.22%	\$205,444

# Austin Region Multi-Family Trend Report / 3Q21

## Industry Composition



- Mining, Logging and Construction
- Manufacturing
- Trade, Transportation, and Utilities
- Information
- Financial Activities
- Professional and Business Services
- Education and Health Services
- Leisure and Hospitality
- Other Services
- Government



Industry Size Class			
Size Class	Employees per firm	Employment in size class	% Total Employment
9	1000 and over	312,786	29.6
8	500-999	101,330	9.6
7	250-499	95,338	9
6	100-249	153,067	14.5
5	50-99	101,003	9.6
4	20-49	117,963	11.2
3	10-19	72,899	6.9
2	5-9	49,732	4.7
1	1-4	49,749	4.7

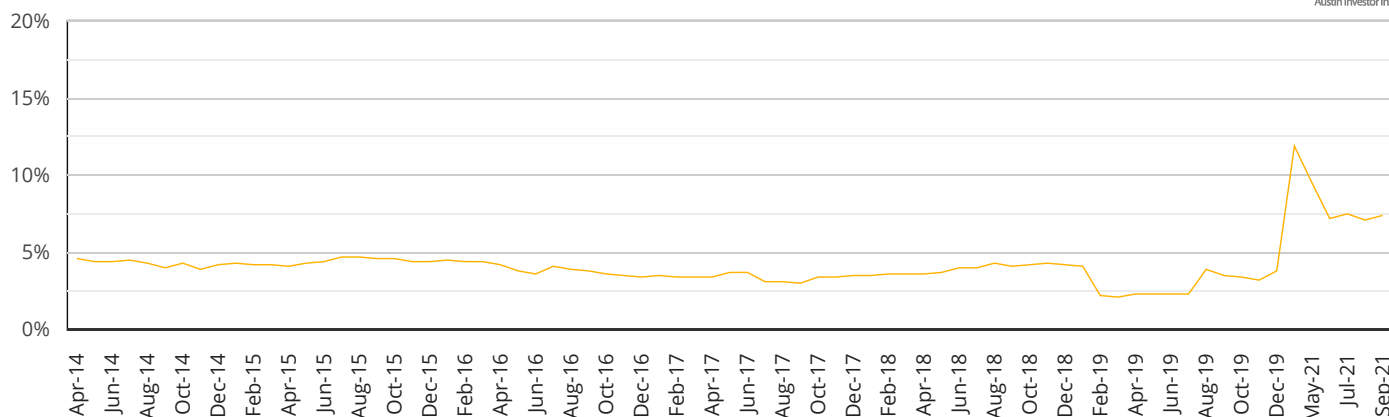
## Employment by Industry

	Sep-2021	Aug-2021	Sep-2020	Monthly Change		Annual Change	
				Actual	%	Actual	%
Mining, Logging and Construction	71,200	70,700	68,900	500	0.7	2,300	3.3
Total Nonfarm	0	0	0	-7,600	-0.7	24,400	2.3
Manufacturing	65,400	64,700	62,200	700	1.1	3,200	5.1
Trade, Transportation, and Utilities	198,200	198,800	186,100	-600	-0.3	12,100	6.5
Information	42,100	42,100	39,600	0	0.0	2,500	6.3
Financial Activities	72,600	71,500	68,100	1,100	1.5	4,500	6.6
Professional and Business Services	223,100	225,400	200,200	-2,300	-1.0	22,900	11.4
Education and Health Services	130,500	128,700	125,300	1,800	1.4	5,200	4.2
Leisure and Hospitality	125,300	121,600	101,400	3,700	3.0	23,900	23.6
Other Services	44,000	43,300	41,400	700	1.6	2,600	6.3
Government	186,700	179,400	186,200	7,300	4.1	500	0.3
Total Nonfarm	1,159,100	1,146,200	1,079,400	12,900	1.1	79,700	7.4

Data provided by the Texas Workforce Commission

# Austin Region Multi-Family Trend Report / 3Q21

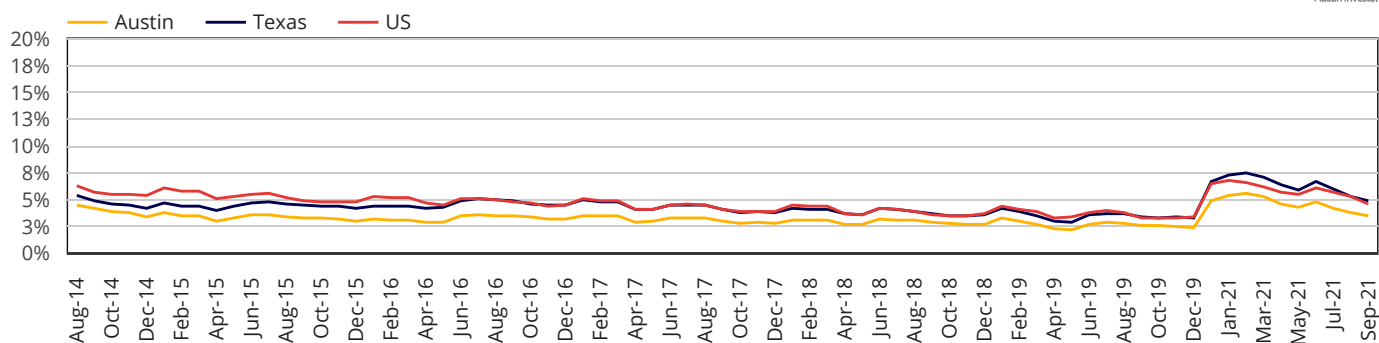
Annual Growth Rate for Total Nonagricultural Employment



Unemployment Information (all estimate in thousands)

	Austin-Round Rock MSA				Texas (Actual)				United States (Actual)			
	C.L.F.	Emp.	Unemp.	Rate	C.L.F.	Emp.	Unemp.	Rate	C.L.F.	Emp.	Unemp.	Rate
Sep-2021	1,233,538	1,260,267	45,968	3.5	14,254,432	13,549,183	705,249	4.9	161,392,000	154,026,000	7,366,000	4.6
Aug-2021	1,294,175	1,245,551	48,624	3.8	14,191,262	13,432,920	758,342	5.3	161,788,000	153,232,000	8,556,000	5.3
Sep-2020	1,245,731	1,168,712	77,019	6.2	13,993,842	12,877,405	1,116,437	8	160,073,000	147,796,000	12,277,000	7.7

Historical Unemployment Rates



Data provided by the Texas Workforce Commission





# FY 2022 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2022 Austin-Round Rock, TX MSA FMRs for All Bedroom Sizes

### Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms

Year	<a href="#">Efficiency</a>	<a href="#">One-Bedroom</a>	<a href="#">Two-Bedroom</a>	<a href="#">Three-Bedroom</a>	<a href="#">Four-Bedroom</a>
FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194
<a href="#">FY 2021 FMR</a>	\$1,059	\$1,212	\$1,434	\$1,848	\$2,207

The Austin-Round Rock, TX MSA consists of the following counties: Bastrop County, TX; Caldwell County, TX; Hays County, TX; Travis County, TX; and Williamson County, TX. All information here applies to the entirety of the Austin-Round Rock, TX MSA.

### Fair Market Rent Calculation Methodology

[Show/Hide Methodology Narrative](#)

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2015-2019 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2022 provided the estimate is statistically reliable. For FY2022, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2015-2019 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2022 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or

State non-metropolitan area is used as the basis for FY2022.

2. HUD calculates a recent mover adjustment factor by comparing a 2019 1-year 40th percentile recent mover 2-bedroom rent to the 2015-2019 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.
3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data.
4. In order to calculate rents that are "as of" 2020, HUD calculates the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2019 to annual 2020.
5. To further inflate rents from 2020 to FY2022, HUD uses a "trend factor" based on the forecast of gross rent changes through FY2022.
6. HUD multiplies the base rent by the recent mover factor, the gross rent CPI, and the trend factor to produce a rent that is "as of" the current fiscal year.
7. FY2022 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.
8. HUD calculates "bedroom ratios" and multiplies these by the two-bedroom rent to produce preliminary FMRs for unit sizes other than two bedrooms.
9. FY2022 FMRs may not be less than 90% of FY2021 FMRs. Therefore, HUD applies "floors" based on the prior year's FMRs.

### **The results of the Fair Market Rent Step-by-Step Process**

1. The following are the 2019 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Austin-Round Rock, TX MSA.

<b>Area</b>	<b>ACS<sub>2019</sub> 5-Year 2-Bedroom Adjusted</b>	<b>ACS<sub>2019</sub> 5-Year 2-Bedroom Adjusted Standard Quality</b>	<b>Ratio</b>	<b>Sample Size Category</b>	<b>Result</b>
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	<b>Standard Quality Gross Rent</b>	<b>Gross Rent Margin of Error</b>			
Austin-Round Rock, TX MSA	<u>\$1,241</u>	\$12	$\frac{\$12}{\$1,241} = 0.01$	6	0.01 < .5 6 ≥ 4 Use ACS <sub>2019</sub> 5-Year Austin-Round Rock, TX MSA 2-Bedroom Adjusted Standard Quality Gross Rent

Since the ACS<sub>2019</sub> Margin of Error Ratio is less than .5, the ACS<sub>2019</sub> Austin-Round Rock, TX MSA value is used for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent:

<b>Area</b>	<b>FY2022 Base Rent</b>
Austin-Round Rock, TX MSA	\$1,241

- A recent mover adjustment factor is applied based on the smallest area of geography which contains Austin-Round Rock, TX MSA and has an ACS<sub>2019</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5.

<b>Area</b>	<b>ACS<sub>2019</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent</b>	<b>ACS<sub>2019</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error</b>	<b>Ratio</b>	<b>Sample Size Category</b>	<b>Result</b>
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Area	ACS <sub>2019</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS <sub>2019</sub> 1-Year Adjusted Standard Quality Recent-Mover Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Austin-Round Rock, TX MSA – 2 Bedroom	<a href="#">\$1,349</a>	\$40	0.03	6	0.03 < .5 6 ≥ 4 Use ACS <sub>2019</sub> 1-Year Austin-Round Rock, TX MSA 2-Bedroom Adjusted Standard Quality Recent-Mover Gross Rent

The smallest area of geography which contains Austin-Round Rock, TX MSA and has an ACS<sub>2019</sub> 1-year Adjusted Standard Quality Recent-Mover estimate with a Margin of Error Ratio that is less than .5 and with a sufficient number of sample cases is Austin-Round Rock, TX MSA.

3. The calculation of the relevant Recent-Mover Adjustment Factor for Austin-Round Rock, TX MSA is as follows:

ACS <sub>2019</sub> 5-Year Area	ACS <sub>2019</sub> 5-Year 40th Percentile Adjusted Standard Quality Gross Rent	ACS <sub>2019</sub> 1-Year 40th Percentile Adjusted Standard Quality Recent-Mover Gross Rent
Austin-Round Rock, TX MSA – 2 Bedroom	<a href="#">\$1,241</a>	<a href="#">\$1,349</a>

Area	Ratio	Recent-Mover Adjustment Factor
Austin-Round Rock, TX MSA	$\frac{\$1,349}{\$1,241} = 1.087$	$1.087 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.087

4. The calculation of the relevant CPI Update Factors for Austin-Round Rock, TX MSA is as follows: HUD updates the 2019 intermediate rent with the ratio of the annual 2020 local or regional CPI to the annual 2019 local or regional CPI to establish rents as of 2020.

Update Factor	Type
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CPI Update Factor	<a href="#">1.0292</a>	Region CPI
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5. The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2020 to 2022 for each CPI area and Census Region. This makes Fair Market Rents "as of" FY2022.

Trend Factor	Trend Factor Type
<a href="#">1.0453</a>	Region

6. The FY 2022 2-Bedroom Fair Market Rent for Austin-Round Rock, TX MSA is calculated as follows:

Area	<a href="#">ACS<sub>2019</sub> 5-Year Estimate</a>	<a href="#">Recent- Mover Adjustment Factor</a>	<a href="#">Annual 2019 to 2020 CPI Adjustment</a>	<a href="#">Trending 1.0453 to FY2022</a>	FY 2022 2- Bedroom FMR
Austin- Round Rock, TX MSA	\$1,241	1.08703	1.02916	1.04530	$\$1,241 * 1.08703 * 1.02916 * 1.04530 = \$1,451$

7. In keeping with HUD policy, the preliminary FY 2022 FMR is checked to ensure that it does not fall below the state minimum.

Area	Preliminary FY2022 2- Bedroom FMR	FY 2022 Texas State Minimum	Final FY2022 2-Bedroom FMR
Austin- Round Rock, TX MSA	\$1,451	<a href="#">\$757</a>	$\$1,451 \geq \$757$ Use Austin- Round Rock, TX MSA FMR of \$1,451

8. Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

FY 2022 FMRs By Unit Bedrooms					
	<a href="#">Efficiency</a>	<a href="#">One- Bedroom</a>	<b>Two- Bedroom</b>	<a href="#">Three- Bedroom</a>	<a href="#">Four- Bedroom</a>
FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194

9. The FY2022 FMR must not be below 90% of the FY2021 FMR.

	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
FY2021 FMR	\$1,059	\$1,212	\$1,434	\$1,848	\$2,207
FY2021 floor	\$954	\$1,091	\$1,291	\$1,664	\$1,987
FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194
Use FY2021 floor for FY2022?	No	No	No	No	No

### Final FY2022 Rents for All Bedroom Sizes for Austin-Round Rock, TX MSA

The following table shows the Final FY 2022 FMRs by bedroom sizes.

<b>Final FY 2022 FMRs By Unit Bedrooms</b>					
	<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
Final FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page:

[http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/2022summary.odn?&year=2022&fmrtype=Final&cbsasub=METRO12420M12420](http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/2022summary.odn?&year=2022&fmrtype=Final&cbsasub=METRO12420M12420)

### Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

Anderson County, TX  
Andrews County, TX  
Angelina County, TX  
Aransas County, TX  
Archer County, TX

Select a new county

Press below to select a different state:

[Select a new state](#)

Select a Final FY 2022 Metropolitan FMR Area:

Austin-Round Rock, TX MSA

[Select Metropolitan FMR Area](#)

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[LIHTC Database](#) |

Prepared by the [Program Parameters and Research Division](#), HUD. Technical problems or questions? [Contact Us](#).

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02728

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 6.

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02728 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 Agave at South Congress 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. 02728: Resolution allowing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Agave at South Congress 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 195 unit apartment complex called the Agave at South Congress. The complex is located at 625 E. Stassney Lane, Austin, Texas 78745, just off of South Congress. AAHC has several assets within this area, including Bridge at Turtle Creek, Bridge at South Point and Bridge at Sterling Springs. The complex is currently 96% leased and already has more affordable rental rates as compared to the area.

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 seventh acquisition with the Belveron team.

The Agave was built in 2009 and sits on 8.65 acres. Some of the property amenities include a sparkling resort

style swimming pool with lounge seating, 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 a Café and a coffee bar. All units come with full size washer and dryers and detached garages or covered parking. The Agave also provides private pet yards and balconies. The property feeds into Pleasant Hill Elementary School, Bedichek Middle School and Crockett 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 96% occupied and rents currently range from \$1,245 for a 1 bedroom to \$2,084 for a 3 bedroom.

85 1-bedroom/1-bath	700 square feet to 898 square feet
98 2-bedroom/2-bath	980 square feet to 1084 square feet
12 3-bedroom/2 bath	1,328 square feet.

***Process:***

The purchase price for the Agave Apartments is \$53,500,000. Belveron will be investing approximately \$11MM as a down payment. In addition, Belveron will place an additional \$1,200,000.00 for future capital needs. Bellwether will provide a Freddie Mac loan in an amount not to exceed \$45,000,000 at a rate of 3.20%.

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 housing choice 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 Agave at South Congress 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.

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**RESOLUTION NO. 02728**

**Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to The Agave at South Congress 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 Agave at South Congress Apartments LLC, a Delaware limited liability company the managing member of the sole 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 18th day of November, 2021.

ATTEST:

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CHAIRMAN

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SECRETARY

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02729

#### AUSTIN AFFORDABLE HOUSING CORPORATION

#### ITEM NO. 7.

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action on Resolution No. 02729 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) approving resolution of Austin Affordable PFC, Inc. providing for the issuance of its Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Series 2021A and Taxable Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Taxable Series 2021B; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject

**BUDGETED ITEM:** N/A

**TOTAL COST:** N/A

### ACTION

The Board is being asked to approve Resolution No. 02729: Resolution approving of Austin Affordable PFC, Inc. to provide for the issuance of its Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Series 2021A and Taxable Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Taxable Series 2021B; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject.

### SUMMARY

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

Austin Affordable Housing Corporation is being presented with an opportunity to partner with The NRP Group LLC on a certain 15.3 acre tract of land located within the Austin limited purpose annexation at the corner of Estancia Parkway and Avenida Mercado, Austin, TX 78748. The project (El Prado at Estancia) will consist of 318 family apartment units serving tenants at or below 60% of median family income. The proposed development is located in the *Estancia Hill Country* master development which includes multifamily luxury apartments, single-family homes, and a future branch of Texas Children’s Hospital. The community features walking trails, parkland, and close proximity to Onion Creek. This property will serve the following schools: Menchaca Elementary, Paredes Middle School, and Akin High School. The nearest property in AAHC’s current portfolio is Bridge at Asher Apartments located just north.



***Process:***

The development will use a mixture of 4% tax credits and bonds to finance the development with a total project cost of approximately \$62,000,000. The planned development will consist of 30 one bedroom and one bath units, 127 two bedroom and two bath units, 129 three bedroom and two bath units, and 32 four bedroom and two bath units. All units will be marketed to HACA's Housing Choice Voucher residents. HACA, through its Public Facility Corporation is requesting the approval of an issuance of tax-exempt bonds in an amount not to exceed \$48,000,000. The Board saw this property for the first time in January 2021. If approved, this will be the last time the Board will see the property before it closes.

**Unit Breakdown:**

30 one bedroom/one bath	650 sq ft
127 two bedroom/two bath	924-931 sq ft
129 three bedroom/two bath	1064-1186 sq ft
32 four bedroom/two bath	1256 sq ft

***Staff Recommendation:***

Board approval will allow Austin Affordable PFC, Inc. to provide for the issuance of its Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Series 2021A and Taxable Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments) Taxable Series 2021B; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject.

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**RESOLUTION NO. 02729**

**RESOLUTION APPROVING ISSUANCE BY AUSTIN AFFORDABLE PFC, INC. OF THE AUSTIN AFFORDABLE PFC, INC. MULTIFAMILY HOUSING REVENUE BONDS (EL PRADO AT ESTANCIA APARTMENTS), SERIES 2021A AND MULTIFAMILY HOUSING REVENUE BONDS (EL PRADO AT ESTANCIA APARTMENTS), TAXABLE SERIES 2021B; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

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

**WHEREAS**, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer’s bonds; and

**WHEREAS**, the Board of Directors of the Issuer (the “Board”) has determined to authorize the issuance, sale and delivery of the Issuer’s Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments), Series 2021A and Multifamily Housing Revenue Bonds (El Prado at Estancia Apartments), Taxable Series 2021B (the “Bonds”), pursuant to and in accordance with the terms of an Indenture of Trust (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee; and

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

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

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

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

Section 1. The Issuer Resolution, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of Austin, Travis County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Austin, Travis County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture.

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

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

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

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

**PASSED, APPROVED AND ADOPTED** this 18th day of November, 2021.

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CHAIRMAN

ATTEST:

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SECRETARY

EXHIBIT A

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

## BOARD ACTION REQUEST

### RESOLUTION NO. 02730

#### AUSTIN PATHWAYS

#### ITEM NO. 8.

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**MEETING DATE:** November 18, 2021

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

**ITEM TITLE:** Presentation, Discussion, and Possible Action regarding Resolution No. 02730 Renewal of the Boys and Girls Club contract (Chalmers and Meadowbrook) for Comprehensive Youth Development.

**BUDGETED ITEM:** Yes

**TOTAL COST:** \$114,030

#### **ACTION**

The Board is being asked to renew the contract of Boys and Girls Club of Austin in the amount of \$114,030.

#### **SUMMARY**

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

Engaging youth in activities that build academic, social, and interpersonal skills while fostering positive relationships with caring adults is an important part of HACA's Youth Educational Success (YES) strategy. Programs such as youth development clubs for students who are residents of HACA PBRA communities are an essential part of the Housing Authority's ongoing effort to improve the education and economic well-being of its residents.

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

This is a request for the second-year renewal of this competitively bid contract. We are seeking renewal for the Boys and Girls Club contract only at this time. The other contractors awarded as part of this RFP, HealthStart and Creative Action, are not currently serving HACA resident youth due to the COVID-19 pandemic. We will consider their contracts for renewal if and when they can provide services to HACA youth in a format that is safe, effective and engaging. The number of youth served at the Boys and Girls Club was reduced due to the safety guidelines recommended by the CDC. The Clubs are serving fewer youth (25-30 youth per site) while the pandemic continues. As is reflected in the contract, the numbers served will increase back to previous levels (50 – 75 youth per site) if and when the CDC guidelines are updated allowing for more youth per square foot. This contract allows for up to a 10% increase in the amount paid to the Boys and Girls Club for the 2020-21 contract. The increase is included to recognize the increased cost of operation during a pandemic due to the need for masks, safety equipment, and increased cleaning supplies. The increase also acknowledges the increased costs of operating a full day program if/when AISD classes are only offered remotely.

***Staff Recommendation:***

Austin Pathways staff recommends that the Comprehensive Youth Development Program Contract be renewed to the Boys and Girls Club to serve Chalmers and Meadowbrook for \$114,030 annually. This will be a second year renewal under HACA's option to extend for a total of five years under the RFP.

**ATTACHMENTS:**

- ▣ **BGCAA Negotiated Terms**
- ▣ **BGCAA Memo and Outcomes**
- ▣ **BGCAA Annual Report**

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**RESOLUTION NO. 02730**

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

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

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

**WHEREAS**, the approval of funding the program in the amount of \$114,030 will allow for the Boys and Girls Club to provide services at Pathways at Meadowbrook and Pathways at Chalmers with an amount not to exceed \$114,030, to operate for one year and to be extended for up to five years;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Austin authorizes the President and C EO to negotiate and award a contract to the Boys and Girls Club of Austin, to provide services as proposed under HACA's Comprehensive Youth Development Programs RFP, with a total not to exceed \$114,030.

**PASSED, APPROVED AND ADOPTED** this 18th day of November, 2021.

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**Michael G. Gerber, Secretary**

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

Contract # C-21-0184

Boys & Girls Clubs of the Austin Area

Contract Dates: October 1, 2021 and ending September 30, 2022

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

#### **4) Negotiated Terms:**

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

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

- 20 % of parents will be actively involved in the afterschool/summer program (Active involvement: participated 10-20 times per year in BGC activities).
- 10) Provide annual report with verification that positive outcome goals are being met. Annual report to include a list of youth attending Club Tech computer classes and the hours that they have completed. Annual reports will also include the names of HACA children who are no longer attending the Club and any follow up completed. Annual report showing will also include a list of all the HACA club members that have improved their GPA by .5 or more since the start of the school year. Include a list of students matriculating to the next grade. Annual Report Due Sept 15, 2022
  - 11) Provide monthly invoices by the 5<sup>th</sup> day of each month accompanied by monthly service reports for HACA members that include the first and last names and HACA public housing property of residents being served, dates of attendance and the number of hours each youth attended. Monthly reports should show the average daily attendance, list of all registered members to date and a brief summary of successes and upcoming events.
  - 12) Contractor agrees that it is solely responsible for the transportation, selection, monitoring and control over all staff, volunteers or any other personnel in connection with their services provided. Contractor agrees that it will advise all participants in their program that HACA has no responsibility or liability for transportation, selection, monitoring or control over Contractor's personnel or volunteers.
  - 13) The contractor warrants they are supplying employees/volunteers who have passed a background check(s). The contractor warrants they will screen employees/volunteers for a professional reference check, social security trace, criminal background search, driver's license search and national sex offender search in a background check. Contractor agrees to defend, indemnify and hold harmless HACA, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

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

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

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

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

Monthly	Amount
October 2021 – September 2022 (12 months)	\$9,502.50 per month

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



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

Received: HACA \_\_\_\_\_

Contractor \_\_\_\_\_

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**INTEROFFICE MEMORANDUM**

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**TO:** PILAR SANCHEZ, VICE PRESIDENT AUSTIN PATHWAYS

**FROM:** BARBARA JACKSON, FAMILY OPPORTUNITY PROJECT DIRECTOR

**SUBJECT:** BOYS AND GIRLS CLUB CONTRACT RENEWAL FOR 2021-22

**DATE:** 11/7/2021

**CC:** LEILANI LIM VILLEGAS, SENIOR DIRECTOR AUSTIN PATHWAYS

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<b>PROPOSED AWARDEE AND HACA HOUSING SITES</b>	<b>AGES SERVED</b>	<b>KEY COMPONENTS</b>	<b>PROGRAM HOURS</b>
<b>Boys and Girls Club of the Austin Area</b>  \$114,030  Sites: <u>Chalmers Courts</u> -20 to 25 youth per day during COVID19 Pandemic -50 youth per day once pandemic restrictions are fully lifted <u>Meadowbrook Apartments</u> -25 to 30 youth per day during	5-17 years	Holistic, mind-body- Soul approach featuring tutoring, homework time, sports teams, technology and recreation. Activities to build leadership and Character Development that are structured by peer groups.  5 key elements of “Formula for Impact”: <ul style="list-style-type: none"> <li>• A safe, positive environment</li> <li>• A sense of fun</li> <li>• Supportive relationships</li> <li>• Opportunities and expectations</li> <li>• Recognition</li> </ul> Meals offered through federal nutrition partnership.	Afterschool:  Monday – Friday  3pm – 6:00 pm  Summer/breaks:  7:30am – 5:30pm  11 weeks*  * When possible, the Boys and Girls Club will endeavor to provide a full day of programming if AISD is operating school on a remote only basis.

COVID19 Pandemic  -75 youth per day once pandemic restrictions are fully lifted		Transportation provided for field trips and from school to club as needed.	
<p><i>History of HACA partnership:</i> Over 15 years of partnering with HACA, both at off-site clubs and later at Clubs operated in HACA communities. HACA is also contracting with the Boys and Girls Club (in a contract) to provide a Club program at Booker T. Washington Apartments in response to the Pandemic Learning loss. <i>Past performance notes:</i> BGC has consistently met or exceeded contracted outcomes. Reduced numbers served during the 2020-21 academic year is a direct result of the Covid19 pandemic.</p> <p><b>20-2021 CONTRACTED OUTPUTS AND, OUTCOMES</b></p> <p>Outcome 1 – 70% of youth will successfully complete a prevention program  Outcome 2 – 75% of youth will self-report a decrease in risky behaviors  <u>Outcome 3</u> – 80% of youth will be actively involved in tutoring or homework help.  <u>Outcome 4</u> – 20% of parents will be actively involved in the afterschool program defined by parent participation 10 – 20 times.  <u>Outcome 5</u> – 80% of members will successfully matriculate to the next grade.</p> <p><b>BGC 20-2021 Summary Outcomes at Chalmers and Meadowbrook Clubs:</b>  Outcome 1 – 94% of youth successfully completed a prevention program  Outcome 2 – 75% of youth self-reported a decrease in risky behaviors  <u>Outcome 3</u> – 100% of youth were actively involved in tutoring or homework help.  <u>Outcome 4</u> – 20% of parents were actively involved in the afterschool program defined by parent participation 10 – 20 times.  <u>Outcome 5</u> – 99.5% of BGC members successfully matriculated to the next grade.</p>			

***Staff Recommendation:***

Staff recommends that the Comprehensive Youth Development Program Contract be awarded to the Boys and Girls Club to serve Chalmers and Meadowbrook for \$114,030 annually

This contract may be renewed annually, not to exceed five years.

**ATTACHMENTS:**

Boys and Girls Club DRAFT Contract for Renewal  
Boys and Girls Club 2020-2021 program outcomes

## **Housing Authority of the City of Austin**

### **Grant Report**

#### **Grant Information**

Amount of Grant: \$114,000 annually- Chalmers & Meadowbrook

Amount of Grant: \$83,900 for 2020-2021-BTW

Project name: Boys & Girls Clubs of the Austin Area

Program Dates: 2020-2021

Program End Date: Ongoing

#### **Overview of Program and Goals of Grant**

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

#### **Expected Outputs, Outcomes & Results**

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

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

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

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

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

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

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

In addition to our program and contracted outcomes we collected two additional data sets. The first is results from our Boys & Girls Clubs of America- National Youth Outcomes Initiative (NYOI). This tool is a system built to measure the impact of Boys & Girls Clubs in a consistent manner using a common set of research informed indicators of our priority outcomes. NYOI's key tool for gathering outcomes data is the National Outcomes Survey, administered to Club members each spring. Questions are asked

Are we meeting their needs? Do they feel safe? Do they have fun? The second tool is the Student Aggregate Reporting (SAR) system by Austin Independent School District (AISD). This tool gives comparison data on how our members are doing compared to other students attending the same schools that are considered economically disadvantaged.

### How did we do ? School Year 2020-2021

<u>Location</u>	<u>Projected Outcome</u>	<u>Evaluation Method</u>	<u>Actual Outcome</u>
Meadowbrook	BGCAA members will attend school at a rate of 100% or 2% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Meadowbrook HACA members attended school at a rate of <b>98%</b> compared to a rate of 88% for their peer group.
Meadowbrook	BGCAA members will perform 2% better than their peer group for promotion to next grade level. BGCAA HACA members had a 97% promotion rate compared to non-club members at 94% promotion rate.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Meadowbrook HACA members had a <b>99%</b> promotion rate compared to non-club members at 94% promotion rate.
Meadowbrook	BGCAA members graduate high school at 100% or 6% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	NA Meadowbrook had no Senior Members for 2021.
Chalmers	BGCAA members will attend school at a rate of 100% or 2% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Chalmers HACA members attended school at a rate of <b>99%</b> compared to a rate of 89% for their peer group
Chalmers	BGCAA members will perform 2% better than their peer group for promotion to next grade level. BGCAA HACA members had a 97% promotion rate compared to non-club members at 94% promotion rate.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Chalmers HACA members had a <b>99%</b> promotion rate compared to non-club members at 94% promotion rate.
Chalmers	BGCAA members graduate high school at 100% or 6% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Chalmers HACA members had a <b>100%</b> graduation rate compared to 94% of their peer group.
BTW	BGCAA members will attend school at a rate of 100% or 2% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA BTW HACA members attended school at a rate of <b>99%</b> compared to a rate of 88% for their peer group.
BTW	BGCAA members will perform 2% better than their peer group for promotion to next grade level. BGCAA HACA members had a 97% promotion rate compared to non-club members at 94% promotion rate.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	BGCAA Meadowbrook HACA members had a <b>100%</b> promotion rate compared to non-club members at 94% promotion rate.
BTW	BGCAA members graduate high school at 100% or 6% higher than peer group.	Student Aggregate data from Austin ISD comparing youth who attend BGCAA and youth who do not	NA BTW had no Senior Members for 2021.

# National Youth Outcomes Initiative (NYOI)

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

**\*2020 NYOI surveys were not conducted due to COVID 19**

	2019*			2021		
	Doing Great / Fine National/BGCAA	Chalmers	Meadowbrook	Doing Great / Fine National/BGCAA	Chalmers	Meadowbrook
Overall Experience	76%/84%	91%	86%	79%/89%	96%	91%
Sense of Belonging	81%/89%	96%	89%	76%/75%	100%	91%
Overall Safety	83%/91%	93%	89%	81%/86%	100%	86%
Emotional Safety	86%/89%	89%	79%	71%/88%	100%	100%
Physical Safety	89%/88%	90%	89%	88%/89%	100%	99%
Fun	83%/91%	91%	93%	73%/81%	99%	100%
Adult Connections	76%/84%	75%	76%	88%/89%	100%	100%
Staff Expectations	83%/91%	89%	91%	77%/61%	100%	95%
Recognition	81%/79%	85%	83%	89%/91%	95%	99%

Result – The *Doing Great / Fine* is the former metric BGCAA used to report success. Following our national office, we think our members deserve more than Great or Fine. We believe they deserve the optimal club experience. To that end, we will begin reporting on the optimal measurement versus the *Doing Great / Fine*. The NYOI results for 2021 represents the optimal measurement and shows that HACA Clubs: Chalmers and Meadowbrook, are significantly ahead of the national Optimal Club Experience scores at 96% and 91% respectively. While much of the National outcomes dropped in the wake of the worldwide pandemic, BGC of Austin made significant improvements in all areas. For the first time in our history of implanting NYOI Clubs Members rated 100%. We are so happy and pleased with these outcomes as it highlights our crisis and mission work during the pandemic. While much of the world felt alone, students were falling behind in schoolwork and losing academic gains, our HACA Club members benefited from our low ratios and Academic programming to bridge the learning gap and divide and move to the front of their classes.

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

BGCAA offers an outcome driven club experience by embracing the five key elements of positive youth development; a safe, positive environment, a sense of fun, supportive relationships, opportunities, and expectations; and recognition. We pair these with high-yield activities, targeted programs, and the expectation of regular attendance. The product of these efforts are youth who are prepared to graduate from high school ready for college, trade school or employment, who are engaged citizens who model strong character and are involved in their communities and who adopt a healthy lifestyle including wise dietary choices and a commitment to fitness.

## Notes

### Chalmers 2020-2021 programs:

<b>Classification</b>	<b>Activity</b>	<b>Sessions</b>
Academic Success	AS- Around The World	10
Academic Success	AS- Book Club	10
Academic Success	AS- Brick lab	1
Academic Success	AS- Misc.	20
Academic Success	AS- Power Hour	234
Academic Success	AS- Read It & Eat It	29
Academic Success	AS-Project Learn	36
Character & Leadership Development	CLD- Be A Star	25
Character & Leadership Development	CLD- Handbook For Success	22
Character & Leadership Development	CLD- Junior Leaders	157
Character & Leadership Development	CLD- OJP Mentoring	32
Character & Leadership Development	CLD- Quest Kids	20
Character & Leadership Development	CLD- Road Code	105
Character & Leadership Development	CLD- Youth Of The Month	15
Character & Leadership Development	CLD-Torch Club	23
Club On The Go	Club On The Go	31
Family Engagement	Family Night	2
General Attendance	General Attendance	241
Healthy Lifestyles	H&LS- CATCH	22
Healthy Lifestyles	H&LS- Misc.	23
Healthy Lifestyles	H&LS- Triple Play	375
Healthy Lifestyles	H&LS-IM Healthy	24
Healthy Lifestyles	H&LS-IM Successful	10
Healthy Lifestyles	H&LS-Start SMART	55
Sports, Fitness & Recreation	SF&R- Gameroom	798
Sports, Fitness & Recreation	SF&R Misc	4
STEM	STEM- Misc.	1

STEM	STEM-STEM Academy	43
The Arts	Arts-Dance	183
The Arts	Arts-Fine Arts	140
The Arts	Arts-YAI	10
Workforce Development	WFD- Money Matters	1

**Meadowbrook 2020-2021programs:**

<b>Classification</b>	<b>Activity</b>	<b>Sessions</b>
Academic Success	AS- Misc.	53
Academic Success	AS- Power Hour	202
Academic Success	AS- Promotion/ Grad Event	1
Academic Success	AS- Science Misc.	6
Academic Success	Field Trips	3
Character & Leadership Development	CLD- OJP Mentoring	47
Character & Leadership Development	CLD- Youth For Unity	93
Character & Leadership Development	CLD- Youth Of The Month	7
Character & Leadership Development	CLD-Torch Club	98
Club On The Go	Club On The Go	25
General Attendance	General Attendance	226
Healthy Lifestyles	H&LS- CATCH	155
Healthy Lifestyles	H&LS- Misc.	221
Healthy Lifestyles	H&LS- Triple Play	146
Healthy Lifestyles	H&LS-Cooking	17
Healthy Lifestyles	H&LS-IM Healthy	93
Healthy Lifestyles	H&LS-Start SMART	97
Sports, Fitness & Recreation	SF&R- Cal Ripken	61
Sports, Fitness & Recreation	SF&R- Gameroom	252
Sports, Fitness & Recreation	SF&R Misc	141
STEM	STEM- Misc.	112
The Arts	Arts- DIY	149
The Arts	Arts-Dance	90
The Arts	Arts-Fine Arts	213

**BTW 2020-2021programs:**

<b>Classification</b>	<b>Activity</b>	<b>Sessions</b>
Academic Success	AS- Around The World	54
Academic Success	AS- Book Club	1
Academic Success	AS- Bricklab	45
Academic Success	AS- Power Hour	167
Academic Success	AS- Read It & Eat It	26
Academic Success	AS- Science Misc.	21
Character & Leadership Development	CLD- Handbook For Success	21



Character & Leadership Development	CLD- Junior Leaders	138
Character & Leadership Development	CLD- Quest Kids	20
Character & Leadership Development	CLD- Youth Of The Month	15
Club On The Go	Club On The Go	31
Family Engagement	Family Night	2
General Attendance	General Attendance	237
Healthy Lifestyles	H&LS- CATCH	23
Healthy Lifestyles	H&LS- Triple Play	410
Sports, Fitness & Recreation	SF&R- Gameroom	800
Sports, Fitness & Recreation	SF&R Misc	4
The Arts	Arts-Dance	121
The Arts	Arts-Fine Arts	126

### **Torch Club**

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

### **Keystone**

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

### **Junior Leaders**

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

### **Career Launch**

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

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

### **Be a Star**

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

### **BGC Leagues Sports**

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

### **Triple Play**

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

### **Member of the Month**

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

### **OJP Mentoring**

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

### **Youth for Unity**

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

### **Teen Summer of Service**

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

### **Power Hour**

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

### **Book Club**

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

### **Brick lab**

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

### **RAZ**

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

### **Read It & Eat It**

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

### **STEM Academy and Hour of Code**

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

### **Arts**

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

### **CATCH**

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

### **HLS- Smart Moves**

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