

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Vice-Chairperson - Charles Bailey

2nd Vice-Chairperson - Mary Apostolou

Commissioner - Dr. Tyra Duncan-Hall

Commissioner - Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Regular Meeting

Thursday, October 20, 2022

12:00 PM

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

To attend the meeting via ZOOM dial: 1 346 248 7799 Meeting ID: 896 4723

9377 Passcode: 595353 <https://bit.ly/3C9OytE>

Austin, TX

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

**TO BE HELD AT
HACA Central Office, 1124 S. Interstate Highway 35, Austin, TX
To attend the meeting via ZOOM dial: 1 346 248 7799 Meeting ID: 896 4723 9377
Passcode: 595353 <https://bit.ly/3C9OytE>
Austin, TX
(512.477.4488)**

**Thursday, October 20, 2022
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Pledge of Allegiance

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

Citywide Advisory Board Update

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Commissioner and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion, or action at this meeting. Under no circumstances does the Consent Agenda alter any requirements under Chapter 551 of the Texas Government Code, Texas Open Meetings Act.

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on September 15, 2022

ACTION ITEMS

2. Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year ending March 31, 2022
3. Presentation and Discussion of the Draft 2023 Public Housing Authority (PHA) Annual Plan and Update to the Five-Year Plan
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02767: Approval of the Pathways Asset Management, Inc. Property Budgets for Calendar Year 2023
5. Presentation, Discussion and Possible Action regarding Resolution No. 02768: Approval of the adoption of the revised Housing Choice Voucher Program's Payment Standards
6. Presentation, Discussion, and Possible Action on Resolution No. 02769 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 Heritage Woods 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 regarding Resolution No. 02770: Awarding a renewal contract for Agency Wide Ground Maintenance Services HACA-19-P-02

EXECUTIVE SESSION

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

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

OPEN SESSION

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

REPORTS

The Board accepts the following reports:

- President's Report
- Finance Report

ADJOURNMENT

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: October 20, 2022

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on September 15, 2022

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on September 15, 2022.

ATTACHMENTS:

- ▣ **20220915 HACA Minutes Summary**

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

September 15, 2022

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 P.M. ON THURSDAY, SEPTEMBER 15, 2022, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. INTERSTATE HIGHWAY 35, AUSTIN, TX 78704 AND VIRTUALLY

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

Carl S. Richie, Jr., HACA Chairperson called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of September 15, 2022, to order at 12:15 pm. The meeting was held at the HACA Central Office, 1124 S. Interstate 35, Austin, TX 78704 and virtually.

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

Orlando Cabrera, Arnall Golden Gregory Law Firm (virtually)

STAFF PRESENT ON THE CALL:

Andrea Galloway, Barbara Chen, Becky Summersett, Jimi Teasdale, Keith Swenson, Kelly Crawford, Leilani Lim-Villegas, Lisa Garcia, Michael Cummings, Michael Gerber, Nidia Hiroms, Ron Kowal, Suzanne Schwertner, and Sylvia Blanco

EXECUTIVE SESSION

The Board of Directors recessed into Executive Session at 12:17 pm.

The Board returned into open session at 1:38 pm. No Action was taken

PUBLIC COMMUNICATION - (3 minute time limit)

NONE

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

CITYWIDE ADVISORY BOARD (CWAB) – Lupe Garcia, Citywide Advisory Board President reported that the September CWAB Meeting was held virtually on Tuesday, September 13, 2022. •**Michael Roth**, HACA Director of Housing Operations & Policy reported that there are currently three active COVID-19 cases at the properties. •**Michael Roth** also provided Rosewood Courts updates. •**Michael Gerber**, HACA President & CEO announced the date and time for the upcoming Grand Opening of Pathways at Goodrich. The event will be held, Wednesday, September 14th at 9:00 am. •**Mr. Gerber** also reported that HACA is considering Santa Rita for the next redevelopment project. •**Catherine Crago**, HACA Head of Strategic Initiatives shared digital inclusion updates and reported that Google Fiber is now at North Loop. •**Leilani Lim-Villegas**, HACA Sr. Director of Community Development, reported that Community Education Events funds are available for National Night Out. •**Leilani** announced that Austin Pathways received two grants recently. •**Leilani** also announced that the CWAB meetings are now on a hybrid schedule. •**Leilani** shared Workforce Development, i-DADS/i-MOMS, and Bringing Health Home updates, announced that a Mobile Health Screening Clinic is available at seven HACA properties. •**Leilani** introduced **Corey Jones** as the new IDADS and AROW Coordinator. •**Veronica Riggins**, HACA Family Opportunity Specialist provided Youth Educational Success updates. •**Daniel Ruiz**, HACA Jobs Plus Career Coach introduced UT Social Work Intern **Sandy Fernandez** and provided Rosewood Homeownership Program updates. •**Evelyn Holman**, HACA Community Development Specialist reported that there will be a National Night Out Kickoff event and the next CWAB Meeting will take place in person at Lakeside on October 11th (subject to change). •**The CWAB** voted to spend \$200 on food and flowers for a farewell event at Lakeside for former Resident Commissioner **Isaac Robinson**. • **Veronica Castillo Perez**, resident at Chalmers and serves as a Board Member of the Resident Council mentioned they had a Town Hall Meeting July 18 to discuss the increased crime at Chalmers

September 15, 2022

Page 1 of 5

East and Chalmers South. •**Lupe Garcia**, discussed the i-MOMS Kickoff event Thirty-six i-MOMS were in attendance.

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 August 18, 2022

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on August 18, 2022. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEMS WERE PRESENTED OUT OF ORDER.

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 5: Presentation, Discussion, and Possible Action regarding Resolution No. 02764: Fire Damage Restoration, 8312 Nighthawk, Unit 102 @ Pathways at Thurmond Heights

On April 20, 2022, HACA lost a Unit to a resident-caused fire incident. The interior of the Unit was a complete loss, and insurance was contacted and a claim filed. Upon HACA fully gaining possession of the Unit and all contents abandoned by the Resident occupant, HACA created a scope of work that matches the insurance inspection and HACA's requirements. Plan-set sheets from prior projects were used to re-create the scope of work that had been used to rehab the Unit in the few years prior to the fire incident.

The scope of work will entail complete rehab of the Unit interior including, but not limited to, smoke stain and odor sealing, full insulation replacement throughout, new drywall throughout, T/F/T/P, all new interior doors, trim, mill work, cabinetry, counters, HVAC, toilet accessories, windows/screens, ceramic tile flooring. Some minor repair and repainting of the Unit exterior will be necessary, as well.

The Invitation for Bid was advertised on the HACA website and the Housing Agency Marketplace e-procurement system. Bidders were invited to a pre-bid walk and discussion with the Planning & Development Department on August 12, 2022, and time was allowed for bids to be developed and submitted by August 31, 2022.

Staff recommended award of contract to sole bidder JG Arco Iris Painting Contractors, LLC. in an amount not to exceed \$111,000.00.

Commissioner Carrington moved the Approval of Resolution No. 02764: Fire Damage Restoration, 8312 Nighthawk, Unit 102 @ Pathways at Thurmond Heights contract be awarded to sole bidder JG Arco Iris Painting Contractors, LLC. in an amount not to exceed \$111,000.00. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion, and Possible Action on Resolution No. 02765 Approval of Amendments to HACA's Procurement Policy

HACA's Procurement Policy has been updated to better reflect and respond to operational needs of the organization. HACA's conversion to Project Based Rental Assistance (PBRA) allows for additional streamlining of the procurement process. For example, HUD regulations requiring compliance with Section 3 and Davis Bacon do not apply to the PBRA program.

These policy updates will allow HACA to procure services in a more simplified manner, offering more opportunity for competition with the goal of obtaining better, more competitive pricing and a bigger pool of vendors and contractors. State and local procurement laws will continue to be followed by HACA. Federal procurement regulations will still apply to any federal grants received by HACA. Spending approval thresholds will remain the same, with the exception of the Petty Cash threshold, which will go from \$25 to \$50.

Extensive research was conducted with legal guidance, discussions with E-Team and other staff members and concluded that these updates are consistent and compliant with federal guidance and are necessary to meet HACA's procurement and purchasing needs in a more efficient and simplified manner.

2nd Vice-Chairperson Apostolou moved the Approval of Resolution No. 02765 Approval of Amendments to HACA's Procurement Policy. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02763 Resolution authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions necessary for acquisition of a drainage easement related to the development of the Pathways at Rosewood Courts East (the "Project")

As part of the redevelopment of Rosewood Courts, HACA will be required to rebuild the storm water culvert that runs under Rosewood Courts at Poquito Creek. This work will include significant modifications to the culvert entrance on the west side of Chicon Street. Part of the construction area is a parcel owned by several family members of Doris Potts (Potts parcel). In order to complete the culvert modifications, the City is requiring that HACA obtain an access easement that will allow us to be on the Potts parcel during the period of construction and allow the City to access the parcel for maintenance at any time in the future.

The plans initially impacted two neighboring parcels. Our engineers worked with the City to move the work southward onto the Salina land already owned by HACA, thereby eliminating the impact to one of the neighboring parcels. However, we are unable to avoid the Potts parcel because it sits squarely in the creek bed. The Travis County Appraisal District (TCAD) currently lists the value of the 874 square foot parcel at \$6,992.

HACA has been in contact with several members of the Potts family represented by two different attorneys. We have made an initial, informal offer to purchase the parcel. The family has indicated they are open to discussion about this purchase and we hope to be able to arrive at a satisfactory sales price. While we will make every effort to arrive at a mutually agreeable solution, if we are unable to arrive at a fair sales price for the land or a fee for the easement, HACA will have to exercise its authority under eminent domain in order to obtain the easement. We fundamentally believe the parcel is not usable as it is entirely within a flood plain and this action will allow HACA to act in the public interest to complete the redevelopment of Rosewood Courts.

Staff requested that Resolution No. 02763 be Amended to include: for staff to proceed with condemnation proceedings related to the development of Pathways at Rosewood Courts or approve up to \$28,500 to purchase this property in order for HACA to receive the redevelopment of Rosewood Courts.

Commissioner Carrington offered the Amendment of Resolution No. 02763 Resolution authorizing the Housing Authority of the City of Austin to take such actions necessary for acquisition of a drainage easement related to the development of the Pathways at Rosewood Courts East to include for staff to proceed with condemnation proceedings related to the development of the Pathways at Rosewood Courts or approve up to \$28,500 to purchase this property in order for HACA to receive the redevelopment of Rosewood Courts. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

Commissioner Duncan-Hall moved the Approval of Resolution No. 02763, as Amended, authorizing the Housing Authority of the City of Austin to take such actions necessary for acquisition of a drainage easement related to the development of the Pathways at Rosewood Courts East and for staff to proceed with condemnation proceedings related to the development of the Pathways at Rosewood Courts or approve up to \$28,500 to purchase this property in order for HACA to receive the redevelopment of Rosewood Courts. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion and Possible Action regarding Resolution No. 02762: Approval of Revisions to the Family Self-Sufficiency Action Plan

The purpose of the Family Self-Sufficiency Action Plan is to describe the policies and procedures of the Family Self-Sufficiency (FSS) Program. The Action Plan was last revised in June 2020. The proposed revisions are due to HUD's requirement for all FSS programs to update their Action Plans to reflect the changes made to 24 CFR 984 Regulations with the Streamlining and Implementation of the Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to the Family Self-Sufficiency Program, also known as the FSS Final Rule. The revised Action Plans that reflect the regulatory changes must be submitted to HUD headquarters by September 30, 2022, for FSS programs to remain compliant with HUD.

A summary of the changes are reflected below.

- Any adult family member may be designated as the head of the FSS family and be obligated to the FSS contract requirements.
- The FSS contract end date is five years after the first recertification after the Contract of Participation begins to maximize potential escrow savings.
- Forfeited escrow funds may now be used for supportive services for current FSS participants and training for FSS Coordinators.
- Escrow may be disbursed when the contract is terminated in particular situations, such as the onset of disability for the head of the FSS family.
- Contracts may now be extended to pursue other FSS goals instead of only being permitted when the family has good cause for not securing suitable employment.
- Family no longer must be welfare-free for 12 months before the contract end date for successful graduation but only must be free of welfare at the end date of the contract of participation.

Additional revisions made to provide HUD-required information on PHA policies for this Action Plan submission:

- Additional demographics included for HCV Program families
- Additional information provided on program size and estimated enrollment from Veteran Affairs
- Supportive Housing (VASH) and Family Youth to Independence (FYI)/FUPY (Family Unification Program/Youth) families
- FSS waiting list preference is given for up to 50% of available slots for families entering the program through portability and FUPY/FYI voucher holders to extend their voucher assistance by 24 months through Foster Stable Housing Opportunity (FSHO).
- Changes permitted to Individual Training and Services Plan up to the final day of the contract vs. 30 days before the end as per HUD's suggested best practice.

- Interim disbursements of escrow are permitted up to twice per calendar year but limited to 50% of the balance at the time of the first request.
- Additional language was added to clarify and provide detail on various policies around supportive services disbursements, Individual Training and Services Plan (ITSP) development, documentation, the frequency and manner of conducting progress reviews with participants, outreach procedures, etc.

On August 15, 2022, the notice of proposed changes was publicly posted online. The 30-day public comment period ends at 5:00 p.m. on September 13, 2022.

HACA will thoroughly review all comments received and present any additional recommended changes to the FSS Action Plan to the Board for consideration.

Commissioner Carrington moved the Approval of Resolution No. 02762: Approval of Revisions to the Family Self-Sufficiency Action Plan. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 2: Discussion of Proposed Housing Choice Voucher Administrative Plan Revisions for Public Comment

The Housing Choice Voucher (HCV) Administrative Plan is required by HUD. The Administrative Plan aims 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:

Criminal Screening Criteria - Added alternative criminal background criteria for households experiencing homelessness referred through the coordinated entry and for mainstream and foster youth to independent vouchers to include mandatory criminal screening criteria only.

The reasons for the proposed change are outlined below:

- Allow broader access to those experiencing homelessness referred through coordinated entry;
- Align with local strategies for ending homelessness; and
- Advance racial equity.
- Deleted Mainstream voucher program criminal background screening criteria as HUD waiver expired and included in alternative criminal background screening criteria.
- Rent Increase policy - Changed rent increase policy to proposed increase effective per the current lease or month-to-month renewal effective date rather than reexamination effective date.

Reexaminations – Fixed income - Revised policy regarding clients with 90% or more fixed income to allow for the cost of living adjustments for fixed income every two years, with third-party verification of fixed income and non-fixed income every two years.

Reexaminations continued – custody documentation - Revised verification requirements for custody documentation of minors who are not head of household's children to allow for custodial affidavit or declaration from at least one of the parents authorizing the head of household to maintain custody of the minor.

Reexaminations - Interims - Revised interim reporting requirements to streamline processes, so families increases in income and assets are processed at the next annual reexaminations. The exception includes processing interim increases for families on zero income, families receiving earned income disallowance, and FSS participants requesting that the increase be processed.

Special Housing Types - Changed policy to permit the use of Single Room Occupancy (SROs) and manufactured homes as an approved special housing type. This policy change will expand affordable housing options to program participants.

Administrative Policies – Per Nan McKay revision service made several suggested changes to include the use of administrative fees to facilitate leasing, the ability to increase the VASH payment standard to 120%, and slight revisions to the repayment of debts owned and retention policy.

Project-based vouchers – Added language to project-base 50 units at Rosewood Courts. Also, to seek HUD approval to add 50 project-based voucher units to the Cady Loft HAP Contract without competition. The justification for this includes HACA's commitment to expanding housing opportunities to people experiencing homelessness, and Cady Lofts received a 9% low-income housing tax credit allocation. The 9% LIHTC allocation qualifies for the selection of a proposal subject to a previous competition under a federal, state, or local housing assistance program.

Revised the name of Texas Bungalows to Bungalows at Century Park

Added PBV tenant selection criteria for Balcones Terrace, Libertad Austin at Gardner, Candlewood Suites Hotel Conversion

Project at Pecan Park, and Cady Lofts.

Special Purpose Vouchers - Added Special Purpose Vouchers Chapter 19 provide by Nan McKay revision service to clarify policies per federal requirements and local policies for the Family Unification (FUP), Foster Youth to Independence (FYI), Veterans Affairs Supportive Housing (VASH), Mainstream, and Non-Elderly Disabled (NED) programs.

Proposed changes to the Housing Choice Voucher (HCV) Administrative Plan will go out for public comment for 30 days beginning Friday, September 16, 2022.

Staff will post the document for a 30-day public comment period and present the proposed revised Housing Choice Voucher Administrative Plan to the Board for final consideration and approval at the December 15, 2022, Board Meeting. At this time, no vote action is required by the Board.

REPORTS

The Board accepts the following reports from the President:

Mike Gerber, HACA President & CEO announced that **Andrea Galloway**, HACA's Director of Technology Management Information will be leaving the agency to go work at Visa. We will miss her and know that she will go on to continue to do great things.

Chairperson Richie left the meeting at 3:22 pm. **Commissoner Carrington** presided over the remainder of the meeting.

2nd 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 3:40 pm.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

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

MEETING DATE: October 20, 2022

STAFF CONTACT: Barbara Chen, Chief Financial Officer

ITEM TITLE: Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year ending March 31, 2022

BUDGETED ITEM: No

TOTAL COST: N/A

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

QUALITY CONTROL

ITEM NO. 3.

MEETING DATE: October 20, 2022

STAFF CONTACT: Kelly Crawford, Director of Compliance Oversight

ITEM TITLE: Presentation and Discussion of the Draft 2023 Public Housing Authority (PHA) Annual Plan and Update to the Five-Year Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

This is a presentation and discussion of the Draft 2023 Public Housing Authority (PHA) Annual Plan and update to the Five-Year Plan that will go out for public comment for 45 days beginning Friday October 21, 2022. No formal vote is required of the Board at this time. The Board is being asked to review the Plan, approve staff taking the document out for a 45-day public comment period, and returning the Plan to the Board for final consideration at the December 2022 Board Meeting.

SUMMARY

Background:

The Five-Year and Annual PHA Plans provide a ready source for interested parties to locate basic housing authority policies, rules and requirement 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 objective for service the needs of low-income and extremely low-income families. PHAs who administer Housing Choice Voucher (HCV) programs, without public housing units such as HACA, utilize Form HUD-50075-HCV and HUD-50075-5Y to submit changes to its PHA Plans.

Process:

Staff is bringing these proposed changes to the Board for discussion and input at this time. After incorporating any Board recommendations, HACA will invite public comment on the proposed changes beginning at 8:00 a.m. on Friday, October 20, 2022 though 5:00 p.m. on Monday, December 5, 2022. HACA will send the proposed changes to Texas Rio Grande Legal Aid, the Austin Tenants' Council and other stakeholders. The HCV Administrative Plan changes, which make up the bulk of the Annual PHA Plan revisions, were distributed and discussed with all key stakeholders prior to the Board's approval to take out for public comment at September's meeting. HACA staff also updated its Strategic Plan and so the Five-Year Plan is being updated with the new goals and strategies as well. After receiving comments, the proposed changes will be presented to the Board for final approval at the December 2022 Board Meeting.

Staff is bringing these proposed changes to the Board for discussion and input at this time. After

incorporating any Board recommendations, HACA will invite public comment on the proposed changes beginning at 8:00 a.m. on Friday, October 20, 2022 through 5:00 p.m. on Monday, December 5, 2022. HACA will send the proposed changes to Texas Rio Grande Legal Aid, the Austin Tenants' Council and other stakeholders. The HCV Administrative Plan changes, which make up the bulk of the Annual PHA Plan revisions, were distributed and discussed with all key stakeholders prior to the Board's approval to take out for public comment at September's meeting. HACA staff also updated its Strategic Plan and so the Five-Year Plan is being updated with the new goals and strategies as well. After receiving comments, the proposed changes will be presented to the Board for final approval at the December 2022 Board Meeting.

Staff Recommendation:

The Board is being asked to review the Plan, while staff takes the document out for a 45-day public comment period. Staff will return the Plan to the Board for final consideration and approval at the December 15, 2022 Board Meeting.

Housing Authority of the City of Austin

DRAFT 2023 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the 2023 PHA Annual Plan and updates to the 2020-2024 Five-year Plan commence on Friday, October 20, 2022 and conclude on Monday, December 5, 2022. A Public Hearing will be held November 10, 2022 at NOON to receive public input for the draft 2023 Annual Plan and updates to the 2020-2024 Five Year Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 15, 2022 Board of Commissioners meeting.

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p>PHA Name: <u>Housing Authority of the City of Austin</u> PHA Code: <u>TX001</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>6,298 HCV and 438 Mainstream Vouchers. Total combined 6,736</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>Availability of Information. A 45-Day Public Comment Period for the draft 2023 PHA Annual Plan and updates to the 2020-2024 Five-year Plan will commence on Friday, October 21, 2022 and conclude on Monday, December 5, 2022. A Public Hearing will be held on October 27, 2022 at noon to receive public input for the draft 2023 Annual Plan and 2020-2024 Five Year Plan update. The final draft will be presented to the HACA Board of Commissioners for approval at the December 15, 2022 Board of Commissioners meeting.</p> <p>Copies of the 2023 Annual Plan draft and 2020-2024 Five Year Plan update are available at the HACA Central Office and on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office or via the HACA website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Participating PHAs</th><th style="width: 10%;">PHA Code</th><th style="width: 20%;">Program(s) in the Consortia</th><th style="width: 20%;">Program(s) not in the Consortia</th><th style="width: 30%;">No. of Units in Each Program</th></tr> </thead> <tbody> <tr> <td>Lead HA:</td><td>N/A</td><td>N/A</td><td>N/A</td><td>N/A</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:	N/A	N/A	N/A	N/A																									
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B.	Plan Elements.																																			

B.1 Revision of Existing PHA Plan Elements.
a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- ☐ ☒
- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- ☒ ☐
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☒ ☐
- Financial Resources.
- ☒ ☐
- Rent Determination.
- ☒ ☐
- Operation and Management.
- ☐ ☒
- Informal Review and Hearing Procedures.
- ☐ ☐
- Homeownership Programs.
- ☐ ☐
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- ☐ ☒
- Substantial Deviation.
- ☐ ☒
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions:

- Criminal Screening Criteria** – HACA has revised the criminal screening criteria policy for the following reasons:
 - Updated mandatory denial language to reflect federal regulations;
 - Added alternative criminal background screening criterial for households experiencing homelessness referred through coordinated entry and for Mainstream and Foster Youth to Independence vouchers to include mandatory criminal screening criteria only;
- Project-Based Voucher Criteria** – Added Project-Based Voucher (PBV) tenant selection criteria for Balcones Terrace, Libertad Austin at Gardner, Candlewood Suites Hotel Conversion Project at Pecan Park, and Cady Lofts.

Financial Resources:

Fiscal Year 2023 Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 67,117,749	\$ 4,931,286			\$ 72,049,035
Mainstream Voucher	\$ 3,990,009	\$ 275,249			\$ 4,265,258
Emergency Housing Vouchers	\$ 2,462,248	\$ 201,457		\$ 423,500	\$ 3,087,205
Single Room Occupancy	\$ 343,658	\$ 52,758			\$ 396,416
Continuum of Care Grant	\$ 711,984	\$ 60,726			\$ 772,710
FSS Grant		\$ 371,602			\$ 371,602
Total	\$ 74,625,647	\$ 5,893,078		\$ 423,500	\$ 80,942,225
Fiscal Year 2024 Projected Estimate	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 69,131,281	\$ 5,015,000			\$ 74,146,281
Mainstream Voucher	\$ 4,069,809	\$ 358,188			\$ 4,427,998
Emergency Housing Vouchers	\$ 2,840,292	\$ 235,998			\$ 3,076,290
Single Room Occupancy	\$ 350,531	\$ 53,813			\$ 404,344
Continuum of Care Grant	\$ 711,984	\$ 60,726			\$ 772,710
FSS Grant		\$ 371,602			\$ 371,602
Total	\$ 77,103,898	\$ 6,095,327			\$ 83,199,225

Rent Determination:

- When Rent Reasonableness Determinations are Required** – Changed rent increase policy to proposed increase effective in accordance with the current lease or month-to-month renewal effective date rather than reexamination effective date.
- Reexaminations – Fixed Income** – Revised policy regarding clients with 90% or more fixed income to allow for cost of living adjustments for fixed income every 2 years, with third party verification of fixed income and non-fixed income every 2 years.
- Reexaminations – Custody Documentation** – Revised verification requirements for custody documentation of minors who are not head of household’s children to allow for custodial affidavit or declaration from at least one of the parents authorizing the head of household to maintain custody of the minor. Also added language regarding verification of income for new family members as recommended per Nan McKay administrative plan revision service.
- Reexaminations – Interims** – Revised interim reporting requirements to streamline processes so families report increases in income and assets at annual reexaminations. Cost of living adjustments and increase in earned income and assets calculated at the next reexamination. Exceptions include processing interim increases for families on zero income, families receiving earned income disallowance, and Family Self Sufficiency participants that request that the increase be processed.
- VASH Exception Payment Standard** – Added language to allow PHAs to establish HUD VASH exception payment standard up to 120 percent of fair market rents per Nan McKay administrative plan revision service

Operation and Management:

A high-performing public housing authority that assists more than 20,000 Austin residents daily, HACA is the largest provider of affordable housing for extremely low-income families, persons with disabilities and seniors in the Austin area. HACA manages a Housing Choice Voucher program that provides rental vouchers for more than 6,000 units of housing in Austin’s private rental market. Housing Choice vouchers provided through HACA’s regular voucher program and a variety of programs for special populations including homeless individuals and families, disabled individuals, veterans, and emancipating foster youth. HACA also implements a number of family self-sufficiency, workforce and youth educational success programs to help move families toward self-sufficiency and break the cycle of poverty.

	<p>The following outlines HACA’s Housing Choice Voucher Program allocation:</p> <p>6,298 Housing Choice Vouchers – Specific programs outlined below:</p> <ul style="list-style-type: none"> • 5,306 Regular Housing Choice Vouchers (all other vouchers) • 781 Veterans Affairs Supportive Housing (VASH) Vouchers • 85 Family Unification Vouchers • 36 Non-elderly disabled Vouchers • 8 Tenant Protection Vouchers • 7 DHAP to HCV Vouchers • 75 Foster Youth to Independence Vouchers <p>438 Mainstream Vouchers 242 Emergency Housing Vouchers 62 Fair Housing Vouchers (new for 2022) 50 Moderate Rehab Room Occupancy (SRO) 53 HUD Continuum of Care 250 Family Self-sufficiency participants</p> <ol style="list-style-type: none"> 1. Special Housing Types – revised policy to allow for Single Room Occupancy (SROs) and manufactured homes as approved special housing types. 2. Administrative Fee Reserve – added language per Notice PIH 2022-18 that allows administrative fees to facilitated successful leasing for the HCV program. 3. Repayment for Debts Owed – revised policies regarding family and owner repayment of debts owed to HACA per Nan McKay’s administrative plan revision service. 4. Record Retention – revised required records retention policy per Nan McKay’s administrative plan revision service. 5. Project-Based Voucher – <ul style="list-style-type: none"> • Added project-based voucher policy regarding Family Unification and Foster Youth to Independence vouchers. • Added language to project-base 50 vouchers for the redevelopment of Rosewood Courts. Also, revised the PBV policy language for Chalmers East and West. • Added language to seek HUD approval to add 50 project-based voucher units to the Cady Lofts HAP Contract without competition. Justification includes HACA’s commitment to expand housing opportunities to people experiencing homelessness and Cady Lofts received a 9% low income housing tax credit (LIHTC) allocation. The 9% LIHTC allocation qualifies for selection of a proposal subject to a previous competition under a federal, state, or local housing assistance program. • Revised PBV policy for Rosewood Courts to reflect 50 PBV units and revised the address. • Revised the name of Texas Bungalows to Bungalows at Century Park.
B.2	New Activities. – Not Applicable

B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan – updated in 2022 as reflected below.</p> <ol style="list-style-type: none"> Increase housing choices and opportunities throughout Austin and the Central Texas region. We continue to revitalize our assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions. Through our subsidiary, Austin Affordable Housing Corporation (AAHC), additional properties that are either developed and/or acquired accept voucher holders, providing greater choice within our service area. AAHC also offers homeownership programs through our Down Payment Assistance Program. Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential. We promote individual responsibility and high expectations, and foster results-based community partnerships and programs focused on workforce development, wellness, safety and education. Scholarships are provided to eligible students to assist with the cost of higher education and to improve self-sufficiency. Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability, and workplace safety. We invest in our staff, ensure accountability and effective communication, and promote an innovative, healthy and safe work environment, with training and leadership development opportunities. Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability. We pursue new funding sources and entrepreneurial opportunities, ensure stewardship, and maximize efficiency. HACA, through our subsidiaries Southwest Housing Compliance Corporation and Austin Affordable Housing Corporation, works to increase sustainable cash flows to further this goal. Fully transition to a site-based business model to improve organizational effectiveness. We have implemented this site-based business model at HACA's Project Based Rental Assistance (PBRA). Support a culture of innovation and continuous improvement to optimize customer service and organizational efficiency as well as to advance environmental sustainability. We pursue new opportunities and corporate initiatives to further operational efficiencies, implement best practices to enhance communications with our customers, and research opportunities to promote energy efficiency and environmentally friendly initiatives. Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs, and partnerships. We hired a Diversity, Equity and Inclusion (DEI) consultant to assist with enhancing our strategic approach toward recruitment strategies, hiring and promotion policies, staff development, and professional capacity to create an organizational culture of inclusion, diversity and equity through an individual and collective understanding that positively impacts all facets of business within HACA.
B.4	<p>Capital Improvements. – Not Applicable</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>						
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>						
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>						
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="121 741 1390 1749"> <tr> <td data-bbox="121 741 1390 821"> <p>Fair Housing Goal: Explore the feasibility to create a regional resource network for down payment assistance programs that are affirmatively marketed to under-represented homeowners.</p> </td></tr> <tr> <td data-bbox="121 821 1390 999"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA, as one of the 10 regional partners, participated in the Central Texas Regional Housing Working group on a Regional Fair Housing Plan. HACA aligns with the City of Austin to address impediments where able/applicable. For this fair housing goal, through our subsidiary AAHC, HACA offers homeownership programs through our Down Payment Assistance Program as well as an Equity CLT to provide permanent and sustainable opportunities for very-low income persons.</p> </td></tr> <tr> <td data-bbox="121 999 1390 1058"> <p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p> </td></tr> <tr> <td data-bbox="121 1058 1390 1236"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. 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The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, childcare providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.</p> <p>Additionally, our subsidiary, AAHC's properties accept voucher holders at all their developed and/or acquired properties. This provides greater choice for voucher holders who may otherwise not qualify based on the 3x rent income requirements.</p> </td></tr> </table>	<p>Fair Housing Goal: Explore the feasibility to create a regional resource network for down payment assistance programs that are affirmatively marketed to under-represented homeowners.</p>	<p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA, as one of the 10 regional partners, participated in the Central Texas Regional Housing Working group on a Regional Fair Housing Plan. 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Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is **not applicable for HCV-Only PHAs.**

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is **not applicable for HCV-Only PHAs**
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

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

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

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

Section	Page Numbers	Summary of Changes Made in Admin Plan
Introduction	27	Added Reference to HUD Housing Choice Voucher Guidebook
3-III.B. Revised Criminal Screening Criteria	75-79 75	Revised Criminal Screening Criteria policy Updated mandatory denial language to comply with federal regulations
3-III.C. Other Permitted Reasons for Denial of Assistance	78	Added Alternative criminal background screening criteria for households experiencing homelessness referred through coordinated entry and for mainstream and foster youth to independent vouchers to include mandatory criminal screening criteria only.
Criminal Screening Criteria revisions	78-79	Deleted Mainstream voucher program criminal background screening criteria as HUD waiver expired and included in alternative criminal background screening criteria.
8.III.B. When Rent Reasonableness Determinations are Required (rent increases)	240	Changed rent increase policy to proposed increase effective in accordance with the current lease or month-to-month renewal effective date rather than reexamination effective date.
Chapter 11 Reexaminations – Fixed income	280-281	Revised policy regarding clients with 90% or more fixed income to allow for cost of living adjustments for fixed income every 2 years, with third party verification of fixed income and non-fixed income every two years.
Chapter 11 Reexaminations continued – custody documentation	286 287	Added language regarding verification of income for new family members as recommended per Nan McKay revision service Revised verification requirements for custody documentation of minors who are not head of household's children to allow for custodial affidavit or declaration from at least one of the parents authorizing the head of household to maintain custody of the minor.

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 11 Reexaminations continued – - Interims	292-294	<p>Revised interim reporting requirements to streamline processes so families report increases in income and assets at annual reexaminations.</p> <p>Cost of living adjustments and increase in earned income and assets calculated at next reexamination.</p> <p>Exception includes processing interim increases for families on zero income, families receiving earned income disallowance, and FSS participants that request that the increase be processed.</p>
Chapter 15 Special Housing Types	345-361 346	<p>Revised Special Housing Type policies are recommended per Nan McKay revision service.</p> <p>Revise policy to allow for Single Room Occupancy (SROs) and manufactured homes as approved special housing types.</p>
Chapter 16: Part I Administrative Fee Reserve	363-364	Added language per Nan McKay revision service per Notice PIH 2022-18 that allows administrative fees to facilitate successful leasing for the HCV program.
Chapter 16 – VASH exception payment standard	366	Added language per Nan Mc Kay revision service to allow PHAS to establish HUD VASH exception payment standard up to 120 percent of fair market rents.
Chapter 16 – Repayment for debts owned	390-394	Revised policy per Nan Mc Kay revision service for policies regarding family and owner repayment of debts owed to HACA.
Chapter 16 – Record Retention	401	Added policy per Nan Mc Kay revision service regarding required records retention policy.

Section	Page Numbers	Summary of Changes Made in Admin Plan
Chapter 17: Project-Based Voucher	428	Updated reference – per Nan Mc Kay revision service
	429, 441	Added project-based voucher policy regarding Family Unification and Family Youth to Independence vouchers as recommended per Nan Mc Kay revision service.
	432-433	Added language to project-base 50 vouchers for the redevelopment of Rosewood Courts. Also, revised PBV policy language for Chalmers East and West.
	456	Added language to seek HUD approval to add 50 project-based voucher units to the Cady Loft HAP Contract without competition. The justification for this includes HACA's commitment to expand housing opportunities to people experiencing homelessness and Cady Lofts received a 9% low income housing tax credit allocation. The 9% LIHTC allocation qualifies for selection of a proposal subject to a previous competition under a federal, state, or local housing assistance program.
	465	Revised statement PBV policy for Rosewood Courts to reflect 50 PBV units and revised the address.
	469	Revised the name of Texas Bungalows to Bungalows at Century Park
	471-475	Added PBV Tenant selection criteria for Balcones Terrace, Libertad Austin at Gardner, Candlewood Suites Hotel Conversion Project at Pecan Park, and Cady Lofts.



HOUSING CHOICE VOUCHER PROGRAM

ADMINISTRATIVE PLAN

~~Revised December 16, 2024~~ Draft revisions September 2022

In November 2019 HUD began issuing a new version of the HCV Guidebook chapter-by-chapter. Unlike the previous version of the HCV Guidebook in which chapters were numbered, the new version of the guidebook includes chapter names, but no numbers. As the new version of the guidebook has not yet been fully released, and since the previous version of the guidebook contains guidance not found in the new version, the model policy cites both versions of the guidebook. Therefore, where the HCV Guidebook is cited in the model policy, the citation will make a distinction between the “old” and “new” versions of the guidebook. The “old” version of the guidebook will continue to be cited as *HCV GB* with a chapter/page reference (example: *HCV GB*, p. 5-4). If HUD has also released a new chapter on the same topic with information that either adds new information or updates existing information from the previous guidebook, the new guidebook will be cited as *New HCV GB* with a chapter title and page reference (example: *New HCV GB, Payment Standards*, p. 11).

Abbreviations

Throughout the model administrative plan, abbreviations are used to designate certain documents in citations. The following is a table of abbreviations of documents cited in the model administrative plan.

Abbreviation	Document
CFR	Code of Federal Regulations
HCV GB	Housing Choice Voucher Program Guidebook (7420.10G), April 2001 .
HUD-50058 IB	HUD-50058 Instruction Booklet
RHIIP FAQs	Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions.
VG	PIH Notice 2004-01 Verification Guidance, March 9, 2004.
HB 4350.3	Occupancy Requirements of Subsidized Multifamily Housing Programs

Resources and Where to Find Them

Following is a list of resources helpful to HACA or referenced in the model administrative plan, and the online location of each.

Resources and Where to Find Them

Following is a list of resources helpful to the PHA or referenced in the model administrative plan, and the online location of each.

Document and Location

Criminal Activity Screening Criteria [24 CFR 982.553]

This section outlines HACA's screening criteria when considering an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts that would adversely affect the health, safety or welfare of other tenants.

HACA Policy

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

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

HACA Policy

- 1) Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity.
 - a) HACA may considering admitting the applicant if the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by HACA or;
 - b) The circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned).
- 2) HACA determines that a household member is currently engaging in illegal use of a drug.
- 3) HACA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- 4) Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing or any location.
- 5) Any member of the household is subject to a lifetime sex offender registration requirement under a state sex offender registration program or as required under federal law. HACA will perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the state where the housing is located and in other states where the household members are known to have resided.

Any member of the household has been evicted from federally assisted housing in the

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~~last 3 years for drug-related criminal activity or evicted from federally assisted housing for other reasons in the past 3 years.~~

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

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

OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE FOR CRIMINAL ACTIVITY

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

- Capital murder
- Murder
- Rape or aggravated sexual assault
- Arson
- Indecency with a child
- First degree felony injury to a child

Five year review (look back) period

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

- Manslaughter
- Kidnapping, abduction, trafficking, smuggling

Three year review (look back) period

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

- Assault, aggravated assault Use of Firearm Against a Person
- Terroristic threat
- Crimes involving explosives
- Robbery-related offenses
- Burglary of a habitation
- Drug-related offenses for manufacture, distribution, or possession with intent

- to distribute
- Fraud committed against a government entity

One year review (look back) period

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

- Non-forcible sex offences – felony conviction
- Destruction/Damage/Vandalism of Property – felony conviction
- Theft stolen property or fraud committed against a non-government entity – felony conviction
- Prostitution related offences – felony conviction
- Stalking – felony conviction
- Drug possession – felony conviction

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Alternative criminal background screening criteria for households experiencing homelessness referred through coordinated entry and for mainstream and foster youth to independent vouchers (24 CFR 982.553)

The alternative criminal screening criteria outlined below reflects HACA's commitment to respond to the community-wide effort to provide housing and support services to people experiencing homelessness. The criminal screening criteria is applicable to applicants experiencing homelessness referred through coordinated entry for a tenant-based and project-based vouchers and for applicants referred to the mainstream and foster youth to independence programs. All of these vouchers are dedicated to serving the homeless with supportive services provided by a community partner.

This alternative screening criteria includes mandatory denials described in 24 CFR 982.553 for the following reasons:

- 1) Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity.
 - a) HACA may considering admitting the applicant if the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by HACA or;
 - b) The circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned).
- 2) HACA determines that a household member is currently engaging in illegal use of a drug.
- 3) HACA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- 4) Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing or any location.
- 5) Any member of the household is subject to a lifetime sex registration requirement under a state sex offender registration program or as required under federal law. HACA will perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the housing is located and in other States where the household members are known to have resided.

Mainstream Voucher program alternative Criminal Background screening criteria

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HACA Policy

As outlined in PIH Notice 2020-22, PHAs are required to apply the same criminal background screening process to all HCV participants. However, HUD encourages PHAs to use Mainstream vouchers to prevent, prepare for, and respond to coronavirus. In Austin, there is a critical need to find long-term solutions for those transitioning out of institutional settings, rapid rehousing or emergency temporary housing into permanent supportive housing. PIH Notice 2020-22, allows PHAs to establish, as an alternative screening requirement for applicants for Mainstream vouchers, which are distinct from those in place for the HCV program. HACA must still comply with the statutory requirements to determine if applicants are subject to lifetime sex offender registration requirements and comply with the other mandatory screening and denial requirements outlined in 42 U.S.C. 13661 and 982.553 (a).

In order to help provide housing solutions to non-elderly disabled individuals and families experiencing homelessness and in an effort to respond to the coronavirus, HACA will apply an alternative criminal screening requirements for Mainstream Voucher wait list applicants, as defined below, as long as the waiver is approved by HUD. At the time the HUD waiver expires, HACA will follow the regular HCV criminal screening criteria for Mainstream Voucher applicants.

This alternative Mainstream Voucher screening criteria includes denials for applicants for the following reasons:

- 1) Any member of the household has been evicted from federally assisted housing in the last 3 years for drug-related criminal activity.
- 2) Denial of any household member that has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- 3) Denial of any household member subject to a lifetime sex offender registration requirement as required under federal law.
- 4) HACA determines that a household member is currently illegally using a controlled substance or such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, is determined by HACA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

HACA will not deny an application solely on the basis of an arrest. If, however, HACA receives arrest information for a disqualifying activity, in addition to a prior conviction within a respective look-back period, it may take that arrest into consideration in making a decision with regard to an applicant's assistance. Additional information may be considered, if available, including police reports, statements, disposition of criminal charges such as abandonment, plea, dismissal, prosecution or acquittal, and any other evidence relevant to determining whether or not the applicant engaged in the disqualifying activity. In sum, any evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety of residents and/or property.

have been corrected.

HACA Policy

After the initial occupancy period, the owner may request a rent adjustment.

For rent increase requests after initial lease-up, HACA may request owners to provide information about the rents charged for other units on the premises. In evaluating the proposed rents in comparison to other units on the premises, HACA will consider unit size and length of tenancy in the other units.

Owners are required to request rent increases in writing through the method determined by HACA. HACA will determine whether the rent increase is reasonable and notify the owner in writing. HACA will process only one rent increase in a 12 month period.

Effective dates for rent increases will be determined as follows:

~~If the request is received 60 to 180 days before the annual recertification effective date, the rent increase will be made effective with the next annual recertification.~~

~~If the request is received less than 60 days before the annual recertification date, the rent increase will go into effect on the first of the month following the 60 day period after the owner requests the rent increase.~~

A. The owner will provide HACA with the proposed effective date of rent change in accordance with the current lease effective date in effect or the current month-to-month renewal arrangement.

B. Rent change requests received at least 60-days prior to the proposed effective date will be effective with the proposed effective date.

C. Rent change requests received less than 60-days prior to the proposed effective date will be effective 60 days after HACA receives the rent increase requested date and then on the 1st of the following month.

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PHA- and HUD-Initiated Rent Reasonableness Determinations

HUD requires HACA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 10 percent decrease in the fair market rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct HACA to make a determination at any other time. HACA may decide that a new determination of rent reasonableness is needed at any time.

HACA Policy

In addition to the instances described above, HACA will make a determination of rent reasonableness at any time after the initial occupancy period if: (1) HACA determines that the initial rent reasonableness determination was in error or (2) HACA determines that the information provided by the owner about the unit or other units on the same premises was incorrect.

sources.

Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources. If at least 90 percent of the family's income is from fixed sources, the PHA may streamline the verification of fixed income and may choose whether to verify non-fixed income amounts in years where no fixed-income review is required. If the family receives less than 90 percent of its income from fixed sources, the PHA may streamline the verification of fixed income and must verify non-fixed income annually.

HACA Policy for Fixed Income Families

Fixed Income Sources: A fixed income source includes periodic payment at reasonably predictable levels from one or more of the following sources:

- a) Social Security, Supplemental Security Income, Supplemental Disability Insurance;
 - b) Federal, state, local, or private pension plans; and
 - c) Annuities or other retirement benefits programs, insurance policies, disability or death benefits, or other similar types of periodic receipts.
1. Verifying cost of living (COLA) or interest rate - HACA will verify COLA or current interest rate from a public source or through tenant-provided, the third party generated documentation. HACA will document any fixed source of income and the applicable COLA or interest adjustment for each fixed source of income in the tenant file.
 2. For any family with at least 90 percent of the family's income from fixed sources, HACA will streamline the verification of fixed income and non-fixed income. The following policy applies.
 - a) Third-party verification of all income sources will be obtained during the intake process and at least once every two years thereafter.
 - b) Fixed Income –HACA will apply the cost of living adjustment (COLA) or current interest rate to the previously verified income.
 - c) Non-fixed income – HACA will use the previous year's calculation. However, HACA will review and follow up on discrepancies regarding income sources in EIV.
 - d) Assets and Deductions – HACA will complete verification and the calculation of assets and deductions as required for non-fixed income households.
 - e) Application of current utility allowance and payment standard will occur annually at the reexamination.
 - f) If a family member with a fixed or non-fixed income source is added to the household, HACA will use third-party verification of all new income amounts for that family member.
 3. HACA will obtain third-party verification of all income sources every two years
 4. For households that receive less than 90 percent of the family's income from fixed sources, third-party verification of non-fixed income will be obtained annually, and third-party verification of fixed income will be obtained every two years.

~~HACA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed income sources. HACA will document in the file how the determination that a source of income was fixed was made. Third party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.~~

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~~If a family member with a fixed source of income is added, HACA will use third party verification of all income amounts for that family member.~~

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~~If verification of the COLA or rate of interest is not available, HACA will obtain third party verification of income amounts.~~

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~~Third party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.~~

~~Third party verification of non fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.~~

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11-I.C. SCHEDULING ANNUAL REEXAMINATIONS

HACA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

HACA Policy

HACA will schedule annual reexaminations to coincide with the family's anniversary date. HACA will begin the annual reexamination process approximately 90-120 days in advance of its scheduled effective date.

Anniversary date is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).

If the family moves to a new unit, HACA will perform a new annual reexamination, and the anniversary date will change based on the new lease effective date.

HACA may also schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

Notification of and Participation in the Annual Reexamination Process

HACA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of HACA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this

dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances HACA must process interim reexaminations to reflect those changes. HUD regulations also permit HACA to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted [HCV GB, p. 12-10].

In addition to specifying what information the family must report, HUD regulations permit the family to request an interim determination if other aspects of the family's income or composition changes. HACA must complete the interim reexamination within a reasonable time after the family's request.

This part includes HUD and PHA policies describing what changes families are required to report, what changes families may choose to report, and how HACA will process both PHA- and family-initiated interim reexaminations.

11-ILB. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION

The family is required to report all changes in family composition. HACA must adopt policies prescribing when and under what conditions the family must report changes in income and family composition. However, due to family obligations under the program, HACA has limited discretion in this area.

HACA Policy

HACA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations. All changes in family composition must be reported in writing within 30 days from the date of occurrence. The participant must complete an update form and provide necessary documentations to support the change.

New Family Members Not Requiring Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify HACA of the addition [24 CFR 982.551(h)(2)].

HACA Policy

The family must inform HACA in writing of the birth, adoption or court-awarded custody of a child within 30 calendar days.

New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

Although the PHA must verify aspects of program eligibility when any new family member is added, the Streamlining Final Rule removed the requirement that PHAs conduct a reexamination of income whenever a new family member is added. The PHA may state in policy that an income reexamination will be conducted.

~~When any new family member is added, HACA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)].~~

If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), HACA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, HACA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].

HACA Policy

Families must request HACA's approval to add a new family member, live-in aide, foster child, foster adult, or any person not on the lease who is expected to stay in the unit for more than 30 consecutive days, or 60 cumulative days, within a twelve-month period, and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by HACA prior to the individual moving into the unit.

All requests to add household members must be in writing and approved by HACA and the owner/manager of the dwelling unit. Each Prospective household member 17 years of age or older is required to provide

Consent to release criminal background information or an original D.P.S. Criminal History Report no older than 60 calendar days.

An original Social Security Card, birth certificate, citizenship verification and income verification.

A valid picture I.D. for all add-ons 16 years or older.

Custody documentation for minors who are not head of household's children:

- (1) A court order establishing custody; or
- (2) Proof that the adult is receiving income for the child; or
- (3) Records from the school or medical records which establish the unit as the child's residence; or
- (4) Records from a non-profit or government agency providing services to the child which establish the unit as the child's residence; or
- (5) A custodial affidavit or unsworn declaration from at least one of the parents authorizing the head of household to maintain custody of the minor; ~~or and one of the documents from items identified in 1-4 above; or~~
- (6) Records or a letter from the Texas Department of Family and Regulatory Services indicating current placement of the child with the head of household when the child is a blood relative of the head of household.

HACA will conduct an interim to downgrade or upgrade to the proper bedroom size.

Family-Initiated Interim Reexaminations

HACA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

Reporting Requirements for Changes in income and family composition

HACA Policy

Required Reporting

The family is required to report the following in writing within 30 calendar days from the date of occurrence.

1. If the family is on zero income, the family must report any changes in income, regardless of the amount.
2. ~~Families are required to report new earned income and new sources of unearned income within 30 days from the date of occurrence.~~
3. All changes in family composition must be reported in writing within 30 days from the date of occurrence.
4. ~~If the family is reporting a decrease in income, they must also report any increases in income, which have occurred.~~

Not required to report

The family is not required to report the following until the next annual re-examination.

1. Cost of living adjustments to recipients of Social Security, TANF and Veteran Assistance or increased amounts of other unearned income.
2. ~~2. Families are not required to report increases in current earned income sources and/or increases in assets between annual reexaminations.~~
~~Families are required to report new earned income and new sources of unearned income within 30 days from the date of occurrence.~~
3. ~~3.~~

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Optional Reporting Requirements

1. FSS participants may request rent increases be processed to increase the escrow account.

11-ILD. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting

HACA Policy

The participant must complete an update form and provide necessary information to support the change. The participant must submit any required information or documents within 14 calendar days of receiving a request from HACA. This timeframe may be

extended for good cause with HACA approval. HACA will accept required documentation by mail, email, fax, the on-line certification portal or in person. When all necessary verification is complete, the housing eligibility specialist will complete a Rent Change Notice reflecting the change in rent portions and the effective date. A notice will be sent to the family and owner. Generally, the family will not be required to attend an interview for an interim reexamination. However, if HACA determines that an interview is warranted, the family may be required to attend.

Effective Dates

HACA must establish the timeframes in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)]. The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

HACA Policy

If the family share of the rent is to increase:

When the change is reported in a timely manner (within 30 calendar days from the effective date of the income increase), the family will be given a 30-day notice prior to the first of the month for any increase in tenant rent.

All interim increases will be processed at the next annual re-examination.

This includes:

Cost of living adjustments to recipients of Social Security or SSI, Welfare and Veterans Assistance or increased amounts of other current unearned income will be calculated at the next annual re-examination.

Increases in assets will be calculated at the next re-examination.

Increases in ~~current~~ earned income will be calculated at the next re-examination. ~~(i.e. increase in pay rate or hours worked).~~

The following will be processed as interims between re-examinations:

Interims as a result of Earned Income Disallowance (EID)

For families receiving the Earned Income Disallowance (EID), HACA will conduct an interim re-examination at the start and conclusion of the 24-month eligibility period.

Zero Income

Interim increases, regardless of the amount, will be processed when current household income is zero.

FSS Participant

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Interim increases for FSS participants will be processed upon request.

~~Cost of living adjustments to recipients of Social Security or SSI, Welfare and Veterans Assistance or increased amounts of other current unearned income will be calculated at the next annual re-examination.~~

~~Increases in assets will be calculated at the next re-examination.~~

~~Increases in current earned income will be calculated at the next re-examination (i.e. increase in pay rate or hours worked).~~

~~Interim increases will be processed as a result of new earned income or new unearned income if the increase is greater than \$600.00 a month or equal to or greater than \$7,200 annually.~~

~~Monthly income increases that total less than \$600.00 a month or less than \$7,200 annually will be calculated at the next re-examination.~~

~~Interim increases, regardless of the amount, will be processed when current household income is zero.~~

~~If a family reports an increase in income within 4 months of their next annual re-examination, HACA will include the interim change at the annual re-examination.~~

If HACA experiences a change in HCV administrative fees or staffing, the Vice President of Assisted Housing, with the approval of the President and CEO, has the discretion to make changes regarding the procedures to process interim increases by providing a written notice to staff outlining which interim increases will be processed and when to process interims.

In the event an increase in income was not reported in a timely manner, HACA may:

Retroactively establish the correct Housing Assistance Payment and require the tenant to repay any amounts owed to HACA for the period they earned higher income but did not report;

Terminate the participant from the program for willful intent to commit fraud; or

Report the violation to the HUD Office of Inspector General and or local authorities for prosecution.

The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 14 and 16.

If the family share of the rent is to decrease:

Changes will be made only after the tenant reports the change in writing by completing

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HCV program

Committing any other corrupt or criminal act in connection with any federal housing program

14-IL.E. CRIMINAL PROSECUTION**HACA Policy**

When HACA determines that program abuse by an owner, family, or PHA staff member has occurred and the amount of overpaid subsidy meets or exceeds the threshold for prosecution under local or state law, HACA will refer the matter to the appropriate entity for prosecution. When the amount of overpaid assistance meets or exceeds the federal threshold, the case will also be referred to the HUD Office of Inspector General (OIG).

Other criminal violations related to the HCV program will be referred to the appropriate local, state, or federal entity.

14-IL.F. FRAUD AND PROGRAM ABUSE RECOVERIES

HACA may retain a portion of program fraud losses that HACA recovers from a family or owner through litigation, court order, or a repayment agreement [24 CFR 982.163].

HACA must be the principal party initiating or sustaining the action to recover amounts due from tenants that are due as a result of fraud and abuse. [24 CFR 792.202] permits HACA to retain the greater of:

50 percent of the amount it actually collects from a judgment, litigation (including settlement of a lawsuit) or an administrative repayment agreement, or

Reasonable and necessary costs that HACA incurs related to the collection including costs of investigation, legal fees, and agency collection fees.

The family must be afforded the opportunity for an informal hearing in accordance with requirements in [24 CFR 982.555].

If HUD incurs costs on behalf of HACA related to the collection, these costs must be deducted from the amount retained by HACA.

CHAPTER 15
SPECIAL HOUSING TYPES

[24 CFR 982 Subpart M: New HCV GB, Special Housing Types]

INTRODUCTION

HACA may permit a family to use any of the special housing types discussed in this chapter. However, HACA is not required to permit families receiving assistance in its jurisdiction to use these housing types, except that PHAs must permit use of any special housing type if needed as a reasonable accommodation for a person with a disability. HACA also may limit the number of families who receive HCV assistance in these housing types and cannot require

families to use a particular housing type. No special funding is provided for special housing types.

HACA Policy

HACA will permit the use of Single Room Occupancy (SROs) and manufactured homes as an approved special housing type. Families will not be permitted to use other any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities.

Special housing types include single room occupancy (SRO), congregate housing, group homes, shared housing, cooperative housing, manufactured homes where the family owns the home and leases the space, and homeownership [24 CFR 982.601]. A single unit cannot be designated as more than one type of special housing. The PHA cannot give preference to households that wish to live in any of these types of housing and cannot require households to select any of these types of housing [New HCV GB, Special Housing Types, p. 3].

This chapter consists of the following seven parts. Each part contains a description of the housing type and any special requirements associated with it. Except as modified by this chapter, the general requirements of the HCV program apply to special housing types.

Part I: Single Room

Occupancy Part II:

Congregate Housing Part

III: Group Homes

Part IV: Shared Housing

Part V: Cooperative Housing

Part VI: Manufactured Homes (including manufactured home space rental) Part VII: Homeownership

PART I: SINGLE ROOM OCCUPANCY

[24 CFR 982.602 through 982.605; Form HUD-52641; New HCV GB, Special Housing Types, p. 4]

15-1.A. OVERVIEW

A single room occupancy (SRO) unit provides living and sleeping space for the exclusive use of the occupant but requires the occupant to share sanitary and/or food preparation

facilities with others. More than one person may not occupy an SRO unit. HCV regulations do not limit the

number of units in an SRO facility, but the size of a facility may be limited by local ordinances.

When providing HCV assistance in an SRO unit, a separate lease and HAP contract are executed for each assisted person, and the standard form of the HAP contract is used. (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Single room occupancy (SRO) housing."

15-I.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION

The payment standard for SRO housing is 75 percent of the 0-bedroom payment standard amount on HACA's payment standard schedule.

The utility allowance for an assisted person residing in SRO housing is 75 percent of the zero bedroom utility allowance.

The HAP for an assisted occupant in an SRO facility is the lower of the SRO payment standard amount minus the TTP or the gross rent for the unit minus the TTP.

15-I.C. HOUSING QUALITY STANDARDS (HQS)

HQS requirements described in Chapter 8 apply to SRO housing except that sanitary facilities, and space and security characteristics must meet local code standards for SRO housing. In the absence of applicable local code standards for SRO housing, the following standards apply:~~HQS requirements described in Chapter 8 apply to SRO housing except as modified below.~~

Access: Access doors to the SRO unit must have working locks for privacy. The occupant must be able to access the unit without going through any other unit. Each unit must have immediate access to two or more approved means of exit from the building, appropriately marked and leading to safe and open space at ground level. The SRO unit must also have any other means of exit required by State or local law.

Fire Safety: All SRO facilities must have a sprinkler system that protects major spaces. "Major spaces" are defined as hallways, large common areas, and any other areas specified in local fire, building, or safety codes. SROs must also have hard-wired smoke detectors, and any other fire and safety equipment required by state or local law.

Sanitary facilities and space and security standards must meet local code requirements for SRO housing. In the absence of local code standards the requirements discussed below apply [24 CFR 982.605].

Sanitary Facilities: At least one flush toilet that can be used in privacy, a lavatory basin, and a bathtub or shower in proper operating condition must be provided for each six

persons (or fewer) residing in the SRO facility. If the SRO units are leased only to ~~males~~, flush urinals may be substituted for up to one half of the required number of toilets. Sanitary facilities must be reasonably accessible from a common hall or passageway to all persons sharing them; and may not be located more than one floor above or below the SRO unit. They may not be located below grade unless the SRO units are located on that level.

Space and Security: An SRO unit must contain at least 110 square feet of floor space, and at least four square feet of closet space with an unobstructed height of at least five feet, for use by the occupant. If the closet space is less than four square feet, the habitable floor space in the SRO unit must be increased by the amount of the deficiency. Exterior doors and windows accessible from outside the SRO unit must be lockable.

Because no children live in SRO housing, the housing quality standards applicable to lead-based paint do not apply.

PART II: CONGREGATE HOUSING

[24 CFR 982.606 through 982.609; Form HUD-52641; New HCV GB, Special Housing Types, p. 6]

15-II.A. OVERVIEW

Congregate housing is intended for use by elderly persons or persons with disabilities. A congregate housing facility contains a shared central kitchen and dining area and a private living area for the individual household that includes at least a living room, bedroom and bathroom. Food service for residents must be provided.

If approved by HACA, a family member or live-in aide may reside with the elderly person or person with disabilities. HACA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When providing HCV assistance in congregate housing, a separate lease and HAP contract are executed for each assisted family. ~~And~~ the standard form of the HAP contract is used. (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Congregate housing."

15-II.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION

The payment standard for an individual unit in a congregate housing facility is based on the number of rooms in the private living area for the assisted family. If there is only one room in the unit (not including the bathroom or the kitchen, if a kitchen is provided), HACA must use the payment standard for a 0- bedroom unit. If the unit has two or more rooms (other than the bathroom and the kitchen), HACA must use the 1-bedroom payment standard.

The HAP for an assisted occupant in a congregate housing facility is the lower of the applicable payment standard minus the TTP or the gross rent for the unit minus the TTP.

The gross rent for the unit for the purpose of calculating HCV assistance is the shelter portion (including utilities) of the resident's monthly housing expense only. The residents' costs for food service should not be included in the rent for a congregate housing unit.

15-II.C. HOUSING QUALITY STANDARDS

HQS requirements as described in Chapter 8 apply to congregate housing except for the requirements stated below.

Congregate housing must have ~~(1)~~ a refrigerator of appropriate size in the private living area of each resident; ~~(2)~~ a central kitchen and dining facilities located within the premises and accessible to the residents, and ~~(3)~~ food service for the residents, that is not provided by the residents themselves.

The congregate housing must contain adequate facilities and services for the sanitary disposal of food waste and refuse, including facilities for temporary storage where necessary.

The housing quality standards applicable to lead-based paint do not apply unless a child under the age of six is expected to reside in the unit.

~~The housing quality standards applicable to lead-based paint do not apply.~~

PART III: GROUP HOME

[24 CFR 982.610 through 982.614; Form HUD-52641; and New HCV GB, Special Housing Types, p. 8] ~~p. 7-4~~

[24 CFR 982.610 through 982.614 and HCV GB p. 7-4]

15-III.A. OVERVIEW

A group home is a state approved, licensed, certified, or otherwise approved in writing by the state facility intended for occupancy by elderly persons and/or persons with disabilities. Except for live-in aides, all persons living in a group home, whether assisted or not, must be elderly persons or persons with disabilities. Persons living in a group home must not require continuous medical or nursing care.

A group home consists of bedrooms for residents, which can be shared by no more than two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.

No more than 12 persons may reside in a group home including assisted and unassisted residents and any live-in aides.

If approved by HACA, a live-in aide may live in the group home with a person with disabilities. HACA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When providing HCV assistance in a group home, a separate lease and HAP contract is executed for each assisted family, ~~and the standard form of the HAP contract is used. (form HUD-52641);~~ with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Group home."

15-III.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION

Unless there is a live-in aide, the family unit size (voucher size) for an assisted occupant of a group home must be 0- or 1-bedroom, ~~depending on HACA's subsidy standard.~~ If there is a live-in aide, the aide must be counted in determining the household's unit size.

The payment standard used to calculate the HAP is the lower of the payment standard for the family unit size or the prorated share of the payment standard for the group home size. The prorated share is calculated by dividing the number of persons in the assisted household by the number of persons (assisted and unassisted) living in the group home. The number of persons in the assisted household equals one assisted person plus any PHA-approved live-in aide.

The HAP for an assisted occupant in a group home is the lower of the payment standard minus the TTP or the gross rent minus the TTP.

The utility allowance for an assisted occupant in a group home is the prorated ~~and~~ share of the family unit size to the utility allowance for the group home.

The rents paid for participants residing in group homes are subject to generally applicable standards for rent reasonableness. The rent for an assisted person must not exceed the prorated portion of the reasonable rent for the group home. In determining reasonable rent, HACA ~~must~~should consider whether sanitary facilities and facilities for food preparation and service are common facilities or private facilities.

15-III.C. HOUSING QUALITY STANDARDS

The entire unit must comply with HQS requirements described in Chapter 8. ~~apply to group homes except for the requirements stated below.~~

HQS requirements described in Chapter 8 apply to group homes except for the requirements stated below.

Sanitary Facilities: A group home must have at least one bathroom in the facility, with a flush toilet that can be used in privacy, a fixed basin with hot and cold running water, and a shower or bathtub with hot and cold running water. A group home may contain private or

common bathrooms. However, no more than four residents can be required to share a bathroom.

Food Preparation and Service: Group home units must contain a kitchen and dining area with adequate space to store, prepare, and serve food. The facilities for food preparation and service may be private or may be shared by the residents. The kitchen must contain a range, an oven, a refrigerator, and a sink with hot and cold running water. The sink must drain into an approvable public or private disposal system.

- *Space and Security:* Group homes must contain at least one bedroom of appropriate size for every two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents. Doors and windows accessible from outside the unit must be lockable.

Structure and Material: To avoid any threat to the health and safety of the residents, group homes must be structurally sound. Elevators must be in good condition. Group homes must be accessible to and usable by residents with disabilities.

Site and Neighborhood: Group homes must be located in a residential setting. The site and neighborhood should be reasonably free from disturbing noises and reverberations, and other hazards to the health, safety, and general welfare of the residents, and should not be subject to serious adverse conditions, such as:

- Dangerous walks or steps
- Instability
- Flooding, poor drainage
- Septic tank back-ups
- Sewage hazards
- Mud slides
- Abnormal air pollution
- Smoke or dust
- Excessive noise
- Vibrations or vehicular traffic
- Excessive accumulations of trash
- Vermin or rodent infestation, and
- Fire hazards.

The housing quality standards applicable to lead-based paint do not apply unless a child under the age of six is expected to reside in the unit.

~~The housing quality standards applicable to lead-based paint do not apply.~~

PART IV: SHARED HOUSING

[24 CFR 982.615 through 982.618]; Form HUD-52641; Notice PIH 2021-05; New HCV GB, *Special Housing Types*, p. 11]

15-IV.A. OVERVIEW

Families in markets with tight rental conditions or with a prevalence of single-family housing may determine a shared housing living arrangement to be a useful way to secure affordable housing. PHAs offering shared housing as a housing solution may also experienced some reduction in the average per-unit-cost (PUC) paid on behalf of assisted families.

Shared housing is a single housing unit occupied by an assisted family and another resident or residents. The unit may be a house or an apartment. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family.

An assisted family may share a unit with other persons assisted under the HCV program or with other unassisted persons.

Shared housing may be offered in a number of ways, including for-profit co-living (such as a boarding house, single bedroom with common living room/kitchen/dining room) run by a private company [Notice PIH 2021-05].

The owner of a shared housing unit may reside in the unit, but housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family.

If approved by the PHA, a live-in aide may reside with the family to care for a person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When shared housing is offered as a housing option, HUD encourages PHAs to consider ways in which the families may be assisted in finding shared housing, including for-profit shared housing matching (such as roommates or single-family homes) and online sites that charge a fee for their matching services, or nonprofit shared housing matching services. HUD further encourages PHAs to include information about this housing possibility in the family's voucher briefing.

PHAs should be aware of potential local legal barriers to HCV participants using shared housing, which can create additional obstacles for shared housing:

- Municipalities may have occupancy limits for the number of unrelated persons who may share a housing unit.
- Local zoning codes for single family housing may restrict occupancy in certain areas to households whose family members are related by blood.

PHAs should work with local jurisdictions to find solutions that encourage affordable housing and are consistent with the Fair Housing Act, Title VI, and other federal, state, and local fair housing laws. PHAs should inform HUD if they encounter barriers to shared housing that may conflict with fair housing laws.

When providing HCV assistance in shared housing, a separate lease and HAP contract are executed for each assisted family. ~~T, and the standard form of the HAP contract is used-~~ (form HUD-52641) with the special housing type specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Shared housing."

~~Shared housing is a single housing unit occupied by an assisted family and another resident or residents. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family.~~

~~An assisted family may share a unit with other persons assisted under the HCV program or with other unassisted persons. The owner of a shared housing unit may reside in the unit, but housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family.~~

~~If approved by HACA, a live-in aide may reside with the family to care for a person with disabilities. HACA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.~~

~~When providing HCV assistance in shared housing, a separate lease and HAP contract are executed for each assisted family, and the standard form of the HAP contract is used.~~

15-IV.B. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION

The payment standard for a family in shared housing is the lower of the payment standard for the family unit size (voucher size) or the prorated share of the payment standard for the shared housing unit size.

The prorata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private, non-shared space by the total number of bedrooms in the unit.

Example: Family holds a two-bedroom voucher.

Shared housing unit size: bedrooms available to assisted family = 2

Total bedrooms in the unit: 3

2 Bedrooms for assisted family

÷ 3 Bedrooms in the unit

.667 pro-rata share

2 BR payment standard: \$1200

3 BR payment standard: \$1695 $\$1695 \times .667$ (pro-rata share) = \$1131 \$1131 is
lower than the \$1200 payment standard for the 2 BR family unit size \$1131 is
the payment standard used to calculate the HAP

The HAP for a family in shared housing is the lower of the payment standard minus the TTP or
the gross rent minus the TTP.

The utility allowance for an assisted family living in shared housing is the lower of the utility allowance for the family unit size (voucher size) or the prorata share of the utility allowance for the shared housing unit.

Example: A family holds a 2-bedroom voucher. The family decides to occupy 3 out of 4 bedrooms available in the unit.

The utility allowance for a 4-bedroom unit equals \$200

The utility allowance for a 2-bedroom unit equals \$100

The prorata share of the utility allowance is \$150 (3/4 of \$200)

The PHA will use the 2-bedroom utility allowance of \$100.

The rents paid for families living in shared housing are subject to generally applicable standards for rent reasonableness. The rent paid to the owner for the assisted family must not exceed the pro-rata portion of the reasonable rent for the shared unit. In determining reasonable rent, the PHA ~~should~~ may consider whether sanitary and food preparation areas are private or shared.

The prorated share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private space by the total number of bedrooms in the unit.

The HAP for a family in shared housing is the lower of the payment standard minus the TTP or the gross rent minus the TTP. The utility allowance for an assisted family living in shared housing is the lower of the utility allowance for the family unit size (voucher size) or the prorata share of the utility allowance for the shared housing unit.

Example: A family holds a 2-bedroom voucher. The family decides to occupy 3 out of 4 bedrooms available in the unit.
 The utility allowance for a 4-bedroom unit equals \$200
 The utility allowance for a 2-bedroom unit equals \$100
 The prorata share of the utility allowance is \$150 (3/4 of \$200)
 The PHA will use the 2-bedroom utility allowance of \$100.

The rents paid for families living in shared housing are subject to generally applicable standards for rent reasonableness. The rent paid to the owner for the assisted family must not exceed the prorated portion of the reasonable rent for the shared unit. In determining reasonable rent, HACA should consider whether sanitary and food preparation areas are private or shared.

15-IV.C. HOUSING QUALITY STANDARDS

HACA may not give approval to reside in shared housing unless the entire unit, including the portion of the unit available for use by the assisted family under its lease, meets the housing quality standards.

HQS requirements described in Chapter 8 apply to shared housing except for the requirements stated below.

Facilities Available for the Family: Facilities available to the assisted family, whether shared or private, must include a living room, a bathroom, and food preparation and refuse disposal facilities.

Space and Security: The entire unit must provide adequate space and security for all assisted and unassisted residents. The private space for each assisted family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family must not be less than the family unit size (voucher size). A 0-bedroom or 1-bedroom unit may not be used for shared housing.

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PART V: COOPERATIVE HOUSING

[24 CFR 982.619]

15-V.A. OVERVIEW

This part applies to rental assistance for a cooperative member residing in cooperative housing. It does not apply to assistance for a cooperative member who has purchased membership under the HCV homeownership option, or to rental assistance for a family that leases a cooperative housing unit from a cooperative member.

A cooperative is a form of ownership (nonprofit corporation or association) in which the residents purchase memberships in the ownership entity. Rather than being charged “rent” a cooperative member is charged a “carrying charge.”

The monthly carrying charge includes the member’s share of the cooperative debt service, operating expenses, and necessary payments to cooperative reserve funds. It does not include down payments or other payments to purchase the cooperative unit or to amortize a loan made to the family for this purpose.

The occupancy agreement or lease and other appropriate documents must provide that the monthly carrying charge is subject to Section 8 limitations on rent to owner, and the rent must be reasonable as compared to comparable unassisted units.

When providing HCV assistance in cooperative housing, the standard form of the HAP contract is used: with the special housing type specified in Part A of the HAP contract, as follows: “This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: Cooperative housing.”

~~When providing HCV assistance in cooperative housing, the standard form of the HAP contract is used.~~

15-V.B. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION

The payment standard and utility allowance are determined according to regular HCV program requirements.

The HAP for a cooperative housing unit is the lower of the payment standard minus the TTP or the gross rent (monthly carrying charge for the unit, plus any utility allowance), minus the TTP. The monthly carrying charge includes the member’s share of the cooperative debt service, operating expenses, and necessary payments to cooperative reserve funds. The carrying charge does not include

down payments or other payments to purchase the cooperative unit or to amortize a loan made to the family for this purpose.

15-V.C. HOUSING QUALITY STANDARDS

~~Revised December 16, 2021~~ Draft Sept 2022

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All standard HQS requirements apply to cooperative housing units. There are no additional HQS requirements. The PHA remedies described in 24 CFR 982.404 do not apply. Rather, if the unit and premises are not maintained in accordance with HQS, the PHA may exercise all available remedies regardless of whether the family or cooperative is responsible for the breach of HQS.

No housing assistance payment can be made unless unit meets HQS and the defect is corrected within the period as specified by the PHA and the PHA verifies correction (see Chapter 8).

In addition to regular breaches of HQS, breaches of HQS by the family include failure to perform any maintenance for which the family is responsible in accordance with the terms of the cooperative occupancy agreement [HCV GB].

PART VI: MANUFACTURED HOMES

[24 CFR 982.620 through 982.624; FR Notice 1/18/17; New HCV GB, Special Housing Types, p. 15]

15-VI.A. OVERVIEW

A manufactured home is a manufactured structure, transportable in one or more parts that is built on a permanent chassis, and designed for use as a principal place of residence. HCV- assisted families may occupy manufactured homes in ~~three~~ different ways.

(1) ~~(4)~~ A family can choose to rent a manufactured home already installed on a space and HACA must permit it. In this instance program rules are the same as when a family rents any other residential housing, except that there are special HQS requirements as provided in 15-VI.D below.

(2) A family can purchase a manufactured home under the Housing Choice Voucher Homeownership program.

(3) HUD also permits an otherwise eligible family that owns a manufactured home to rent a space for the manufactured home and receive HCV assistance with the rent for the space as well as certain other housing expenses. PHAs may, but are not required to, provide assistance for such families.

15-VI.B. SPECIAL REQUIREMENTS POLICIES FOR MANUFACTURED HOME OWNERS WHO LEASE A SPACE

Family Income

In determining the annual income of families leasing manufactured home spaces, the value of the family's equity in the manufactured home in which the family resides is not counted as a family asset.

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Lease and HAP Contract

~~There is a designated separate HAP Contract (form HUD-52642) and designated Tenancy Addendum (form HUD 52642-Aa) and separate HAP Contract (Form 52642) for this special housing type.~~

~~There is a separate Tenancy Addendum (Form 52642-a) and separate HAP Contract (Form 52642) for this special housing type.~~

15-VI.C. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION [FR Notice 1/18/17]

Payment Standards

The PHA payment standard for manufactured homes is determined in accordance with 24 CFR 982.505 and is the payment standard used for the PHA's HCV program. It is based on the applicable FMR for the area in which the manufactured home space is located.

The payment standard for the family is the lower of the family unit size (voucher size) or the payment standard for the number of bedrooms in the manufactured home.

Utility Allowance

HACA must establish utility allowances for manufactured home space rental. For the first 12 months of the initial lease term only, the allowance must include an amount for a utility hook-up charge if the family actually incurred a hook-up charge because of a move. This allowance will not be given to a family that leases in place. Utility allowances for manufactured home space must not include the costs of digging a well or installing a septic system.

If the amount of the monthly assistance payment for a family exceeds the monthly rent for the manufactured home space (including the owner's monthly management and maintenance charges), the PHA may pay the remainder to the family, lender, or utility company.

Space Rent

The rent for the manufactured home space (including other eligible housing expenses) is the total of:

- The rent charged for the manufactured home space;
- Owner maintenance and management charges for the space;
- The monthly payments made by the family to amortize the cost of purchasing the manufactured home, including any required insurance and property taxes; and

- The applicable allowance for tenant-paid utilities

Amortization Costs

The monthly payment made by the family to amortize the cost of purchasing the manufactured home is the debt service established at the time of application to a lender for financing the purchase of the manufactured home if monthly payments are still being made. Any increase in debt service due to refinancing after purchase of the home may not be included in the amortization cost. Debt service for set-up charges incurred by a family may be included in the monthly amortization payments made by the family. In addition, set-up charges incurred before the family became an assisted family may be included in the amortization cost if monthly payments are still being made to amortize the charges.

Housing Assistance Payment

The HAP for a manufactured home space under the housing choice voucher program is the lower of the payment standard minus the TTP or the manufactured home space rent (including other eligible housing expenses) minus the TTP.

Rent Reasonableness

Initially, and at least annually thereafter HACA must determine that the rent for the manufactured home space is reasonable based on rents for comparable manufactured home spaces. HACA must consider the location and size of the space, and any services and maintenance to be provided by the owner. By accepting the monthly housing assistance payment ~~HAP check~~, the owner of the manufactured home space certifies that the rent does not exceed rents charged by the owner for comparable unassisted spaces in the same ~~m~~Manufactured ~~h~~Home ~~p~~Park or elsewhere.

If requested by the PHA, the owner must give the PHA information on rents charged by the owner for other manufactured home spaces.

15-VI.D. HOUSING QUALITY STANDARDS

Under either type of occupancy described in 15-VI.A above, the manufactured home must meet all HQS performance requirements and acceptability criteria discussed in Chapter 8 of this plan. In addition, the following requirement applies:

Manufactured Home Tie-Down

A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage. The home must be securely anchored by a tie-down

Part III: Informal Reviews and Hearings This part outlines the requirements and procedures for informal reviews and hearings, and for informal hearings regarding citizenship status.

Part IV: Owner or Family Debts to HACA This part describes policies for recovery of monies that HACA has overpaid on behalf of families, or to owners, and describes the circumstances under which HACA will offer repayment agreements to owners and families. Also discussed are the consequences for failure to make payments in accordance with a repayment agreement.

Part V: Section 8 Management Assessment Program (SEMAP) This part describes what the SEMAP scores represent, how they are established, and how those scores affect HACA.

Part VI: Record-Keeping All aspects of the program involve certain types of record-keeping. This part outlines the privacy rights of applicants and participants and record retention policies HACA will follow.

Part VII: Reporting and Record Keeping for Children with Environmental Intervention Blood Lead Level This part describes HACA's responsibilities for reporting, data collection, and record keeping relative to children with environmental intervention blood lead levels that are less than six years of age, and are receiving HCV assistance.

Part VIII: Determination of Insufficient Funding This part describes HACA's policies for determining if there is sufficient funding to issue vouchers, to approve moves to higher cost units or areas, and to continue assistance for all participant families.

Part IX: Violence against Women Act (VAWA): Notification, Documentation, Confidentiality This part contains key terms used in VAWA and describes requirements related to notifying families and owners about their rights and responsibilities under VAWA; requesting documentation from victims of domestic violence, dating violence, sexual assault and stalking; and maintaining the confidentiality of information obtained from victims.

PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]

HACA will maintain administrative fee reserves, or unrestricted net position (UNP) for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. [Notice PIH 2012-9] cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNP account from funding provided prior to 2004 may be used for "other housing purposes permitted by state and local law," in accordance with [24 CFR 982.155(b)(1)].

In addition, as specified in Notice PIH 2022-18, PHAs may use administrative fee funding for both administrative and "other expenses" needed to employ strategies and undertake activities beyond regular administrative responsibilities to facilitate the successful leasing and use of housing choice vouchers by families, such as through the use of security deposit assistance and

landlord recruitment and incentive payments, among other allowable expenses specified in the notice. PHAs are also permitted to use UNP for these expenses [Notice PIH 2022-18].

If a PHA has not adequately administered its HCV program, HUD may prohibit use of funds in the UNP Account and may direct the PHA to use funds in that account to improve administration of the program, for HCV HAP expenses, or to reimburse ineligible expenses in accordance with the regulation at [24 CFR 982.155(b)(3)].

HUD requires the PHA Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the UNP account without specific approval.

HACA Policy

Expenditures from the UNP account will be made in accordance with all applicable federal requirements. Expenditures will not exceed \$10,000 per occurrence without the prior approval of the PHA's Board of Commissioners.

PART II: SETTING PROGRAM STANDARDS AND SCHEDULES

16-ILA. OVERVIEW

Although many of the program's requirements are established centrally by HUD, the HCV program's regulations recognize that some flexibility is required to allow HACA to adapt the program to local conditions. This part discusses how HACA establishes and updates certain schedules and standards that are used to administer the program locally. Details about how these schedules are applied to individual families are provided in other chapters. The schedules and standards discussed here include:

Payment Standards, which dictate the maximum subsidy a family can receive (application of the payment standards is discussed in Chapter 6); and

Utility Allowances, which specify how a family's payment should be adjusted to account for tenant-paid utilities (application of utility allowances is discussed in Chapter 6).

HACA Policy

Copies of the payment standard and utility allowance schedules are available for review in HACA's offices during normal business hours.

Families, owners, and members of the public may submit written comments on the schedules discussed in this part, at any time, for consideration during the next revision cycle.

HACA will maintain documentation to support its annual review of payment standards and utility allowance schedules. This documentation will be retained for at least 3 years.

Establishing and updating the PHA passbook rate, which is used to calculate imputed income from assets, is covered in Chapter 6 (see Section 6-I.G.).

16-IL.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7]

The payment standard sets the maximum subsidy payment a family can receive from HACA each month [24 CFR 982.505(a)]. Payment standards are based on fair market rents (FMRs) published annually by HUD. FMRs are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions FMRs are set at the 40th percentile of rents in the market area.

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

Updating Payment Standards

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

HACA Policy

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

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

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

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

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

program participants.

**Exception Payment Standards [24 CFR 982.503(c)(5), Notice PIH 2018-01;]
FR Notice 9/27/21**

A non-SAFMR PHA may establish an exception payment standard for a zip code area of up to and including 110 percent of the SAFMR determined by HUD for that zip code area. Regardless of the level of the exception payment standard compared to the metropolitan area FMRs (MAFMRs), the PHA must send an email to SAFMRs@hud.gov to notify HUD that it has adopted an exception payment standard based on the SAFMR. A PHA that adopts an exception payment standard pursuant to this authority must apply it to the entire ZIP code area, for both its HCV, and if applicable, its PBV program. For the PBV program, this means that the rent to owner may not exceed the new exception payment standard amount, provided the rent is still reasonable. A PHA that adopts an exception payment standard area must revise its briefing materials to make families aware of the exception payment standard and the area that it covers.

In addition, HUD allows PHAs to establish a HUD-Veterans Affairs Supportive Housing (HUD-VASH) exception payment standard. PHAs may go up to but no higher than 120 percent of the FMR or SAFMR specifically for VASH families. PHAs who want to establish a VASH exception payment standard over 120 percent must still request a waiver from HUD. (See Section 19-III.E.)

Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice PIH 2018-01]

PHAs that administer vouchers in a metropolitan area where the adoption of SAFMRs is not required may request approval from HUD to voluntarily adopt SAFMRs. SAFMRs may be voluntarily adopted for one or more zip code areas.

HACA Policy

HACA will not voluntarily adopt the use of SAFMRs except to establish exception payment standards in certain zip code areas.

Unit-by-Unit Exceptions [24 CFR 982.503, 24 CFR 982.505(d), Notice PIH 2010-26, Streamlining Rule 3/8/2016 and Notice PIH 2016-05]

Unit-by-unit exceptions to HACA's payment standards are generally not permitted. However, an exception may be made as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect HACA's payment standard schedule.

When needed as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR for the unit size [24 CFR 982.503(b)]. The PHA may request HUD approval for

Retention of Documents [24 CFR 5.514(h)]

HACA must retain for a minimum of 5 years the following documents that may have been submitted to HACA by the family, or provided to HACA as part of the USCIS appeal or HACA informal hearing process:

- The application for assistance;
- Form completed by the family for income reexamination;
- Photocopies of any original documents, including original USCIS documents;
- Signed verification consent form;
- USCIS verification results;
- Request for a USCIS appeal;
- Final USCIS determination;
- Request for an informal hearing; and
- Final informal hearing decision

PART IV: OWNER OR FAMILY DEBTS TO HACA**16-IV.A. OVERVIEW**

PHAs are required to include in the administrative plan, policies concerning repayment by a family of amounts owed to HACA [24 CFR 982.54]. If the family breaches an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA, the PHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner by a PHA. The PHA may prescribe the terms of the agreement [24 CFR 982.552(c)(1)(vii). This part describes HACA's policies for recovery of monies that have been overpaid on behalf of families, or to owners.

HACA Policy

When an action or inaction of an owner or participant results in the overpayment of housing assistance, HACA holds the owner or participant liable to return any overpayments to HACA.

HACA will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments.

When an owner or participant refuses to repay monies owed to HACA, HACA will utilize other available collection alternatives, ~~including, but not limited to, the following:~~

~~Collection agencies~~

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~~Small claims court~~

~~Civil law suit~~

~~State income tax set-off program~~

16-IV.B. REPAYMENT POLICY

Owner Debts to HACA

HACA Policy

Any amount due to HACA by an owner must be repaid by the owner within 30 days of HACA's determination of the debt.

If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, HACA will reduce the future HAP payments by the amount owed until the debt is paid in full.

If the owner is not entitled to future HAP payments, HACA will offer to enter into a repayment agreement in accordance with the policies below.

If the owner refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, HACA will ban the owner from future participation in the program and pursue other modes of collection~~on~~.

including, but not limited to, the following:

Collection agencies

Small claims court

Civil lawsuit

State income tax set-off program

Family Debts to HACA

Families are required to reimburse the PHA if they were charged less rent than required because the family either underreported or failed to report income. PHAs are required to determine retroactive rent amounts as far back as the PHA has documentation of family unreported income [Notice PIH 2018-18].

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HACA Policy

Any amount due to HACA by an HCV participant must be repaid by the family. If the family is unable to repay the debt within 30 days, HACA may offer to enter into a repayment agreement in accordance with the policies below.

If the family refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, HACA will terminate the assistance in accordance with the policies in Chapter 12 and pursue other modes of collection, including, but not limited to, the following:

Collection agencies

Small claims court

Civil lawsuit

State income tax set-off program

Repayment Agreement [24 CFR 792.103]

The term *repayment agreement* refers to a formal document signed by a tenant or owner and provided to HACA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

Repayment Agreement Guidelines

Payment Thresholds

Notice PIH ~~2018-18~~~~2017-12~~ recommends that the total amount that a family must pay each month—the family’s monthly share of rent plus the monthly debt repayment amount—should not exceed 40 percent of the family’s monthly adjusted income. However, a family may already be paying 40 per cent or more of its monthly adjusted income in rent. Moreover, Notice PIH ~~2018-18~~~~2017-12~~ acknowledges that PHAs have the discretion to establish “thresholds and

policies” for repayment agreements with families [24 CFR 982.552(c)(1)(vii)].

HACA Policy

For fraud cases, any amounts owed in the amount of more than \$5,000, HACA will not enter into repayment agreement, unless approval is granted by the Vice President of Assisted Housing. HACA may pursue termination of assistance and refer the case to HUD’s Office of Inspector General for prosecution.

For all balances owed under HACA’s established threshold, repayment timeframes will be established as listed below:

Amounts between \$4,000 and \$5,000 must be repaid within 48 months.

Amounts between \$3,000 and \$3,999 must be repaid within 36 months.

Amounts between \$2,000 and \$2,999 must be repaid within 24 months.

Amounts between \$1,000 and \$1,999 must be repaid within 18 months.

Amounts between \$500 and \$999 must be repaid within 12 months.

Amounts under \$500 must have a minimum monthly payment of \$50 and cannot exceed 12 months.

Exceptions to this schedule may be made at the discretion of the Vice President of Assisted Housing.

Execution of the Agreement

All repayment agreements must be in writing, dated, and signed by both the family and the PHA [Notice PIH 2018-18].

HACA Policy

The head of household and spouse/co-head (if applicable) must sign the repayment agreement.

Due Dates

HACA Policy

All payments are due by the close of business on the 5th day of the month. If the 5th does not fall on a business day, the due date is the close of business on the first business day after the 5th.

Non-Payment

HACA Policy

If the family fails to make any payment as required by the terms set forth within the repayment agreement, HACA retains the right to demand immediate payment of the remaining unpaid balance. If the family fails to make payment of the full balance, it will be considered a breach of the agreement and HACA will terminate tenancy in

accordance with the policies in Chapter 12.

No Offer of Repayment Agreement

HACA Policy

HACA will not enter into a new repayment agreement if there is already a current repayment agreement in place with the family, or the amounts owed by the family exceed the Federal or State threshold for criminal prosecution and/or HACA's established threshold under fraud cases.

Repayment Agreement ~~Terms Involving Improper Payments~~

All repayment agreements must be in writing, dated, signed by both the family and the PHA, include the total retroactive rent amount owed, any amount of lump sum payment made at time of execution, if applicable, and the monthly repayment amount. Notice PIH ~~2017-12~~2018-18 requires certain provisions, at a minimum, ~~to be included in any repayment agreement involving amounts owed by a family because it underreported or failed to report income:~~

~~Notice PIH 2017-12 requires certain provisions to be included in any repayment agreement involving amounts owed by a family because it underreported or failed to report income:~~

- A reference to the items in the family briefing packet that state the family's obligation to provide true and complete information at every reexamination and the grounds on which the PHA may terminate assistance because of a family's action or failure to act
- A statement clarifying that each month the family not only must pay to the PHA the monthly payment amount specified in the agreement but must also pay to the owner the family's monthly share of the rent to owner
- A statement that the terms of the repayment agreement may be renegotiated if the family's income decreases or increases
- A statement that late or missed payments constitute default of the repayment agreement and may result in termination of assistance.

PART V: SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

16-V.A. OVERVIEW

The Section 8 Management Assessment Program (SEMAP) is a tool that allows HUD to measure PHA performance in key areas to ensure program integrity and accountability. SEMAP scores translate into a rating for each PHA as high performing, standard, or troubled. Scores on individual SEMAP indicators, as well as overall SEMAP ratings, can affect HACA in several ways.

High-performing PHAs can be given a competitive advantage under notices of funding availability [24 CFR 985.103].

16-VI.B. RECORD RETENTION [24 CFR 982.158; 24 CFR 908.101]

During the term of each assisted lease, and for at least three years thereafter, the PHA must keep:

- A copy of the executed lease;
- The HAP contract; and
- The application from the family.

In addition, the PHA must keep the following records for at least three years:

- Records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants;
- An application from each ineligible family and notice that the applicant is not eligible;
- HUD-required reports;
- Unit inspection reports;
- Lead-based paint records as required by 24 CFR 35, Subpart B.
- Accounts and other records supporting PHA budget and financial statements for the program;
- Records to document the basis for PHA determination that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and
- Other records specified by HUD.
- The PHA must keep the last three years of the Form HUD-50058 and supporting documentation during the term of each assisted lease, and for a period of at least three years from the end of participation (EOP) date [24 CFR 908.101].
- The PHA must maintain Enterprise Income Verification (EIV) system Income Reports in the tenant file for the duration of the tenancy but for a period not to exceed three years from the EOP date [Notice PIH 2018-18].
-
- Notice PIH 2014-20 requires PHAs to keep records of all complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act or the equal access final rule.

If an informal hearing to establish a family's citizenship status is held, longer retention requirements apply for some types of documents. For specific requirements, see Section 16- III.D., Retention of Documents.

16-VI.C. RECORDS MANAGEMENT

PHAs must maintain applicant and participant files and information in accordance with the regulatory requirements described below.

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receive under this program.

PART I: GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21]

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

HACA Policy

HACA will operate a project-based voucher program as outlined in this chapter.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the PHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the PHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether the PHA has vouchers available for project-basing [FR Notice 1/18/17].

Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-2; ~~1~~ FR Notice 1/24/22]

The PHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. ~~Units qualify under this exception if the units:~~

For units under a HAP contract that was first executed on or after April 18, 2017, u~~Units qualify under this exception if the units:~~

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran.

- *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates. Only units that are under a HAP contract that was first executed on or after April 18, 2017, may be covered by the 10 percent exception.
- PBV units that house eligible youth receiving FUPY/FYI assistance are also covered by this 10 percent exception authority if the units are under a HAP contract that became effective after December 27, 2020, and if the unit is occupied by an eligible youth receiving FUPY/FYI assistance. FYI TPVs that were awarded under Notice PIH 2019-20 are not part of this exception since PHAs are prohibited from project-basing FYI TPVs. Units added after December 27, 2020, through an amendment of a HAP contract that became effective after December 27, 2020, are eligible for this 10 percent exception authority. In contrast, units added after December 27, 2020, through an amendment of a HAP contract that became effective on or prior to December 27, 2020, are not eligible for this 10 percent exception authority [FR Notice 1/24/22]. See Chapter 19 for policies specific to project-basing FUPY vouchers.

HACA Policy

HACA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.

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

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

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

HACA Policy

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

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE

- If the PHA is planning rehabilitation or new construction on the project, a minimum threshold of \$25,000 per unit in hard costs must be expended.
- If the PHA plans to replace public housing by attaching PBV assistance to existing housing in which the PHA has an ownership interest or control, then the \$25,000 per unit minimum threshold does not apply as long as the existing housing substantially complies with HQS.
- The PHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.
- *Ownership interest* means that the PHA or its officers, employees, or agents are in an entity that holds any direct or indirect interest in the building, including, but not limited to an interest as: titleholder; lessee; stockholder; member, or general or limited partner; or a member of a limited liability corporation.

HACA Policy

HACA is currently undertaking a complete redevelopment and expansion of its Rosewood Courts public housing property located at 1141 Chicon, Austin TX 78701. Rosewood Courts was previously public housing that converted to project based rental assistance through a RAD conversion on November 30, 2021. In accordance with HUD requirements, this redevelopment and expansion will exceed the required minimum of \$25,000 in per unit hard costs. This property is a high priority for HACA – it is in an area of expanding opportunity that is rapidly gentrifying and where there is a significant need for additional affordable housing to meet the needs of current residents of the area and others moving to Austin.

This redevelopment contemplates the new construction of approximately 184 multi-family units with modern, energy efficient appliances and amenities, which will replace 17 of the existing 25 buildings on the site. HACA and AAHC also recognize the historic significance of the property and as such the redevelopment also contemplates a robust historic preservation component consisting of the restoration of eight existing buildings. The redevelopment plan will significantly improve the quality of life for the residents of Rosewood Courts East and allow AAHC to provide more affordable housing by moderately increasing density. Additionally, the redevelopment will include an opportunity for homeownership for approximately 12 low income families. HACA will allocate 50 project-based vouchers to Rosewood Courts.

Residents of Rosewood Courts will have the first right to return to the newly rebuilt Pathways at Rosewood Courts. During construction, Rosewood Courts residents will be supported with comprehensive relocation assistance, ensuring each household's needs are accounted for and are offered options that minimize having to leave their immediate

neighborhood. It is anticipated that nearby HACA properties will also be a viable relocation option for families while Rosewood is being rebuilt.

HACA has determined that the placement of project-based Housing Choice Vouchers will significantly benefit HACA's ability to meet its mission of serving the lowest income persons in our community, including seniors, persons with disabilities, transitioning homeless, and families with children.

HACA is currently undertaking a complete redevelopment and expansion of its Chalmers Courts public housing property in east Austin. In accordance with HUD requirements, this redevelopment and expansion will exceed the required minimum of \$25,000 in per unit hard costs. This property is a high priority for HACA – it is in an area of expanding opportunity that is rapidly gentrifying and where there is a significant need for additional affordable housing to meet the needs of current residents of the area and others moving to Austin. The first phase of the redevelopment is the construction of 86 new affordable housing units south of the existing Chalmers Courts site (Chalmers South). ~~HACA may elect to project-based 42 regular vouchers and 8 VASH vouchers at Chalmers East not to exceed 43 units at Chalmers South or no more than half of the total units at Chalmers South. HACA will project-base 42 regular vouchers and 8 VASH vouchers at Chalmers West.~~ Once complete, HACA will relocate residents from either the east or west side of the existing Chalmers Courts site, minimizing displacement and disruption to families. A redevelopment will then begin on either the east or west side of the site. ~~The exact order of redevelopment is dependent on the financing tools which ultimately will be available, including use of the Low Income Housing Tax Credit program.~~

The east side and west side redevelopments of Chalmers Courts will involve the construction of approximately 160 units on each side. Once fully completed, the new Chalmers Courts – south, west and east – will total approximately 400 units, significantly helping address Austin's affordable housing needs.

HACA has determined that the placement of project-based Housing Choice Vouchers, as well as the placement of a to-be-determined number of project-based HUD VASH vouchers, will significantly benefit HACA's ability to meet its mission of serving the lowest income persons in our community, including seniors, persons with disabilities, transitioning homeless, and families with children.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]

PHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the PHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the PHA request for PBV proposals must specify the submission

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements

17-ILF. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT

25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21]

In general, the PHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project.

Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21; FR Notice 1/24/22]

As of April 18, 2017, units are not counted against the 25 percent or 25-unit per project cap if:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the project cap exemption for projects that serve disabled families and modified the exception for supportive services.

Under the Fostering Stable Housing Opportunities (FSHO) amendments, units exclusively made available to youth receiving FUPY/FYI assistance may be excepted from the project cap for HAP contracts first effective after December 27, 2020. For more information on excepted units for FUPY, see Chapter 19.

Projects where these caps were implemented prior to HOTMA (HAP contracts executed prior to April 18, 2017) or FSHO (contract in effect on or prior to December 27, 2020) may continue to use the former exceptions and may renew their HAP contracts under the old requirements, unless

HACA will seek HUD approval to add 50 Project-based voucher units to the Cady Loft HAP Contract without competition. The justification for this is described below:

- 1) HACA's commitment to expand housing opportunities to vulnerable persons experiencing homelessness who struggle to locate affordable housing in the Austin rental market.
- 2) Cady Lofts received a 9% Low Income Housing Tax Credit (LIHTC) allocation. This qualifies for selection of proposal subject to previous competition under a federal, state, or local housing assistance program. Cady Loft's proposal was selected in accordance with the LIHTC competitive selection requirements within 3 years of the PBV proposal selection date, and the earlier competitively selected housing assistance proposal did not involve any consideration that the project would receive additional PBV assistance.

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17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(b) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

17-V.E. OWNER RESPONSIBILITIES UNDER THE HAP CONTRACT [24 CFR 983.210]

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;

HUD-VASH Operating Requirements.**Forty-two (42) regular Project-based Vouchers**

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program for the 42 regular PBV units.

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

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

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

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

Pathways at Rosewood Courts

HACA will project-base ~~up to 560~~ vouchers at Rosewood Courts. The property is located at ~~1141 Chicon Street~~ 2001 Rosewood Ave, Austin Texas.

Tenant Selection

~~Fifty~~ Up to sixty (560) regular ~~p~~Project-based ~~v~~Vouchers

HACA will use the same selection preferences that are used for the HCV tenant-base voucher program for ~~up to 650~~ regular PBV units.

Applicants on the Housing Choice Voucher programs tenant-based d waiting list will be added to Pathways at Rosewood Courts project-based voucher waiting list. If the Housing Choice Voucher waiting list doesn't provide enough referrals to fill the available project-based voucher units, referrals would come directly from Pathways at Rosewood Courts to be added to the project-based voucher waiting list. Households who meet the Housing Choice Voucher initial eligibility requirements will be referred to Pathways at Rosewood Courts for a project-based voucher unit.

the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Texas Bungalows at Century Park

HACA will project-base 50 units at ~~Texas~~ Bungalows at Century Park. The property is located at 13311 Burnet Road, Austin TX 78727.

Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral	= 1
Project-Specific Supportive Services Need	= 1
Disability	= 1
Chronically Homeless	= 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC lead agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Balcones Terrace

HACA will project-base 25 HCV and 25 HUD-VASH units at Balcones Terrace. The property is located at 10024 N. Capital of Texas Hwy, Austin TX 78759.

Tenant Selection

HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

For non-specified category vouchers, HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral = 1

Project-Specific Supportive Services Need = 1

Disability = 1

Chronically Homeless = 2

Owner Referral Preference: HACA will give preference to households (including

individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC lead agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Libertad Austin at Gardner

HACA will project-base 25 HCV and 25 HUD-VASH units at Libertad Austin at Gardner. The property is located at 900 Gardner Rd, Austin TX 78721.

Tenant Selection

HACA will accept HUD-VASH applicants for vacant units in the order received from the Veterans Affairs Austin Outpatient Clinic in accordance with HUD-VASH Operating Requirements.

For non-specified category vouchers, HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

Owner Referral = 1

Project-Specific Supportive Services Need = 1

Disability = 1

Chronically Homeless = 2

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC lead agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Candlewood Suites Hotel Conversion Project at Pecan Park

HACA will project-base 50 units at the Candlewood Suites Hotel Conversion Project at Pecan Park. The property is located at 10811 Pecan Park Blvd #2, Austin TX 78750.

Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing

priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

<u>Owner Referral</u>	<u>= 1</u>
<u>Project-Specific Supportive Services Need</u>	<u>= 1</u>
<u>Disability</u>	<u>= 1</u>
<u>Chronically Homeless</u>	<u>= 2</u>

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC lead agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

Cady Lofts

HACA will project-base 75 units at Cady Lofts. The property is located at 1004-1008 E. 39th St., Austin TX 78751.

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Tenant Selection

HACA will allow the PBV owner to refer households for placement on the waiting list. HACA will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the Owner Referral preference (if they qualify). Weights for each preference are as follows:

<u>Owner Referral</u>	<u>= 1</u>
<u>Project-Specific Supportive Services Need</u>	<u>= 1</u>
<u>Disability</u>	<u>= 1</u>
<u>Chronically Homeless</u>	<u>= 2</u>

Owner Referral Preference: HACA will give preference to households (including individuals) referred by the project owner who have completed a Coordinated Assessment administered by a member of the Austin/Travis County Continuum of Care (CoC) and been verified by the CoC lead agency as the highest priority eligible household as required by the project's funding sources.

Project-Specific Supportive Services Need Preference: HACA will give preference to households (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain housing, who without appropriate supportive services will not be able to obtain or maintain housing, and for whom such services cannot be provided in a non-segregated setting. HACA will verify qualification for this preference with the PBV owner's on-site clinical staff. Disabled residents shall not be required to accept particular services offered at the project. HACA is prohibited from granting preferences to persons with specific disabilities (24 CFR 982.207(b)(3)).

Disability: HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.

Chronically Homeless Preference: HACA will give preference to households (including individuals) who meet the HUD definition of chronically homeless defined in the Final Rule published December 4, 2015 (24 CFR Part 91).

When notified of a vacancy in a PBV unit, HACA will first draw applicants that meet and score the highest site-based preferences based on date and time of application. HACA will then draw all other applicants based on the date and time of application.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

FAMILY SELF-SUFFICIENCY PROGRAM ACTION PLAN

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I. INTRODUCTION

This Action Plan describes the goals and objectives of the Housing Authority of the City of Austin (HACA)'s Family Self Sufficiency (FSS) program that serves the Housing Choice Voucher Program and the remaining Project Based Rental Assistance families previously enrolled FSS with Public Housing prior to RAD conversion. Under this Plan, no new PBRA FSS Participants will be enrolled. This Plan is a revision of a previous Action Plan, dated April 16, 1999 and updated February 19th, 2004, August 24th, 2011, and May 12th, 2020. This Action Plan reflects the changes made to the 24 CFR 984 Regulations with the Streamlining and Implementation of the Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to the Family Self-Sufficiency Program, hereafter known as the FSS Final Rule effective June 16, 2022. All families that enrolled in the FSS program prior to June 16, 2022 will have the opportunity to execute new Contracts of Participation that reflect the regulation changes made with the Final Rule. As an agency, HACA works to break the cycle of poverty by serving as a catalyst for residents to become economically self-sufficient. The following Action Plan for HACA's Family Self-Sufficiency Program describes the ongoing efforts to foster self-sufficiency among HACA residents.

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

Using housing as the stabilizing factor, resources and services are coordinated to assist residents who are unemployed or under-employed to obtain suitable employment. HACA and the FSS head of family enter into an agreement governed by the HUD FSS Contract of Participation (CoP). HACA's FSS Coordinators work with FSS participants to leverage resources in order to address the participants' identified gaps in education, skill development, supportive services, job training, and job placement that present challenges to achieving financial security.

HACA's FSS Coordinators provide service coordination and coaching with the goal of fostering the agency and skills required to achieve financial security. In order to graduate from the FSS program, the family must become free of welfare assistance. Welfare assistance, for the purposes of the FSS Program only, as defined in 24 CFR §984.103, is income from Federal or State welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs (commonly referred to as "Temporary Aid to Needy Families" or "TANF").

II. TERMS AND DEFINITIONS:

To promote a common vocabulary to facilitate our work of assisting families build economic self-sufficiency, commonly used terms and phrases have been defined as follows:

Self-Sufficiency:

Self-sufficiency means that an FSS family is no longer receiving Section 8 or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency is a program objective, but not a condition for the receipt of FSS escrow account funds.

Welfare assistance:

Welfare assistance for the purposes of the FSS program is defined as welfare payments or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, State or local governments. It includes only cash payment for ongoing basic needs (TANF).

Contract of Participation (CoP):

The Family Self-Sufficiency (FSS) Program Contract of Participation, HUD form 52650, which set forth the principal conditions and terms governing participation in the FSS program. The contract includes the rights and responsibilities of both the FSS participant and HACA. The contract also includes the Individual Training and Service Plan (ITSP): a section of the CoP that becomes part of the family responsibilities under the contract, addresses personal and professional goals as benchmarks to be achieved, plus activities and services to assist the family meet goals leading toward self-sufficiency.

Escrow Account:

Under the terms of the CoP, eligible participants will have deposits made into an escrow account, operated and maintained by HACA, according to guidelines set forth in the CoP and HUD's FSS Escrow Account Worksheet, form HUD-52652 and form 9831C for Multifamily (PBRA) FSS. There will be one interest bearing Escrow Account for all FSS participants, separated by housing assistance program: HCV and PBRA. Each FSS participant will have a separate sub-line item, which will include all deposits and calculated interest.

Head of FSS Family:

The designated adult family member of the FSS family who has signed the CoP. The head of the FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent. Head of FSS family is required to meet the obligations of the CoP in order to graduate from the program.

Individual Training and Service Plan (ITSP):

As part of the CoP, form HUD-52650, a written plan is prepared by PHA or owner in cooperation with each FSS participant. The ITSP includes personal and professional goals to be accomplished by the participant before the ending date of CoP. Family members over the age of 18 who choose to, may also execute an individual training and services plan under the contract.

Seeking Employment:

“Actively seeking” shall include activities to prepare for employment. This may entail attending workforce development classes such as résumé review, interview skills etc., or conducting job search by sending out resumes, attending job interviews and, submitting employment applications. These activities will be documented with copies of applications submitted or class attendance records/certificates of completion. The suitability of the level of job seeking activity will be evaluated on a case-by-case basis.

Suitable Employment:

Employment obtained and maintained by the FSS participant that will allow for independence from welfare assistance i.e. allow the family or individual to meet basic needs and lead to building financial security. Suitability of employment for participant will be determined on a case-by-case basis with consideration of individual circumstances and may include full-time or part-time employment that is reasonably expected to continue. Ideally, income is expected to be related to a job training program completed as identified in the individual training and services plan, with consideration given to available job opportunities in the area. Reasonable accommodations will be made by request of those claiming a disability.

Earned Income:

Income or earnings included in annual income from wages, tips, salaries, other employment compensation, and self-employment. Earned income does not include pension or annuity, transfer payments, lump sum payments any cash or in-kind benefits, or funds deposited in or accrued interest established by a PHA on behalf of a participating family.

III. FAMILY DEMOGRAPHICS – HOUSING CHOICE VOUCHER PROGRAM

The Housing Authority of the City of Austin manages 5,748 vouchers. The FSS Program will serve the following housing choice voucher types: tenant-based vouchers, project-based vouchers, family unification program (FUP), foster youth to independence (FYI), veteran affairs supportive housing (VASH), and emergency housing vouchers (EHV). Characteristics of the families living within the housing choice voucher program, as of August 1, 2022 include the following:

A. Household Composition

- The average family size: **3.3**
- Average Age: **51**
- Households with Dependents: **54%**
- Disabled individuals: **28%**

B. Race/Ethnicity (HOH)**Race:**

- Black/African American: **54%**
- White: **44%**
- Asian: **1%**
- American Indian/Alaska Native: **1%**
- Native Hawaiian/Pacific Islander: **0%**

Ethnicity:

- Hispanic or Latino: **27%**
- Not Hispanic or Latino: **73%**

C. Income**1. The average income of a Housing Choice Voucher family is \$15,480****2. Income Distribution per Household**

- \$0 - \$9,999 – **39%**
- \$10,000 - \$19,999 – **34%**
- \$20,000 - \$29,999 – **12%**
- \$30,000 - \$39,999 – **9%**
- \$40,000 - \$49,000 – **4%**
- \$50,000 and above – **2%**

3. Employment Status of Adults:

- Employed: **26%**
- Unemployed: **74%**

IV. SUPPORTIVE SERVICES NEEDS OF FAMILIES EXPECTED TO PARTICIPATE IN FSS

HACA will make a good faith effort to have the FSS program emulate the demographics of the residents of HACA's Housing Choice Voucher Programs. The HACA FSS Program gathered information about the supportive service needs of HCV participants from completed interest forms of families applying to enter the FSS program waiting list from the year prior to this Action Plan submission. Of the families that completed the interest form, 11% identified job coaching, readiness, and placement an area of need; 19% needed computer skills training; 19% needed a GED or high school diploma; 30% needed a college degree or certificate; 60% requested financial coaching or credit repair assistance; and 85% requested homeownership counseling. Based on supportive services requests from current FSS participants, additional needs of FSS participants include childcare assistance, mental health counseling, English as a Second Language courses, and transportation assistance.

V. ESTIMATE OF PARTICIPATING FAMILIES**A. Project Based Rental Assistance**

HACA will only continue to serve the FSS participants that enrolled in the program prior to conversion from Public Housing to PBRA. At the time of the posting of this Action Plan, there are approximately 4 families who are still enrolled in FSS under PBRA post-RAD conversion. No new PBRA families will be enrolled and served under this Action Plan.

B. Housing Choice Voucher Program

HACA had 31 Section 8 Rental Certificates that were allocated in September 1993, and were designated for the Family Self-Sufficiency Program. HACA was allocated 41 mandatory FSS slots under the Quality Housing and Work Responsibility Act (QHWRA). Per the amended mandatory requirements with (QHWRA), HACA reduced the mandatory slots by one for each FSS graduate fulfilling the family's contract of participation on or after October 21, 1998, and completed the mandatory program (Phase I). HACA serves as many participants as it can accommodate with current staff (as determined by HACA), and with a maximum of 65 participants per FSS Coordinator. There are 4 full-time FSS Coordinators on staff that will carry full caseloads. An FSS Program Manager also serves a caseload of 25 in addition to program management duties. The minimum number of participants required to be served based on the funding received for 5 coordinators is 225. The estimated amount of participants the HACA FSS Program will maintain is 285. Historically, HACA's FSS program has enrolled an average of 64 families into the FSS program each year. Accordingly, HACA expects to provide FSS services to approximately 605 families over a five-year period.

C. Other Self-Sufficiency Programs

The FSS Program will make every effort to enroll all interested individuals from the Foster Youth to Independence and Family Unification Program Youth (FYI/FUP-Y) that would like to participate so that they may take advantage of the 24-month maximum extension of their 36-month voucher through the Foster Stable Housing Opportunity (FSHO).

HACA also serves VASH (Veterans Affairs Supportive Housing) and FUP (Family Unification Program) voucher holders. The program goal is for 10% of the HACA FSS Program enrollment to be VASH, FUP, and FYI/FUP-Y participants.

The availability of the FSS Waitlist will be posted at the HACA Administrative Offices, on the HACA website, and on social media when the program has capacity to bring on new participants. Recruitment of new families will be ongoing to replace any available openings. Section VII and VIII of this plan describe outreach and selection procedures. HACA will evaluate its capacity to serve more FSS participants on an ongoing basis.

VI. TIMETABLE FOR IMPLEMENTATION

The Housing Authority of the City of Austin began its FSS program in 1994 and has continuously operated both PH FSS and HCV FSS programs since combining the two programs after the grant was merged into one by HUD. New participants from the HCV Program will be enrolled onto the FSS program on a rolling basis as determined by availability on FSS Coordinators' caseloads per this FSS Action Plan.

VII. OUTREACH EFFORTS

HACA will conduct ongoing outreach to HCV households by way of newsletter, flyers, and brochures describing the FSS Program and announcing various FSS events. FSS team will train Housing Choice Voucher Program's Housing Eligibility Specialists about the program so that they may identify potential candidates for the program and distribute FSS brochures to residents at annual re-examinations and initial orientations. When vouchers are distributed to any Section 8(o) families including, FUP-Y/FYI, VASH, EHV, Mainstream, and PBV participants, information will be given to the family about the FSS Program as well as marketing materials such as promotional videos. In addition, when the FSS Waitlist is open, FSS Coordinators will notify HCV and Special Programs staff so that they may notify their residents of the opportunity, and directly notify FUP-Y and FYI participants. FSS Coordinators will conduct outreach by mail periodically based on need for participants. This outreach will be comprised of informational letters and emails (when available) sent to each HCV participant by income increments starting with zero income up to the highest income level.

HACA will also conduct FSS promotional activities including workshops/webinars, resident empowerment events, and other such activities that will be advertised on social media, in the Central Office lobby, and on the PHA website. FSS staff will also take any opportunity to discuss the program with HCV participants during service events, phone calls, or emails.

In order to develop the resources and support necessary for FSS participants to achieve their goals, outreach efforts to service providers will be ongoing. The FSS Program Coordinating Committee (PCC) will also assist with outreach efforts to local area service providers.

Outreach efforts will be targeted equally to all families, using materials in English and other commonly spoken languages to ensure that non-English and limited English-speaking families receive information and have the opportunity to participate in the FSS Program. In conducting outreach, HACA will account for the needs of persons with disabilities, including persons with impaired vision, hearing, or mobility, and provide effective communications to ensure that all eligible who wish to participate can do so. Outreach will be made to all HACA families without regard to race, color, religion, sexual identity, sexual orientation, handicap, familial status, age, or national origin.

VIII. SELECTION PROCEDURES

A. Reasonable Accommodations

A person with disabilities may request reasonable accommodations to facilitate participation in the FSS program. Requests should be made verbally or in writing to the FSS Coordinator or FSS Program Manager. Requests will be considered on a case-by-case basis. FSS staff will respond to requests in accordance with the agency's reasonable accommodations policy.

HACA will make reasonable accommodations to those persons with disabilities who require such accommodation as long as suitable employment within abilities can be met.

B. Non-discrimination

It is the policy of HACA to comply with all Federal, State, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the FSS program on the grounds of race, color, sex, religion, national or ethnic origin, family status, source of income, disability or perceived gender identity and sexual orientation. In addition, HACA's FSS staff will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS program (see Requests for Reasonable Accommodations).

All written FSS program communications with the HCV population are in English and Spanish and the HACA website that includes information on the program also translates to both languages. Interpreters are made available to accommodate language needs. The HACA Central Office lobby is open throughout the week to serve any requests for accommodation as well.

Applicants will be notified in writing of the reason(s) they were not selected for participation and will have the opportunity to appeal the decision (see Hearing Procedures). HACA will select families for participation in the FSS program in accordance with FSS Regulations and HUD guidelines.

C. Application Procedures

1. Waiting List

Recognizing that the level of interest in FSS participation may occasionally exceed the capacity of HACA, a waiting list of interested families may be deemed necessary. This list will be maintained as a pool of possible participants and managed by HACA's FSS Coordinators with administrative oversight provided by the FSS Program Manager.

The waiting list will be opened at least annually as described under section V.C. for HCV participants. In order to be placed on the waiting list, interested HACA families that are leased with their voucher must complete an electronic or paper FSS Interest Form. The paper form can be acquired from the Central Office Lobby, by mail, or email. The electronic form may also be posted on the HACA website when the FSS waiting list is open. Upon completion and submission of the FSS Interest Form, the Housing Authority resident will be placed on the waiting list (if a waiting list exists) in order of date the FSS Interest Form was submitted, and allowed entry into the FSS Program as space allows on FSS Coordinator caseloads.

If there is a waiting list, Housing Authority residents who have ported into HACA from another jurisdiction and were actively participating in the FSS program at the original Housing Authority will receive a preference on the waiting list. FSS staff will conduct direct outreach to families porting in via email and/or mail when they

are identified by HCV reports or portability staff. Outreach will contain an invitation to enter the waiting list with preference once leased in an assisted unit in HACA's jurisdiction.

FUP-Y or FYI voucher holders participating in FSHO that enables them to extend their voucher to 5 years may also receive an equal preference on the waiting list as porting families. FSS staff will directly outreach to FUP youth and FYI participants by mail and/or email to invite them to enter the waiting list with preference when the list is open.

Since porting families and FUP-Y or FYI voucher holders have the same level of preference, they will be drawn from the waitlist according to the date and time of the FSS Interest Form submission. Fifty percent of the available FSS slots will be reserved for families with a preference on the waiting list.

2. Application

As openings on the FSS Program caseloads become available, individuals on the waiting list will be contacted via mail and email by preference and then by order of date and time listed, and provided a program application form. The resident will have fourteen (14) calendar days to complete and return the FSS Application Form. If the resident fails to return the FSS Application Form, they will be removed from the list and no longer considered for enrollment. Delisted residents will have the option to re-apply to the waitlist at the next waitlist opening. There is no limit to successive applications if the resident chooses to re-apply. Successful completion and timely submission of the FSS Application Form shall serve as a level of motivational screening for HACA's FSS program. Residents with disabilities or limited English proficiency (LEP) may request support completing the form.

Eligible applicants will be contacted by an assigned FSS staff within 2 weeks of their application date for a scheduled group or one-on-one virtual, phone, or in-person orientation. At the conclusion of the orientation, the applicant may make a decision to execute a contract of participation and ITSP at that time but no later than 7 business days after the orientation. The applicant also has the option to decline participation. If the applicant fails to attend the scheduled orientation, an opportunity will be made available for a rescheduled orientation appointment within two weeks.

If the applicant fails to attend the rescheduled appointment (2nd attempt) and has failed to contact the assigned HACA FSS staff within ten business days, the applicant is counted as "no call, no show." HACA will interpret the no call, no show to mean the applicant has withdrawn their interest in the program, and the applicant will automatically be withdrawn from consideration. If the resident chooses to re-apply to the waitlist at a later time, the procedures defined above in Section VIII.C.1. shall be followed.

In the event the applicant is unable to attend the scheduled orientation and initiates

the request for a rescheduled appointment, a rescheduled appointment will be made within two weeks. If the applicant initiates a request for a 2nd rescheduled appointment they will be rescheduled. If the applicant fails to attend the orientation two (2) times, they will be not be eligible to reapply to HACA's FSS program or open waitlist before a six (6) month waiting period. The completion of the orientation session serves as the second motivational screening for level of interest. If at the time of the 2nd rescheduled appointment, the applicant requires more than 30 additional days for intake appointment, they will be placed back on the waitlist.

Each family will be given two opportunities to attend the orientation session and may request accommodation if unable to attend a scheduled orientation session. Accommodations will be offered on a case-by-case basis, depending on the needs of the applicant. Accommodations may include translation services, an alternative location, a virtual orientation session, or an environment that accommodates childcare.

IX. PORTABILITY PROVISIONS

HCV families may relocate as a feature of the program and FSS families may end their participation in FSS or transfer their FSS contract to the receiving PHA.

A. Families Porting out of HACA's Jurisdiction

1. Although HACA is not required to allow FSS participants to exercise portability during the first 12 months from the CoP start date, HACA may allow for portability within this period to the extent feasible.
2. If continued FSS participation is not possible with the receiving PHA, the FSS Coordinator will discuss the options available to the family, which may include modification of the FSS contract, termination of the FSS contract and forfeiture of escrow, or termination with FSS escrow disbursement, or locating an alternative PHA that can enroll the family into its FSS program. The FSS family cannot continue participation in the program with a PHA that does not administer an FSS program. Every effort will be made by the HACA FSS Program to avoid termination and forfeiture of the escrow account funds.
3. If a HACA FSS participant chooses to move to another jurisdiction and their voucher is being absorbed, the family must provide a signed and revised FSS CoP in order for the transfer of FSS funds to the receiving PHA to occur. If the signed CoP is not received within 90 days of HACA's receipt of notification that the household has leased up in that jurisdiction, then the family's participation in HACA's FSS Program will be terminated and any escrow monies will be forfeited.
4. There will be only one escrow account that will be managed by the PHA that is handling the voucher payments. For example, if an FSS family moves from HACA and the receiving PHA is billing HACA, then the escrow account will be maintained

by HACA.

B. Families Porting into HACA's Jurisdiction

1. All FSS families in good standing that move into HACA's jurisdiction will be served by the program unless:
 - a. There is no capacity on the program to serve the family because the maximum number of families are already being served.
 - b. The initial PHA and HACA agree that the family can continue to participate in the initial PHA's FSS program after the move to the new jurisdiction by fulfilling its responsibilities the CoP in HACA's jurisdiction.
2. FSS families porting into HACA's jurisdiction will receive a preference on the FSS program waiting list. The family that is porting into HACA's FSS Program must sign the contract of participation within 90 days of lease-up with HACA. The end date of the CoP will remain the same, but the start date will be the first of the following month after the family signs the new CoP. If the port-in family does not sign HACA's CoP within 90 days, then the initial PHA may terminate their CoP and forfeit the family's escrow.

X. METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS

The success of participants' outcomes and general success of the Family Self-Sufficiency Program will depend greatly on how effectively the needs of the participant family are addressed and how committed the FSS participant is to becoming self-sufficient. HACA's FSS team will assess the needs of each FSS family beginning at intake and on an ongoing basis, using case-by-case evaluation and self-reporting, in addition to any tools pursuant to delivering effective case management.

The head of FSS family is an adult member of the household determined by the family. The head of FSS family may or may not be the head of household for purposes of determining income eligibility and rent. All adult members of the household will sign a designation form prior to the signing of the CoP to agree upon the determination of the head of FSS family. The head of FSS family is under the obligations of the CoP and ITSP. The head of FSS family may be changed at any point in the CoP term by completion of a new designation form signed by all adults in the family at that time.

A. Individual Training and Service Plan (ITSP)

A member of HACA's FSS team and the head of FSS family will collaboratively develop an Individual Training and Service Plan (ITSP), which establishes the family's specific interim and final goals.

1. Needs Assessment

The ITSP is developed with the family from the initial needs assessment in which the FSS Coordinator works with the participant to gather information on their history and needs around education, employment, finances, life skills, transportation, and legal areas. This needs assessment was developed by the PHA to capture all areas that families may need support to address, while using a strengths-based approach to identify the supports and skills the participant is already utilizing.

2. Goal Development

The goals set out in the ITSP must lead to economic self-sufficiency. The role of the FSS staff in the creation of the ITSP is to collaborate with the family to ensure such goals are likely to lead to self-sufficiency and employment, and that the resources are identified and available to enable families to succeed. ITSP goals are prioritized by urgency as determined by the participant and FSS Coordinator. A holistic approach to the needs of the participant will be utilized. Health and safety concerns will be given priority so that additional goals can be accomplished after more urgent needs are addressed.

a. Required Final Goals

One final goal for each family currently receiving TANF must be that the family must become independent of welfare assistance, as defined in 24 CFR §984.103, by the expiration of the term of the FSS CoP.

A required final goal for every FSS head of family is obtaining suitable employment, which is defined on a case-by-case basis through agreement between the participant and the PHA or owner. Consideration is taken of the impact of an increase in income on benefits such as SSDI, Medicare, Medicaid, etc., that may be in the best interest of the participant to retain rather than increase income beyond eligibility limits.

b. Modification of ITSP

The ITSP is not a static document but must demonstrate measurable progress towards milestones and will be reviewed at least annually to ensure relevance of interim goals to the final goal of self-sufficiency. The resources needed to meet goals must be accessible and available to the family. The ITSP may be modified up to the last day of the FSS contract to improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency. All modifications must be in writing and signed by HACA staff and the FSS participant. Any adult family member may choose to create an ITSP with the FSS Coordinator and receive the support of the program for goal completion.

3. Transitional supportive service assistance

Assistance and referrals will not be available to families who have completed their CoP contracts, as time spent on these referrals will not be covered by funds designated by HUD to support the FSS program.

B. Family Responsibilities

In order to track participant progress towards meeting their interim goals and to provide follow-up supportive services, the FSS participant must:

- 1) Attend all scheduled appointments and FSS meetings with frequency determined by FSS Coordinator and agreed upon by FSS participant;
- 2) Seek and maintain suitable employment after completion of any job-training program listed on the ITSP;
- 3) Complete the activities within the specified completion date as documented in the ITSP;
- 4) Provide HACA with updated information about the family's participation in services related to the goals listed in order to evaluate HACA's partnerships with community organizations, private business entities, and governmental agencies. This could include information regarding employment, job interviews, training, educational attendance and other FSS services and activities;
- 5) Comply with the terms of the Housing Lease Agreement;
- 6) Fulfill the family obligation requirements under the Project Based Rental Assistance Program and Housing Choice Voucher Rental Programs. This includes reporting changes in residency, family composition, or income to HACA; and
- 7) Become free of welfare assistance by the expiration date of the FSS CoP.

C. HACA Responsibilities

In order to monitor the progress of each participant, HACA's FSS team will do the following:

Contact FSS participant regularly based on assessed need (monthly to semi-annually) to determine progress made toward defined goals via progress reviews by phone, in-person, or virtual meetings, in addition to contacts made by email, phone, and/or group meetings. Coordinator will offer more frequent meetings with participants that are in need of increased assistance to progress with their goals.

- 1) Work with PBRA Managers or Housing Choice Voucher Program Eligibility Specialists to determine changes in residency, family composition, or income and obtain referrals for new FSS participants (from HCV only);
- 2) Maintain a contact record documenting tasks and accomplishments made towards achieving goals for all FSS participants;
- 3) Conduct regularly scheduled orientations for interested potential new participants;

- 4) Provide referrals and supportive services (as defined in Section XI.A) available to FSS families; and
- 5) Provide annual updates to the FSS Program Coordinating Committee (PCC) and to HACA's Board of Commissioners on successes of the FSS program and the participants.

XI. INCENTIVES TO ENCOURAGE PARTICIPATION

A. Supportive Services

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

Supportive Service Category	Specific Service	Source/Partner
Assessment	Vocational Assessment & Disability Assessment	Capital Area Workforce Solutions, Texas Workforce Solutions Vocational Rehabilitation Services
Childcare	Infant/Preschool Care & Afterschool Care	Workforce Solutions Capital Area Childcare Services; Austin Pathways
Transportation	<ul style="list-style-type: none"> ▪ Bus Passes ▪ Car Repair and Car Purchase 	<ul style="list-style-type: none"> ▪ Capital Metro Discounted Bus Pass Program ▪ Austin Pathways
Education	<ul style="list-style-type: none"> ▪ High School Diploma/GED ▪ ESL ▪ Post-Secondary Certificates ▪ Advanced Degrees 	<ul style="list-style-type: none"> ▪ Goodwill Excel Center, Austin Community College (ACC) ▪ Casa Marianella, ACC, The Literacy Coalition of Central Texas ▪ Skillpoint Alliance, Austin Pathways ▪ ACC, Capital IDEA, PelotonU, Austin Pathways
Skills Training	<ul style="list-style-type: none"> ▪ Basic Skills Training ▪ Technology and Healthcare Training ▪ Apprenticeships ▪ Skilled Labor Training 	<ul style="list-style-type: none"> ▪ The Literacy Coalition of Central Texas, Lifeworks, el Buen Samaritano, Manos de Cristo, Austin FreeNet ▪ Capital Area Workforce Solutions, Capital IDEA, ▪ Skillpoint Alliance ▪ ACC including available partnerships with area corporations

Job Readiness	<ul style="list-style-type: none"> ▪ Resume preparation, interviewing skills, job placement ▪ Work clothes and equipment 	<ul style="list-style-type: none"> ▪ Goodwill Central Texas, Austin Area Urban League, African American Youth Harvest Foundation ▪ Dress for Success, Austin Pathways
Small Business Development	Small Business Coaching & Entrepreneurial Training	Economic Growth Business Incubator, BiG Austin, SCORE, Foundation Communities
Health/Mental Health Care	<ul style="list-style-type: none"> ▪ Dental Services ▪ Mental Health Services ▪ Health Insurance Counseling 	<ul style="list-style-type: none"> ▪ Manos de Cristo ▪ Lifeworks, Capital Area Counseling, Integral Care ▪ Foundation Communities
Homeownership Preparation	<ul style="list-style-type: none"> ▪ Homeownership Education & Housing Counseling ▪ Downpayment Assistance 	<ul style="list-style-type: none"> ▪ Frameworks CDC, Habitat for Humanity ▪ City of Austin Housing & Planning Department, Texas Department of Housing and Community Affairs Texas Homebuyer Program
Financial Education	Financial coaching and courses Credit Counseling	Foundation Communities, Frost Bank
Legal Services	Legal Services	Texas RioGrande Legal Aid, Lawyer Referral Service of Central Texas, University of Texas Pro Bono Program

In order to assist the FSS families with completing the goals set forth in the FSS Contract of Participation, HACA will provide ongoing support, follow-up, tracking, counseling, referrals and other supportive services to the families.

B. Formed Partnerships with Public and Private Entities

HACA has formed partnerships with public and private entities to provide opportunities that enable and empower FSS families to become self-sufficient. The public and private entities will provide supportive services for the FSS program, including the resources listed above. In addition to these partnerships, HACA's non-profit subsidiary, Austin Pathways, provides limited supportive services to FSS families subject to available funding. Supportive services may include but are not limited to: bus passes; gas cards; certification programs; testing for licensing and certification; work and school uniforms/equipment; and transitional childcare. This supplementary support is based on the evaluated need of FSS participants and the impact on the family's successful completion of their program goals. Support is limited and provided as available at the approval of HACA executive staff. HACA staff will work to continually expand the range of services available through partnerships. If a

family presents a need for financial assistance, funds will be utilized in the following order dependent on availability: Supportive Services funds, forfeited escrow funds, and escrow account funds.

C. Escrow Account

Families participating in the FSS Program may, if eligible, accumulate money in an escrow account when their earned income increases. The baseline income is set from the most recent certification at the time of contract execution. Each time eligible families' earned income increases and it results in a rent increase, a deposit will be made into an escrow account for the months that the increased rent is in effect. The end date of the Contract of Participation is set at 5 years after the first recertification of income after the contract start date per the FSS Final Rule. This allows for 5 potential years of escrow savings.

The amount credited to the escrow account will be calculated using the formula required by federal regulations, as defined in 24 CFR §984.305. The escrow calculation is based on increases in the rent actually paid by the FSS family. The escrow credit is no longer reduced for families that are above the very-low income limit. For Mod Rehab and PBRA families, escrow is calculated as the difference between the baseline monthly rent and the current gross rent. The property management company or those completing PBRA certifications must communicate and cooperate with the FSS Program for the purposes of escrow calculation and program participation.

1. Deposits

HACA will deposit the FSS account funds for each eligible family into one main escrow account, and maintain a separate General Ledger Account in the Housing Authority of the City of Austin financial records. The FSS General Ledger Account will consist of subsidiary ledgers for each individual eligible FSS participant including, but not limited to, name of participant, date participant entered the program, individual escrow transactions by date and amount, interest earned on individual balances and date that the account is terminated or disbursed. The main escrow account will be invested in HUD-approved investments.

Interest earned on the main escrow account will be earned on a monthly basis and allocated to each individual account. During the time of the Contract of Participation, HACA shall credit each family's FSS account the amount of FSS credit determined in accordance with 24 CFR §984.305 and H-2016-08 for Multifamily FSS (PBRA) on a monthly basis.

2. Disbursements

a. Final Disbursements

The final disbursement of FSS account funds is made to the head of FSS family when the FSS family has fulfilled all of its obligations under the Contract of Participation on

or before the expiration of the contract term, including any extension thereof and the following conditions have been met:

- 1) The FSS head of family certifies that no member of the FSS family is a recipient of federal or state welfare assistance at the time of Contract completion, as defined in 24 CFR §984.103 and H-2016-08. The FSS Coordinator will verify this information by obtaining documentation and contacting welfare agencies.
- 2) The FSS head of family has completed all goals on ITSP and obtained suitable employment as determined by FSS Coordinator on a case-by-case basis in consultation with the family. Goal completion is verified by documentation from 3rd party sources when possible. Tenant provided documentation is accepted when this option is not available.

HACA will pay the head of FSS family the amount in the family's escrow account less any outstanding balances owed to HACA.

b. Interim Disbursements

HACA may permit the family to make partial withdrawals from the FSS escrow account before completion of the contract if the family has completed at least one goal set forth in the ITSP and the funds are needed to complete the CoP. Requests for interim disbursements must be made in writing by the head of the FSS family and follow the proper HACA Standard Operating Procedures.

Examples of potentially eligible requests include, but are not limited to, payments for post-secondary education, job training, credit repair, small business start-up costs, and transportation needs for education or employment.

The request shall be no more than ½ of the amount in the FSS escrow account, unless authorized by the Vice President of Assisted Housing. Partial disbursement of escrow funds will be allowed up to two times per calendar year and must be limited to goal specific requests, provided that the total of the requests is equal to or less than 50% of the escrow balance at the time of the first request.

The FSS Program Manager will review all requests for interim disbursements and will submit approved requests to the Vice President of Assisted Housing, the CFO, and the CEO or COO for final approval. Early disbursements of escrow funds are at the sole discretion of HACA.

c. Disbursement with Termination of CoP

Escrow funds will be disbursed when CoP is terminated under the following conditions:

1. Services that HACA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable; or

2. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless HACA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family; or
3. An FSS family in good standing moves outside the jurisdiction of the PHA under portability for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

3. Forfeited Escrow Funds

FSS escrow account funds forfeited by the FSS family must be used by the PHA or owner for the benefit of the FSS participants and/or household. Specifically, such funds may be used for the following eligible activities:

- a. Support for FSS participants in good standing, including, but not limited to, transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the CoP;
- b. Training for FSS Program Coordinator(s); or
- c. Other eligible activities as determined by the Secretary.

Such funds may not be used for salary and fringe benefits of FSS Program Coordinators; general administrative costs of the FSS program, for housing assistance payments (HAP) expenses or public housing operating funds; or any other activity determined ineligible by the Secretary.

Forfeited escrow fund requests may be made throughout the term of the CoP. Requests must be made in writing by the head of FSS family or other family members as needed. The determination of whether the family qualifies for the requested disbursement will be made on a case-by-case basis by the FSS Manager and Executive staff of HACA. Forfeited escrow fund requests will be reviewed by the FSS Program Manager and submitted for the approval of the Vice President of Assisted Housing, the CFO, and the CEO or COO.

Requests for FSS coordinator training will be approved by the Vice President of Assisted Housing and CEO or COO pending availability of funds.

Payments will be made directly to the vendor when possible.

4. Earned Income Disallowance and other Incentives

Earned Income Disallowance (EID) was established by QHWRA to encourage residents to become self-sufficient by rewarding residents who go to work or have increased earnings. Residents who meet EID, as defined in 24 CFR §960.255, will have their full earned income, even if excluded under EID, included in the baseline of the CoP.

To this end, FSS Participants eligible for EID will not earn escrow until the rent paid exceeds their baseline. FSS participants that were enrolled in FSS prior to the implementation of the FSS Final Rule effective 6/16/2022 will not have their baselines reset if and when they convert to the new CoP and regulations under the Final Rule.

Gift certificates, awards, ribbons, plaques, banquets, etc., may be offered to motivate, reward and recognize participants as they progress through interim goals and achieve successful CoP completion. There may be times when no other incentive is available other than escrow accounts. HACA is in no way obligated to provide monetary or non-monetary incentives other than the escrow account.

XII. CORRECTIVE ACTION: FAILURE TO MEET FAMILY RESPONSIBILITIES

FSS participants may be subject to corrective action should the FSS head of family fail to fulfill the Family's Responsibilities as defined in Section X.B. Corrective Action may include a probation period of ninety (90) calendar days. During the 90-day period there may be an addition of conditional and mandatory activities added as an amendment to the ITSP as determined and agreed upon by the family. These activities will address persistent obstacles to meeting benchmarks outlined in the ITSP, and to help the participant identify and enact strategies to move forward with renewed momentum. Should the FSS Participant violate the terms of the FSS Probationary Agreement, the FSS contract will be terminated as outlined in Section XIII. FSS Coordinator will attempt to reach the participant via phone, text, and/or email prior to contract termination due to non-compliance with family obligations to request required activity, meeting, or correspondence. The FSS Coordinator will provide a 14 day written warning of termination to the FSS participant and if no response is received, then the participant will be processed for termination.

XIII. CONTRACT TERMINATION AND WITHHOLDING OF SUPPORTIVE SERVICES

A. FSS Contract Termination

The FSS Contract of Participation may be terminated before the expiration of the contract term, and any extension thereof, for the following reasons:

- 1) The Contract of Participation is automatically terminated if the family's Project Based Rental Assistance or Housing Choice Voucher Program assistance is terminated in accordance with HUD requirements;
- 2) If the family violates family housing obligations. A participant family's housing obligations are described in the Certificate of Family Participation/Lease Agreement and the Family Obligation under the Housing Choice Voucher Contract.
- 3) If the family breaches the FSS contract. The family's obligations for the FSS program are described in FSS Contract of Participation, HUD-52650. The following are considered participant breaches of the CoP:
 - a. Failure to provide communication to coordinator regarding progress on ITSP goals via meeting attendance, phone calls, and/or emails after written notification of non-

- compliance
- b. Failure to actively pursue activities and/or goals on the ITSP, including employment activities
 - c. Failure to complete ITSP activities and/or goals within the specified time frames
 - d. An “act inconsistent with the purposes of FSS” may be defined as threatening, fraudulent, or overtly hostile behavior that prevents the successful functioning of the service coordination relationship. A written warning will be given if such an act occurs and if there is any additional occurrences, then the participant may be terminated from the program at the discretion of the PHA.
- 4) If the head of FSS family fails to become independent from welfare assistance;
 - 5) If the head of FSS family fails to meet the employment obligations of the contract;
 - 6) The FSS participant and HACA sign a written agreement mutually agreeing to terminate the contract;
 - 7) HACA determines that the family has not fulfilled its responsibilities under the FSS Contract of Participation and that there is not good cause for the family’s failure to fulfill such responsibilities;
 - 8) The family moves outside of HACA’s jurisdiction under Housing Choice Voucher Program portability procedures and enters the FSS Program of another housing authority;
 - 9) HACA determines that the resources and services necessary to complete the contract are not available;
 - 10) Any related new HUD mandate resulting in changes to the contract of participation and/or the related CFR,
 - 11) Operation of law.

The FSS coordinator will mail and email (when available) the termination notice to the participant. The notice will include the following: the effective date of the termination, reason for termination, a statement informing the family of their right to request an informal hearing and the deadline for the request, a statement informing the family that termination from the FSS program does not impact their housing assistance, and the amount of escrow being forfeited with termination.

B. Re-enrollment of Terminated Participants

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

If a participant is terminated with escrow disbursement, they may not re-enroll in HACA’s FSS program.

HACA may use discretion in determining eligibility for return to the program with reference to the reason for original termination. For example, in cases of fraudulent or threatening behavior by a previous participant, repeat participation may be declined.

The above provisions do not apply to family members who were not heads of FSS family during previous enrollment. Family members who were not heads of FSS family previously will be treated as new applicants to the program.

XIV. APPEAL PROCEDURES

Housing Authority residents may file a grievance for any decision involving termination from the FSS Program, denial of FSS participation, escrow funds forfeited, and withdrawal of the FSS application. The Housing Authority of the City of Austin's informal hearing procedures shall apply as established in Project Based Rental Assistance and Housing Choice Voucher Program Administrative Plans. The written request for an informal hearing must be made within 15 business days of the date of the FSS termination letter. The appeal procedures for FSS can be obtained through the FSS Program Manager or the Informal Hearing Officer.

The persons included in the informal hearing will be the head of FSS family, the FSS Coordinator and/or FSS Program Manager, and the HACA staff serving as the Informal Hearing Officer.

The appeal hearing notification with the date, time, and location of the hearing will be sent by mail and/or email within 30 days of the family's request. Appeal hearings may be conducted virtually or in person at HACA's offices. The family may request to reschedule a hearing for good cause, or if it is needed as reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made verbally or in writing within forty-eight hours prior to the hearing date. If the participant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact HACA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The Hearing Officer will reschedule the hearing only if the participant can show good cause for the failure to appear or if needed as a reasonable accommodation for a person with disabilities.

At their own expense, the family may be represented by a lawyer or other representative at the informal hearing.

The hearing officer will issue a written decision to the family within 10 business days after the hearing. Informal hearing decisions for FSS program actions are final.

No appeal will be granted for voluntary withdrawal.

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

A. Contract Term

The Contract of Participation shall provide that each FSS family is required to fulfill those obligations to which the participating family has committed itself by the contract end date, unless the FSS participant is terminated prior to the end of the contract pursuant to the

provisions of this agreement. Contract end date is set as 5 years after the first recertification of income after the CoP start date.

B. Extension

HACA may, in writing, extend the term of the Contract of Participation for a period not to exceed two years when good cause exists for granting the extension. A family must supply a written request for an extension that includes a description of the need for the extension prior to the expiration date of the FSS Contract of Participation. HACA retains the sole discretion to grant or deny an extension request. Requests for extension may be granted for the following reasons:

1. Circumstances beyond the control of the FSS family that impede the family's ability to complete the CoP obligations, as determined by HACA, such as a serious illness or involuntary loss of employment.
2. Active pursuit of a current or additional goal that will result in the furtherance of self-sufficiency during the period of the extension (e.g., completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by HACA;
3. Any other circumstance that HACA determines warrants an extension, as long as HACA is consistent in its determination as to which circumstances warrant an extension.

C. Modification

HACA and the FSS family may mutually agree to modify the Contract of Participation. The Contract of Participation may be modified in writing with respect to the Individual Training and Services Plans, the contract term in accordance with Section XV.B., and designation of the head of the FSS family. Modifications to the Individual Training and Service Plan may be made up to the expiration date of the FSS Contract of Participation.

D. Additional Terms

A participant may only graduate one time from HACA's FSS program. The only exception to this guideline is a family that meets the qualification to graduate and there is no escrow disbursement. If this is the case and the resident becomes income eligible again for the program after a one-year waiting period, the family may re-enroll into the FSS program.

Family members who were not heads of FSS family previously may re-enroll in HACA's FSS program.

XVI. ASSURANCE OF NON-INTERFERENCE – PROJECT BASED RENTAL ASSISTANCE AND HOUSING CHOICE VOUCHER PROGRAM

Families choosing not to participate in the FSS program will not have their continued occupancy affected nor have their right to admission into HACA's assistance programs encumbered in any way. The family's housing assistance will not be terminated based on whether they decide to participate in FSS, their successful completion of the CoP, or on their failure to comply with FSS program requirements.

XVII. COORDINATION WITH LOCAL SERVICES

In developing and revising this FSS Action Plan, and the attendant services and activities, HACA has coordinated with local employment training programs, including the CHOICES program and local Workforce Investment Opportunity Act (WIOA) programs. HACA continues to coordinate with other relevant employment, childcare, transportation, training and education programs in the Austin/Travis County areas. Service coordination is critical to participant and program success and will continue in the implementation of the FSS programs at HACA. A certification attesting to such is included as Section XX.

XVIII. PROGRAM COORDINATING COMMITTEE (PCC)

The Housing Authority of the City of Austin partners with various entities that serve as a referral network for our residents; some as paid contractors for services and others as unpaid contractors informally with or without MOU. These collaborations also serve to provide feedback to the FSS team on methods to enhance the FSS program. The Program Coordinating Committee (PCC) members will consist of a selection from among the following agencies:

- AUSTIN COMMUNITY COLLEGE – GED and ESL classes; postsecondary education
- AUSTIN ENERGY – Utility assistance for FSS participants in addition to other self-sufficiency program members and the elderly/disabled residents of HACA
- AUSTIN AREA URBAN LEAGUE – assessment, work readiness training, certificate training and job placement.
- CAPITAL AREA WORKFORCE DEVELOPMENT BOARD/Workforce Solutions– job readiness training, job training; job placement; supportive services, sharing information on TANF program rules, services and benefits that support FSS families' work efforts, encourage TANF recipients who are served by the HA to enroll in FSS
- CITY OF AUSTIN HOUSING & PLANNING DEPARTMENT – down payment assistance program; affordable housing program
- GOODWILL INDUSTRIES – job placement services; interviewing skills; resume writing, financial literacy and life skills training
- AREA CHURCHES – food pantry; emergency assistance, youth programming, workforce development opportunities targeting women
- Any Baby Can – parenting and life skills, workforce development

- Lifeworks – Parenting and life skills, workforce development
- Literacy Coalition of Central Texas – workplace competency training and GED preparation
- Skillpoint Alliance - Job readiness/workplace competency, career assessment and counseling, job training, job placement, computer literacy
- Foundation Communities –financial management education, college planning, free tax preparation, and health insurance enrollment
- Frost Bank – financial literacy and asset building; Other service provided as determined

Members may be removed from or added to the PCC at the sole discretion of HACA. The PCC must include at least one resident participant - from each HUD-assisted program (HCV, PBRA), as well as a minimum of one FSS Coordinator. Remaining PBRA residents will be included and served by HACA's PCC. The PCC will meet on a quarterly basis in a virtual or in-person setting.

XIX. FSS COORDINATOR FUNDING

FSS Coordinators have been funded through the FSS NOFA to serve HCV and PBRA residents that were already enrolled in FSS prior to conversion through RAD. The Housing Authority will maintain enrollment of HCV residents in the FSS Program to retain eligibility to apply for FSS Coordinator funding under the FSS NOFA to serve eligible residents.

XX. CERTIFICATION OF COORDINATION

The Housing Authority of the City of Austin's Family Self-Sufficiency Program has been developed to avoid duplication of services and activities. The FSS program utilizes existing networks of services in the Austin area in order to avoid such duplication. Additionally, the FSS program has been developed, and continues to be implemented in collaboration with programs under title I of the Workforce Innovation and Opportunity Act 29 U.S.C. 3111 et seq. and with other employment, childcare, transportation, training, education, and financial empowerment programs in the Austin area. HACA will continue to coordinate with relevant agencies and organizations throughout the implementation of the FSS program in order to promote the maximum benefit to participants while avoiding any duplication of services.

Signed: 
Michael Gerber, President and CEO

Date: 8/15/22

Housing Authority of the City of Austin

DRAFT updates to the 2020-2024 PUBLIC HOUSING AUTHORITY FIVE-YEAR PLAN



A 45-Day Public Comment Period for the draft 2023 PHA Annual Plan and updates to the 2020-2024 Five-year Plan will commence on Friday, October 20, 2022 and conclude on Monday, December 5, 2022. A Public Hearing will be held on November 10, 2022 at NOON to receive public input for the draft 2023 Annual Plan and updates to the 2020-2024 Five Year Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 15, 2022 Board of Commissioners meeting.

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

2023 A.	PHA Information.																																
A.1	<p>PHA Name: <u>The Housing Authority of the City of Austin</u> PHA Code: <u>TX001</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2023</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2020-2024</u> PHA Plan Submission Type: <input type="checkbox"/> 5-Year Plan Submission <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>A 45-Day Public Comment Period for the draft 2023 PHA Annual Plan and updates to the 2020-2024 Five-year Plan will commence on Friday, October 20, 2022 and conclude on Monday, December 5, 2022. A Public Hearing will be held on October 27, 2022 to receive public input for the draft 2023 Annual Plan and 2020-2024 Five Year Plan updates. The final drafts will be presented to the HACA Board of Commissioners for approval at the December 15, 2022 Board of Commissioners meeting.</p> <p>Copies of the 2023 Annual Plan and updates to the 2020-2024 Five-year Plan are available at the HACA Central Office and on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office or via the HACA website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>The Housing Authority of the City of Austin’s mission is to cultivate sustainable affordable housing communities and partnerships that inspire self-reliance, growth, and optimism.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p style="text-align: center;">In 2022, HACA updated its Strategic Plan. The following are the updated goals and objectives.</p> <p>Goal I: Increase housing choices and opportunities throughout Austin and the Central Texas region.</p> <ul style="list-style-type: none"> • Adopt agency-wide guiding policy/principles for housing expansion • Create a redevelopment strategy/plan for our PBRA portfolio to maximize additional affordable housing units. • Increase use of Down Payment Assistance program and Six Star program to each serve 15 families per year, to include units in high opportunity areas • Implement at least 3 initiative to retain and expand housing opportunities for rental assistance participants • Expand Austin Affordable Housing Corporation (AAHC) portfolio to 10,000 units, with emphasis on higher opportunity areas. <p>Goal II: Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential.</p> <ul style="list-style-type: none"> • Improve participation in resident service programs. • Consolidate the Austin Pathways and Community Development programs. • Develop and implement a community development service model that can be replicated and scaled. • Develop resident-led safety program to promote resident awareness, education and participation in safety. • Determine best methods to connect with residents in ways they prefer to get information (text/mail) and maximize use of those methods. <p>Goal III: Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability, and workplace safety.</p> <ul style="list-style-type: none"> • Develop a plan to further strengthen succession planning throughout HACA • Create an annual staff survey to assess HACA’s work environment and identify areas of strengths and areas for improvement. • Enhance staff training opportunities to improve job performance, safety, technological efficiencies, and upward mobility. • Implement a pilot program that offers more flexible work arrangements. <p>Goal IV: Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability.</p> <ul style="list-style-type: none"> • Aggressively pursue external, sustainable funding sources for Austin Pathways to become 50% self-sufficient. • Model financial and sustainability scenarios (acquisitions, partnerships, and future HUD funding trends) for AAHC, SHCC and LIH. • Refine the corporate Financial Policy (debt service coverage, operating reserves, balanced growth and investments). <p>Goal V: Fully transition to a site-based business model to improve organizational effectiveness.</p> <ul style="list-style-type: none"> • Create and implement new Standard Operating Procedures (SOPs) and Supplemental Processing Guidelines (SPGs) that provide staff with guidance to eliminate redundancies and perform currently centralized tasks at the site-based level. • Identify and implement ways to leverage technology, as well as staff knowledge and experience, to streamline processes while increasing job satisfaction. • Align Pathways Asset Management’s staffing and compensation model with industry-standard practices, while ensuring financial sustainability for each asset. <p>Goal VI: Support a culture of innovation and continuous improvement to optimize customer service and organizational efficiency as well as to advance environmental sustainability.</p> <ul style="list-style-type: none"> • Identify and implement three impactful corporate initiatives to achieve operational efficiencies. • Create a customer service assessment program. • Identify and implement best practices to enhance internal and external communication and collaboration. • Explore the option to rebrand the organization, to expand awareness and partnerships. • Implement opportunities to promote energy efficiency and environmental sustainability. <p>Goal VII: Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs and partnerships.</p> <ul style="list-style-type: none"> • Develop a plan to promote diversity throughout HACA. • Expand college and other recruitment efforts to increase minority candidates. • Develop advancement opportunities for staff with diverse backgrounds. • Establish diversity and cultural competency training.

B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.
	Goal I: Increase housing choices and opportunities throughout Austin and the Central Texas region.
	<ul style="list-style-type: none"> HACA has redeveloped Chalmers Courts South and East through the Rental Assistance Demonstration Program (RAD). When completed, 80-year old public housing will result in 394 units of modern mixed-income affordable housing, increasing density by an additional 236 units across these properties. HACA is underway in redevelopment plans for Rosewood Courts which will provide new construction of units as well as a cultural center, a community green space, and 12 townhouse-style homes that will be available for sale to low-income, first-time homebuyers through a partnership with Habitat for Humanity. HACA's subsidiary, Austin Affordable Housing Corporation (AAHC) has acquired three new construction projects and six existing properties, totaling over 2,776 new units of affordable housing enhancing our mission to bring affordable housing opportunities to all part of the city. This past year, HACA's Board approved the allocation of 220 project-based housing choice vouchers and 50 VASH project-based vouchers. This reflects HACA's dedication to expanding supportive housing and services to people experiencing homelessness. HACA also received 75 vouchers through the Foster Youth to Independence Program to serve youth aged 18-24 in foster care, currently homeless, or unstably housed.
	Goal II: Expand choices and opportunities for residents to improve their quality of life, achieve self-sufficiency, and reach their full potential.
	<ul style="list-style-type: none"> HACA's Austin Pathways team launched our Bringing Health Home (BHH) Program and expanded the program to 1,197 additional residents at six HACA properties. BHH staff organized 43 vaccination clinics and provided 1,109 doses of COVID-19 vaccines in FY 21-22 to improve the health outcomes of during the pandemic. We continued our "Community Connections" project at North Loop with the Digital Inclusion team to deliver digital devices, internet connections, and virtual healthcare navigation to 100 residents. HACA was awarded \$100,000 through UnitedHealthcare's Community Catalyst Initiative designed to expand and formalize our relationship with CommUnityCare and People's Community Clinic for long-term community impact. Developed partnerships with local food aid organizations to secure 3,400 weekly meals delivered to five HACA senior sites. In 2021, Austin Pathways awarded \$57,500 in scholarships for higher education tuition to 23 HACA residents. HACA's Family Self-Sufficiency (FSS) Program provides residents with service coordination for education, workforce development, and financial life skills. To date, more than 320 residents have graduated from FSS programs. HACA partnered with Austin Community College (ACC) to provide free welding certification training for over 30 residents. HACA's Youth Educational Success program celebrates student achievements in A/B honor roll or perfect attendance with special activities. We also operate a Summer Youth Internship Program to present HACA resident students with opportunities to grow and learn through internship placement during the summer months while school is out.
	Goal III: Further efforts to attract, support, develop, and retain a talented and diverse workforce that prioritizes integrity, accountability, and workplace safety.
	<ul style="list-style-type: none"> HACA offers multiple programs to support our workforce including a generous benefit package, wellness programs, a tuition reimbursement program, employee referral program to aid in recruitment, family scholarships, and a hybrid/telecommuting policy. A Safety Coordinator was hired this year to promote safety for staff and residents. HACA conducted an anonymous employee engagement survey to assess the work environment and identify areas of strengths and areas for improvement, providing an opportunity for staff to help shape agency decisions.
	Goal IV: Maximize diverse funding sources and operating efficiencies to ensure corporate sustainability.
	<ul style="list-style-type: none"> Austin Pathways has been pursuing external funding sources such as fundraising opportunities and gifts-in-kind to assist with the provision of diverse services, supporting opportunities for HACA to serve residents and our community. HACA and its subsidiaries actively seek ways to garner additional opportunities for funding to support an array of services and support for our work in the community.
	Goal V: Fully transition to a site-based business model to improve organizational effectiveness.
	<ul style="list-style-type: none"> HACA created and implemented new Standard Operating Procedures (SOPs) and Supplemental Processing Guidelines (SPGs) that provide staff with guidance to eliminate redundancies and effectively perform tasks at the asset level. All 16 PBRA properties transitioned to site-based operations and now complete their own tenant rent certifications, allowing property staff to be more responsive when resident circumstances change.
	Goal VI: Support a culture of innovation and continuous improvement to optimize customer service and organizational efficiency as well as to advance environmental sustainability.
	<ul style="list-style-type: none"> HACA has undertaken, on an ongoing basis, the assessment of and implementation of additional technology enhancements to promote operating efficiencies within our programs and in our agency support systems. HACA staff are working to identify and implement best practices to enhance internal and external communication and collaboration.
	Goal VII: Create and implement a plan to advance inclusion, diversity and racial, economic and social equity throughout the organization, our programs and partnerships.
	<ul style="list-style-type: none"> HACA formed a Diversity, Equity and Inclusion (DEI) Advisory Group to consider issues, identify new approaches, promote awareness, organize multicultural celebrations and events, and other actions such as working with a DEI consultant to meet our goals. HACA has awarded a consulting contract to assist with the development and implementation of an agency DEI Roadmap and Action Plan.

B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <ul style="list-style-type: none"> • HACA has adopted multiple policies including: <ul style="list-style-type: none"> ○ Emergency Transfer Move Plan ○ Notice to Housing Choice Voucher Owners and Managers ○ VAWA Policy and Standard Operating Procedures to follow upon an applicant, resident or participant claim ○ VAWA Notice of Occupancy Rights under the Violence Against Women Act ○ Extensive Coverage in HACA's Housing Choice Voucher Program's Administrative Plan
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Housing Authority of the City of Austin defines the following circumstances will constitute as a significant amendment/modification to this agency's PHA plan:</p> <ul style="list-style-type: none"> • Changes made to the admissions policies, organization of the waiting list and/or tenant rent payments; • Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserve funds under the Capital Fund in the amount of 20% or more of the annual grant; • Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities. <p>A substantial deviation may be defined as a loss and/or inadequate funding for a program, reallocation of funding to sustain programs and/or a change in regulatory requirements governing a program, thus requiring the PHA to amend its agency plan.</p> <p>As part of the Rental Assistance Demonstration (RAD), HACA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items per PIH Notice 2012-32, Rev-2:</p> <ol style="list-style-type: none"> The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds; Changes to the construction and rehabilitation plan for each approved RAD conversion; and Changes to the financing structure for each approved RAD conversion.
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>HACA is a non-qualified PHA and has included this section in our Annual PHA Plan.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="215 659 1471 823"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1" data-bbox="215 848 1471 1022"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1" data-bbox="215 1050 1471 1224"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>
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Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR § 903.6(b)(2))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02768

ASSISTED HOUSING ITEM NO. 4.

MEETING DATE: October 20, 2022

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No. 02768: 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. 02768 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 May 2022, the Board approved the payment standards at 110% of the published Fair Market Rents. Staff reviewed the newly published FMRs and the 2nd quarter Austin Multi-Family Trend and recommends increasing payment standards to 110% of the fiscal year (FY) 2023 HUD published FMRs.

Process:

The 2023 fair market rents (FMRs) reflect an average increase by bedroom size between 10% - 15% over last year's published FMRS. (efficiency rental rates increased 15%, one, two, and three bedrooms 12%, and four and five bedrooms 10%) Staff reviewed the 2nd Quarter Austin Trend report and current utility allowance schedules to assess the current rental rates in Austin as compared to the FY2023 published FMRs. The review of the current rental rates, reflects a need to increase payment standards to 110% of the published FMRs so housing choice voucher households can afford rent and utilities in the competitive rental market.

Proposed Payment Standards Chart

No. of bedrooms	0 br	1 br	2 br	3br	4 br	5 br
Current Pmt Standards	\$1,201	\$1,360	\$1,596	\$2,054	\$2,413	\$2,775
2 nd Qrt Trend						

Report Avg rents	\$1,391	\$1,572	\$1,948	\$2,378	\$2,538	
Proposed 110% Payment Standards	\$1,378	\$1,525	\$1,789	\$2,297	\$2,658	\$3,056
FMRs FY 2023 FMR	\$1,253	\$1,386	\$1,626	\$2,088	\$2,416	\$2,778
FMRs FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194	\$2,523

Fair Market Rents (FMR) plus utilities analysis

The HUD published FMRs reflect when a property owner pays all the utilities for the unit. However, most property owners require tenants to pay utilities. The following reflects tenant utilities based on the current utility allowance schedules plus payment standards if set at 100% of FMRs. Federal requirements for the housing choice voucher program requires an affordability calculation to ensure tenants pay 40% or less of monthly income for rent and utilities when they first lease a unit. There is a need to set payment standards at 110% of FMRs, so rent plus utilities are affordable for tenants, so they can rent new units and afford rent increases and utilities for their current units.

No. of bedrooms	0 br	1 br	2 br	3br	4 br	5 br
Multi-family gas utilities	214.00	\$224.00	\$260.00	\$297.00	\$336.00	\$377.00
Multi-family elec utilities	\$186.00	\$196.00	\$230.00	\$267.00	\$303.00	343.00
Total housing cost FMRs at 100% plus utilities with gas	\$1,253 + 214.00 = \$1,467	\$1,386 + \$224 = \$1,610	\$1,626 + \$260 = \$1,886	\$2,088 + \$297 = \$2,385	\$2,416 + \$336 = \$2,752	\$2,778 + \$377 = \$3,155
Total housing costs FMRs at 100% plus utilities with electric	\$1,253 + 186.00 = \$1,439	\$1,386 + \$196.00= \$1,582	\$1,626 + \$230 = \$1,856	\$2,088 + \$267 = \$2,355	\$2,416 + \$303 = \$2,719	\$2,778 + \$343 = \$3,121

Staff Recommendation:

The rising Austin rental rates and utility rates continue to make it difficult for housing choice voucher families to locate affordable homes in the Austin area. Staff recommends adjusting the payment standards to 110% of the FY 2023 published FMRs to help families secure homes in Austin's competitive rental market. Staff will continue to exercise the flexibility to approve payment standards up to 120% of the published fair market rents as a reasonable accommodation for persons with disabilities.

The new payment standards, if approved, will go into effect on February 1, 2023, for any new leases/HAP Contracts and annual re-examinations.

ATTACHMENTS:

- ❑ **Attachment 1 FMR 2023 HUD documentation**
- ❑ **Attachment 2 2nd Quarter Austin Trend Report**

RESOLUTION NO. 02768

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 an analysis of the Austin rental market compared to fair market rents, the Housing Authority of the City of Austin requests approval to adopt payment standards at 110% 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
Payment Standards	\$1,378	\$1,525	\$1,789	\$2,297	\$2,658	\$3,056

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, 2023.

PASSED, APPROVED, and ADOPTED this 20th day of October 2022.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary



FY 2023 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2023 Austin-Round Rock, TX MSA FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$1,253	\$1,386	\$1,626	\$2,088	\$2,416
FY 2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194

Travis County, TX is part of the Austin-Round Rock, TX MSA, which 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. **[Calculate the Base Rent](#)**: HUD uses 2016-2020 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area as the new basis for FY2023, provided the estimate is statistically reliable. For FY2023, 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 2016-2020 5-year estimate, HUD checks whether the area has had at least 1 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 FY2023 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, HUD uses the estimate for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area as the basis for FY2023.

2. **Calculate the Basis for Recent Mover Adjustment Factor**: HUD has changed the calculation of the FY2023 Recent Mover Factor from previous years due to the unavailability of ACS₂₀₂₀ 1-year estimates. The Census Bureau did not release standard 1-year estimates from the 2020 American Community Survey (ACS) due to the impacts of the COVID-19 pandemic on data collection. For FY2023, HUD uses a multi-pronged approach that includes private sources of rental data.

In order to calculate rents that are "as of" 2020, HUD takes the average of the recent mover factor from 1-year ACS₂₀₁₉ recent mover rent inflated by 2019-2020 gross rent change; and the factor from 5-year ACS₂₀₂₀ recent mover rent. For areas where private data is available, the 2019-2020 gross rent change uses a weighted average of private sources and the Consumer Price Index (CPI) to calculate the annual percentage change in rents plus utilities from annual 2019 to annual 2020. For areas where private data is not available, the 2019-2020 gross rent change is based only on the CPI.

3. **Adjust for Inflation**: In order to calculate rents that are "as of" 2021, for areas where private data is available, HUD calculates the relevant (regional or local) change in gross rent inflation using a weighted average of private data sources and the Consumer Price Index (CPI) from annual 2020 to annual 2021. For areas where private data is not available, HUD uses only the CPI, which is the same process used in previous years.
4. **Calculate the Trend Factor**: To further inflate rents from 2021 to FY2023, HUD uses a "trend factor" based on the forecast of CPI gross rent changes through FY2023.
5. **Multiply the Factors**: HUD multiplies the base rent by the recent mover factor, the gross rent inflation factor, and the trend factor to produce a rent that is "as of" the current fiscal year.
6. **Compare to the State minimum**: FY2023 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.

7. **Calculate Bedroom Ratios**: HUD calculates "bedroom ratios" and multiplies these by the two-bedroom rent to produce preliminary FMRs for unit sizes other than two bedrooms.
8. **Compare to Last Year's FMR**: FY2023 FMRs may not be less than 90% of FY2022 FMRs. Therefore, HUD applies "floors" based on the prior year's FMRs.

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

1. **Base Rent Calculation**

The following are the 2020 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimates and margins of error for Austin-Round Rock, TX MSA.

Area	ACS ₂₀₂₀ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent	ACS ₂₀₂₀ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Austin-Round Rock, TX MSA	<u>\$1,293</u>	\$12	$\frac{\$12}{\$1,293} = 0.00928$	6	$0.00928 < .5$ $6 \geq 4$ Use ACS ₂₀₂₀ 5-Year Austin-Round Rock, TX MSA 2-Bedroom Adjusted Standard Quality Gross Rent

Since the ACS₂₀₂₀ Margin of Error Ratio is less than .5, HUD uses the ACS₂₀₂₀ Austin-Round Rock, TX MSA value for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent (Base Rent).

Area	FY2023 Base Rent
Austin-Round Rock, TX MSA	\$1,293

2. Recent Mover Adjustment Factor Calculation

Since Austin-Round Rock, TX MSA is covered by at least 3 private data sources, the calculation of the recent mover adjustment factor is as follows:

Area	ACS ₂₀₁₉ 1-Year Adjusted Standard Quality Recent- Mover Gross Rent	Average of Private Sources Annual Rent % Change 2019-2020	CPI Shelter Rent % Change 2019- 2020	Combination of Private Sources and CPI (Shelter Rent Change)	Gross Rent Inflation Factor Calculation (Weighted Average of Shelter Rent and Utilities Changes)	ACS ₂₀₁₉ Recent Mover Rent Inflated to 2020	ACS ₂₀₂₀ 5-year All Mover Rent	Ratio
Austin- Round Rock, TX MSA	\$1,349	1.00391	1.03361	$(1.00391 * 0.6) + (1.03361 * 0.4) = 1.01579$	$(1.01579 * 0.8392) + (1.00426 * 0.1608) = 1.01393$	$\$1,349 * 1.01393 = \$1,368$	\$1,293	$\$1,368 / \$1,293 = 1.058$

Area	ACS ₂₀₂₀ 5-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS ₂₀₂₀ 5-year All Mover Rent	Ratio
Austin-Round Rock, TX MSA	\$1,401	\$1,293	$\$1,401 / \$1,293 = 1.08353$

Area	Average of Recent-Mover Ratios	Final Recent-Mover Adjustment Factor
Austin-Round Rock, TX MSA	$(1.08353 + 1.058) / 2 = 1.07076$	$1.07076 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.07076

3. Inflation Adjustment Factor Calculation

Since Austin-Round Rock, TX MSA is covered by at least 3 private data sources, the calculation of the inflation adjustment factor is as follows: Compute the average change in rent measured by available private sector rent data sources between 2020 and 2021, compute the change in shelter rent between 2020 and 2021 measured by CPI local or regional CPI, compute a weighted average of the private and CPI rent changes, then compute the gross rent inflation factor as a weighted average of the combined private and CPI shelter rent increases and local or regional CPI utility price increases. The result inflates gross rents to be "as of" 2021.

	Average of Private Sources Annual Shelter Rent % Change 2020-2021	CPI Shelter Rent % Change 2020-2021	Combination of Private Sources and CPI (Shelter Rent Change)	Gross Rent Inflation Factor Calculation (Weighted Average of Shelter Rent and Utilities Changes)	Type
Inflation Update Factor	1.1093	1.02993	$(1.10930 * 0.6) + (1.02993 * 0.4) = 1.07755$	$(1.07755 * 0.82981) + (1.04226 * 0.17019) = 1.07155$	Private Sources + CPI Update Factor

4. Trend Factor Adjustment

The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2021 to 2023 for each CPI area and Census Region. This makes Fair Market Rents "as of" FY2023.

	Trend Factor	Trend Factor Type
Trend Factor	1.09628	Region

5. Combination of Factors

The FY 2023 2-Bedroom Fair Market Rent for Austin-Round Rock, TX MSA is calculated as follows:

Area	Base Rent	Recent-Mover Adjustment	Annual 2020 to 2021 Gross Rent Inflation Adjustment	Trending 2021 to	FY 2023 2-Bedroom FMR
-------------	----------------------------------	--	--	---	------------------------------

<u>Factor</u>		<u>FY2023</u>	
Austin-Round Rock, TX MSA	\$1,293	1.07077	1.07155
			1.09628
			\$1,293 * 1.07077 * 1.07155 * 1.09628=\$1,626

6. State Minimum Comparison

In keeping with HUD policy, the preliminary FY 2023 FMR is checked to ensure that it does not fall below the state minimum.

Area	Preliminary FY2023 2-Bedroom FMR	FY 2023 Texas State Minimum	Final FY2023 2-Bedroom FMR
Austin-Round Rock, TX MSA	\$1,626	<u>\$826</u>	\$1,626 ≥ \$826 Use Austin-Round Rock, TX MSA FMR of \$1,626

7. Bedroom Ratios Application

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 2023 FMRs By Unit Bedrooms					
	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2023 FMR	\$1,253	\$1,386	\$1,626	\$2,088	\$2,416

8. Comparison to Previous Year

The FY2023 FMRs for each bedroom size must not be below 90% of the FY2022 FMRs.

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY2022 FMR	\$1,092	\$1,236	\$1,451	\$1,867	\$2,194
FY2022 floor	\$983	\$1,113	\$1,306	\$1,681	\$1,975
FY 2023 FMR	\$1,253	\$1,386	\$1,626	\$2,088	\$2,416
Use FY2022 floor for FY2023?	No	No	No	No	No

Final FY2023 Rents for All Bedroom Sizes for Austin-Round Rock, TX MSA

Final FY 2023 FMRs By Unit Bedrooms					
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Final FY 2023 FMR	\$1,253	\$1,386	\$1,626	\$2,088	\$2,416

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/FY2023_code/2023summary.odn?&year=2023&fmrtype=Final&selection_type=county&fips=4845399999

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 2023 Metropolitan FMR Area:

Austin-Round Rock, TX MSA

Select Metropolitan FMR Area

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| [Multifamily Tax Subsidy Project \(MTSP\) Income Limits](#) | [HUD LIHTC Database](#) |

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

Austin Multi-Family Trend Report

Second Quarter 2022

\$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:	94.37%
Average Rent:	\$1,741
Average Square Feet:	864
Average \$/SF:	\$2.01
New Units Added	3,344
Average Sales Price/Unit:	\$323,731



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.

2Q22 Affordable Housing Stats:

26,014 Units – 93.0% - \$1.28psf

2Q22 Student Housing Stats:

15,294 Units – 93.53% - \$2.12psf

2Q22 Senior Housing Stats:

6,191 Units – 91.57% - \$1.58psf

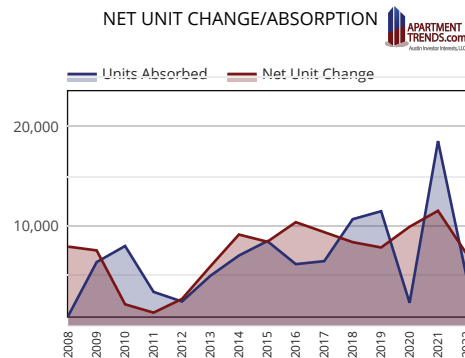
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Market Overview

An Irrepressible Market

It was this time last year that the market recouped the potential lost during the quarantine and saw an unprecedented jump in both rent and occupancy. Much has changed since then, and while Austin is seemingly back to its volatile ways, the fundamentals remain strong. Occupancy, which has fallen for the past three quarters, is still a healthy 94.4%, despite an influx of new units. Rental rates continue to reach new heights, now averaging over \$2 psf.

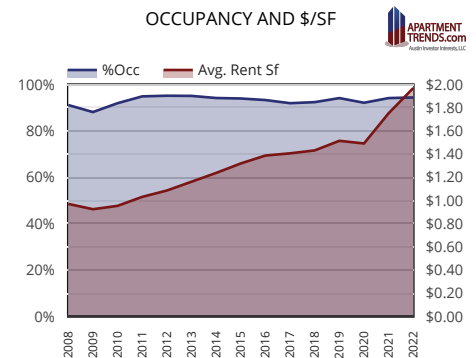


There is an undercurrent of change approaching though, and it may come sooner rather than later. While job growth and rental rates are expected to continue rising, the increase in interest rates is already affecting the homebuying market, Inventory increased 300% over the past year, yet the number of sales has declined 20% and prices are starting to fall. So while homeownership may become an option for reluctant renters once again, the in-migration from out of state is stalling. Management personnel report a drop in traffic from out of state and Redfin reports a 60% decrease in searches for moves to this area over the past two months.

This loss of incoming potential residents, coupled with existing tenants that can no longer sustain the rental increases and are looking elsewhere, do not bode well for the future. Current development estimates show approximately 54,000 units will be entering the market over the next 24 months, with the next year expected to see double the amount added over the previous year. This influx of units into a market that is increasingly being deemed unaffordable is expected to cause wild fluctuations over the next two to three years.

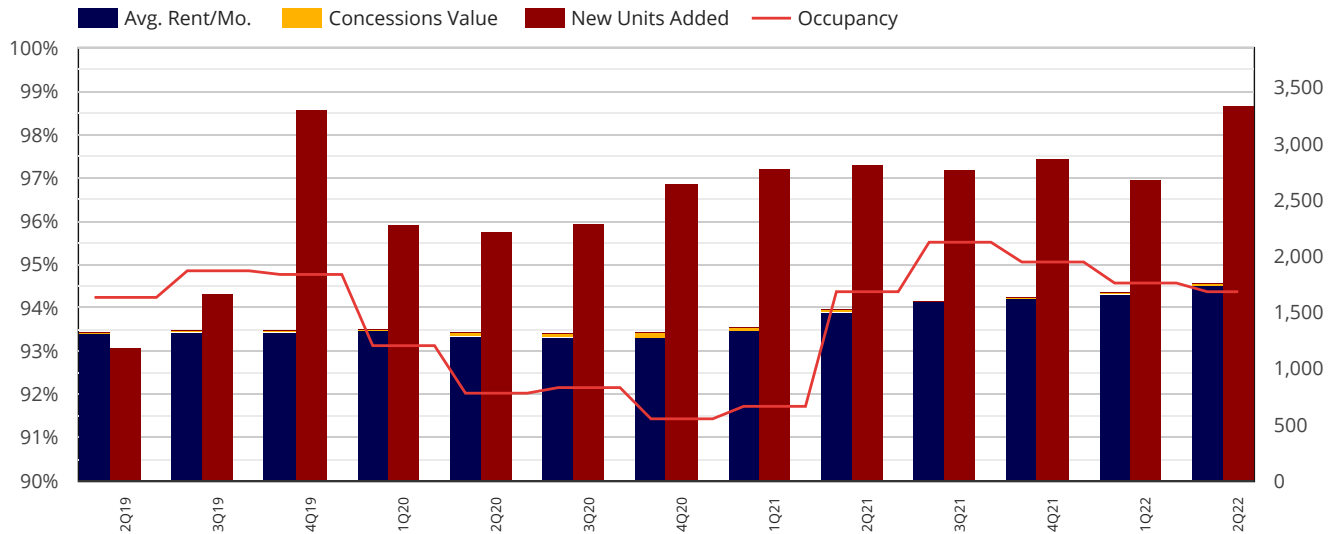
Property Sales

Investors have been keen on the Austin market for quite a while, but this quarter had an air of caution as bidding was curtailed. Funding was a major issue with the expectation of buyers putting 50% down, and while 22 projects did trade hands, without any significant price adjustments, a handful of properties were taken off the market altogether. However, the Austin market is used to volatility and the upcoming challenge will be a short-lived blip for this irrepressible market.



In-migration and upcoming deliveries will be key to holding up occupancy and absorption as the market transforms over the coming year.

Historical Rents and Occupancy



	2Q19	3Q19	4Q19	1Q20	2Q20	3Q20	4Q20	1Q21	2Q21	3Q21	4Q21	1Q22	2Q22
Avg. Rent/Mo	\$1,308	\$1,323	\$1,323	\$1,335	\$1,285	\$1,266	\$1,268	\$1,333	\$1,501	\$1,594	\$1,621	\$1,664	\$1,741
Concessions	\$12	\$11	\$9	\$13	\$39	\$44	\$47	\$30	\$13	\$5	\$6	\$8	\$13
New Units	1,184	1,666	3,305	2,283	2,219	2,290	2,645	2,781	2,813	2,764	2,863	2,676	3,344
Occupancy	94.2%	94.9%	94.8%	93.1%	92.0%	92.2%	91.4%	91.7%	94.4%	95.5%	95.1%	94.6%	94.4%
Avg. \$/SF	\$1.52	\$1.54	\$1.54	\$1.55	\$1.49	\$1.47	\$1.47	\$1.54	\$1.74	\$1.85	\$1.88	\$1.93	\$2.01

Overall, the Austin market reported healthy figures at mid-year. Effective rental rates continued to climb, up 4.6%, and crossing the \$2 mark at \$2.01 psf, or \$1,741/mo. Occupancy continued to slide back, albeit incrementally. Down .2%, rates remained at a still robust 94.4%.

New unit additions over the past year have contributed to the occupancy struggles, as overall figures in stabilized product (those over 12 months old) show occupancy at 95%, with rental rates of \$1.99 psf. The roughly 12,000 new, unstabilized units are currently averaging \$2.29 psf, with occupancy around 90%.

Annually, occupancy did not change, while rents increased 16%. It was this quarter last year when rental rates and occupancy made a significant jump, rising 11% and 2.4%, respectively, in a single quarter. Absorption rates were unprecedented, at almost three times the number of new unit additions.

That post-quarantine surge will likely never be repeated but this quarter saw some areas trying to recapture the magic. The NE, NC, WMS, CP/L, RR and the CBD were close to absorbing all of their added new units and all but the CBD were near 94% occupied.

The highest priced core areas of the CBD and EC average \$3.50 psf and \$2.75 psf respectively, yet these areas currently hold the lowest occupancy near 91%.

Nearly all sectors increased rents an average of 3-5% during the quarter, however 13 of the 23 sectors saw occupancy fall. HAYS was the only sector that dropped rents 1.6%, and was rewarded with a .48% rise in occupancy.

Concessions were on the rise during the second quarter, but still account for less than 1% (\$13) off market rates. These specials were most prominent in the E 5.9%, SC 1.6% and CBD 1.5% submarkets.

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 Absorption
- And many more...

Visit our website
www.apartmenttrends.com

Austin Region Multi-Family Trend Report / 2Q22

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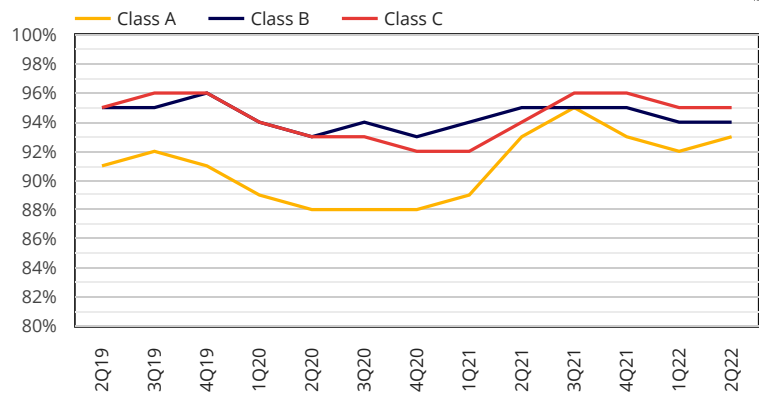
Concessions remain dominant in the new Class A units, at a cost of 1.24%, or .72%, off market rates. This class had the smallest quarterly rent increase, at 4.1%, leaving effective rates at \$2.23 psf or \$1,963/mo. Occupancy was up 4.12% to reach 93.4% during the quarter. Challenged submarkets in this class, posting occupancy rates at or less than 91%, included the NEC, EC, CBD and E areas.

Class B concessions were minimal, at .31%, leaving effective rents up 4.5% for the quarter, at \$1.91 psf, or \$1,815/mo. Occupancy was 94.7%. The NEC, HAYS, SC and N areas posted the lowest occupancy rates, at or less than 93%. Class C concessions were minimal as well, at .38% off market, leaving rents of \$1.86 psf or \$1,461/mo. Occupancy was an enviable 95% and all submarkets were above 94%.

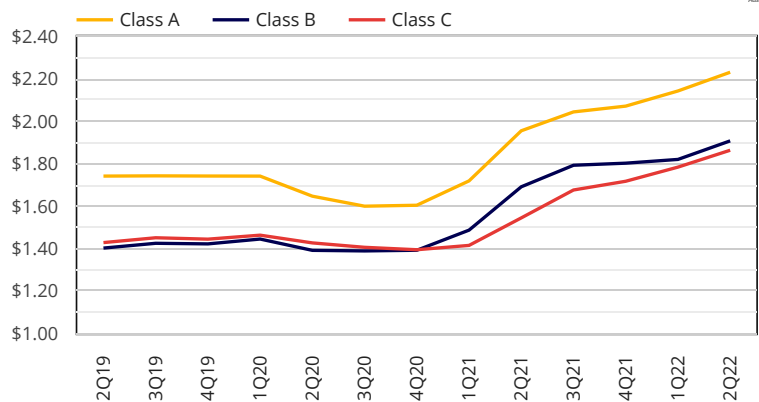
While rent increases have become unaffordable for many and forced some out of the Austin area, others have chosen the roommate option and sought larger floor plans. In addition, many that sold their homes are now awaiting more inventory, and a cooling of pricing, and are currently renting. Both of these scenarios have increased the demand, and therein the price, for the larger bedroom types that rarely see rent changes. This is evident in the annual rent increases for three and four bedrooms units that rose ~21%, and five bedrooms units that are up a whopping 48% in price. In comparison, one and two bedrooms gained only 17%.

Continued on page 7

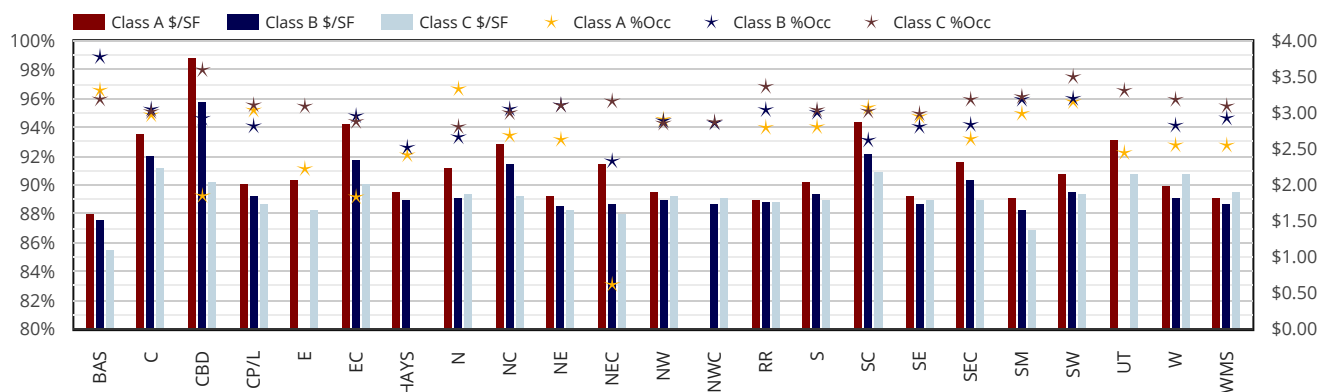
Historical Occupancy by Class




Historical Rental Rates by Class



Submarket Average \$/SF & Occupancy by Class



OCCUPANCY AND RENTAL RATES

2Q22	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	96.6%	\$1.61	96.6%	\$1.61	98.9%	\$1.54	96.0%	\$1.10	97.5%	\$1.48	-0.8%	4.23%	-0.2%	14.73%
C	94.9%	\$2.72	93.9%	\$2.80	95.3%	\$2.42	95.1%	\$2.26	95.0%	\$2.48	0.7%	7.36%	2.5%	13.24%
CBD	89.2%	\$3.76	94.2%	\$3.62	94.6%	\$3.16	98.0%	\$2.05	91.3%	\$3.50	0.3%	2.94%	-3.9%	8.36%
CP/L	95.2%	\$2.04	95.6%	\$2.06	94.1%	\$1.85	95.6%	\$1.74	94.9%	\$1.96	-	8.89%	0.2%	19.51%
E	91.1%	\$2.08	91.1%	\$2.08	-	-	95.5%	\$1.67	92.7%	\$1.94	5.5%	4.30%	-0.9%	39.57%
EC	89.2%	\$2.86	94.7%	\$2.88	94.8%	\$2.36	94.4%	\$2.02	90.1%	\$2.75	-3.2%	5.36%	-	15.06%
HAYS	92.1%	\$1.91	93.8%	\$1.91	92.6%	\$1.80	-	-	92.2%	\$1.89	0.5%	-1.56%	-0.8%	15.95%
N	96.7%	\$2.24	97.3%	\$2.22	93.3%	\$1.83	94.0%	\$1.90	94.2%	\$1.92	-0.8%	6.67%	0.4%	23.87%
NC	93.4%	\$2.58	94.7%	\$2.56	95.3%	\$2.32	95.0%	\$1.87	94.1%	\$2.37	0.7%	7.24%	-1.4%	15.61%
NE	93.2%	\$1.87	96.0%	\$1.88	95.6%	\$1.72	95.5%	\$1.67	94.3%	\$1.79	-0.6%	3.47%	-0.3%	12.58%
NEC	83.1%	\$2.30	-	-	91.7%	\$1.75	95.8%	\$1.62	94.7%	\$1.68	-0.2%	3.07%	-0.3%	21.74%
NW	94.6%	\$1.93	94.6%	\$1.93	94.5%	\$1.80	94.3%	\$1.87	94.4%	\$1.85	-0.2%	3.35%	-0.4%	16.35%
NWC	-	-	-	-	94.3%	\$1.74	94.4%	\$1.84	94.4%	\$1.83	-1.3%	3.39%	0.6%	19.61%
RR	94.0%	\$1.81	95.0%	\$1.80	95.2%	\$1.76	96.8%	\$1.79	95.2%	\$1.78	-0.1%	5.33%	-1.0%	14.84%
S	94.0%	\$2.05	94.8%	\$2.04	95.0%	\$1.89	95.2%	\$1.80	94.7%	\$1.93	-	3.76%	0.6%	13.53%
SC	95.4%	\$2.89	95.4%	\$2.86	93.1%	\$2.44	95.1%	\$2.19	95.0%	\$2.45	-0.6%	4.26%	-0.1%	9.38%
SE	94.8%	\$1.86	95.5%	\$1.83	94.1%	\$1.75	95.0%	\$1.80	94.7%	\$1.82	-1.6%	3.41%	-0.4%	21.33%
SEC	93.2%	\$2.34	95.5%	\$2.39	94.2%	\$2.10	95.9%	\$1.80	95.0%	\$2.00	0.9%	3.09%	3.7%	17.65%
SM	95.0%	\$1.83	94.9%	\$1.78	95.9%	\$1.68	96.1%	\$1.40	95.8%	\$1.59	-1.2%	3.92%	1.5%	16.91%
SW	95.8%	\$2.18	95.6%	\$2.17	96.0%	\$1.93	97.5%	\$1.90	96.3%	\$2.01	0.6%	5.24%	0.6%	12.92%
UT	92.2%	\$2.64	95.9%	\$2.50	-	-	96.6%	\$2.16	93.8%	\$2.49	2.8%	4.62%	6.2%	14.75%
W	92.8%	\$2.01	94.9%	\$1.99	94.1%	\$1.83	95.9%	\$2.16	93.8%	\$1.95	0.5%	3.17%	-3.5%	11.43%
WMS	92.8%	\$1.83	94.8%	\$1.86	94.6%	\$1.74	95.5%	\$1.91	93.6%	\$1.81	-0.3%	4.62%	-3.5%	11.73%
TOTAL	93.4%	\$2.23	95.1%	\$2.23	94.7%	\$1.91	95.1%	\$1.86	94.4%	\$2.01	-0.2%	4.15%	-	15.52%
% OF TOTAL	CLASS A		STAB CLASS A		CLASS B		CLASS C		TOTALS					
	307 PROPERTIES (33%)		238 PROPERTIES		204 PROPERTIES (22%)		406 PROPERTIES (44%)		917 PROPERTIES					
	84,269 UNITS (37%)		68,174 UNITS		61,612 UNITS (27%)		82,885 UNITS (36%)		228,766 UNITS					

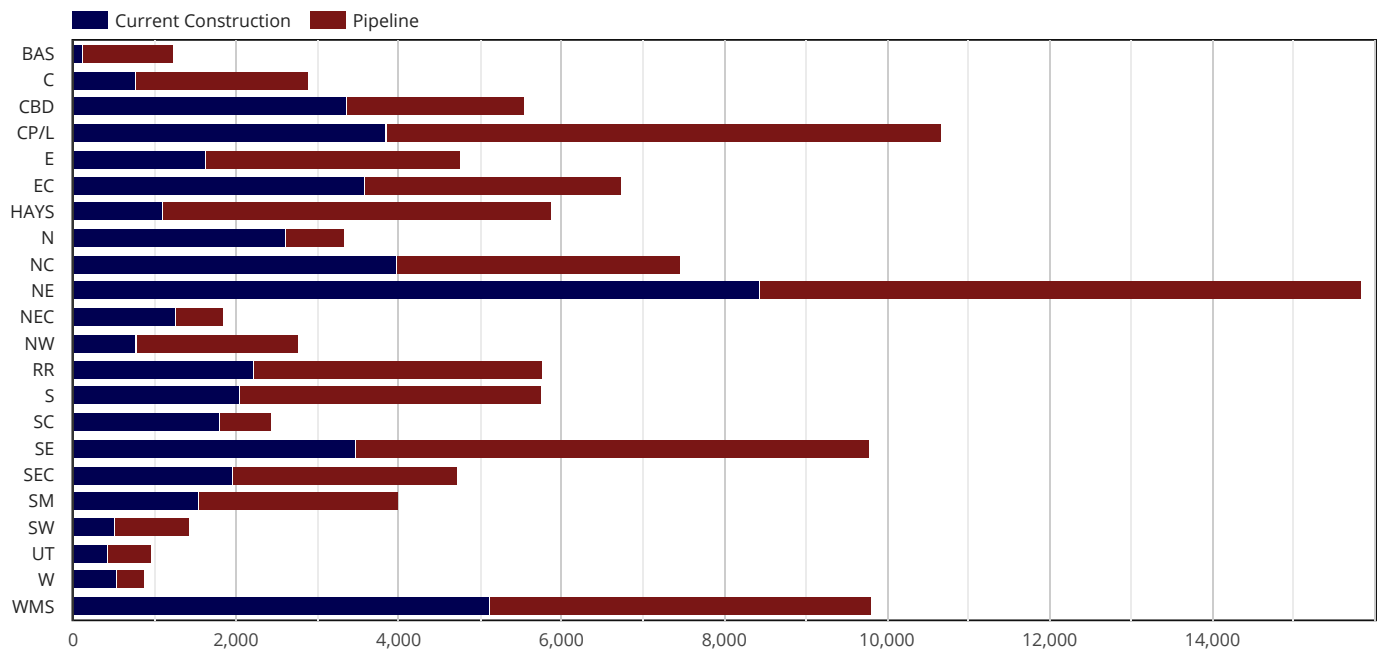
Austin Region Multi-Family Trend Report / 2Q22

UNIT MIX

2Q22	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	\$1,153	952	\$1,328	1,182	\$1,621	-	-	868	\$1,281	0.00%	8
C	497	\$1,427	697	\$1,777	1,046	\$2,457	1,334	\$3,021	-	-	798	\$1,977	0.76%	40
CBD	511	\$2,103	819	\$2,919	1,302	\$4,356	2,167	\$7,143	-	-	943	\$3,302	1.53%	23
CP/L	540	\$1,431	748	\$1,613	1,131	\$2,042	1,403	\$2,349	1,910	\$3,029	924	\$1,812	0.33%	48
E	548	\$1,308	740	\$1,529	1,083	\$1,939	1,372	\$2,925	-	-	876	\$1,699	5.93%	5
EC	463	\$1,519	729	\$2,110	1,131	\$2,756	1,493	\$3,266	-	-	801	\$2,200	1.05%	31
HAYS	570	\$1,342	713	\$1,452	1,048	\$1,831	1,295	\$2,316	-	-	872	\$1,644	1.24%	24
N	423	\$1,086	673	\$1,389	1,002	\$1,756	1,282	\$2,227	1,917	\$3,254	799	\$1,535	0.61%	84
NC	521	\$1,520	718	\$1,744	1,071	\$2,362	1,305	\$2,568	-	-	804	\$1,903	0.27%	38
NE	535	\$1,224	717	\$1,392	1,060	\$1,755	1,363	\$2,210	1,761	\$2,583	878	\$1,571	0.34%	73
NEC	446	\$1,150	665	\$1,177	949	\$1,499	1,199	\$1,900	1,500	\$1,550	786	\$1,325	0.44%	22
NW	483	\$1,089	729	\$1,478	1,066	\$1,840	1,392	\$2,105	1,786	\$2,588	892	\$1,648	0.58%	94
NWC	434	\$1,084	693	\$1,357	1,035	\$1,784	1,418	\$2,171	1,800	\$2,051	843	\$1,541	0.25%	24
RR	513	\$1,146	744	\$1,453	1,049	\$1,756	1,316	\$2,117	1,790	\$2,854	918	\$1,636	0.55%	49
S	479	\$1,136	708	\$1,488	1,043	\$1,844	1,370	\$2,406	1,740	\$2,656	855	\$1,652	0.49%	69
SC	468	\$1,445	712	\$1,826	1,025	\$2,296	1,555	\$4,092	1,201	\$2,611	813	\$1,991	1.60%	59
SE	494	\$1,338	697	\$1,405	1,046	\$1,729	1,269	\$2,031	1,193	\$1,988	859	\$1,561	0.58%	26
SEC	477	\$1,244	676	\$1,461	988	\$1,783	1,272	\$2,566	1,325	\$2,274	813	\$1,622	1.07%	66
SM	453	\$888	684	\$1,217	936	\$1,370	1,175	\$1,770	1,441	\$1,495	831	\$1,318	0.40%	37
SW	546	\$1,449	769	\$1,671	1,108	\$2,054	1,358	\$2,535	-	-	929	\$1,865	0.01%	37
UT	445	\$1,289	689	\$1,755	1,008	\$2,327	1,231	\$3,295	1,710	\$3,600	750	\$1,870	0.13%	12
W	423	\$1,239	797	\$1,682	1,205	\$2,316	1,585	\$2,882	2,164	\$2,882	1,051	\$2,054	0.80%	20
WMS	609	\$1,333	750	\$1,526	1,077	\$1,865	1,389	\$2,227	1,864	\$2,680	965	\$1,751	1.48%	29
TOTAL	489	\$1,391	718	\$1,572	1,055	\$1,948	1,367	\$2,378	1,629	\$2,538	864	\$1,741	0.72%	918
% OF TTL	8,551 Units 3.7%		127,020 Units 55.5%		81,392 Units 35.6%		10,487 Units 4.6%		1,298 Units 0.6%					



DEVELOPMENT PIPELINE DISTRIBUTION



Historical Construction Activity

Quarter by Quarter Comparison

Activity	2Q19	3Q19	4Q19	1Q20	2Q20	3Q20	4Q20	1Q21	2Q21	3Q21	4Q21	1Q22	2Q22
Starts (TTL)	6,368	3,981	3,663	7,148	2,941	6,196	5,346	5,487	4,217	5,920	7,188	10,059	4,056
Submittals (TTL)	7,644	6,944	5,331	8,108	7,795	5,038	7,397	5,510	9,168	8,294	14,902	6,797	11,657
New Units Added (CNV)	1,184	1,666	3,305	2,283	2,219	2,290	2,645	2,781	2,813	2,764	2,863	2,676	3,344
New Units Added (Non-CNV)	524	1,021	720	302	1,219	693	1,027	835	498	1,416	776	440	1,240
Absorption (CNV)	3,730	2,783	2,959	-1,430	168	2,291	1,242	3,516	8,049	5,192	1,785	1,964	2,972
Occupancy (CNV)	94.24%	94.86%	94.77%	93.13%	92.03%	92.16%	91.43%	91.72%	94.37%	95.52%	95.06%	94.57%	94.37%

Continued from page 4

The unrelenting pace of developments entering the permitting pipeline has increased dramatically over the past year, from a previous average of 7,000 units per quarter to well over 10,000 for the last four. Many of these projects have been slow to build due to supply chain issues that have plagued developments for years. Covid/wokeness compounded the issue with labor shortages in the field and in the city/county offices, causing the barriers to bringing a project to fruition to continue. Despite the impediments, units have trickled in over the past few years, averaging roughly 3,000 units per

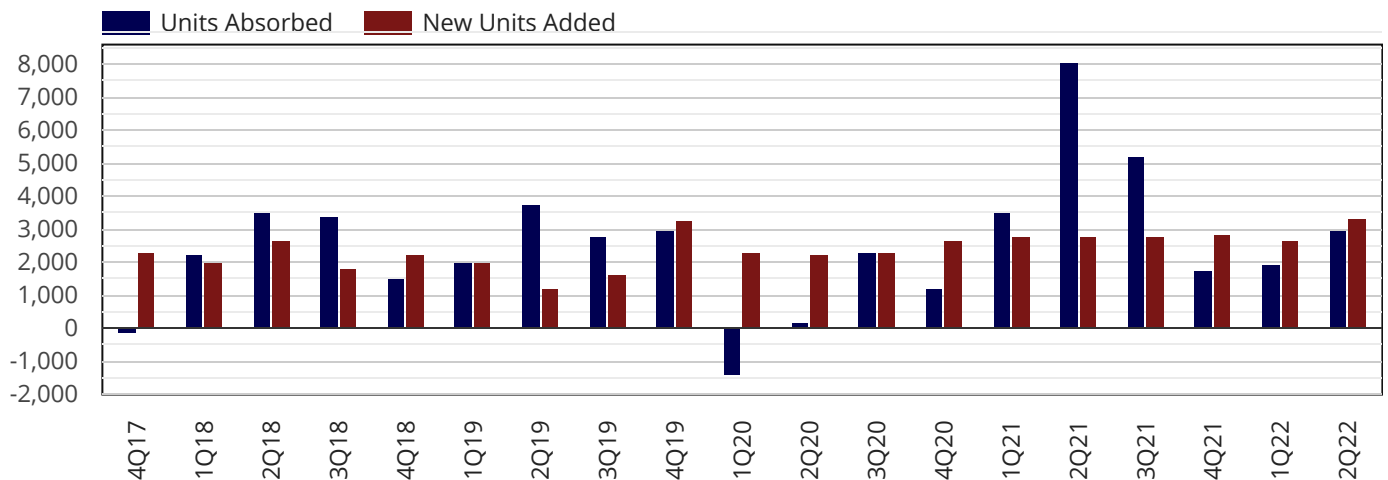
quarter for all product types. That trickle is about to turn into a downpour. Developer expectations tally 22,000 unit completions over the coming 12 months, with another 32,000 in the following 12 months - a total of 54,000 from July 2022 to July 2024. This increases the average quarterly additions to roughly 6,000 - twice the current average. These future units are distributed throughout the Austin area with ~40% of the total concentrated near new and expanding industry, including Tesla, in the Eastern sectors of the MSA. The central core, including CBD, C, EC, SC and UT, are expecting approximately 17% of the units

and the Domain area, dubbed the second downtown, along with WMS are both expected to get ~10%, provided developer expectations hold true.

While these areas remain attractive, and the majority of projects have already broken ground, others will depend on how the market plays out. New impediments include funding constraints, declining market sentiment, and a slowing of in-migration to the area.

Volatility within the market has already caused ~15% of the expected starts during the quarter to come to a halt due to one or more of the above listed items.

OVERALL ABSORPTION/NEW UNITS ADDED



2Q22	2Q22				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	-	300	120
C	6,701	-	3	49	279	828	350
CBD	5,615	365	325	314	1,193	1,094	806
CP/L	14,212	222	222	207	945	2,327	932
E	1,421	133	133	194	877	1,083	227
EC	7,581	400	400	128	714	1,565	1,246
HAYS	5,659	-	-	27	607	1,806	552
N	21,800	255	206	27	684	-	47
NC	10,835	-	17	89	454	1,134	1,674
NE	19,679	858	922	762	2,039	3,332	2,770
NEC	4,279	184	184	165	337	-	227
NW	28,114	-	-	-52	-1	1,479	-
NWC	6,002	-	-	-79	-	-	-
RR	13,057	116	126	109	390	1,493	1,148
S	16,597	71	71	70	552	1,246	764
SC	12,385	-	1	-72	74	-	638
SE	7,225	222	264	139	286	2,435	1,080
SEC	15,635	-	-	144	512	1,608	638
SM	5,850	30	30	-39	383	729	396
SW	11,207	49	49	114	346	289	512
UT	1,826	162	168	204	404	65	79
W	5,272	37	37	62	126	-	349
WMS	6,813	240	470	418	446	1,867	1,470
Total	228,766	3,344	3,628	2,972	11,647	24,680	16,025

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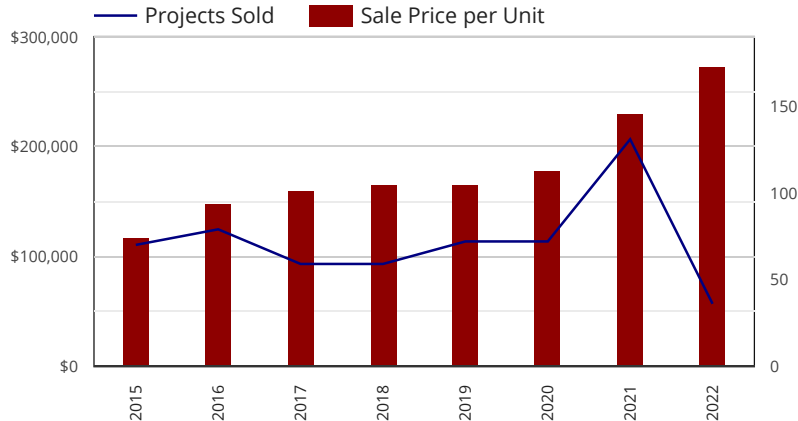
During the second quarter, 12 projects with 4,056 units, started construction. Coupled with those already underway, there are currently 197 properties, with 51,037 units, in all property types, actively under construction. Of these, 82% are slated as conventional housing.

Completions during the second quarter were record setting, as over 4,868 units completed construction. Nearly 1,520 of these units were reserved as affordable housing. These completions bring the total of new conventional units added over the last 12 months to 11,647 units. In addition, 3,872 affordable/senior units were added as well. In comparison, this total of 15,519 is manageable, while the estimated 22,000-32,000 expected over the next two years will likely stress the market.

Although a far cry from this time last year, when the market absorbed 8,000+ units, the second quarter posted an admirable increase in occupied units, up by 2,972 over the last 90 days. Annual figures (see page 7) reflect slightly more units absorbed (11,913) than the total added (11,647).

Although affordable land sites continue to be scarce, and product costs are rising, the supply chain issues seem to be waning a bit and are less of an issue than they were six months ago. Now, Austin Energy seems to be a hurdle, along with a 12-16 month permitting process.

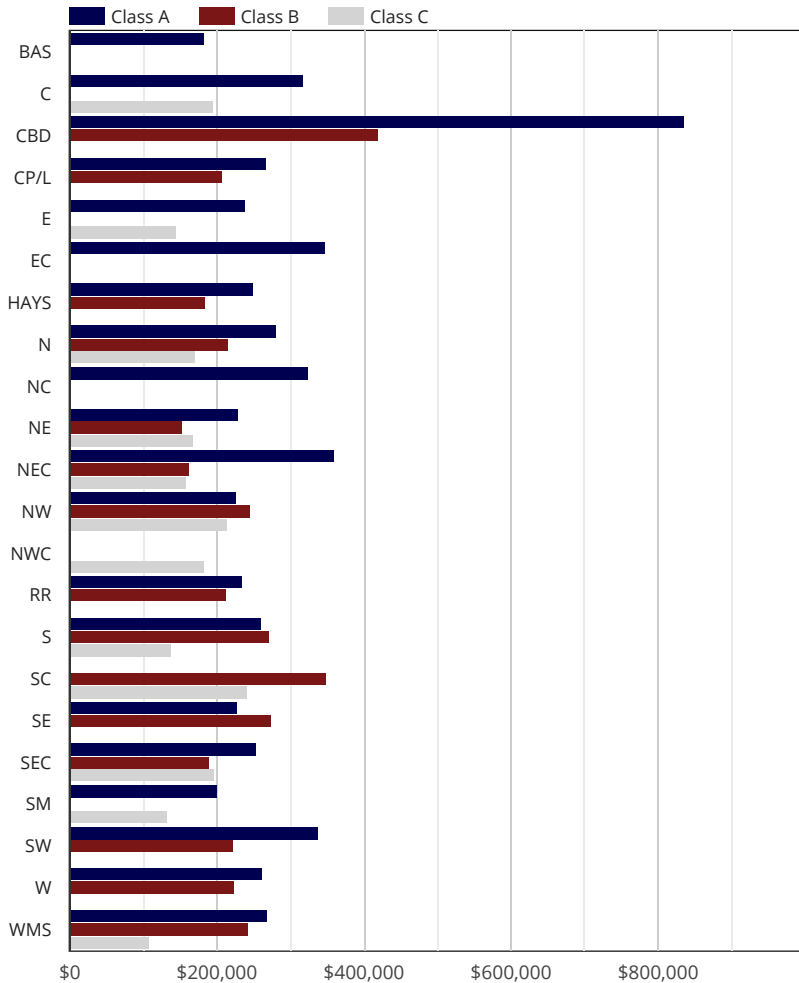
HISTORICAL SALES PRICE/UNIT



Second Quarter Sales

Project:*	Submarket	Units
1 - 620 Canyon Creek	NW	332
2 - Arboretum Oaks	NW	252
3 - Aubry Hills	N	192
4 - Cannon Oaks	SE	230
5 - Creeks Edge	N	200
6 - Eastside Station	EC	330
7 - Emerson (Pflugerville)	NE	384
8 - Ethos	SE	372
9 - Galewood Gardens	N	95
10 - Highgrove	NEC	313
11 - Modera Domain	NC	354
12 - Nest	SM	104
13 - Patten West (Hillside Villas)	SEC	249
14 - Quincy, The	CBD	347
15 - Royalton at Sunfield	HAYS	300
16 - Sarah by Arium	WMS	270
17 - Shadow Oaks	NW	176
18 - SoCo	S	122
19 - Sofia	SEC	210
20 - South Lamar Village	SC	208
21 - Tides at Mueller (Marq at Mueller)	NEC	181
22 - Walnut Ridge Ph. I & II	BAS	200

ANNUAL SALES PRICE PER UNIT BY SUBMARKET



Investors were reportedly quite skittish as market volatility soared. Funding was a major issue as most loans were required to be 50-60% leveraged.

However, smaller investors within their TICs and larger REITS kept the number of sales transactions on par with the prior quarter and 22 assets traded.

The average price increased substantially, from \$225,360 to \$323,730/unit as larger, higher-end Class A projects transacted over the last 90 days.

Of these sales, over 36% were Class A, with an average price of \$432,900/unit, or \$511 psf. Class C transactions held the majority with over 45% of the sales and traded at \$189,400/unit, or \$252 psf. Class B units accounted for the remainder and averaged a price of \$306,290/unit, or \$279 psf.

At quarters end, 52 assets were on the market and only 19 were known to have contracts pending. Some sellers opted to remove their listings as the market slowed and buyers were reported as fairly non-existent in contributing to bids.

Austin Region Multi-Family Trend Report / 2Q22

MARKET OVERALL

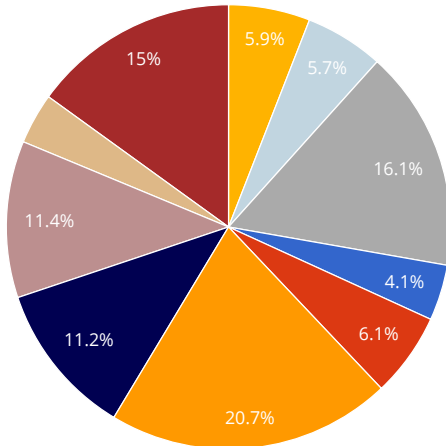
2Q22	CURRENT CONSTRUCTION		CNV COMPLETIONS		ABSORPTION		OCCUPANCY		RENTAL		ANNUAL SALES \$ Per Unit
	Rentable Units	CNV Const Remaining	12 MOS	24 MOS	12 MOS	24 MOS	2Q22	Annual Change	2Q22	Annual Change	
BAS	1,001	120	-	-	-2	20	97.50%	-0.20%	\$1.48	14.08%	\$182,679
C	6,701	350	279	432	716	1,178	95.05%	2.53%	\$2.48	13.35%	\$298,775
CBD	5,615	3,351	1,193	1,193	878	1,122	91.31%	-3.92%	\$3.50	8.45%	\$728,908
CP/L	14,212	3,845	945	2,658	640	3,009	94.93%	0.18%	\$1.96	19.35%	\$261,581
E	1,421	1,423	877	877	808	840	92.68%	-0.88%	\$1.94	39.29%	\$201,705
EC	7,581	2,648	714	1,891	642	1,604	90.12%	-0.02%	\$2.75	15.01%	\$339,554
HAYS	5,659	890	607	1,426	676	1,460	92.21%	-0.79%	\$1.89	15.57%	\$242,313
N	21,800	1,777	684	817	680	807	94.17%	0.36%	\$1.92	24.27%	\$191,843
NC	10,835	3,966	454	667	258	955	94.07%	-1.41%	\$2.37	15.70%	\$325,055
NE	19,679	7,149	2,039	3,555	2,097	3,988	94.31%	-0.32%	\$1.79	12.38%	\$213,444
NEC	4,279	941	337	337	302	382	94.67%	-0.34%	\$1.68	21.78%	\$190,540
NW	28,114	257	-1	38	-125	240	94.38%	-0.39%	\$1.85	16.40%	\$220,380
NWC	6,002	-	-	-	38	-23	94.37%	0.63%	\$1.83	19.06%	\$183,866
RR	13,057	1,866	390	1,006	307	1,105	95.24%	-1.02%	\$1.78	15.33%	\$227,584
S	16,597	1,441	552	2,269	750	2,630	94.71%	0.64%	\$1.93	13.65%	\$247,013
SC	12,385	1,698	74	74	93	207	94.99%	-0.07%	\$2.45	9.14%	\$289,192
SE	7,225	2,739	286	933	245	1,064	94.66%	-0.36%	\$1.82	21.25%	\$224,432
SEC	15,635	1,456	512	1,292	1,289	2,683	95.00%	3.72%	\$2.00	17.39%	\$238,801
SM	5,850	642	383	776	506	1,029	95.76%	1.53%	\$1.59	16.90%	\$148,287
SW	11,207	512	346	675	394	943	96.26%	0.56%	\$2.01	12.96%	\$303,117
UT	1,826	79	404	621	419	497	93.76%	6.16%	\$2.49	14.62%	-
W	5,272	349	126	126	-62	206	93.82%	-3.50%	\$1.95	11.91%	\$245,819
WMS	6,813	4,399	446	513	364	1,065	93.56%	-3.52%	\$1.81	12.17%	\$252,364
Total	228,766	41,898	11,647	22,176	11,913	27,011	94.37%	-	\$2.01	15.86%	\$246,166

Austin Region Multi-Family Trend Report / 2Q22

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	331,158	28.7
8	500-999	116,252	10.1
7	250-499	108,823	9.4
6	100-249	163,375	14.2
5	50-99	115,633	10
4	20-49	129,347	11.2
3	10-19	76,967	6.7
2	5-9	53,497	4.6
1	1-4	54,759	4.7

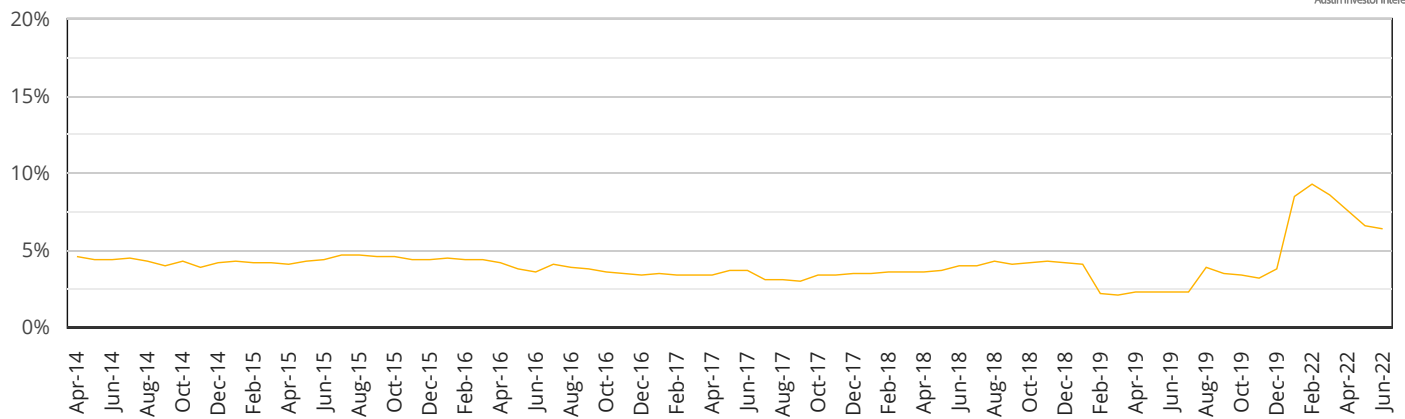
Employment by Industry

	Jun-2022	May-2022	Jun-2021	Monthly Change		Annual Change	
				Actual	%	Actual	%
Mining, Logging and Construction	73,700	72,600	74,100	1,100	1.5	-400	-0.5
Total Nonfarm	0	0	0	-7,600	-0.7	24,400	2.3
Manufacturing	71,100	69,500	65,100	1,600	2.3	6,000	9.2
Trade, Transportation, and Utilities	200,100	198,100	189,100	2,000	1.0	11,000	5.8
Information	50,400	49,200	45,400	1,200	2.4	5,000	11.0
Financial Activities	76,000	75,100	72,100	900	1.2	3,900	5.4
Professional and Business Services	257,000	254,200	233,800	2,800	1.1	23,200	9.9
Education and Health Services	139,500	140,800	132,700	-1,300	-0.9	6,800	5.1
Leisure and Hospitality	141,700	135,900	122,500	5,800	4.3	19,200	15.7
Other Services	46,000	45,000	45,600	1,000	2.2	400	0.9
Government	186,800	188,900	186,900	-2,100	-1.1	-100	-0.1
Total Nonfarm	1,242,300	1,229,300	1,167,300	13,000	1.1	75,000	6.4

Data provided by the Texas Workforce Commission

Austin Region Multi-Family Trend Report / 2Q22

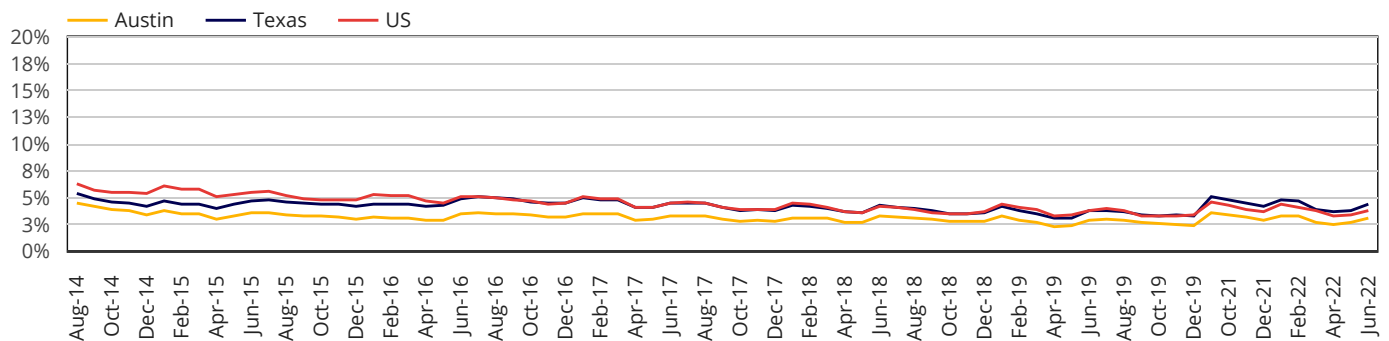
Annual Growth Rate for Total Nonagricultural Employment



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
Jun-2022	1,355,788	1,313,552	42,236	3.1	14,585,252	13,945,797	639,455	4.4	165,012,000	158,678,000	6,334,000	3.8
May-2022	1,344,028	1,307,844	36,184	2.7	14,500,218	13,946,458	553,760	3.8	164,157,000	158,609,000	5,548,000	3.4
Jun-2021	1,306,976	1,247,726	59,250	4.5	14,216,135	13,313,724	902,411	6.3	162,167,000	152,283,000	9,883,000	6.1

Historical Unemployment Rates



Data provided by the Texas Workforce Commission



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02769

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 5.

MEETING DATE: October 20, 2022

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

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02769 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 Heritage Woods 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. 02769 authorizing the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Heritage Woods 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 Partners to purchase a 298 unit multi-family rental property called Heritage Woods Apartments. The development is located at 12205 N. Lamar Blvd., Austin, Texas 78753. This would be the twelfth asset AAHC and Belveron Corporation have purchased together. This asset is located in the extremely high opportunity area of Silicon Hills off North Lamar and Highway 45.

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

The Heritage Woods Apartments were built in 2021 and sits on 17.68 acres and is the last development completed by local developer Larry Peel. Some of the property amenities include a two tier swimming pool

with lounge seating and cabanas, elegant clubhouse with gathering spaces and full conference room, full kitchen, pool table and coffee bar, and business center. Residents also enjoy the newly renovated fitness center, two pet parks, detached garages and additional covered parking. The property is directly across the street from Walnut Creek Metropolitan Park. The property feeds into Walnut Creek Elementary School, Westview Middle School and Connally High School. The property's location provides fantastic access to major tech employers, retail shops, grocery stores and the SH-45 and Mopac area. Below is a breakdown of the many variations of unit sizes. The property is currently 98% occupied and rents currently range from \$1,635 for a one bedroom to \$2,398 for a two bedroom.

171 1 -bedroom/1-bath	669 square feet to 941 square feet
127 2-bedroom/2-bath	1,015 square feet to 1,787 square feet

Process:

The purchase price for the Heritage Woods Apartments is \$91,100,000. Belveron will be investing approximately \$22,000,000 as a down payment, as well as \$2,000,000.00 for future capital needs. Bellwether will be providing a Freddie Mac or Fannie Mae permanent loan with a not to exceed loan amount of \$74,000,000 at a rate of approximately 4.65%. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. The property is currently 98% occupied. AAHC and Belveron are committed to providing 10% of the affordable units at 60% AMI and leasing units to all qualified voucher holders. The property will be managed by Apartment Management Professionals. Belveron has agreed to use the name Bridge at Heritage Woods for naming the property once closed

Staff Recommendation:

Staff recommends Board approval of Resolution No. 02769.

RESOLUTION NO. 02769

Resolution authorizing the Housing Authority of the City of Austin to take the following actions with regard to the Heritage Woods 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 Heritage Woods Borrower, LP, a Delaware limited partnership whose general partner is controlled by 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 20th day of October, 2022.

CHAIRMAN

ATTEST:

SECRETARY

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02770

PURCHASING ITEM NO. 6.

MEETING DATE: October 20, 2022

STAFF CONTACT: Nora Velasco, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02770:
Awarding a renewal contract for Agency Wide Ground Maintenance Services
HACA-19-P-02

BUDGETED ITEM: Yes

TOTAL COST: 322,011.04

ACTION

The Board is asked to Approve Resolution No. 2770 to enter into the 3rd year renewal contract with Unity Contractor Services to Agency wide ground maintenance; contract not to exceed 322,011.04.

SUMMARY

Background:

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

Process:

Request for Proposals was issued on November 24, 2019. Thirty proposals were emailed, downloaded, or picked up. On January 6, 2020, the Housing Authority opened and publicly read the six proposals received under this invitation. The received proposals were evaluated by a committee and the proposal of Unity Contractors was deemed the most responsive and responsible.

Staff Recommendation:

Unity's performance under the contract scope has been satisfactory. Staff's recommendation is to exercise the option to award a renewal contract to Unity Contractors which includes a 4% 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 will continue to provide weekly services to all of our properties to ensure all the grounds stay mowed and manicured.

ATTACHMENTS:

- ▣ **ATTACHMENT:01 BIDDERS' QUALIFICATIONS**
- ▣ **ATTACHMENT:02 TABULATIONS**
- ▣ **ATTACHMENT:03 EVALUATIONS**

RESOLUTION NO. 02770

Approving the Award of Renewal Contract for Agency Wide Ground Maintenance Services HACA-19-P-0234

WHEREAS, on July 16, 2020 the Housing Authority of the City of Austin after reviewing all proposals for this service awarded a contract to Unity Contractor Services for Agency wide ground maintenance services, and

WHEREAS, it is the recommendation of the President & CEO that this contract with Unity Contractor Services be renewed for the third year with a 4% increase. Total contract amount not to exceed \$322,011.04.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

The Housing Authority of the City of Austin Board of Commissioners agree to renew the contract with Unity Contractor Services to provide agency wide ground maintenance services this 20th day of October, 2022.

PASSED, APPROVED AND ADOPTED this 20th day of October, 2022.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



UNITY CONTRACTOR SERVICES, INC.

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

STATEMENT OF BIDDER'S QUALIFICATIONS

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

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

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

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

Contracts in Progress:

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

8. General character of work performed by your company:

Unity has always performed with the highest degree of character

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

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

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



UNITY CONTRACTOR SERVICES, INC.

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

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

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

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

- Barksdale Air Force Base – 41 Vandenberg Ave Shreveport LA 71111 Marla Poirer
318- 456-6833 Air Operations Command Center Full renovation and expansion of
55,000 SF Facility
- Barksdale Air Force Base – 41 Vandenberg Ave Shreveport LA 71111 Marla Poirer
318- 456-6833 Prep & Painting of multiple Military Buildings & Dormitories
- Ft. Hood Army Base – Jose Gonzalez 254-436-1380 complete renovation to a 28,500
SF motor pool building. Mechanical, Electrical, Plumbing, HVAC, Fire Protection,
Rough Carpentry, Framing, Site Management.

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

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

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

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

SITES	Vendor #1		Vendor #2		Vendor #3		Vendor #4		Vendor #5		Vendor #6	
	MB Landscape Solutions		A-Class Land Services		Grass Shepherd LLC		Cutrite		Maldonado Nursery & Landscaping		Unity Contractor Services, Inc	
1507 S. IH 35	\$ 35.00	\$ 1,820.00	\$ 95.00	\$ 4,940.00	\$ 34.00	\$ 1,768.00	\$ 145.92	\$ 7,587.84	\$ 82.56	\$ 4,293.12	\$ 35.00	\$ 1,820.00
1503 S. IH 35	\$ 35.00	\$ 1,820.00	\$ 95.00	\$ 4,940.00	\$ 34.00	\$ 1,768.00	\$ 145.92	\$ 7,587.84	\$ 67.97	\$ 3,534.44	\$ 35.00	\$ 1,820.00
1124 South I-35	\$ 210.00	\$ 10,920.00	\$ 450.00	\$ 23,400.00	\$ 222.56	\$ 11,573.12	\$ 663.92	\$ 34,523.84	\$ 116.33	\$ 6,049.16	\$ 145.00	\$ 7,540.00
1144 Airport Blvd	\$ 170.00	\$ 8,840.00	\$ 250.00	\$ 13,000.00	\$ 161.84	\$ 8,415.68	\$ 774.18	\$ 40,257.36	\$ 177.41	\$ 9,225.32	\$ 145.00	\$ 7,540.00
1100 South I-35	\$ 98.00	\$ 5,096.00	\$ 95.00	\$ 4,940.00	\$ 92.00	\$ 4,784.00	\$ 129.92	\$ 6,755.84	\$ 94.49	\$ 4,813.48	\$ 35.00	\$ 1,820.00
85 Trinity Street	\$ 90.00	\$ 4,680.00	\$ 295.00	\$ 15,340.00	\$ 84.00	\$ 4,368.00	\$ 286.02	\$ 14,873.04	\$ 106.36	\$ 5,530.72	\$ 145.00	\$ 7,540.00
1941 Gaston Place	\$ 90.00	\$ 4,680.00	\$ 310.00	\$ 16,120.00	\$ 92.00	\$ 4,784.00	\$ 244.22	\$ 12,699.44	\$ 68.25	\$ 3,549.00	\$ 95.00	\$ 4,940.00
2300 W. Northloop	\$ 75.00	\$ 3,900.00	\$ 285.00	\$ 14,820.00	\$ 75.00	\$ 3,900.00	\$ 382.17	\$ 19,872.84	\$ 326.94	\$ 17,000.88	\$ 75.00	\$ 3,900.00
6113 Buffalo Pass	\$ 99.00	\$ 5,148.00	\$ 280.00	\$ 14,560.00	\$ 120.00	\$ 6,240.00	\$ 446.92	\$ 23,239.84	\$ 115.10	\$ 5,985.20	\$ 145.00	\$ 7,540.00
9120 Northgate Blvd.	\$ 110.00	\$ 5,720.00	\$ 450.00	\$ 23,400.00	\$ 205.00	\$ 10,660.00	\$ 479.22	\$ 24,919.44	\$ 138.09	\$ 7,180.68	\$ 195.00	\$ 10,140.00
2001 Rosewood	\$ 265.00	\$ 13,780.00	\$ 365.00	\$ 18,980.00	\$ 250.00	\$ 13,000.00	\$ 621.92	\$ 32,339.84	\$ 200.81	\$ 10,442.12	\$ 195.00	\$ 10,140.00
1143 Salina	\$ 90.00	\$ 4,680.00	\$ 325.00	\$ 16,900.00	\$ 84.00	\$ 4,368.00	\$ 222.37	\$ 11,563.24	\$ 107.59	\$ 5,594.68	\$ 45.00	\$ 2,340.00
1801 East 4th Street	\$ 350.00	\$ 18,200.00	\$ 300.00	\$ 15,600.00	\$ 347.80	\$ 18,085.60	\$ 306.92	\$ 15,959.84	\$ 730.81	\$ 38,002.12	\$ 295.00	\$ 15,340.00
6328 Shadowbend	\$ 150.00	\$ 7,800.00	\$ 425.00	\$ 22,100.00	\$ 150.00	\$ 7,800.00	\$ 739.82	\$ 38,470.64	\$ 729.75	\$ 37,947.00	\$ 295.00	\$ 15,340.00
1438 Coronado Hills	\$ 170.00	\$ 8,840.00	\$ 325.00	\$ 16,900.00	\$ 165.00	\$ 8,580.00	\$ 446.92	\$ 23,239.84	\$ 148.81	\$ 7,738.12	\$ 195.00	\$ 10,140.00
110 Boles	\$ 320.00	\$ 16,640.00	\$ 495.00	\$ 25,740.00	\$ 300.00	\$ 15,600.00	\$ 877.82	\$ 45,646.64	\$ 649.16	\$ 33,756.32	\$ 145.00	\$ 7,540.00
3628 Manchaca	\$ 99.00	\$ 5,148.00	\$ 350.00	\$ 18,200.00	\$ 130.00	\$ 6,760.00	\$ 628.07	\$ 32,659.64	\$ 514.61	\$ 26,759.72	\$ 145.00	\$ 7,540.00
2341 Corta Street	\$ 350.00	\$ 18,200.00	\$ 350.00	\$ 18,200.00	\$ 225.00	\$ 11,700.00	\$ 446.92	\$ 23,239.84	\$ 208.51	\$ 10,842.52	\$ 295.00	\$ 15,340.00
1203 Cumberland	\$ 545.00	\$ 28,340.00	\$ 1,385.00	\$ 72,020.00	\$ 660.00	\$ 34,320.00	\$ 1,748.50	\$ 90,922.00	\$ 268.95	\$ 13,985.40	\$ 590.00	\$ 30,680.00
8426 Goldfinch	\$ 365.00	\$ 18,980.00	\$ 810.00	\$ 42,120.00	\$ 435.00	\$ 22,620.00	\$ 1,163.00	\$ 60,476.00	\$ 302.03	\$ 15,705.56	\$ 690.00	\$ 35,880.00
1201 W. Live Oak	\$ 520.00	\$ 27,040.00	\$ 425.00	\$ 22,100.00	\$ 495.00	\$ 25,740.00	\$ 1,677.00	\$ 87,204.00	\$ 302.03	\$ 15,705.56	\$ 695.00	\$ 36,140.00
905 Bedford	\$ 520.00	\$ 27,040.00	\$ 1,300.00	\$ 67,600.00	\$ 633.00	\$ 32,916.00	\$ 1,885.00	\$ 98,020.00	\$ 712.26	\$ 37,037.52	\$ 890.00	\$ 46,280.00
2989 East 51st Street QRTL	\$ 1,200.00	\$ 4,800.00	\$ 1,100.00	\$ 4,400.00	\$ 183.00	\$ 732.00	\$ 1,375.00	\$ 5,500.00	\$ 1,133.58	\$ 4,534.32	\$ 300.00	\$ 1,200.00
WEEKLY BILLING RATE	\$ 4,756.00		\$ 9,460.00		\$ 4,995.20		\$ 14,462.67		\$ 6,168.82		\$ 5,525.00	
ANNUAL COST	\$ 252,112.00		\$ 496,320.00		\$ 260,482.40		\$ 757,558.84		\$ 325,312.96		\$ 288,500.00	
2nd year cost	\$ 264,717.60		\$ 506,246.40		\$ 264,389.64		\$ 772,710.02		\$ 333,445.78		\$ 288,500.00	
% Annual renewal	5%		2%		1.50%		2%		2.50%		0%	

Bid Official: Nora Morales

Date: 1/6/2020

Official Witness: Jeffrey Lyon

Date: 1/6/2020



Housing Authority of the City of Austin

Established in 1937

Interoffice memo

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

Background

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

Results from Evaluation

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

1. Cost –Unity’s contract, \$285,000 annually, offers additional services (see below) and a flat rate cost that will not increase at renewal. This allows the agency to project future costs more effectively, making Unity the most cost effective over time.
2. Services – In Unity’s bid proposal, they include additional services for our Tax credit Properties at no additional cost. The additional services are; Shrub Trimming, Mulch replenishing twice a year, Flowerbed maintenance, maintenance of the sites irrigation system, Gutter clean out once a year, and tree assessments for property PHAS prep.
3. Experience – Unity demonstrated that they have the most experience when working with Low Income Housing providers. They understand what it takes to have a property ready for a variety of upcoming inspections and make the Agency a top priority.

Grounds Bid Proposal Evaluation - Phillip Schaffino (1)
Grounds

Evaluation	Vendor #1	Vendor #2	Vendor #3	Vendor #4
Criteria	MB Landscape	A-Class Land Services	Grass Shepherd LLC	Cutrite
Demonstrated Capability to Provide the Services Requested in the Proposal (up to 30 Points)	10 Comments	0 Comments	30 Comments	30 Comments
	They didn't provide any reference or job history.	Provided zero info to determine their capability.	Provided what they offer their clients and is what HACA needs.	Made detailed scope of work for every and seems very capable of executing it
Documented Past Experience and Performance (up to 20 points)	5 Comments	0 Comments	20 Comments	20 Comments
	19 years of experience but no documentation.	No documentation on past experience.	Gave references and provided certifications.	20 years experience. Still have ongoing contracts with clients.
Cost Effectiveness (up to 20 points)	20 Comments	5 Comments	10 Comments	0 Comments
	Out of the six vendors, they had the best price, but it might not be a good thing.	They are second highest in price.	price is second lowest.	Price is just to high.
Staff Qualifications and Experience (up to 20 points)	10 Comments	0 Comments	15 Comments	20 Comments
	Did not provide any staff qualifications.	No documentation on staff qualifications.	gave references and listed services.	Provided staff qualifications.
Minority/Woman-Owned Business Enterprise (MWBE) (up to 10 points)	5 Comments	5 Comments	5 Comments	5 Comments
	Its minority owned.	Its minority owned.	Its minority owned.	Its minority owned.
TOTAL	50	10	80	75

RECOMMENDED AGENCY ☐ 1 **Unity Contractor Services, Inc** ☐ 2 **Grass Shepherd LLC** ☐ 3 **Maldonado Nursery & Landscaping**

Phillip Schaffino 6/2/2020

EVALUATOR

First & Last Name

Date

Bid Proposal Evaluation Matrix

Vacancy Cleaning HACA-19-P-0232

Evaluation	Vendor #1		Vendor #2		Vendor #3		Vendor #4	
Criteria	MB Landscape		A-Class Land Services		Grass Shepherd LLC		Cutrite	
Demonstrated Capability to Provide the Services Requested in the Proposal (up to 30 Points)	15	Comments		Comments	15	Comments		Comments
	No garden or shrub trimming in bid.				No garden or shrub trimming in bid.			
Documented Past Experience and Performance (up to 20 points)	10	Comments		Comments	0	Comments		Comments
	Only in business since 2016				Vendor did not provide documentation on past experience or performance.			
Cost Effectiveness (up to 20 points)	14	Comments	8	Comments	17	Comments	5	Comments
	Annual Cost is \$252,112 with 5% Annual renewal		Annual Cost is \$496,320 with 2% Annual renewal		Annual Cost is \$260,482 with 1.5% Annual renewal		Annual Cost is \$757,558 with 2% renewal	
Staff Qualifications and Experience (up to 20 points)	20			Comments	0	Comments		Comments
	Company is well documented on Staff experience				Vendor did not provide documentation on staff qualification.			
Minority/Woman-Owned Business Enterprise (MWBE) (up to 10 points)	10	Comments	10	Comments	10	Comments	10	Comments
	Yes		Yes		Yes			
TOTAL	69		NA		42		NA	

RECOMMENDED AGENCY	1	Unity Contractor Services, Inc	2	Maldonado Nursery & Landscaping	3	MB Landscape
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Frank Garcia 5/12/2020

EVALUATOR

First & Last Name

Date _____

Evaluation	Vendor #1		Vendor #2		Vendor #3		Vendor #4		Vendor	
Criteria	A-Class Lawn Service		Curtis LLC		Grass Shepherd LLC		Maldonado Nursery & Landscaping Inc		MB Landsc	
Demonstrated Capability to Provide the Services Requested in the Proposal (up to 20 Points)	20	Comments	20	Comments	20	Comments	20	Comments	20	Comments
	Did not demonstrate ability to provide services		Adequate demonstration of ability to provide services		Did not elaborate on ability to provide the services at the scale requested		Demonstrated extensive ability to provide services		Demonstrated ability to provide services	
Documented Past Experience and Performance (up to 20 points)	20	Comments	20	Comments	20	Comments	20	Comments	20	Comments
	No listed previous or current work on projects		Listed 2,700,000 sq ft of previous experience with 2015		Past experience documented but seems to be more in landscaping installations and small commercial projects		Significant past experience documented such as 100's and 1000's exceeding \$5 million in January 2020 listed \$45 million total sales in 2019		Listed linked contact and information. Listed work on companies	
Cost Effectiveness (up to 20 points)	20	Comments	20	Comments	20	Comments	20	Comments	20	Comments
	Total annual cost is \$476,332 with 2% annual interest increase		Total annual cost is \$570,000 with 2.5% annual interest increase		Total annual cost is \$148,352 with 3.5% annual interest increase		Total annual cost is \$178,000 with 2.5% annual interest increase		Total annual cost is \$287,200 annual interest	
Staff Qualifications and Experience (up to 20 points)	20	Comments	20	Comments	20	Comments	20	Comments	20	Comments
	No listed staff qualifications or experience		Listed staff qualifications in experience listed outside of the 2 staff owners who listed 85 years of combined experience		Listed staff qualifications or experience listed outside of the 2 staff owners who are working since 2015		Yes, listed significant owner and staff qualifications and experience ranging from architecture to equipment and safety training and 35 years of experience		Listed staff qualifications listed outside of the staff 35 years of experience	
Minority/Woman-Owned Business Enterprise (MWBE) (up to 20 points)	20	Comments	20	Comments	20	Comments	20	Comments	20	Comments
	N/A & N/A		N/A		N/A		N/A		N/A	
TOTAL	80		80		80		80		80	

RECOMMENDED AGENCY

1

Unity Contractor Services Inc

2

Maldonado Nursery & Landscaping Inc

3

MB Landscape

EVALUATOR

Stephane Lambour

5/28/2020

First & Last Name

Date

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02767

PATHWAYS ASSET MANAGEMENT

ITEM NO. 7.

MEETING DATE: October 20, 2022

STAFF CONTACT: Barbara Chen, Chief Financial Officer

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02767: Approval of the Pathways Asset Management, Inc. Property Budgets for Calendar Year 2023

BUDGETED ITEM: Yes

TOTAL COST: N/A

ACTION

The Board is being asked to approve the proposed Calendar Year 2023 budgets for each of the 15 Project Based Rental Assistance (PBRA) properties in the Pathways Asset Management, Inc (PAMI) portfolio.

SUMMARY

Background:

Each October the U.S. Department of Housing and Urban Development (HUD) provides an Operating Cost Adjustment Factor (OCAF) which sets the rent increase for each property. The OCAF is based on the current state of expenses and inflation. The resulting OCAF rent increase takes effect on the property's contract effective date during the following year. All but one of PAMI's properties have November 1st or December 1st effective dates. Therefore PAMI properties do not receive the OCAF revenue increase until the eleventh or twelfth month of the year, even though the expense increases exist throughout the year. Essentially, PAMI properties will operate with a 2022 revenue increase to pay for 2023 expenses. For many years, those numbers have been very close. However, for 2023 revenue will increase by 2.6% while expenses increase by 8.1%.

In addition, 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 the current economic climate, inflation, staffing challenges and the

potential ongoing impact on 2023 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 safe workplace for staff.

Key Points to Note:

1. With Rosewood undergoing redevelopment, the CY 2023 budgets reflect 15 properties.
2. Properties are required to budget for 3.5% revenue loss for vacancy (unoccupied days). Across the portfolio that would be \$529,817. However, historically we are below 2.5% revenue loss for vacancy which is only \$378,441. This would increase our revenue by \$151,376.
3. The overall portfolio is budgeted to have a \$208,889 cash flow after all expenses and debt payments.
4. The total debt payments for the properties (principal and interest) is \$2,995,790.
5. The debt service coverage ratio for the portfolio is 1.07 and all but two properties meet the requirements of our lenders and investors. We anticipate that the actual revenue loss for vacancy will be less than the budgeted 3.5% allowing them to meet the lender and investor requirements.
6. Key increases this year include the following:
 - a. Insurance – 12%
 - b. Maintenance Contracts 9%
 - c. Maintenance Materials 8%
 - d. Security 12%
 - e. Salaries and Benefits 12%

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 2023 calendar year budgets for all 15 properties.

ATTACHMENTS:

- **CY2023 Property Budgets**

RESOLUTION NO. 02767

**APPROVAL OF THE PATHWAYS ASSET MANAGEMENT, INC PROPERTY BUDGETS
FOR CALENDAR YEAR 2023**

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development and the lenders recommend 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 2023 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 20th day of October, 2022.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 5,325,189	\$ 5,126,368	\$ 5,225,778	\$ 99,410	1.9%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rental Charges	\$ 980	\$ -	\$ -	\$ -	0.0%	
Rent Permanent Loss	\$ (93,226)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 44,473	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (109,201)	\$ (516,418)	\$ (529,817)	\$ (13,399)	2.6%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (446,361)	\$ (295,082)	\$ (302,753)	\$ (7,671)	2.6%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 8,195	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 30,943	\$ -	\$ 29,979	\$ 29,979	0.0%	
Maintenance/Damages Chargeback Income	\$ 147,822	\$ -	\$ 156,169	\$ 156,169	0.0%	Budget at \$0 to allow for any collection as additional income.
Late Fee	\$ 55,922	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Cable	\$ 43,995	\$ -	\$ 43,950	\$ 43,950	0.0%	
Cable/Internet Charge	\$ 9,540	\$ -	\$ 9,540	\$ 9,540	0.0%	
Non-Dwelling Rental	\$ 65,009	\$ 68,656	\$ 68,656	\$ -	0.0%	
Excess Utilities	\$ 12,104	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 5,095,386	\$ 4,383,524	\$ 4,701,501	\$ 317,978	7.3%	
Operating Grants						
HAP Subsidy	\$ 8,855,800	\$ 9,628,087	\$ 9,911,857	\$ 283,770	2.9%	2022 Rent Schedule = \$95,403 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 85,987	\$ -	\$ 38,761	\$ 38,761	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 13,611	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Repayment Agreement Expense Recovery	\$ 2,375	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 8,957,773	\$ 9,628,087	\$ 9,950,617	\$ 322,531	3.3%	
Interest Income						
Interest on Bank Accounts	\$ 9,559	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Rehab/Repair Reserve	\$ 20	\$ -	\$ -	\$ -	0.0%	
Interest on Replacement Reserve	\$ 15,822	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 25,400	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
NSF Charges	\$ 90	\$ -	\$ -	\$ -	0.0%	
Bulk Trash Revenue	\$ -	\$ -	\$ 700	\$ 700	0.0%	Recycling
Other Income - Misc	\$ 204,324	\$ 135,116	\$ 49,975	\$ (85,141)	-63.0%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 204,413	\$ 135,116	\$ 50,675	\$ (84,441)	-62.5%	
Total Revenue	\$ 14,282,973	\$ 14,146,726	\$ 14,702,793	\$ 556,067	3.9%	
EXPENSES		\$ 14,146,726	\$ 14,702,793	\$ 556,067	3.9%	
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 1,062,665	\$ 1,280,222	\$ 1,335,340	\$ 55,118	4.3%	Salary costs for 11 Property Managers and 16 Assistant Property Managers
Admin Salaries - Temp	\$ 104,398	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ 2,450	\$ 2,500	\$ 2,500	\$ (0)	0.0%	
Incentive Pay	\$ -	\$ 44,820	\$ -	\$ (44,820)	-100.0%	
Compensated Absences	\$ 164,780	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 1,334,294	\$ 1,327,542	\$ 1,337,840	\$ 10,298	0.8%	
Legal Expense						
Legal Expense	\$ 247,321	\$ 81,936	\$ 96,476	\$ 14,540	17.7%	
Court Costs	\$ 16,116	\$ 15,784	\$ 20,181	\$ 4,397	27.9%	

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Legal Expenses	\$ 263,438	\$ 97,720	\$ 116,657	\$ 18,937	19.4%	
Travel & Training						
Staff Training	\$ 40,847	\$ 30,884	\$ 38,667	\$ 7,783	25.2%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus COS, TCS, CAMT and HVAC Training
Travel - Car Transportation	\$ 50	\$ -	\$ -	\$ -	0.0%	
Travel - Mileage	\$ -	\$ 350	\$ 601	\$ 251	71.7%	
Misc Travel	\$ 14	\$ -	\$ -	\$ -	0.0%	
Total Travel & Training	\$ 40,912	\$ 31,234	\$ 39,268	\$ 8,034	25.7%	
Auditing Fees						
Auditing Fees	\$ 41,496	\$ 57,331	\$ 99,972	\$ 42,641	74.4%	
Total Audit Fees	\$ 41,496	\$ 57,331	\$ 99,972	\$ 42,641	74.4%	
Office Expenses						
Office Supplies	\$ 15,885	\$ 10,910	\$ 10,880	\$ (30)	-0.3%	
Postage, Couriers, Express Mail	\$ 5,069	\$ 5,320	\$ 5,216	\$ (104)	-2.0%	
Printing	\$ -	\$ 1,445	\$ 1,410	\$ (35)	-2.4%	
Advertising and Marketing	\$ -	\$ 755	\$ 755	\$ (0)	0.0%	
Membership Dues and Fees	\$ 1,250	\$ 280	\$ 480	\$ 200	71.4%	
Telephone	\$ 111,261	\$ 132,740	\$ 151,931	\$ 19,191	14.5%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Internet / Cable	\$ 93,602	\$ 96,212	\$ 99,886	\$ 3,674	3.8%	Cost of Bulk Cable for residents at Lakeside, Gaston Place and North Loop. The cable portion is offset by revenue from residents who select to have the cable.
Office Custodial	\$ 336	\$ 200	\$ 240	\$ 40	20.0%	
Computer Equipment	\$ 396	\$ -	\$ 396	\$ 396	0.0%	
Equipment Leases	\$ 15,753	\$ 24,271	\$ 22,845	\$ (1,427)	-5.9%	Cost of leasing Toshiba copiers in each office space. Rate is \$135.09 / month.
Office Equipment/Furniture	\$ 4,042	\$ 1,550	\$ 1,650	\$ 100	6.4%	
Office Equipment Repair	\$ -	\$ 101	\$ 100	\$ (1)	-1.0%	

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Admin Contractors	\$ -	\$ 9,732	\$ -	\$ (9,732)	-100.0%	
Meeting	\$ 235	\$ 150	\$ 150	\$ -	0.0%	
Misc. Expenses	\$ 7,208	\$ 25	\$ 25	\$ -	0.0%	
Bank Charges	\$ 3,597	\$ 1,500	\$ 1,546	\$ 46	3.1%	Greystone properties are assessed a \$250 annual fee for processing the Reserve for Replacement accounts.
Answering Service	\$ 11,365	\$ 10,156	\$ 12,000	\$ 1,844	18.2%	After hours call service which handles emergency maintenance calls.
Consultants	\$ 10,992	\$ -	\$ 10,952	\$ 10,952	0.0%	
Criminal Check	\$ 11,918	\$ -	\$ 486	\$ 486	0.0%	
Employee Physical /Drug Test	\$ -	\$ 245	\$ 145	\$ (100)	-40.8%	
Interpreter Fee	\$ 3,912	\$ 6,300	\$ 6,550	\$ 250	4.0%	
Software	\$ 96,447	\$ 104,132	\$ 77,808	\$ (26,324)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 1,900	\$ 1,950	\$ 50	2.6%	
Permits, Licenses & Certificates	\$ 250	\$ -	\$ -	\$ -	0.0%	
Annual Compliance Fee	\$ 4,000	\$ 18,280	\$ 18,280	\$ -	0.0%	TDHCA Compliance Fee (\$40 / Unit) for LIHTC properties only
Collection Agency Fees	\$ 886	\$ 1,000	\$ -	\$ (1,000)	-100.0%	
Total Office Expenses	\$ 398,490	\$ 427,204	\$ 425,680	\$ (1,524)	-0.4%	
Management Fees						
Management Fees	\$ 573,300	\$ 565,869	\$ 588,112	\$ 22,242	3.9%	
Partnership Management Fees	\$ 8,695	\$ 14,314	\$ 9,548	\$ (4,766)	-33.3%	Partnership Fee for LIHTC properties only
Admissions Fees	\$ -	\$ 137,576	\$ -	\$ (137,576)	-100.0%	
Asset Management Fees	\$ -	\$ 5,318	\$ 10,335	\$ 5,017	94.3%	RBC Asset Management Fee for LIHTC properties only
Total Management Fees	\$ 581,995	\$ 723,077	\$ 607,994	\$ (115,083)	-15.9%	
Total Administrative Expenses	\$ 2,660,624	\$ 2,664,109	\$ 2,627,412	\$ (36,697)	-1.4%	
Tenant Services						
Tenant Services- Other						
Tenant Rent Incentives	\$ -	\$ 500	\$ -	\$ (500)	-100.0%	

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Tenant Participation - Residents Council	\$ 10,388	\$ 22,410	\$ 22,410	\$ -	0.0%	\$15 / unit to be controlled by the Resident Council.
Tenant Participation - HACA	\$ 1,389	\$ 14,940	\$ 14,940	\$ 0	0.0%	\$10 / unit to be controlled by Resident Council with HACA input.
Tenant Relocation Costs	\$ 12,296	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 24,073	\$ 37,850	\$ 37,350	\$ (500)	-1.3%	
Total Tenant Services	\$ 35,323	\$ 37,850	\$ 37,350	\$ (500)	-1.3%	
Utilities						
Water	\$ 1,319,569	\$ 1,196,000	\$ 1,218,000	\$ 22,000	1.8%	
Electricity	\$ 420,112	\$ 392,000	\$ 416,000	\$ 24,000	6.1%	
Gas	\$ 719,310	\$ 517,300	\$ 574,000	\$ 56,700	11.0%	
Total Utilities	\$ 2,458,991	\$ 2,105,300	\$ 2,208,000	\$ 102,700	4.9%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 964,384	\$ 1,000,972	\$ 1,155,610	\$ 154,637	15.4%	Salaries for 14 Lead Maintenance and 11 Maintenance Tech positions
Ordinary Maint. & Operations- Labor OT	\$ 86,504	\$ 73,869	\$ 49,950	\$ (23,919)	-32.4%	
Ordinary Maint. & Operations- Labor Temp	\$ 115,378	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 96,471	\$ -	\$ 76,530	\$ 76,530	0.0%	Standby pay for after hours emergency maintenance calls.
Prop. Mgmt. Maintenance Labor	\$ 5,608	\$ -	\$ -	\$ -	0.0%	
Total Maintenance Labor	\$ 1,268,345	\$ 1,074,842	\$ 1,282,090	\$ 207,248	19.3%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 20,059	\$ 30,683	\$ 29,233	\$ (1,450)	-4.7%	
Materials - Electrical	\$ 52,686	\$ 38,100	\$ 43,550	\$ 5,450	14.3%	
Materials - Plumbing	\$ 53,196	\$ 43,350	\$ 46,850	\$ 3,500	8.1%	
Materials - Lawn Care/ Grounds	\$ 6,360	\$ 11,200	\$ 9,300	\$ (1,900)	-17.0%	
Materials - Tools & Equipment	\$ 10,645	\$ 18,554	\$ 17,915	\$ (639)	-3.4%	
Materials - Air Conditioning / HVAC	\$ 66,837	\$ 47,900	\$ 56,950	\$ 9,050	18.9%	
Materials - Gas & Oil	\$ 26,648	\$ 13,925	\$ 20,425	\$ 6,500	46.7%	
Materials - Auto Parts	\$ 1,768	\$ 2,880	\$ 2,880	\$ (0)	0.0%	
Materials - Exterior Lighting	\$ 32,009	\$ 10,650	\$ 9,150	\$ (1,500)	-14.1%	

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Paint and Painting Supplies	\$ 73,933	\$ 63,550	\$ 72,600	\$ 9,050	14.2%	
Materials - Flooring & Ceiling	\$ 13,101	\$ 14,300	\$ 15,200	\$ 900	6.3%	
Materials - Glass & Window	\$ 3,917	\$ 13,850	\$ 10,300	\$ (3,550)	-25.6%	
Materials - Windows Covering	\$ 30,778	\$ 30,300	\$ 30,150	\$ (150)	-0.5%	
Materials - Appliances & Parts	\$ 51,901	\$ 41,150	\$ 54,026	\$ 12,876	31.3%	
Materials - Smoke/Fire/Burglar Alarms	\$ 14,859	\$ 12,850	\$ 12,200	\$ (650)	-5.1%	
Materials - Roofing	\$ 90	\$ 800	\$ 500	\$ (300)	-37.5%	
Materials - Hardware/Locks	\$ 28,470	\$ 20,950	\$ 23,250	\$ 2,300	11.0%	
Materials - Safety Equipment	\$ 8,405	\$ 11,025	\$ 9,000	\$ (2,025)	-18.4%	
Materials - Pest Control	\$ 3,233	\$ 3,350	\$ 3,850	\$ 500	14.9%	
Materials - Lumber Sheetrock	\$ 3,902	\$ 6,600	\$ 5,850	\$ (750)	-11.4%	
Materials - Doors	\$ 23,840	\$ 23,450	\$ 20,900	\$ (2,550)	-10.9%	
Materials - Fencing	\$ 300	\$ 2,975	\$ 2,725	\$ (250)	-8.4%	
Materials - Refrigerators	\$ 2,850	\$ -	\$ -	\$ -	0.0%	
Materials - Ranges	\$ 1,044	\$ -	\$ -	\$ -	0.0%	
Materials - Dishwashers	\$ 682	\$ -	\$ 450	\$ 450	0.0%	
Materials - Reasonable Accommodations	\$ 1,586	\$ 9,250	\$ 7,400	\$ (1,850)	-20.0%	
Materials - Water Heaters/Boilers & Parts	\$ 1,247	\$ 7,850	\$ 4,900	\$ (2,950)	-37.6%	
Materials - Countertops /Cabinets	\$ 542,949	\$ 487,668	\$ 5,425	\$ (311,630)	-32.2%	
Materials - Tenant Property Damage	\$ 4,936	\$ -	\$ 140,552	\$ 140,552	0.0%	
Total Materials	\$ 1,082,232	\$ 967,161	\$ 655,531	\$ (311,630)	-32.2%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 267,703	\$ 368,165	\$ 385,599	\$ 17,434	4.7%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 73,374	\$ 51,235	\$ 68,257	\$ 17,022	33.2%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 63,248	\$ 39,650	\$ 53,850	\$ 14,200	35.8%	
Contracts - Elevator Maint.	\$ 26,947	\$ 50,318	\$ 50,315	\$ (3)	0.0%	Cost for preventative elevator maintenance, plus 15% for additional needed repairs at Lakeside, Gaston Place and North Loop.

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Landscape/Grounds	\$ 217,324	\$ 309,756	\$ 289,687	\$ (20,068)	-6.5%	Budgeted for 12.5% increase in weekly grounds contract plus additional costs for mulch, new plants and other landscaping.
Contracts - Tree Trimming	\$ 27,080	\$ 102,246	\$ 100,446	\$ (1,800)	-1.8%	
Contracts - Make Ready	\$ 273,309	\$ 124,102	\$ 169,560	\$ 45,458	36.6%	
Contracts - Carpet Cleaning & Repair	\$ 3,433	\$ 10,450	\$ 1,500	\$ (8,950)	-85.6%	
Contracts - Electrical Contracts	\$ 35,579	\$ 17,800	\$ 23,250	\$ 5,450	30.6%	
Contracts - Plumbing Contracts	\$ 300,984	\$ 129,650	\$ 159,200	\$ 29,550	22.8%	
Contracts - Pest Control	\$ 142,098	\$ 166,125	\$ 169,834	\$ 3,709	2.2%	Annual pest control contracts with Worldwide Pest Control and Heat Wave. Includes monthly treatments, plus additional bed bug heat treatments, roach clean outs and rodent treatments.
Contracts - Janitorial Contracts	\$ 110,334	\$ 47,494	\$ 85,597	\$ 38,103	80.2%	
Contracts - Fire Protection	\$ 56,965	\$ 42,902	\$ 44,700	\$ 1,798	4.2%	
Contracts - Door & Window Repairs	\$ 36,092	\$ 12,700	\$ 12,950	\$ 250	2.0%	
Contracts - Building & Equipment Repairs	\$ 43,524	\$ 16,400	\$ 12,100	\$ (4,300)	-26.2%	
Contracts - Painting	\$ 15,130	\$ 6,100	\$ 6,050	\$ (50)	-0.8%	
Contracts - Equipment Rental	\$ 1,004	\$ 1,550	\$ 550	\$ (1,000)	-64.5%	
Contracts - Maintenance & Repairs	\$ 9,027	\$ -	\$ -	\$ -	0.0%	
Contracts - Key & Lock Services	\$ 1,373	\$ 2,150	\$ 2,350	\$ 200	9.3%	
Contract - Vehicle Repairs/ Maintenance	\$ 14,689	\$ 13,250	\$ 11,900	\$ (1,350)	-10.2%	
Contracts - Asbestos Abatement	\$ 4,148	\$ 2,055	\$ 1,855	\$ (200)	-9.7%	
Contracts - Uniforms	\$ 10,417	\$ 6,650	\$ 9,769	\$ 3,119	46.9%	Cost of uniforms for the Maintenance Staff.
Contract - Reasonable Accommodations	\$ 7,442	\$ 7,175	\$ 7,975	\$ 800	11.1%	
Contracts - Water Treatment Services	\$ -	\$ 4,920	\$ 4,920	\$ -	0.0%	
Contract - Flooring	\$ 20,648	\$ -	\$ 4,500	\$ 4,500	0.0%	
Contracts - Masonry Work	\$ 7,790	\$ 1,180	\$ 2,130	\$ 950	80.5%	
Contracts - Roofing	\$ 8,232	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 15,617	\$ 15,617	0.0%	
Total Maintenance Contracts	\$ 1,777,894	\$ 1,536,523	\$ 1,695,460	\$ 158,937	10.3%	
Total Ordinary Maintenance & Operations	\$ 4,128,470	\$ 3,578,526	\$ 3,633,080	\$ 54,555	1.5%	
Protective Services						

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Police Officers	\$ 205,382	\$ 211,100	\$ 202,800	\$ (8,300)	-3.9%	
Crime Prevention/Safety	\$ 11,088	\$ -	\$ -	\$ -	0.0%	
Police Liaison	\$ -	\$ 24,212	\$ 23,402	\$ (810)	-3.3%	
Protective Services- Equipments	\$ 42,555	\$ 26,808	\$ 25,747	\$ (1,061)	-4.0%	Star Security Burglar Alarm
Protective Services- Contracts	\$ 125,163	\$ 124,660	\$ 181,898	\$ 57,238	45.9%	
Prop Mgmt - Security Contracts/Services	\$ 1,821	\$ -	\$ -	\$ -	0.0%	
Total Protective Services	\$ 386,010	\$ 386,780	\$ 433,847	\$ 47,067	12.2%	
General Expenses						
Insurance						
Property Insurance	\$ 417,365	\$ 590,317	\$ 659,857	\$ 69,540	11.8%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 172,952	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 20,233	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 610,550	\$ 590,317	\$ 659,857	\$ 69,540	11.8%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 1,108,053	\$ 1,231,367	\$ 123,314	11.1%	Using formula of 47% of total salary costs for the overall budget, 12.5% of total salary costs to determine the PAMI portion and the balance as the property portion.
FICA Employers Share - Admin	\$ 85,606	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 93,870	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 298,285	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 259,424	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 139,372	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 156,758	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 3,728	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 4,909	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 1,739	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 1,501	\$ -	\$ -	\$ -	0.0%	

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Disability Insurance - Admin	\$ 2,886	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 2,556	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 784	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Maintenance	\$ 2	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 1,051,419	\$ 1,108,053	\$ 1,231,367	\$ 123,314	11.1%	
Interest Expense						
Interest on Notes Payable	\$ 2,093,430	\$ 2,089,927	\$ 2,052,211	\$ (37,716)	-1.8%	Annual interest expense for debt service based on the actual amortization statements for each property.
Total Interest Expense	\$ 2,093,430	\$ 2,089,927	\$ 2,052,211	\$ (37,716)	-1.8%	
Other General Expense						
Land Lease Expense	\$ 68,467	\$ 67,567	\$ 67,567	\$ 0	0.0%	
Tax Credit Fees Expense	\$ 5,000	\$ -	\$ 1,100	\$ 1,100	0.0%	Expense for Novogradac to prepare the LIHTC property taxes
Franchise Taxes	\$ 25,429	\$ 13,044	\$ 12,435	\$ (610)	-4.7%	Expense for the annual Franchise Tax for the LIHTC properties
Total Other General Expenses	\$ 98,896	\$ 80,611	\$ 81,101	\$ 491	0.6%	
Total General Expenses	\$ 3,854,295	\$ 3,868,908	\$ 4,024,537	\$ 155,629	4.0%	
Total Operating Expenses	\$ 13,523,713	\$ 12,641,472	\$ 12,964,227	\$ 322,755	2.6%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 759,260	\$ 1,505,254	\$ 1,738,567	\$ 233,312	15.5%	
Donations & Transfers						
Operating Transfers In	\$ (1,063,724)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (1,063,724)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 1,822,984	\$ 1,505,254	\$ 1,738,567	\$ 233,312	15.5%	
Debt Principal		\$ 905,865	\$ 943,579			Debt Principal payments for 2023 based on Amortization Statements for each property.

LIH Properties - Consolidated

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Replacement Reserve		\$ 572,380	\$ 586,099			Annual R4R deposit amounts with increase based on actual amounts through the HAP effective date. Balance of year shows increase using a factor of 1.025.
Balance		\$ 27,009	\$ 208,889			
Net Income		\$ 3,022,802	\$ 3,204,679			
Total Debt		\$ 2,995,792	\$ 2,995,790			Total debt is principal plus interest, based on Amortization Statements for each property
Debt Service Coverage Ratio		1.01	1.07			

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 318,905	\$ 303,021	\$ 310,963	\$ 7,942	2.6%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (49,812)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 162	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (17,407)	\$ (39,154)	\$ (40,169)	\$ (1,015)	2.6%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (2,289)	\$ (22,374)	\$ (22,954)	\$ (580)	2.6%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 664	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ -	\$ -	\$ 1,900	\$ 1,900	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 16,388	\$ -	\$ 10,816	\$ 10,816	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 1,494	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Tenant Revenue	\$ 268,106	\$ 241,493	\$ 260,555	\$ 19,062	7.9%	
Operating Grants						
HAP Subsidy	\$ 700,804	\$ 815,663	\$ 836,735	\$ 21,072	2.6%	2022 Rent Schedule = \$95,403 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 13,887	\$ -	\$ 6,944	\$ 6,944	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 4,076	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 232	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 718,999	\$ 815,663	\$ 843,679	\$ 28,016	3.4%	
Interest Income						
Interest on Bank Accounts	\$ 179	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Replacement Reserve	\$ 1,137	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 1,316	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Bulk Trash Revenue	\$ -	\$ -	\$ 700	\$ 700	0.0%	Recycling
Other Income - Misc	\$ 94	\$ 2,942	\$ 750	\$ (2,192)	-74.5%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 94	\$ 2,942	\$ 1,450	\$ (1,492)	-50.7%	
Total Revenue	\$ 988,514	\$ 1,060,098	\$ 1,105,684	\$ 45,585	4.3%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 41,779	\$ 88,635	\$ 101,528	\$ 12,893	14.5%	
Admin Salaries - Temp	\$ 33,950	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ 333	\$ 250	\$ 250	\$ -	0.0%	
Incentive Pay	\$ -	\$ 2,910	\$ -	\$ (2,910)	-100.0%	
Compensated Absences	\$ 5,516	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 81,579	\$ 91,795	\$ 101,778	\$ 9,983	10.9%	
Legal Expense						
Legal Expense	\$ 2,708	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%	
Court Costs	\$ 716	\$ 500	\$ 1,500	\$ 1,000	200.0%	
Total Legal Expenses	\$ 3,424	\$ 5,500	\$ 5,500	\$ (0)	0.0%	
Travel & Training						
Staff Training	\$ 1,845	\$ 2,165	\$ 3,046	\$ 881	40.7%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS Training and 1 CAMT
Travel - Car Transportation	\$ 8	\$ -	\$ -	\$ -	0.0%	
Travel - Mileage	\$ -	\$ -	\$ 200	\$ 200	0.0%	
Total Travel & Training	\$ 1,853	\$ 2,165	\$ 3,246	\$ 1,081	49.9%	
Auditing Fees						
Auditing Fees	\$ -	\$ 1,481	\$ 2,000	\$ 519	35.0%	
Total Audit Fees	\$ -	\$ 1,481	\$ 2,000	\$ 519	35.0%	

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Office Expenses						
Office Supplies	\$ 1,247	\$ 300	\$ 500	\$ 200	66.7%	
Postage, Couriers, Express Mail	\$ 388	\$ 300	\$ 400	\$ 100	33.3%	
Membership Dues and Fees	\$ -	\$ 230	\$ 230	\$ (0)	0.0%	
Telephone	\$ 7,506	\$ 9,493	\$ 10,227	\$ 734	7.7%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Equipment Leases	\$ 1,081	\$ 1,701	\$ 1,631	\$ (70)	-4.1%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Office Equipment/Furniture	\$ 2,024	\$ -	\$ -	\$ -	0.0%	
Meeting	\$ 161	\$ -	\$ -	\$ -	0.0%	
Bank Charges	\$ 729	\$ 250	\$ 250	\$ 0	0.0%	Greystone Annual R4R Servicing Fee
Answering Service	\$ 743	\$ 659	\$ 779	\$ 120	18.2%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 779	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 333	\$ 1,000	\$ 500	\$ (500)	-50.0%	
Software	\$ 6,201	\$ 6,761	\$ 5,052	\$ (1,709)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Total Office Expenses	\$ 21,192	\$ 20,794	\$ 19,669	\$ (1,125)	-5.4%	
Management Fees						
Management Fees	\$ 38,920	\$ 42,404	\$ 44,227	\$ 1,823	4.3%	
Admissions Fees	\$ -	\$ 12,979	\$ -	\$ (12,979)	-100.0%	
Total Management Fees	\$ 38,920	\$ 55,383	\$ 44,227	\$ (11,156)	-20.1%	
Total Administrative Expenses	\$ 146,968	\$ 177,118	\$ 176,421	\$ (697)	-0.4%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 780	\$ 1,455	\$ 1,455	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 970	\$ 970	\$ 0	0.0%	
Tenant Relocation Costs	\$ 1,120	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 1,900	\$ 2,425	\$ 2,425	\$ 0	0.0%	
Total Tenant Services	\$ 1,900	\$ 2,425	\$ 2,425	\$ 0	0.0%	

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Utilities						
Water	\$ 157,525	\$ 126,000	\$ 135,000	\$ 9,000	7.1%	slight increase as the rates have increased
Electricity	\$ 16,752	\$ 13,000	\$ 16,000	\$ 3,000	23.1%	slight increase as the rates have increased
Gas	\$ 76,529	\$ 53,000	\$ 56,000	\$ 3,000	5.7%	slight increase as the rates have increased
Total Utilities	\$ 250,807	\$ 192,000	\$ 207,000	\$ 15,000	7.8%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 75,388	\$ 76,444	\$ 88,167	\$ 11,724	15.3%	
Ordinary Maint. & Operations- Labor OT	\$ 6,208	\$ 4,796	\$ 2,000	\$ (2,796)	-58.3%	
Ordinary Maint. & Operations- Labor Temp	\$ 10,039	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 4,871	\$ -	\$ 4,871	\$ 4,871	0.0%	
Total Maintenance Labor	\$ 96,506	\$ 81,240	\$ 95,038	\$ 13,798	17.0%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 1,133	\$ 2,500	\$ 1,800	\$ (700)	-28.0%	
Materials - Electrical	\$ 660	\$ 1,200	\$ 1,000	\$ (200)	-16.7%	
Materials - Plumbing	\$ 1,420	\$ 4,000	\$ 3,000	\$ (1,000)	-25.0%	
Materials - Lawn Care/ Grounds	\$ 1,250	\$ 500	\$ 500	\$ (0)	0.0%	Closer to actuals
Materials - Tools & Equipment	\$ 600	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Air Conditioning / HVAC	\$ 10,988	\$ 2,000	\$ 3,500	\$ 1,500	75.0%	need to increase for portable a/c , price increase in a/c units
Materials - Gas & Oil	\$ 2,247	\$ 1,000	\$ 1,500	\$ 500	50.0%	Increase in gas prices
Materials - Auto Parts	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Materials - Exterior Lighting	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Materials - Paint and Painting Supplies	\$ 9,858	\$ 5,000	\$ 6,500	\$ 1,500	30.0%	Increased in vacancies and cost of paint
Materials - Flooring & Ceiling	\$ 600	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	
Materials - Glass & Window	\$ 1,800	\$ 2,000	\$ 1,500	\$ (500)	-25.0%	
Materials - Windows Covering	\$ 4,550	\$ 3,000	\$ 3,000	\$ -	0.0%	
Materials - Appliances & Parts	\$ 1,369	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ -	\$ 750	\$ 500	\$ (250)	-33.3%	
Materials - Roofing	\$ -	\$ 250	\$ 100	\$ (150)	-60.0%	
Materials - Hardware/Locks	\$ 2,170	\$ 2,000	\$ 2,000	\$ (0)	0.0%	
Materials - Safety Equipment	\$ 385	\$ 600	\$ 400	\$ (200)	-33.3%	
Materials - Pest Control	\$ 184	\$ 500	\$ 250	\$ (250)	-50.0%	

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Lumber Sheetrock	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Doors	\$ 4,454	\$ 4,000	\$ 4,000	\$ 0	0.0%	replacing lots of int. doors due to damage
Materials - Fencing	\$ -	\$ 200	\$ 100	\$ (100)	-50.0%	
Materials - Refrigerators	\$ 1,900	\$ -	\$ -	\$ -	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 500	\$ 250	\$ (250)	-50.0%	
Materials - Countertops /Cabinets	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 9,734	\$ 9,734	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 45,569	\$ 35,200	\$ 44,334	\$ 9,134	25.9%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 39,257	\$ 48,237	\$ 50,649	\$ 2,412	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 5,727	\$ 3,881	\$ 4,511	\$ 629	16.2%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Landscape/Grounds	\$ 17,685	\$ 21,260	\$ 18,411	\$ (2,849)	-13.4%	\$325.21 / Week (4% increase), plus \$1500 for mulch top off.
Contracts - Tree Trimming	\$ 9,560	\$ 12,500	\$ 11,500	\$ (1,000)	-8.0%	
Contracts - Make Ready	\$ 29,772	\$ 11,500	\$ 17,000	\$ 5,500	47.8%	closer to actuals, increased number of vacancies causing the need for key to keys
Contracts - Carpet Cleaning & Repair	\$ 350	\$ -	\$ -	\$ -	0.0%	
Contracts - Electrical Contracts	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Contracts - Plumbing Contracts	\$ 55,491	\$ 34,000	\$ 38,000	\$ 4,000	11.8%	closer to actuals, lots of plumbing issues
Contracts - Pest Control	\$ 12,633	\$ 8,835	\$ 10,990	\$ 2,155	24.4%	Monthly pest control treatment at \$363.75 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Janitorial Contracts	\$ 1,048	\$ -	\$ -	\$ -	0.0%	
Contracts - Fire Protection	\$ 176	\$ 900	\$ 900	\$ -	0.0%	
Contracts - Door & Window Repairs	\$ 410	\$ -	\$ -	\$ -	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	
Contracts - Equipment Rental	\$ -	\$ 300	\$ 50	\$ (250)	-83.3%	

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contract - Vehicle Repairs/ Maintenance	\$ 352	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Asbestos Abatement	\$ -	\$ 75	\$ 75	\$ -	0.0%	
Contracts - Uniforms	\$ 852	\$ 542	\$ 782	\$ 239	44.2%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 2 Staff
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,082	\$ 1,082	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 173,313	\$ 145,280	\$ 156,698	\$ 11,418	7.9%	
Total Ordinary Maintenance & Operations	\$ 315,388	\$ 261,720	\$ 296,071	\$ 34,350	13.1%	
Protective Services						
Police Officers	\$ 11,950	\$ 20,000	\$ 15,000	\$ (5,000)	-25.0%	
Crime Prevention/Safety	\$ 80	\$ -	\$ -	\$ -	0.0%	
Police Liaison	\$ -	\$ 1,572	\$ 1,572	\$ -	0.0%	
Protective Services- Equipments	\$ 1,973	\$ 1,512	\$ 1,480	\$ (32)	-2.1%	Star Security - Burglar Alarm System for Office @ \$123.33 / Month
Prop Mgmt - Security Contracts/Services	\$ 61	\$ -	\$ -	\$ -	0.0%	
Total Protective Services	\$ 14,064	\$ 23,084	\$ 18,052	\$ (5,032)	-21.8%	
General Expenses						
Insurance						
Property Insurance	\$ 31,905	\$ 43,765	\$ 49,235	\$ 5,470	12.5%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 11,860	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 1,245	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 45,010	\$ 43,765	\$ 49,235	\$ 5,470	12.5%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 79,959	\$ 92,504	\$ 12,545	15.7%	
FICA Employers Share - Admin	\$ 3,880	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 6,625	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 11,216	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 15,019	\$ -	\$ -	\$ -	0.0%	

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Retirement Benefits - Admin	\$ 6,650	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 10,496	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 258	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 437	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 75	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 100	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 117	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 187	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 4	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 55,063	\$ 79,959	\$ 92,504	\$ 12,545	15.7%	
Interest Expense						
Interest on Notes Payable	\$ 178,450	\$ 178,200	\$ 175,165	\$ (3,035)	-1.7%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 178,450	\$ 178,200	\$ 175,165	\$ (3,035)	-1.7%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 278,723	\$ 302,024	\$ 317,004	\$ 14,980	5.0%	
Total Operating Expenses	\$ 1,007,850	\$ 958,371	\$ 1,016,972	\$ 58,601	6.1%	
NET OPERATING INCOME (LOSS)	\$ (19,336)	\$ 101,728	\$ 88,712	\$ (13,016)	-12.8%	
Donations & Transfers						
Operating Transfers In	\$ (148,163)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (148,163)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 128,827	\$ 101,728	\$ 88,712	\$ (13,016)	-12.8%	
Debt Principal		\$ 56,183	\$ 59,217			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 36,544	\$ 37,422			Jan - Nov at \$3112/month; Dec at \$3190 using increase factor of 1.025
Balance		\$ 9,001	\$ (7,928)			

Pathways at Santa Rita Courts

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Net Income		\$ 243,384	\$ 226,455			
Total Debt		\$ 234,383	\$ 234,382			
Debt Service Coverage Ratio		1.04	0.97			

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 565,776	\$ 615,085	\$ 590,430	\$ (24,654)	-4.0%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (2,556)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 9,665	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (17,181)	\$ (60,533)	\$ (61,950)	\$ (1,417)	2.3%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (73,533)	\$ (34,590)	\$ (35,400)	\$ (810)	2.3%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 1,198	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 891	\$ -	\$ 4,000	\$ 4,000	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 16,546	\$ -	\$ 17,840	\$ 17,840	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 7,438	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Non-Dwelling Rental	\$ 3,816	\$ 10,200	\$ 10,200	\$ -	0.0%	Mainspring School: Rent @ \$700 / month and Utilities @ \$150 / month
Excess Utilities	\$ 1,562	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 513,623	\$ 530,162	\$ 525,121	\$ (5,041)	-1.0%	
Operating Grants						
HAP Subsidy	\$ 1,067,840	\$ 1,114,432	\$ 1,179,555	\$ 65,123	5.8%	2022 Rent Schedule = \$146,765 / month through October. In anticipation of higher OCAF, using 3% increase for November and December 2023.
Special Claims Income	\$ 15,696	\$ -	\$ 7,848	\$ 7,848	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 3,867	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 432	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 1,087,835	\$ 1,114,432	\$ 1,187,403	\$ 72,971	6.5%	
Interest Income						

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Bank Accounts	\$ 240	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 1,461	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 1,701	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 158,038	\$ 3,456	\$ 3,456	\$ -	0.0%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 158,038	\$ 3,456	\$ 3,456	\$ -	0.0%	
Total Revenue	\$ 1,761,197	\$ 1,648,050	\$ 1,715,981	\$ 67,931	4.1%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 134,699	\$ 147,549	\$ 153,138	\$ 5,589	3.8%	
Admin Salaries - Temp	\$ 9,654	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ 296	\$ 375	\$ 375	\$ -	0.0%	
Incentive Pay	\$ -	\$ 4,800	\$ -	\$ (4,800)	-100.0%	
Compensated Absences	\$ 21,073	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 165,723	\$ 152,724	\$ 153,513	\$ 789	0.5%	
Legal Expense						
Legal Expense	\$ 38,320	\$ 8,800	\$ 10,000	\$ 1,200	13.6%	For see more evictions due to crime
Court Costs	\$ 1,167	\$ 3,000	\$ 3,000	\$ -	0.0%	We will have several non-payment rent. Forcible eviction cost 137.87 Writ 169.77.
Total Legal Expenses	\$ 39,487	\$ 11,800	\$ 13,000	\$ 1,200	10.2%	
Travel & Training						
Staff Training	\$ 6,085	\$ 2,898	\$ 3,793	\$ 895	30.9%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS Training and 1 CAMT
Travel - Car Transportation	\$ 32	\$ -	\$ -	\$ -	0.0%	
Travel - Mileage	\$ -	\$ 150	\$ 100	\$ (50)	-33.3%	Mileage for staff if needed
Misc Travel	\$ 5	\$ -	\$ -	\$ -	0.0%	
Total Travel & Training	\$ 6,122	\$ 3,048	\$ 3,893	\$ 845	27.7%	
Auditing Fees						
Auditing Fees	\$ -	\$ 2,443	\$ 10,000	\$ 7,557	309.3%	

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Audit Fees	\$ -	\$ 2,443	\$ 10,000	\$ 7,557	309.3%	
Office Expenses						
Office Supplies	\$ 2,726	\$ 2,250	\$ 2,000	\$ (250)	-11.1%	
Postage, Couriers, Express Mail	\$ 488	\$ 1,000	\$ 500	\$ (500)	-50.0%	
Printing	\$ -	\$ 300	\$ 200	\$ (100)	-33.3%	Ordering magnets for new MI and blank MI ,MO FORMS
Advertising and Marketing	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Membership Dues and Fees	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Telephone	\$ 9,452	\$ 12,104	\$ 14,026	\$ 1,922	15.9%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Equipment Leases	\$ 1,081	\$ 1,754	\$ 1,637	\$ (117)	-6.7%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Office Equipment/Furniture	\$ 80	\$ 1,250	\$ 1,250	\$ (0)	0.0%	Want to keep same need to order office chairs
Office Equipment Repair	\$ -	\$ 53	\$ 50	\$ (3)	-5.7%	
Bank Charges	\$ 517	\$ 250	\$ 250	\$ 0	0.0%	Greystone Annual R4R Servicing Fee
Answering Service	\$ 1,212	\$ 1,088	\$ 1,285	\$ 197	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 1,173	\$ -	\$ -	\$ -	0.0%	
Employee Physical /Drug Test	\$ -	\$ 85	\$ 85	\$ 0	0.0%	
Interpreter Fee	\$ 415	\$ 500	\$ 500	\$ (0)	0.0%	
Software	\$ 10,331	\$ 11,152	\$ 8,333	\$ (2,819)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Total Office Expenses	\$ 28,335	\$ 32,836	\$ 30,666	\$ (2,170)	-6.6%	
Management Fees						
Management Fees	\$ 66,302	\$ 65,922	\$ 68,639	\$ 2,717	4.1%	
Admissions Fees	\$ -	\$ 20,427	\$ -	\$ (20,427)	-100.0%	
Total Management Fees	\$ 66,302	\$ 86,349	\$ 68,639	\$ (17,710)	-20.5%	
Total Administrative Expenses	\$ 305,969	\$ 289,200	\$ 279,712	\$ (9,488)	-3.3%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 146	\$ 2,400	\$ 2,400	\$ -	0.0%	

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Tenant Participation - HACA	\$ -	\$ 1,600	\$ 1,600	\$ 0	0.0%	
Total Tenant Services - Other	\$ 146	\$ 4,000	\$ 4,000	\$ 0	0.0%	
Total Tenant Services	\$ 146	\$ 4,000	\$ 4,000	\$ 0	0.0%	
Utilities						
Water	\$ 71,703	\$ 70,000	\$ 70,000	\$ 0	0.0%	slight increase as the rates have increased
Electricity	\$ 25,024	\$ 27,000	\$ 25,000	\$ (2,000)	-7.4%	slight increase as the rates have increased
Gas	\$ 94,812	\$ 67,000	\$ 76,000	\$ 9,000	13.4%	Closer to actuals in 2022
Total Utilities	\$ 191,539	\$ 164,000	\$ 171,000	\$ 7,000	4.3%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regu	\$ 115,110	\$ 117,919	\$ 137,042	\$ 19,123	16.2%	
Ordinary Maint. & Operations- Labor OT	\$ 10,016	\$ 7,911	\$ 4,000	\$ (3,911)	-49.4%	
Ordinary Maint. & Operations- Labor Temp	\$ 54,993	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Stand	\$ 12,215	\$ -	\$ 12,200	\$ 12,200	0.0%	
Total Maintenance Labor	\$ 193,919	\$ 125,830	\$ 153,242	\$ 27,412	21.8%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 2,160	\$ 3,500	\$ 3,500	\$ (0)	0.0%	
Materials - Electrical	\$ 9,277	\$ 5,000	\$ 7,000	\$ 2,000	40.0%	changing plugs and switches , price increase for materials
Materials - Plumbing	\$ 9,441	\$ 8,000	\$ 9,500	\$ 1,500	18.7%	Price inflation and will be changing kitchen faucets in every unit
Materials - Lawn Care/ Grounds	\$ 1,617	\$ 2,500	\$ 1,800	\$ (700)	-28.0%	Mulch for all playgrounds getting ready for REAC inspection
Materials - Tools & Equipment	\$ 1,879	\$ 2,500	\$ 2,500	\$ 0	0.0%	Jetter down and needs to be replaced or repaired
Materials - Air Conditioning / HVAC	\$ 8,292	\$ 10,000	\$ 10,000	\$ 0	0.0%	Unit A/C failing on property and thermostats , filter up in pricing, refrigerant has gone up
Materials - Gas & Oil	\$ 3,102	\$ 2,000	\$ 3,000	\$ 1,000	50.0%	Property has 2 trucks now
Materials - Auto Parts	\$ 232	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Exterior Lighting	\$ -	\$ 3,000	\$ 3,000	\$ -	0.0%	Continue to change unit porch lights
Materials - Paint and Painting Supplies	\$ 15,482	\$ 11,000	\$ 13,000	\$ 2,000	18.2%	Vacancies expected and will need paint for all exterior doors, prices have gone
Materials - Flooring & Ceiling	\$ 328	\$ 1,000	\$ 350	\$ (650)	-65.0%	
Materials - Glass & Window	\$ 224	\$ 2,000	\$ 750	\$ (1,250)	-62.5%	
Materials - Windows Covering	\$ -	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%	
Materials - Appliances & Parts	\$ 8,580	\$ 6,500	\$ 7,500	\$ 1,000	15.4%	

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Smoke/Fire/Burglar Alarms	\$ 4,972	\$ 3,000	\$ 3,000	\$ -	0.0%	
Materials - Roofing	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Hardware/Locks	\$ 5,203	\$ 4,000	\$ 5,200	\$ 1,200	30.0%	Changing every unit to smart locks
Materials - Safety Equipment	\$ 1,390	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Pest Control	\$ 1,073	\$ 200	\$ 500	\$ 300	150.0%	
Materials - Lumber Sheetrock	\$ 1,303	\$ 1,500	\$ 1,500	\$ -	0.0%	
Materials - Doors	\$ 1,719	\$ 4,500	\$ 3,500	\$ (1,000)	-22.2%	
Materials - Fencing	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 2,000	\$ 800	\$ (1,200)	-60.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 2,000	\$ 750	\$ (1,250)	-62.5%	
Materials - Countertops /Cabinets	\$ 964	\$ 600	\$ 800	\$ 200	33.3%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 16,056	\$ 16,056	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 77,236	\$ 81,650	\$ 99,856	\$ 18,206	22.3%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 47,134	\$ 57,434	\$ 60,306	\$ 2,872	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 6,163	\$ 4,050	\$ 7,440	\$ 3,390	83.7%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 6,408	\$ 1,500	\$ 6,400	\$ 4,900	326.7%	condensers /compressors getting older and going out. No more warranty
Contracts - Landscape/Grounds	\$ 19,154	\$ 43,308	\$ 42,341	\$ (967)	-2.2%	\$766.17 / Week (4% increase), plus \$2500 for mulch top off.
Contracts - Tree Trimming	\$ -	\$ 15,000	\$ 15,000	\$ -	0.0%	
Contracts - Make Ready	\$ 39,606	\$ 19,447	\$ 35,000	\$ 15,553	80.0%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 100	\$ -	\$ (100)	-100.0%	
Contracts - Electrical Contracts	\$ 2,770	\$ 4,000	\$ 3,000	\$ (1,000)	-25.0%	
Contracts - Plumbing Contracts	\$ 15,400	\$ 10,000	\$ 15,500	\$ 5,500	55.0%	Property has lot of plumbing issues/ washer drains and kitchen drains
Contracts - Pest Control	\$ 16,722	\$ 13,920	\$ 15,925	\$ 2,005	14.4%	Monthly pest control treatment at \$600.00 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Janitorial Contracts	\$ 19,366	\$ 15,225	\$ 15,453	\$ 228	1.5%	Annual janitorial contract for the FETC. 90% of cost passed on to PAMI.
Contracts - Fire Protection	\$ 5,738	\$ 4,900	\$ 5,000	\$ 100	2.0%	
Contracts - Door & Window Repairs	\$ 16,956	\$ 2,100	\$ 2,100	\$ -	0.0%	
Contracts - Building & Equipment Repairs	\$ 2,521	\$ 4,000	\$ 2,500	\$ (1,500)	-37.5%	
Contracts - Equipment Rental	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contracts - Maintenance & Repairs	\$ 5,700	\$ -	\$ -	\$ -	0.0%	
Contracts - Key & Lock Services	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 2,264	\$ 4,000	\$ 4,000	\$ 0	0.0%	
Contracts - Asbestos Abatement	\$ 2,278	\$ 350	\$ 350	\$ (0)	0.0%	
Contracts - Uniforms	\$ 1,271	\$ 808	\$ 1,172	\$ 364	45.1%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 3 Staff
Contract - Reasonable Accommodations	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contract - Flooring	\$ 15,488	\$ -	\$ -	\$ -	0.0%	
Contracts - Masonry Work	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Roofing	\$ 3,982	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,784	\$ 1,784	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 228,920	\$ 204,192	\$ 235,821	\$ 31,629	15.5%	
Total Ordinary Maintenance & Operations	\$ 500,075	\$ 411,672	\$ 488,919	\$ 77,247	18.8%	
Protective Services						
Police Officers	\$ 12,212	\$ 30,000	\$ 35,000	\$ 5,000	16.7%	Increase due to crime rising
Crime Prevention/Safety	\$ 800	\$ -	\$ -	\$ -	0.0%	
Police Liaison	\$ -	\$ 2,593	\$ 2,593	\$ -	0.0%	
Protective Services- Equipments	\$ 3,891	\$ 1,776	\$ 2,108	\$ 332	18.7%	Star Security Burglar Alarm System for FETC (with Upgrades) and Maintenance Shop @ \$175.66 / Month.
Protective Services- Contracts	\$ 1,247	\$ 1,500	\$ 1,500	\$ -	0.0%	
Prop Mgmt - Security Contracts/Services	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Protective Services	\$ 18,151	\$ 35,869	\$ 41,201	\$ 5,332	14.9%	
General Expenses						
Insurance						

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Property Insurance	\$ 55,625	\$ 76,474	\$ 85,992	\$ 9,518	12.4%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 20,849	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 2,182	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 78,656	\$ 76,474	\$ 85,992	\$ 9,518	12.4%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 128,664	\$ 144,175	\$ 15,511	12.1%	
FICA Employers Share - Admin	\$ 10,555	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 11,754	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 39,677	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 29,346	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 19,492	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 15,877	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 484	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 1,030	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 222	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 193	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 363	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 331	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 6	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 129,329	\$ 128,664	\$ 144,175	\$ 15,511	12.1%	
Interest Expense						
Interest on Notes Payable	\$ 306,560	\$ 305,802	\$ 299,274	\$ (6,528)	-2.1%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 306,560	\$ 305,802	\$ 299,274	\$ (6,528)	-2.1%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 514,745	\$ 511,040	\$ 529,541	\$ 18,501	3.6%	
Total Operating Expenses	\$ 1,530,625	\$ 1,415,781	\$ 1,514,372	\$ 98,591	7.0%	
	\$ -					

Pathways at Meadowbrook Court

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
NET OPERATING INCOME (LOSS)	\$ 230,572	\$ 232,269	\$ 201,608	\$ (30,661)	-13.2%	
Donations & Transfers						
Operating Transfers In	\$ (46,411)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (46,411)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 276,982	\$ 232,269	\$ 201,608	\$ (30,661)	-13.2%	
Debt Principal		\$ 147,121	\$ 153,649			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 61,371	\$ 62,840			Jan - Oct at \$5215/month; Nov - Dec at \$5345 using increase factor of 1.025
Balance		\$ 23,777	\$ (14,881)			
Net Income		\$ 476,700	\$ 438,042			
Total Debt		\$ 452,923	\$ 452,923			
Debt Service Coverage Ratio		1.05	0.97			

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 1,026,724	\$ 749,383	\$ 888,054	\$ 138,671	18.5%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (1,686)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 3,750	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (16,602)	\$ (85,754)	\$ (87,771)	\$ (2,017)	2.4%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (120,513)	\$ (49,002)	\$ (50,155)	\$ (1,153)	2.4%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 458	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 276	\$ -	\$ 2,700	\$ 2,700	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 9,528	\$ -	\$ 24,084	\$ 24,084	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 12,756	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Excess Utilities	\$ 2,305	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 916,995	\$ 614,627	\$ 776,912	\$ 162,285	26.4%	
Operating Grants						
HAP Subsidy	\$ 1,310,684	\$ 1,700,727	\$ 1,619,691	\$ (81,036)	-4.8%	2022 Rent Schedule = \$207,939 / month through October. In anticipation of higher OCAF, using 3% increase for November and December 2023.
Special Claims Income	\$ 16,426	\$ -	\$ 8,213	\$ 8,213	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 1,954	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 538	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Operating Grants	\$ 1,329,602	\$ 1,700,727	\$ 1,627,904	\$ (72,823)	-4.3%	
Interest Income						
Interest on Bank Accounts	\$ 728	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 2,412	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 3,140	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 208	\$ 4,673	\$ 2,500	\$ (2,173)	-46.5%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 208	\$ 4,673	\$ 2,500	\$ (2,173)	-46.5%	
Total Revenue	\$ 2,249,945	\$ 2,320,027	\$ 2,407,315	\$ 87,289	3.8%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 171,329	\$ 183,826	\$ 192,843	\$ 9,017	4.9%	
Admin Salaries - Overtime	\$ 71	\$ 375	\$ 375	\$ -	0.0%	
Incentive Pay	\$ -	\$ 6,480	\$ -	\$ (6,480)	-100.0%	
Compensated Absences	\$ 22,046	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 193,446	\$ 190,681	\$ 193,218	\$ 2,537	1.3%	
Legal Expense						
Legal Expense	\$ 11,990	\$ 8,000	\$ 6,000	\$ (2,000)	-25.0%	
Court Costs	\$ 4,136	\$ 2,000	\$ 2,100	\$ 100	5.0%	
Total Legal Expenses	\$ 16,126	\$ 10,000	\$ 8,100	\$ (1,900)	-19.0%	
Travel & Training						
Staff Training	\$ 2,890	\$ 3,413	\$ 5,131	\$ 1,718	50.3%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS, 1 TCS and 1 HVAC
Total Travel & Training	\$ 2,890	\$ 3,413	\$ 5,131	\$ 1,718	50.3%	

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Auditing Fees						
Auditing Fees	\$ -	\$ 3,298	\$ 10,000	\$ 6,702	203.2%	
Total Audit Fees	\$ -	\$ 3,298	\$ 10,000	\$ 6,702	203.2%	
Office Expenses						
Office Supplies	\$ 1,853	\$ 1,800	\$ 1,800	\$ -	0.0%	
Postage, Couriers, Express Mail	\$ 735	\$ 900	\$ 900	\$ -	0.0%	
Printing	\$ -	\$ 250	\$ 250	\$ -	0.0%	
Advertising and Marketing	\$ -	\$ 250	\$ 250	\$ -	0.0%	
Telephone	\$ 10,579	\$ 11,813	\$ 15,687	\$ 3,874	32.8%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Equipment Leases	\$ 1,081	\$ 3,420	\$ 1,643	\$ (1,777)	-52.0%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Office Equipment/Furniture	\$ 1,080	\$ -	\$ -	\$ -	0.0%	
Bank Charges	\$ 682	\$ 250	\$ 250	\$ 0	0.0%	Greystone Annual R4R Servicing Fee
Answering Service	\$ 1,626	\$ 1,468	\$ 1,735	\$ 267	18.2%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 1,516	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 260	\$ 500	\$ 400	\$ (100)	-20.0%	
Software	\$ 13,885	\$ 15,055	\$ 11,249	\$ (3,806)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Total Office Expenses	\$ 33,386	\$ 36,006	\$ 34,464	\$ (1,542)	-4.3%	
Management Fees						
Management Fees	\$ 94,303	\$ 92,801	\$ 96,293	\$ 3,492	3.8%	
Admissions Fees	\$ -	\$ 28,901	\$ -	\$ (28,901)	-100.0%	
Total Management Fees	\$ 94,303	\$ 121,702	\$ 96,293	\$ (25,409)	-20.9%	

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Administrative Expenses	\$ 340,151	\$ 365,100	\$ 347,206	\$ (17,894)	-4.9%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 2,009	\$ 3,240	\$ 3,240	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 2,160	\$ 2,160	\$ -	0.0%	
Tenant Relocation Costs	\$ 1,088	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 3,097	\$ 5,400	\$ 5,400	\$ -	0.0%	
Total Tenant Services	\$ 3,097	\$ 5,400	\$ 5,400	\$ -	0.0%	
Utilities						
Water	\$ 267,450	\$ 260,000	\$ 263,000	\$ 3,000	1.2%	
Electricity	\$ 25,832	\$ 18,000	\$ 24,000	\$ 6,000	33.3%	
Gas	\$ 112,259	\$ 82,000	\$ 85,000	\$ 3,000	3.7%	
Total Utilities	\$ 405,541	\$ 360,000	\$ 372,000	\$ 12,000	3.3%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 143,832	\$ 154,409	\$ 170,382	\$ 15,973	10.3%	
Ordinary Maint. & Operations- Labor OT	\$ 31,198	\$ 10,680	\$ 14,000	\$ 3,320	31.1%	
Ordinary Maint. & Operations- Labor Standby	\$ 9,342	\$ -	\$ 9,000	\$ 9,000	0.0%	
Total Maintenance Labor	\$ 184,372	\$ 165,089	\$ 193,382	\$ 28,293	17.1%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 3,191	\$ 4,500	\$ 4,500	\$ -	0.0%	
Materials - Electrical	\$ 6,860	\$ 5,500	\$ 6,000	\$ 500	9.1%	
Materials - Plumbing	\$ 16,105	\$ 7,000	\$ 10,000	\$ 3,000	42.9%	
Materials - Lawn Care/ Grounds	\$ 474	\$ 750	\$ 700	\$ (50)	-6.7%	
Materials - Tools & Equipment	\$ 1,687	\$ 2,500	\$ 2,500	\$ 0	0.0%	
Materials - Air Conditioning / HVAC	\$ 12,058	\$ 6,000	\$ 8,000	\$ 2,000	33.3%	
Materials - Gas & Oil	\$ 3,489	\$ 2,500	\$ 2,500	\$ 0	0.0%	
Materials - Auto Parts	\$ 1,089	\$ 500	\$ 500	\$ (0)	0.0%	

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Exterior Lighting	\$ -	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%	
Materials - Paint and Painting Supplies	\$ 23,822	\$ 17,500	\$ 18,000	\$ 500	2.9%	
Materials - Flooring & Ceiling	\$ 4,806	\$ 6,000	\$ 5,000	\$ (1,000)	-16.7%	
Materials - Glass & Window	\$ -	\$ 4,500	\$ 3,000	\$ (1,500)	-33.3%	
Materials - Windows Covering	\$ 11,744	\$ 7,500	\$ 7,500	\$ -	0.0%	
Materials - Appliances & Parts	\$ 5,020	\$ 5,000	\$ 5,000	\$ (0)	0.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ 2,167	\$ 750	\$ 750	\$ -	0.0%	
Materials - Hardware/Locks	\$ 7,156	\$ 4,500	\$ 5,000	\$ 500	11.1%	
Materials - Safety Equipment	\$ 1,551	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Pest Control	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Materials - Lumber Sheetrock	\$ 1,633	\$ 1,200	\$ 1,200	\$ -	0.0%	
Materials - Doors	\$ 6,883	\$ 1,800	\$ 3,000	\$ 1,200	66.7%	
Materials - Fencing	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Materials - Countertops /Cabinets	\$ 1,480	\$ 900	\$ 900	\$ -	0.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 21,676	\$ 21,676	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 111,215	\$ 84,900	\$ 110,226	\$ 25,326	29.8%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 68,632	\$ 89,227	\$ 93,688	\$ 4,461	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 10,490	\$ 8,000	\$ 10,044	\$ 2,044	25.5%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 2,911	\$ 2,000	\$ 2,000	\$ (0)	0.0%	
Contracts - Landscape/Grounds	\$ 24,528	\$ 56,057	\$ 53,019	\$ (3,038)	-5.4%	\$981.14 / Week (4% increase), plus \$2000 for mulch top off.
Contracts - Tree Trimming	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%	

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Make Ready	\$ 70,121	\$ 21,375	\$ 30,000	\$ 8,625	40.4%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 750	\$ -	\$ (750)	-100.0%	
Contracts - Electrical Contracts	\$ 543	\$ 1,500	\$ 1,500	\$ -	0.0%	
Contracts - Plumbing Contracts	\$ 114,985	\$ 29,000	\$ 30,000	\$ 1,000	3.4%	
Contracts - Pest Control	\$ 13,268	\$ 16,190	\$ 15,320	\$ (870)	-5.4%	Monthly pest control treatment at \$810 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Janitorial Contracts	\$ 17,019	\$ 17,466	\$ 17,728	\$ 262	1.5%	Annual Janitorial contract for Community Building and Neighborhood Network Center
Contracts - Fire Protection	\$ 1,640	\$ 1,852	\$ 1,850	\$ (2)	-0.1%	
Contracts - Door & Window Repairs	\$ -	\$ -	\$ -	\$ -	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 3,500	\$ 2,000	\$ (1,500)	-42.9%	
Contracts - Painting	\$ -	\$ -	\$ -	\$ -	0.0%	
Contracts - Equipment Rental	\$ 1,004	\$ 1,000	\$ 250	\$ (750)	-75.0%	
Contracts - Key & Lock Services	\$ 970	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 500	\$ 4,000	\$ 3,000	\$ (1,000)	-25.0%	
Contracts - Asbestos Abatement	\$ 114	\$ 150	\$ 150	\$ -	0.0%	
Contracts - Uniforms	\$ 1,690	\$ 1,084	\$ 1,563	\$ 479	44.2%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 4 Staff
Contract - Reasonable Accommodations	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 2,408	\$ 2,408	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 328,415	\$ 264,901	\$ 276,271	\$ 11,370	4.3%	
Total Ordinary Maintenance & Operations	\$ 624,002	\$ 514,890	\$ 579,878	\$ 64,989	12.6%	
Protective Services						
Police Officers	\$ 15,150	\$ 14,000	\$ 14,000	\$ -	0.0%	
Police Liaison	\$ -	\$ 3,500	\$ 3,500	\$ -	0.0%	
Protective Services- Equipments	\$ 12,809	\$ 3,444	\$ 3,776	\$ 332	9.6%	Star Security Burglar Alarm for Community Building and Neighborhood Network Building (Upstairs and Downstairs) with Upgrades @ \$314.66 / Month

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Protective Services- Contracts	\$ 3,330	\$ 14,000	\$ 14,000	\$ (0)	0.0%	
Total Protective Services	\$ 31,289	\$ 34,944	\$ 35,276	\$ 332	0.9%	
General Expenses						
Insurance						
Property Insurance	\$ 68,700	\$ 94,406	\$ 106,166	\$ 11,760	12.5%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 25,706	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 2,727	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 97,133	\$ 94,406	\$ 106,166	\$ 11,760	12.5%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 164,166	\$ 181,702	\$ 17,536	10.7%	
FICA Employers Share - Admin	\$ 13,719	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 14,266	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 41,761	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 47,461	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 22,279	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 20,792	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 642	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 901	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 256	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 235	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 454	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 398	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 288	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Maintenance	\$ 2	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 163,454	\$ 164,166	\$ 181,702	\$ 17,536	10.7%	

Pathways at Booker T Washington Terraces

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest Expense						
Interest on Notes Payable	\$ 469,516	\$ 468,355	\$ 458,356	\$ (9,999)	-2.1%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 469,516	\$ 468,355	\$ 458,356	\$ (9,999)	-2.1%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 730,303	\$ 727,027	\$ 746,324	\$ 19,297	2.7%	
Total Operating Expenses	\$ 2,134,383	\$ 2,007,361	\$ 2,086,085	\$ 78,724	3.9%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 115,562	\$ 312,666	\$ 321,231	\$ 8,565	2.7%	
Donations & Transfers						
Operating Transfers In	\$ (298,349)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (298,349)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 413,911	\$ 312,666	\$ 321,231	\$ 8,565	2.7%	
Debt Principal		\$ 225,324	\$ 235,323			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 82,856	\$ 84,832			Jan - Oct at \$7040/month; Nov - Dec at \$7216 using increase factor of 1.025
Balance		\$ 4,486	\$ 1,076			
Net Income		\$ 698,165	\$ 694,755			
Total Debt		\$ 693,679	\$ 693,679			
Debt Service Coverage Ratio		1.01	1.00			

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 510,710	\$ 523,529	\$ 517,119	\$ (6,410)	-1.2%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rental Charges	\$ 400	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 2,278	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (4,647)	\$ (56,558)	\$ (58,032)	\$ (1,474)	2.6%	Using 3.5% of resident rent payment and HAP payment for vacacncy loss.
Write-Off / Bad Debt	\$ (32,349)	\$ (32,319)	\$ (33,161)	\$ (842)	2.6%	Using 2% of resident rent payment and HAP payment for bad debt.
Legal Charges	\$ -	\$ -	\$ 2,400	\$ 2,400	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the reisident.
Maintenance/Damages Chargeback Income	\$ 3,425	\$ -	\$ 14,181	\$ 14,181	0.0%	Based on previous 12 month average of \$87.00 / unit at all Senior properties.
Late Fee	\$ (4,934)	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Cable	\$ 9,298	\$ -	\$ 9,300	\$ 9,300	0.0%	Previously budgeted under "Other Income" - moving to this line
Non-Dwelling Rental	\$ 61,193	\$ 58,456	\$ 58,456	\$ -	0.0%	T-Mobile and Verizon Cell Tower Rental
Total Tenant Revenue	\$ 545,375	\$ 493,108	\$ 510,262	\$ 17,155	3.5%	
Operating Grants						
HAP Subsidy	\$ 1,062,452	\$ 1,092,410	\$ 1,140,950	\$ 48,540	4.4%	2022 Rent Schedule = \$137,485 / month through October. In anticipation of higher OCAF, using 3% increase for November and December 2023.
Special Claims Income	\$ 2,894	\$ -	\$ 1,447	\$ 1,447	0.0%	Budgeting at the 6 month actual amount.
Total Operating Grants	\$ 1,065,346	\$ 1,092,410	\$ 1,142,397	\$ 49,987	4.6%	
Interest Income						
Mortgage Interest Income	\$ -	\$ -	\$ -	\$ -	0.0%	
Interest on Bank Accounts	\$ 870	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Rehab/Repair Reserve	\$ 20	\$ -	\$ -	\$ -	0.0%	
Interest on Replacement Reserve	\$ 3,274	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Other Revenue						
Other Income - Misc	\$ 8,957	\$ 30,250	\$ 10,000	\$ (20,250)	-66.9%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 8,957	\$ 30,250	\$ 10,000	\$ (20,250)	-66.9%	
Total Revenue	\$ 1,623,842	\$ 1,615,768	\$ 1,662,659	\$ 46,891	2.9%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 89,464	\$ 117,976	\$ 106,895	\$ (11,081)	-9.4%	
Admin Salaries - Temp	\$ 20,863	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ 1,060	\$ 375	\$ 375	\$ -	0.0%	
Incentive Pay	\$ -	\$ 4,890	\$ -	\$ (4,890)	-100.0%	
Compensated Absences	\$ 22,400	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 133,787	\$ 123,241	\$ 107,270	\$ (15,971)	-13.0%	
Legal Expense						
Legal Expense	\$ 24,023	\$ 8,965	\$ 14,000	\$ 5,035	56.2%	
Court Costs	\$ 1,570	\$ 1,000	\$ 1,000	\$ -	0.0%	
Total Legal Expenses	\$ 25,593	\$ 9,965	\$ 15,000	\$ 5,035	50.5%	
Travel & Training						
Staff Training	\$ 4,234	\$ 2,741	\$ 4,218	\$ 1,477	53.9%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS Training, 1 CAMT and 1 HVAC
Total Travel & Training	\$ 4,234	\$ 2,741	\$ 4,218	\$ 1,477	53.9%	
Auditing Fees						
Auditing Fees	\$ -	\$ 2,489	\$ 10,000	\$ 7,511	301.8%	
Total Audit Fees	\$ -	\$ 2,489	\$ 10,000	\$ 7,511	301.8%	
Office Expenses						
Office Supplies	\$ 2,401	\$ 400	\$ 400	\$ -	0.0%	
Postage, Couriers, Express Mail	\$ 525	\$ 450	\$ 450	\$ -	0.0%	
Printing	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Advertising and Marketing	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Telephone	\$ 10,638	\$ 12,513	\$ 14,098	\$ 1,585	12.7%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Internet / Cable	\$ 39,717	\$ 38,932	\$ 38,524	\$ (409)	-1.0%	Cost of Bulk Cable for residents. The cable portion is offset by revenue from residents who select to have the cable.
Office Custodial	\$ 240	\$ -	\$ 240	\$ 240	0.0%	
Computer Equipment	\$ 396	\$ -	\$ 396	\$ 396	0.0%	
Equipment Leases	\$ 1,703	\$ 1,757	\$ 1,637	\$ (119)	-6.8%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Misc. Expenses	\$ 1,131	\$ -	\$ -	\$ -	0.0%	
Bank Charges	\$ 585	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 1,226	\$ 1,108	\$ 1,309	\$ 201	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 1,193	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 333	\$ 500	\$ 500	\$ -	0.0%	
Software	\$ 10,568	\$ 11,361	\$ 8,489	\$ (2,872)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Total Office Expenses	\$ 70,656	\$ 67,371	\$ 66,393	\$ (978)	-1.5%	
Management Fees						
Management Fees	\$ 65,589	\$ 64,631	\$ 66,506	\$ 1,876	2.9%	
Admissions Fees	\$ -	\$ 21,809	\$ -	\$ (21,809)	-100.0%	
Total Management Fees	\$ 65,589	\$ 86,440	\$ 66,506	\$ (19,934)	-23.1%	
Total Administrative Expenses	\$ 299,859	\$ 292,248	\$ 269,388	\$ (22,860)	-7.8%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 2,986	\$ 2,445	\$ 2,445	\$ -	0.0%	
Tenant Participation - HACA	\$ 633	\$ 1,630	\$ 1,630	\$ 0	0.0%	
Tenant Relocation Costs	\$ 2,500	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 6,120	\$ 4,075	\$ 4,075	\$ 0	0.0%	
Total Tenant Services	\$ 17,370	\$ 4,075	\$ 4,075	\$ 0	0.0%	
Utilities						

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Water	\$ 83,545	\$ 85,000	\$ 85,000	\$ 0	0.0%	
Electricity	\$ 114,090	\$ 110,000	\$ 110,000	\$ (0)	0.0%	
Gas	\$ 70,951	\$ 45,000	\$ 55,000	\$ 10,000	22.2%	
Total Utilities	\$ 268,586	\$ 240,000	\$ 250,000	\$ 10,000	4.2%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 101,822	\$ 115,309	\$ 150,795	\$ 35,486	30.8%	
Ordinary Maint. & Operations- Labor OT	\$ 3,691	\$ 8,059	\$ 2,000	\$ (6,059)	-75.2%	
Ordinary Maint. & Operations- Labor Temp	\$ 464	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 17,870	\$ -	\$ 8,059	\$ 8,059	0.0%	
Total Maintenance Labor	\$ 123,848	\$ 123,368	\$ 160,854	\$ 37,486	30.4%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 1,401	\$ 4,500	\$ 4,000	\$ (500)	-11.1%	
Materials - Electrical	\$ 1,108	\$ 2,500	\$ 2,000	\$ (500)	-20.0%	
Materials - Plumbing	\$ 9,029	\$ 5,000	\$ 5,000	\$ -	0.0%	
Materials - Lawn Care/ Grounds	\$ -	\$ 100	\$ -	\$ (100)	-100.0%	
Materials - Tools & Equipment	\$ 900	\$ 1,400	\$ 1,900	\$ 500	35.7%	Maintenance Tool allowance at \$1200. Additional cost is for other tools.
Materials - Air Conditioning / HVAC	\$ 2,318	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Gas & Oil	\$ 1,426	\$ 200	\$ 1,200	\$ 1,000	499.9%	
Materials - Auto Parts	\$ 77	\$ 150	\$ 150	\$ -	0.0%	
Materials - Exterior Lighting	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Paint and Painting Supplies	\$ -	\$ 1,500	\$ 1,500	\$ -	0.0%	
Materials - Flooring & Ceiling	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Glass & Window	\$ -	\$ 800	\$ 800	\$ -	0.0%	
Materials - Windows Covering	\$ 1,151	\$ 3,400	\$ 3,000	\$ (400)	-11.8%	
Materials - Appliances & Parts	\$ 667	\$ 2,000	\$ 3,000	\$ 1,000	50.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ -	\$ 1,000	\$ 1,500	\$ 500	50.0%	
Materials - Hardware/Locks	\$ 59	\$ 2,000	\$ 1,500	\$ (500)	-25.0%	
Materials - Safety Equipment	\$ 720	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Pest Control	\$ 761	\$ 100	\$ 500	\$ 400	400.2%	
Materials - Doors	\$ 41	\$ 900	\$ 900	\$ -	0.0%	
Materials - Refrigerators	\$ 950	\$ -	\$ -	\$ -	0.0%	
Materials - Ranges	\$ 660	\$ -	\$ -	\$ -	0.0%	

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Tenant Property Damage	\$ -	\$ -	\$ 12,763	\$ 12,763	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 21,268	\$ 28,750	\$ 42,913	\$ 14,163	49.3%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 14,210	\$ 23,408	\$ 24,578	\$ 1,170	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 5,740	\$ 3,000	\$ 7,580	\$ 4,580	152.7%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 3,720	\$ 5,000	\$ 5,000	\$ (0)	0.0%	
Contracts - Snow Removal	\$ -	\$ -	\$ -	\$ -	0.0%	
Contracts - Elevator Maint.	\$ 12,049	\$ 22,676	\$ 22,676	\$ -	0.0%	\$1643.20 / month for regular maintenance plus 15% for additional repairs.
Contracts - Landscape/Grounds	\$ 19,909	\$ 11,992	\$ 11,312	\$ (680)	-5.7%	\$159.85 / Week (4% increase), plus \$3000 for mulch top off.
Contracts - Tree Trimming	\$ 3,420	\$ 3,500	\$ 3,500	\$ (0)	0.0%	
Contracts - Make Ready	\$ 6,730	\$ 11,760	\$ 11,760	\$ -	0.0%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Electrical Contracts	\$ 5,390	\$ 2,000	\$ 6,000	\$ 4,000	200.0%	
Contracts - Plumbing Contracts	\$ 32,949	\$ 20,000	\$ 25,000	\$ 5,000	25.0%	
Contracts - Pest Control	\$ 22,630	\$ 26,500	\$ 26,080	\$ (420)	-1.6%	\$1690 / Month for Heat Wave treatment; \$275 / Month for Rodent treatments; \$2500 for additional issues.
Contracts - Janitorial Contracts	\$ 37,524	\$ -	\$ 35,000	\$ 35,000	0.0%	
Contracts - Fire Protection	\$ 25,922	\$ 20,000	\$ 20,000	\$ (0)	0.0%	
Contracts - Door & Window Repairs	\$ 2,616	\$ 5,000	\$ 4,000	\$ (1,000)	-20.0%	
Contracts - Building & Equipment Repairs	\$ 600	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Painting	\$ 15,130	\$ 6,000	\$ 6,000	\$ -	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 3,095	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Asbestos Abatement	\$ 1,104	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Uniforms	\$ 1,271	\$ 808	\$ 1,313	\$ 505	62.4%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 4 Staff. Cost is split with TX 8 Salina. 84% of cost charged to Lakeside.
Contract - Reasonable Accommodations	\$ 1,858	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Water Treatment Services	\$ -	\$ 4,920	\$ 4,920	\$ -	0.0%	

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Masonry Work	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,418	\$ 1,418	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 215,867	\$ 171,065	\$ 220,637	\$ 49,572	29.0%	
Total Ordinary Maintenance & Operations	\$ 360,982	\$ 323,183	\$ 424,404	\$ 101,221	31.3%	
Protective Services						
Police Officers	\$ 20,069	\$ 20,000	\$ 20,000	\$ -	0.0%	
Police Liaison	\$ -	\$ 2,641	\$ 2,641	\$ -	0.0%	
Protective Services- Equipments	\$ 1,989	\$ 3,000	\$ 2,000	\$ (1,000)	-33.3%	Star Security Burglar Alarm System for Office with Upgrades @ \$124.33 / Month
Protective Services- Contracts	\$ 52,244	\$ 45,000	\$ 45,000	\$ -	0.0%	
Total Protective Services	\$ 74,302	\$ 70,641	\$ 69,641	\$ (1,000)	-1.4%	
General Expenses						
Insurance						
Property Insurance	\$ 33,576	\$ 50,198	\$ 55,485	\$ 5,287	10.5%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 16,622	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 3,243	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 53,441	\$ 50,198	\$ 55,485	\$ 5,287	10.5%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 113,608	\$ 126,019	\$ 12,411	10.9%	
FICA Employers Share - Admin	\$ 8,414	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 10,160	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 36,047	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 22,962	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 12,447	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 16,727	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 404	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 452	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 135	\$ -	\$ -	\$ -	0.0%	

Pathways at Lakeside Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Life Insurance - Maintenance	\$ 176	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 257	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 284	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 279	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 108,743	\$ 113,608	\$ 126,019	\$ 12,411	10.9%	
Interest Expense						
Interest on Notes Payable	\$ 189,515	\$ 189,062	\$ 185,108	\$ (3,954)	-2.1%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 189,515	\$ 189,062	\$ 185,108	\$ (3,954)	-2.1%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 351,899	\$ 352,968	\$ 366,711	\$ 13,743	3.9%	
Total Operating Expenses	\$ 1,372,998	\$ 1,283,115	\$ 1,384,219	\$ 101,104	7.9%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 250,843	\$ 332,653	\$ 278,440	\$ (54,213)	-16.3%	
Donations & Transfers						
Operating Transfers In	\$ (31,700)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (31,700)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 282,543	\$ 332,653	\$ 278,440	\$ (54,213)	-16.3%	
Debt Principal		\$ 114,966	\$ 118,920			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 60,250	\$ 61,696			Jan - Oct at \$5120/month; Nov-Dec at \$5248 using increase factor of 1.025
Balance		\$ 157,437	\$ 97,824			
Net Income		\$ 461,465	\$ 401,852			
Total Debt		\$ 304,028	\$ 304,028			
Debt Service Coverage Ratio		1.52	1.32			

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 100,722	\$ 104,244	\$ 102,483	\$ (1,761)	-1.7%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Vacancies	\$ -	\$ (8,496)	\$ (8,771)	\$ (275)	3.2%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (825)	\$ (4,848)	\$ (5,012)	\$ (164)	3.4%	Using 2% of resident rent payment and HAP payment for bad debt.
Legal Charges	\$ -	\$ -	\$ 393	\$ 393	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 84	\$ -	\$ 2,784	\$ 2,784	0.0%	Based on previous 12 month average of \$87.00 / unit at all Senior properties.
Late Fee	\$ 324	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Cable	\$ 5,015	\$ -	\$ 5,000	\$ 5,000	0.0%	Previously budgeted under "Other Income" - moving to this line
Total Tenant Revenue	\$ 105,320	\$ 90,900	\$ 96,876	\$ 5,976	6.6%	
Operating Grants						
HAP Subsidy	\$ 144,242	\$ 138,342	\$ 148,126	\$ 9,785	7.1%	2022 Rent Schedule = \$20,832 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 798	\$ -	\$ 399	\$ 399	0.0%	Budgeting at the 6 month actual amount.
Total Operating Grants	\$ 145,040	\$ 138,342	\$ 148,525	\$ 10,184	7.4%	
Interest Income						
Interest on Bank Accounts	\$ 193	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 2,616	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 2,809	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 1,575	\$ 6,218	\$ 1,575	\$ (4,643)	-74.7%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 1,575	\$ 6,218	\$ 1,575	\$ (4,643)	-74.7%	

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Revenue	\$ 254,744	\$ 235,459	\$ 246,976	\$ 11,517	4.9%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 17,749	\$ 28,573	\$ 15,513	\$ (13,060)	-45.7%	
Admin Salaries - Overtime	\$ 19	\$ 125	\$ 125	\$ (0)	0.0%	
Incentive Pay	\$ -	\$ 960	\$ -	\$ (960)	-100.0%	
Compensated Absences	\$ 5,776	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 23,544	\$ 29,658	\$ 15,638	\$ (14,020)	-47.3%	
Legal Expense						
Legal Expense	\$ -	\$ 2,176	\$ 2,176	\$ -	0.0%	
Court Costs	\$ 276	\$ -	\$ 175	\$ 175	0.0%	
Total Legal Expenses	\$ 276	\$ 2,176	\$ 2,351	\$ 175	8.0%	
Travel & Training						
Staff Training	\$ 391	\$ 562	\$ 796	\$ 234	41.6%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS Training, 1 CAMT and 1 HVAC
Total Travel & Training	\$ 391	\$ 562	\$ 796	\$ 234	41.6%	
Auditing Fees						
Auditing Fees	\$ -	\$ 489	\$ 2,000	\$ 1,511	309.0%	
Total Audit Fees	\$ -	\$ 489	\$ 2,000	\$ 1,511	309.0%	
Office Expenses						
Office Supplies	\$ 1,347	\$ -	\$ 200	\$ 200	0.0%	
Telephone	\$ 5,279	\$ 2,232	\$ 8,421	\$ 6,189	277.3%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Internet / Cable	\$ 7,296	\$ 6,886	\$ 7,515	\$ 630	9.1%	Cost of Bulk Cable for residents. The cable portion is offset by revenue from residents who select to have the cable.
Equipment Leases	\$ -	\$ 367	\$ 1,624	\$ 1,257	342.6%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Bank Charges	\$ 2	\$ -	\$ -	\$ -	0.0%	

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Answering Service	\$ 248	\$ 218	\$ 257	\$ 39	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 377	\$ -	\$ -	\$ -	0.0%	
Software	\$ 2,087	\$ 2,230	\$ 1,667	\$ (563)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Total Office Expenses	\$ 16,636	\$ 11,932	\$ 19,685	\$ 7,752	65.0%	
Management Fees						
Management Fees	\$ 10,044	\$ 9,418	\$ 9,879	\$ 461	4.9%	
Admissions Fees	\$ -	\$ 4,282	\$ -	\$ (4,282)	-100.0%	
Total Management Fees	\$ 10,044	\$ 13,700	\$ 9,879	\$ (3,821)	-27.9%	
Total Administrative Expenses	\$ 50,891	\$ 58,517	\$ 50,349	\$ (8,168)	-14.0%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ -	\$ 480	\$ 480	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 320	\$ 320	\$ (0)	0.0%	
Total Tenant Services - Other	\$ -	\$ 800	\$ 800	\$ (0)	0.0%	
Total Tenant Services	\$ -	\$ 800	\$ 800	\$ (0)	0.0%	
Utilities						
Water	\$ 13,938	\$ 15,000	\$ 15,000	\$ -	0.0%	
Electricity	\$ 20,116	\$ 22,000	\$ 22,000	\$ 0	0.0%	
Gas	\$ 12,712	\$ 7,500	\$ 10,000	\$ 2,500	33.3%	
Total Utilities	\$ 46,765	\$ 44,500	\$ 47,000	\$ 2,500	5.6%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 19,462	\$ 23,427	\$ 28,723	\$ 5,296	22.6%	
Ordinary Maint. & Operations- Labor OT	\$ 1,071	\$ 1,582	\$ 1,000	\$ (582)	-36.8%	
Ordinary Maint. & Operations- Labor Standby	\$ 1,773	\$ -	\$ 1,700	\$ 1,700	0.0%	
Total Maintenance Labor	\$ 22,305	\$ 25,009	\$ 31,423	\$ 6,414	25.6%	
Ordinary Maint. & Operations- Materials						

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Custodial	\$ 572	\$ 1,500	\$ 800	\$ (700)	-46.7%	
Materials - Electrical	\$ 807	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Plumbing	\$ 743	\$ 2,000	\$ 1,500	\$ (500)	-25.0%	
Materials - Lawn Care/ Grounds	\$ -	\$ 250	\$ -	\$ (250)	-100.0%	
Materials - Tools & Equipment	\$ 126	\$ 315	\$ 315	\$ -	0.0%	
Materials - Air Conditioning / HVAC	\$ 1,558	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Gas & Oil	\$ 950	\$ 400	\$ 400	\$ -	0.0%	
Materials - Auto Parts	\$ -	\$ 80	\$ 80	\$ -	0.0%	
Materials - Exterior Lighting	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Paint and Painting Supplies	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Flooring & Ceiling	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Glass & Window	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Materials - Windows Covering	\$ 290	\$ 350	\$ 350	\$ (0)	0.0%	
Materials - Appliances & Parts	\$ 711	\$ 350	\$ 350	\$ (0)	0.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Roofing	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Materials - Hardware/Locks	\$ -	\$ 400	\$ 400	\$ 0	0.0%	
Materials - Safety Equipment	\$ 831	\$ 600	\$ 400	\$ (200)	-33.3%	
Materials - Pest Control	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Lumber Sheetrock	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Doors	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Fencing	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Countertops /Cabinets	\$ -	\$ 175	\$ 175	\$ 0	0.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 2,506	\$ 2,506	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 6,587	\$ 10,720	\$ 11,576	\$ 856	8.0%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 2,952	\$ 5,252	\$ 5,514	\$ 263	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - In-House Bulk Trash	\$ 1,384	\$ 758	\$ 1,488	\$ 730	96.3%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Landscape/Grounds	\$ 1,240	\$ 2,480	\$ 3,080	\$ 599	24.2%	\$49.30 / Week (4% increase), plus \$500 for mulch and rock.
Contracts - Tree Trimming	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Make Ready	\$ 570	\$ 700	\$ 700	\$ 0	0.0%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Electrical Contracts	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Contracts - Plumbing Contracts	\$ -	\$ 2,500	\$ 2,500	\$ 0	0.0%	
Contracts - Pest Control	\$ 3,420	\$ 5,500	\$ 6,435	\$ 935	17.0%	Monthly pest control treatment at \$242.50 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Fire Protection	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Contracts - Key & Lock Services	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contract - Vehicle Repairs/ Maintenance	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Contracts - Asbestos Abatement	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contracts - Uniforms	\$ 265	\$ 174	\$ 250	\$ 76	43.3%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 4 Staff. Cost shared with TX 7 Lakeside. 16% of cost charged to Salina
Contract - Reasonable Accommodations	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 278	\$ 278	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 9,831	\$ 21,664	\$ 24,545	\$ 2,881	13.3%	
Total Ordinary Maintenance & Operations	\$ 38,723	\$ 57,393	\$ 67,544	\$ 10,150	17.7%	
Protective Services						
Police Officers	\$ 2,583	\$ 5,500	\$ 5,500	\$ -	0.0%	
Police Liaison	\$ -	\$ 519	\$ 519	\$ -	0.0%	
Protective Services- Equipments	\$ 2,009	\$ 1,464	\$ 1,432	\$ (32)	-2.2%	Star Security Buglar Alarm with Upgrades for the Office @ \$119.33 / Month
Protective Services- Contracts	\$ 110	\$ 3,400	\$ 3,000	\$ (400)	-11.8%	
Total Protective Services	\$ 4,702	\$ 10,883	\$ 10,451	\$ (432)	-4.0%	

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
General Expenses						
Insurance						
Property Insurance	\$ 5,223	\$ 8,521	\$ 9,263	\$ 742	8.7%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 3,298	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 196	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 8,717	\$ 8,521	\$ 9,263	\$ 742	8.7%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 25,242	\$ 22,119	\$ (3,123)	-12.4%	
FICA Employers Share - Admin	\$ 1,429	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 1,708	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 4,986	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 4,707	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 3,062	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 2,391	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 68	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 40	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 35	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 26	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 54	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 51	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 10	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 18,565	\$ 25,242	\$ 22,119	\$ (3,123)	-12.4%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 27,482	\$ 33,863	\$ 31,482	\$ (2,381)	-7.0%	
Total Operating Expenses	\$ 168,563	\$ 205,957	\$ 207,625	\$ 1,669	0.8%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 86,181	\$ 29,503	\$ 39,351	\$ 9,848	33.4%	

Pathways at Salina Apartments

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Donations & Transfers						
Operating Transfers In	\$ (6,106)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (6,106)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 92,287	\$ 29,503	\$ 39,351	\$ 9,848	33.4%	
Debt Principal		\$ -				
Replacement Reserve		\$ 12,049	\$ 12,338			Jan - Nov at \$1026/month; Dec at \$1052 using increase factor of 1.025
Balance		\$ 17,454	\$ 27,013			
Net Income		\$ 17,454	\$ 27,013			
Total Debt		\$ -	\$ -			
Debt Service Coverage Ratio						No Debt

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 325,703	\$ 348,778	\$ 337,240	\$ (11,537)	-3.3%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Vacancies	\$ (6,733)	\$ (27,405)	\$ (28,143)	\$ (738)	2.7%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (20,519)	\$ (15,660)	\$ (16,082)	\$ (422)	2.7%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 432	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ -	\$ -	\$ 1,550	\$ 1,550	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 7,049	\$ -	\$ 8,700	\$ 8,700	0.0%	Based on previous 12 month average of \$87.00 / unit at all Senior properties.
Late Fee	\$ 6,394	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Cable	\$ 9,149	\$ -	\$ 9,150	\$ 9,150	0.0%	Previously budgeted under "Other Income" - moving to this line
Cable/Internet Charge	\$ 9,540	\$ -	\$ 9,540	\$ 9,540	0.0%	Previously budgeted under "Other Income" - moving to this line
Total Tenant Revenue	\$ 331,014	\$ 305,713	\$ 321,956	\$ 16,243	5.3%	
Operating Grants						
HAP Subsidy	\$ 444,202	\$ 434,210	\$ 466,847	\$ 32,636	7.5%	2022 Rent Schedule = \$66,180 / month through July. In anticipation of higher OCAF, using 3% increase for August - December 2023.
Special Claims Income	\$ 2,700	\$ -	\$ 1,350	\$ 1,350	0.0%	Budgeting at the 6 month actual amount.
Total Operating Grants	\$ 446,902	\$ 434,210	\$ 468,197	\$ 33,986	7.8%	
Interest Income						
Interest on Bank Accounts	\$ 801	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 439	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Interest Income	\$ 1,240	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 177	\$ 23,139	\$ 4,539	\$ (18,600)	-80.4%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 177	\$ 23,139	\$ 4,539	\$ (18,600)	-80.4%	
Total Revenue	\$ 779,333	\$ 763,062	\$ 794,691	\$ 31,629	4.1%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 72,763	\$ 76,230	\$ 79,267	\$ 3,037	4.0%	\$ 79,267.26
Admin Salaries - Overtime	\$ 448	\$ 125	\$ 125	\$ (0)	0.0%	
Incentive Pay	\$ -	\$ 3,000	\$ -	\$ (3,000)	-100.0%	
Compensated Absences	\$ 16,847	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 90,059	\$ 79,355	\$ 79,392	\$ 37	0.0%	
Legal Expense						
Legal Expense	\$ 827	\$ 5,500	\$ 5,500	\$ 0	0.0%	
Court Costs	\$ -	\$ 450	\$ 1,000	\$ 550	122.2%	
Total Legal Expenses	\$ 827	\$ 5,950	\$ 6,500	\$ 550	9.2%	
Travel & Training						
Staff Training	\$ 1,686	\$ 2,796	\$ 1,805	\$ (991)	-35.4%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 additional training
Total Travel & Training	\$ 1,686	\$ 2,796	\$ 1,805	\$ (991)	-35.4%	
Auditing Fees						
Auditing Fees	\$ 9,000	\$ 9,000	\$ 9,500	\$ 500	5.6%	
Total Audit Fees	\$ 9,000	\$ 9,000	\$ 9,500	\$ 500	5.6%	
Office Expenses						
Office Supplies	\$ 628	\$ 600	\$ 600	\$ -	0.0%	
Postage, Couriers, Express Mail	\$ 311	\$ 250	\$ 300	\$ 50	20.0%	
Printing	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Advertising and Marketing	\$ -	\$ 125	\$ 125	\$ -	0.0%	
Membership Dues and Fees	\$ -	\$ -	\$ -	\$ -	0.0%	

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Telephone	\$ 9,385	\$ 10,929	\$ 11,380	\$ 451	4.1%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Internet / Cable	\$ 18,036	\$ 22,947	\$ 23,888	\$ 940	4.1%	Cost of Bulk Cable for residents. The cable portion is offset by revenue from residents who select to have the cable.
Equipment Leases	\$ 1,081	\$ 1,704	\$ 1,631	\$ (73)	-4.3%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Admin Contractors	\$ -	\$ 3,000	\$ -	\$ (3,000)	-100.0%	
Meeting	\$ -	\$ 50	\$ 50	\$ -	0.0%	
Bank Charges	\$ 7	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 767	\$ 680	\$ 803	\$ 123	18.2%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Consultants	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	0.0%	
Criminal Check	\$ 799	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Software	\$ 6,499	\$ 6,970	\$ 5,208	\$ (1,762)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Annual Compliance Fee	\$ -	\$ 4,000	\$ 4,000	\$ 0	0.0%	TDHCA Compliance Fee (\$40 / Unit)
Total Office Expenses	\$ 40,514	\$ 52,155	\$ 51,585	\$ (570)	-1.1%	
Management Fees						
Management Fees	\$ 31,655	\$ 30,522	\$ 31,788	\$ 1,265	4.1%	
Partnership Management Fees	\$ -	\$ 3,232	\$ 1,592	\$ (1,640)	-50.7%	Partnership Fee
Asset Management Fees	\$ -	\$ -	\$ 1,640	\$ 1,640	0.0%	Prorated portion of the RBC Asset Management Fee for HACA Pathways 1 (\$410.00 / Quarter)
Total Management Fees	\$ 31,655	\$ 33,754	\$ 35,020	\$ 1,265	3.7%	
Total Administrative Expenses	\$ 173,742	\$ 183,010	\$ 183,802	\$ 791	0.4%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 1,898	\$ 1,500	\$ 1,500	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Total Tenant Services - Other	\$ 1,898	\$ 2,500	\$ 2,500	\$ 0	0.0%	

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Tenant Services	\$ 1,898	\$ 2,500	\$ 2,500	\$ 0	0.0%	
Utilities						
Water	\$ 43,409	\$ 55,000	\$ 45,000	\$ (10,000)	-18.2%	
Electricity	\$ 50,694	\$ 48,000	\$ 51,000	\$ 3,000	6.3%	
Gas	\$ 8,260	\$ 5,500	\$ 7,000	\$ 1,500	27.3%	
Total Utilities	\$ 102,363	\$ 108,500	\$ 103,000	\$ (5,500)	-5.1%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regu	\$ 62,960	\$ 53,174	\$ 81,318	\$ 28,143	52.9%	
Ordinary Maint. & Operations- Labor OT	\$ 3,165	\$ 4,944	\$ 3,000	\$ (1,944)	-39.3%	
Ordinary Maint. & Operations- Labor Stand	\$ 5,693	\$ -	\$ 5,000	\$ 5,000	0.0%	
Total Maintenance Labor	\$ 71,818	\$ 58,119	\$ 89,318	\$ 31,199	53.7%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 1,568	\$ 2,380	\$ 2,380	\$ 0	0.0%	
Materials - Electrical	\$ 498	\$ 1,700	\$ 1,700	\$ (0)	0.0%	
Materials - Plumbing	\$ 846	\$ 2,500	\$ 2,500	\$ 0	0.0%	
Materials - Lawn Care/ Grounds	\$ 539	\$ 400	\$ 400	\$ 0	0.0%	
Materials - Tools & Equipment	\$ 408	\$ 1,500	\$ 1,500	\$ -	0.0%	Jetter / Power Washer
Materials - Air Conditioning / HVAC	\$ 1,389	\$ 1,700	\$ 1,700	\$ -	0.0%	
Materials - Gas & Oil	\$ -	\$ 225	\$ 225	\$ -	0.0%	
Materials - Exterior Lighting	\$ -	\$ 800	\$ 800	\$ -	0.0%	
Materials - Paint and Painting Supplies	\$ 1,707	\$ 850	\$ 1,700	\$ 850	100.0%	
Materials - Flooring & Ceiling	\$ -	\$ 500	\$ 750	\$ 250	50.0%	
Materials - Glass & Window	\$ -	\$ 500	\$ 500	\$ -	0.0%	
Materials - Windows Covering	\$ 1,030	\$ 600	\$ 900	\$ 300	50.0%	
Materials - Appliances & Parts	\$ 144	\$ 1,800	\$ 1,800	\$ -	0.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ 1,650	\$ 500	\$ 900	\$ 400	80.0%	
Materials - Hardware/Locks	\$ 91	\$ 600	\$ 400	\$ (200)	-33.3%	
Materials - Safety Equipment	\$ 813	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Pest Control	\$ 76	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Lumber Sheetrock	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Doors	\$ -	\$ 1,500	\$ 1,200	\$ (300)	-20.0%	Wheelchair damage to doors
Materials - Fencing	\$ -	\$ -	\$ 100	\$ 100	0.0%	

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Reasonable Accommodations	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Materials - Countertops /Cabinets	\$ -	\$ 3,000	\$ 1,500	\$ (1,500)	-50.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 7,830	\$ 7,830	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 10,759	\$ 22,905	\$ 30,635	\$ 7,730	33.7%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 8,241	\$ 14,983	\$ 15,732	\$ 749	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 4,631	\$ 2,890	\$ 4,650	\$ 1,760	60.9%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ 2,000	\$ 2,000	\$ (0)	0.0%	
Contracts - Elevator Maint.	\$ 7,258	\$ 13,060	\$ 13,060	\$ -	0.0%	\$946.40 / month for regular maintenance plus 15% for additional repairs.
Contracts - Landscape/Grounds	\$ 2,618	\$ 6,736	\$ 6,946	\$ 209	3.1%	\$104.73 / Week (4% increase), plus \$1500 for mulch and rock.
Contracts - Tree Trimming	\$ -	\$ 4,500	\$ 4,500	\$ -	0.0%	
Contracts - Make Ready	\$ 3,534	\$ 2,950	\$ 2,950	\$ 0	0.0%	
Contracts - Electrical Contracts	\$ 8,160	\$ 900	\$ 2,000	\$ 1,100	122.2%	
Contracts - Plumbing Contracts	\$ 15,396	\$ 5,000	\$ 5,000	\$ (0)	0.0%	
Contracts - Pest Control	\$ 5,600	\$ 18,800	\$ 16,800	\$ (2,000)	-10.6%	\$1400 / Month for Heat Wave monthly service;
Contracts - Janitorial Contracts	\$ -	\$ 2,300	\$ 4,800	\$ 2,500	108.7%	Monthly deep clean of the property
Contracts - Fire Protection	\$ 10,042	\$ 3,500	\$ 5,000	\$ 1,500	42.9%	
Contracts - Door & Window Repairs	\$ 2,581	\$ 500	\$ 1,000	\$ 500	100.0%	
Contracts - Building & Equipment Repairs	\$ 703	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Key & Lock Services	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Contracts - Uniforms	\$ 419	\$ 266	\$ 391	\$ 124	46.7%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 1 Staff
Contract - Reasonable Accommodations	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 870	\$ 870	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Maintenance Contracts	\$ 69,183	\$ 79,086	\$ 86,399	\$ 7,313	9.2%	
Total Ordinary Maintenance & Operations	\$ 151,760	\$ 160,109	\$ 206,351	\$ 46,242	28.9%	
Protective Services						
Police Officers	\$ 18,581	\$ 7,500	\$ 7,500	\$ -	0.0%	
Crime Prevention/Safety	\$ 10,208	\$ -	\$ -	\$ -	0.0%	
Police Liaison	\$ -	\$ 1,621	\$ 1,621	\$ -	0.0%	
Protective Services- Equipments	\$ 2,398	\$ 2,220	\$ 2,032	\$ (188)	-8.5%	Star Security Burglar Alarm System with Upgrade @ \$168.33 / Month
Protective Services- Contracts	\$ 35,948	\$ 15,000	\$ 25,500	\$ 10,500	70.0%	
Total Protective Services	\$ 67,135	\$ 26,341	\$ 36,653	\$ 10,312	39.1%	
General Expenses						
Insurance						
Property Insurance	\$ 17,116	\$ 27,251	\$ 29,758	\$ 2,507	9.2%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 10,135	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 1,337	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 28,588	\$ 27,251	\$ 29,758	\$ 2,507	9.2%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 63,203	\$ 79,294	\$ 16,091	25.5%	
FICA Employers Share - Admin	\$ 5,541	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 7,366	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 34,285	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 18,092	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 7,304	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 10,734	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 205	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 205	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 126	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 89	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 196	\$ -	\$ -	\$ -	0.0%	

Pathways at Gaston Place

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Disability Insurance - Maintenance	\$ 137	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 171	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 84,449	\$ 63,203	\$ 79,294	\$ 16,091	25.5%	
Interest Expense						
Interest on Notes Payable	\$ 83,706	\$ 83,654	\$ 82,505	\$ (1,149)	-1.4%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 83,706	\$ 83,654	\$ 82,505	\$ (1,149)	-1.4%	
Other General Expense						
Land Lease Expense	\$ 1,333	\$ 1,333	\$ 1,333	\$ -	0.0%	Annual Land Lease Expense
Tax Credit Fees Expense	\$ 5,000	\$ -	\$ 250	\$ 250	0.0%	Expense to have Novogradac complete the tax returns
Franchise Taxes	\$ -	\$ 2,174	\$ 2,175	\$ 1	0.0%	Annual Franchise Tax
Total Other General Expenses	\$ 6,333	\$ 3,507	\$ 3,758	\$ 251	7.2%	
Total General Expenses	\$ 203,076	\$ 177,615	\$ 195,315	\$ 17,699	10.0%	
Total Operating Expenses	\$ 699,974	\$ 658,076	\$ 727,621	\$ 69,545	10.6%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 79,359	\$ 104,986	\$ 67,071	\$ (37,916)	-36.1%	
Donations & Transfers						
Operating Transfers In	\$ (21,136)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (21,136)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 100,495	\$ 104,986	\$ 67,071	\$ (37,916)	-36.1%	
Debt Principal		\$ 25,356	\$ 26,505			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 38,606	\$ 39,530			Jan - Jul at \$3260/month; Aug - Dec at \$3342 using increase factor of 1.025
Balance		\$ 41,024	\$ 1,036			
Net Income		\$ 150,034	\$ 110,045			
Total Debt		\$ 109,010	\$ 109,010			
Debt Service Coverage Ratio		1.38	1.01			

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 510,850	\$ 462,779	\$ 486,815	\$ 24,036	5.2%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (6,018)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 1,428	\$ -	\$ -	\$ -	0.0%	
Plus: Prepaid Rent	\$ -	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (22,436)	\$ (49,061)	\$ (50,225)	\$ (1,164)	2.4%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (33,853)	\$ (28,035)	\$ (28,700)	\$ (665)	2.4%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 152	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 1,213	\$ -	\$ 3,400	\$ 3,400	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 15,780	\$ -	\$ 16,056	\$ 16,056	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 7,336	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Excess Utilities	\$ 520	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 474,973	\$ 385,683	\$ 427,345	\$ 41,662	10.8%	
Operating Grants						
HAP Subsidy	\$ 832,470	\$ 938,969	\$ 948,196	\$ 9,227	1.0%	2022 Rent Schedule = \$119,286 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 3,438	\$ -	\$ 1,719	\$ 1,719	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 228	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 274	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 836,410	\$ 938,969	\$ 949,915	\$ 10,946	1.2%	
Interest Income						

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Bank Accounts	\$ 1,204	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 537	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest Revenue - Sellers Notes	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Interest Income	\$ 1,741	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 999	\$ 16,388	\$ 8,200	\$ (8,188)	-50.0%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 1,089	\$ 16,388	\$ 8,200	\$ (8,188)	-50.0%	
Total Revenue	\$ 1,314,213	\$ 1,341,040	\$ 1,385,460	\$ 44,420	3.3%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 107,202	\$ 121,934	\$ 125,720	\$ 3,786	3.1%	
Admin Salaries - Temp	\$ 5,082	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Incentive Pay	\$ -	\$ 4,320	\$ -	\$ (4,320)	-100.0%	
Compensated Absences	\$ 19,488	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 131,773	\$ 126,504	\$ 125,970	\$ (534)	-0.4%	
Legal Expense						
Legal Expense	\$ 30,950	\$ 7,920	\$ 10,000	\$ 2,080	26.3%	
Court Costs	\$ 2,397	\$ 2,000	\$ 2,400	\$ 400	20.0%	Several non payment evictions. E-filing eviction is \$137.87 to serve one person. Add an additional \$80 if serving a 2nd adult. e-filing the writ of possession costs \$169.77
Total Legal Expenses	\$ 33,347	\$ 9,920	\$ 12,400	\$ 2,480	25.0%	
Travel & Training						
Staff Training	\$ 2,340	\$ 2,451	\$ 3,387	\$ 936	38.2%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS, 1 CAMT
Travel - Mileage	\$ -	\$ -	\$ 100	\$ 100	0.0%	
Total Travel & Training	\$ 2,340	\$ 2,451	\$ 3,487	\$ 1,036	42.3%	

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Auditing Fees						
Auditing Fees	\$ -	\$ 2,199	\$ 10,000	\$ 7,801	354.8%	
Total Audit Fees	\$ -	\$ 2,199	\$ 10,000	\$ 7,801	354.8%	
Office Expenses						
Office Supplies	\$ 1,504	\$ 1,200	\$ 1,200	\$ -	0.0%	Closer to 2022 actuals
Postage, Couriers, Express Mail	\$ 463	\$ 500	\$ 475	\$ (25)	-5.0%	
Printing	\$ -	\$ 200	\$ 175	\$ (25)	-12.5%	need to order porch tickets
Advertising and Marketing	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Telephone	\$ 8,313	\$ 10,124	\$ 11,619	\$ 1,495	14.8%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Office Custodial	\$ 17	\$ 200	\$ -	\$ (200)	-100.0%	
Equipment Leases	\$ 1,081	\$ 1,740	\$ 1,635	\$ (105)	-6.0%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Office Equipment/Furniture	\$ 858	\$ 300	\$ 400	\$ 100	33.3%	Need to replace 2 office chairs
Office Equipment Repair	\$ -	\$ 48	\$ 50	\$ 2	4.2%	
Bank Charges	\$ 516	\$ 250	\$ 250	\$ 0	0.0%	Greystone Annual R4R Servicing Fee
Assessment of Fair Housing	\$ -	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 1,102	\$ 979	\$ 1,157	\$ 178	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 1,072	\$ -	\$ -	\$ -	0.0%	
Employee Physical /Drug Test	\$ -	\$ 100	\$ -	\$ (100)	-100.0%	
Interpreter Fee	\$ -	\$ 450	\$ 450	\$ -	0.0%	
Software	\$ 9,252	\$ 10,037	\$ 7,500	\$ (2,537)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Total Office Expenses	\$ 24,177	\$ 26,428	\$ 25,211	\$ (1,217)	-4.6%	
Management Fees						
Management Fees	\$ 53,182	\$ 53,642	\$ 55,418	\$ 1,777	3.3%	
Admissions Fees	\$ -	\$ 19,267	\$ -	\$ (19,267)	-100.0%	
Total Management Fees	\$ 53,182	\$ 72,909	\$ 55,418	\$ (17,490)	-24.0%	

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Administrative Expenses	\$ 244,818	\$ 240,411	\$ 232,487	\$ (7,924)	-3.3%	
Tenant Services						
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 639	\$ 2,160	\$ 2,160	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 1,440	\$ 1,440	\$ -	0.0%	
Total Tenant Services - Other	\$ 639	\$ 3,600	\$ 3,600	\$ -	0.0%	
Total Tenant Services	\$ 639	\$ 3,600	\$ 3,600	\$ -	0.0%	
Utilities						
Water	\$ 139,160	\$ 120,000	\$ 127,000	\$ 7,000	5.8%	Closer to 2022 actuals, increase in rates
Electricity	\$ 11,447	\$ 15,000	\$ 11,500	\$ (3,500)	-23.3%	
Gas	\$ 75,250	\$ 60,000	\$ 65,000	\$ 5,000	8.3%	Closer to 2022 actuals, increase in rates
Total Utilities	\$ 225,857	\$ 195,000	\$ 203,500	\$ 8,500	4.4%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 88,071	\$ 93,635	\$ 102,534	\$ 8,899	9.5%	
Ordinary Maint. & Operations- Labor OT	\$ 16,577	\$ 7,120	\$ 9,000	\$ 1,880	26.4%	
Ordinary Maint. & Operations- Labor Temp	\$ 333	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 5,588	\$ -	\$ 6,500	\$ 6,500	0.0%	
Total Maintenance Labor	\$ 110,569	\$ 100,755	\$ 118,034	\$ 17,279	17.1%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 937	\$ 1,800	\$ 1,400	\$ (400)	-22.2%	
Materials - Electrical	\$ 1,856	\$ 4,500	\$ 3,600	\$ (900)	-20.0%	
Materials - Plumbing	\$ 4,156	\$ 5,000	\$ 4,800	\$ (200)	-4.0%	
Materials - Lawn Care/ Grounds	\$ 68	\$ 700	\$ 700	\$ 0	0.0%	will need to order bench for playground
Materials - Tools & Equipment	\$ 339	\$ 1,000	\$ 1,250	\$ 250	25.0%	
Materials - Air Conditioning / HVAC	\$ 14,144	\$ 7,000	\$ 10,000	\$ 3,000	42.9%	Price of freon has increased, need capacitors and contactors
Materials - Gas & Oil	\$ 1,742	\$ 1,600	\$ 1,700	\$ 100	6.3%	Increase in gas prices.
Materials - Auto Parts	\$ 370	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Exterior Lighting	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Materials - Paint and Painting Supplies	\$ 8,828	\$ 6,000	\$ 7,500	\$ 1,500	25.0%	Increase in number of vacancies

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Flooring & Ceiling	\$ 160	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Glass & Window	\$ -	\$ 1,000	\$ 800	\$ (200)	-20.0%	
Materials - Windows Covering	\$ 4,433	\$ 3,000	\$ 3,600	\$ 600	20.0%	Closer to 2022 annualized, price increase
Materials - Appliances & Parts	\$ 10,063	\$ 3,500	\$ 7,800	\$ 4,300	122.9%	Had to replace several microwaves and garbage disposals
Materials - Smoke/Fire/Burglar Alarms	\$ 2,150	\$ 2,800	\$ 2,000	\$ (800)	-28.6%	
Materials - Roofing	\$ -	\$ 150	\$ -	\$ (150)	-100.0%	
Materials - Hardware/Locks	\$ 1,494	\$ 2,000	\$ 1,800	\$ (200)	-10.0%	
Materials - Safety Equipment	\$ 524	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Pest Control	\$ 730	\$ 100	\$ 500	\$ 400	400.2%	Ants and bees on property
Materials - Lumber Sheetrock	\$ -	\$ 800	\$ 500	\$ (300)	-37.5%	
Materials - Doors	\$ 7,460	\$ 2,000	\$ 2,400	\$ 400	20.0%	Price increase on doors.
Materials - Fencing	\$ -	\$ 75	\$ 75	\$ -	0.0%	
Materials - Ranges	\$ 384	\$ -	\$ -	\$ -	0.0%	Closer to 2022 actuals
Materials - Reasonable Accommodations	\$ 1,586	\$ 2,000	\$ 1,800	\$ (200)	-10.0%	
Materials - Water Heaters/Boilers & Parts	\$ 185	\$ 500	\$ 250	\$ (250)	-50.0%	
Materials - Countertops /Cabinets	\$ 954	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Tenant Property Damage	\$ 4,936	\$ -	\$ 14,450	\$ 14,450	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 67,497	\$ 47,375	\$ 68,775	\$ 21,400	45.2%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 3,056	\$ 6,613	\$ 6,944	\$ 331	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 6,852	\$ 5,020	\$ 6,696	\$ 1,676	33.4%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Landscape/Grounds	\$ 16,260	\$ 37,521	\$ 35,822	\$ (1,699)	-4.5%	\$650.42 / Week (4% increase), plus \$2000 for mulch top off.
Contracts - Tree Trimming	\$ 4,250	\$ 12,000	\$ 12,000	\$ -	0.0%	
Contracts - Make Ready	\$ 27,582	\$ 10,982	\$ 18,500	\$ 7,518	68.5%	Increase number of vacancies
Contracts - Electrical Contracts	\$ 1,322	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Plumbing Contracts	\$ 16,815	\$ 10,000	\$ 14,500	\$ 4,500	45.0%	Laundry room will need a new water heater

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Pest Control	\$ 19,858	\$ 12,450	\$ 17,200	\$ 4,750	38.2%	Monthly pest control treatment at \$662.50 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Janitorial Contracts	\$ 2,688	\$ -	\$ -	\$ -	0.0%	
Contracts - Fire Protection	\$ 750	\$ 1,150	\$ 900	\$ (250)	-21.7%	
Contracts - Door & Window Repairs	\$ 10,762	\$ 750	\$ 750	\$ -	0.0%	Closer to 2022 actuals
Contracts - Building & Equipment Repairs	\$ -	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	
Contracts - Equipment Rental	\$ -	\$ 25	\$ 25	\$ 0	0.2%	
Contracts - Maintenance & Repairs	\$ 1,392	\$ -	\$ -	\$ -	0.0%	Closer to 2022 actuals
Contracts - Key & Lock Services	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 31	\$ 1,800	\$ 1,200	\$ (600)	-33.3%	
Contracts - Asbestos Abatement	\$ -	\$ 500	\$ 300	\$ (200)	-40.0%	
Contracts - Uniforms	\$ 852	\$ 542	\$ 782	\$ 240	44.2%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 2 Staff
Contract - Reasonable Accommodations	\$ 4,500	\$ 1,500	\$ 2,500	\$ 1,000	66.7%	Closer to 2022 actuals
Contracts - Masonry Work	\$ 7,790	\$ 80	\$ 80	\$ (0)	0.0%	
Contracts - Roofing	\$ 1,650	\$ -	\$ -	\$ -	0.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,606	\$ 1,606	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 126,409	\$ 103,533	\$ 121,904	\$ 18,370	17.7%	
Total Ordinary Maintenance & Operations	\$ 304,476	\$ 251,663	\$ 308,713	\$ 57,050	22.7%	
Protective Services						
Police Officers	\$ 14,125	\$ 30,000	\$ 28,000	\$ (2,000)	-6.7%	
Police Liaison	\$ -	\$ 2,334	\$ 2,334	\$ -	0.0%	
Protective Services- Equipments	\$ 2,578	\$ 1,920	\$ 1,924	\$ 4	0.2%	Star Security Burglar Alarm for Office @ \$160.33 / Month
Protective Services- Contracts	\$ 100	\$ 750	\$ 750	\$ -	0.0%	
Total Protective Services	\$ 16,803	\$ 35,004	\$ 33,008	\$ (1,996)	-5.7%	
General Expenses						
Insurance						

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Property Insurance	\$ 41,261	\$ 57,085	\$ 64,104	\$ 7,019	12.3%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 15,824	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 1,838	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 58,923	\$ 57,085	\$ 64,104	\$ 7,019	12.3%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 104,781	\$ 114,682	\$ 9,901	9.4%	
FICA Employers Share - Admin	\$ 8,097	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 8,622	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 27,407	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 17,310	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 14,645	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 18,597	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 343	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 289	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 184	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 126	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 290	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 244	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 5	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 96,159	\$ 104,781	\$ 114,682	\$ 9,901	9.4%	
Interest Expense						
Interest on Notes Payable	\$ 240,172	\$ 239,462	\$ 233,877	\$ (5,585)	-2.3%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 240,172	\$ 239,462	\$ 233,877	\$ (5,585)	-2.3%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 395,454	\$ 401,428	\$ 412,763	\$ 11,335	2.8%	

Pathways at Bouldin Oaks

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Operating Expenses	\$ 1,188,047	\$ 1,127,106	\$ 1,194,071	\$ 66,964	5.9%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 126,167	\$ 213,934	\$ 191,389	\$ (22,545)	-10.5%	
Donations & Transfers						
Operating Transfers In	\$ (118,903)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (118,903)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 245,070	\$ 213,934	\$ 191,389	\$ (22,545)	-10.5%	
Debt Principal		\$ 131,808	\$ 137,393			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 56,000	\$ 57,335			Jan - Nov at \$4768/month; Dec at \$4887 using increase factor of 1.025
Balance		\$ 26,126	\$ (3,339)			
Net Income		\$ 397,396	\$ 367,931			
Total Debt		\$ 371,270	\$ 371,270			
Debt Service Coverage Ratio		1.07	0.99			

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 545,195	\$ 526,343	\$ 535,769	\$ 9,426	1.8%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (14,814)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 3,270	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (8,883)	\$ (53,421)	\$ (54,876)	\$ (1,455)	2.7%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (34,551)	\$ (30,526)	\$ (31,358)	\$ (832)	2.7%	Using 2% of resident rent payment and HAP payment for bad debt.
Less: Delinquency	\$ -	\$ -	\$ -	\$ -	0.0%	
Security Deposit Forfeit	\$ 1,049	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ -	\$ -	\$ 3,700	\$ 3,700	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 33,269	\$ -	\$ 16,056	\$ 16,056	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 10,133	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Excess Utilities	\$ 3,332	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 537,999	\$ 442,396	\$ 469,290	\$ 26,894	6.1%	
Operating Grants						
HAP Subsidy	\$ 952,340	\$ 999,958	\$ 1,032,128	\$ 32,170	3.2%	2022 Rent Schedule = \$130,008 / month through October. In anticipation of higher OCAF, using 3% increase for November and December 2023.
Special Claims Income	\$ 8,466	\$ -	\$ -	\$ -	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 1,036	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 420	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 962,262	\$ 999,958	\$ 1,032,128	\$ 32,170	3.2%	
Interest Income						

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Bank Accounts	\$ 596	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 1,528	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 2,123	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 139	\$ 8,812	\$ 4,400	\$ (4,412)	-50.1%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 139	\$ 8,812	\$ 4,400	\$ (4,412)	-50.1%	
Total Revenue	\$ 1,502,523	\$ 1,451,166	\$ 1,505,818	\$ 54,652	3.8%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 118,277	\$ 151,855	\$ 147,543	\$ (4,313)	-2.8%	
Admin Salaries - Temp	\$ 12,680	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ -	\$ 250	\$ 250	\$ 0	0.0%	
Incentive Pay	\$ -	\$ 4,320	\$ -	\$ (4,320)	-100.0%	
Compensated Absences	\$ 8,479	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 139,436	\$ 156,425	\$ 147,793	\$ (8,633)	-5.5%	
Legal Expense						
Legal Expense	\$ 56,613	\$ 12,000	\$ 17,000	\$ 5,000	41.7%	
Court Costs	\$ 2,206	\$ 2,000	\$ 2,000	\$ (0)	0.0%	
Total Legal Expenses	\$ 58,819	\$ 14,000	\$ 19,000	\$ 5,000	35.7%	
Travel & Training						
Staff Training	\$ 4,240	\$ 2,451	\$ 4,457	\$ 2,006	81.9%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS, 1 CAMT, 1 HVAC
Travel - Mileage	\$ -	\$ 200	\$ -	\$ (200)	-100.0%	
Total Travel & Training	\$ 4,240	\$ 2,651	\$ 4,457	\$ 1,806	68.1%	
Auditing Fees						
Auditing Fees	\$ -	\$ 2,199	\$ 10,000	\$ 7,801	354.8%	
Total Audit Fees	\$ -	\$ 2,199	\$ 10,000	\$ 7,801	354.8%	
Office Expenses						

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Office Supplies	\$ 749	\$ 800	\$ 800	\$ (0)	0.0%	
Postage, Couriers, Express Mail	\$ 773	\$ 800	\$ 800	\$ (0)	0.0%	
Printing	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Telephone	\$ 8,706	\$ 10,691	\$ 12,252	\$ 1,561	14.6%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Equipment Leases	\$ 1,081	\$ 1,740	\$ 1,635	\$ (105)	-6.0%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Misc. Expenses	\$ 5,632	\$ -	\$ -	\$ -	0.0%	
Bank Charges	\$ 16	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 1,102	\$ 979	\$ 1,157	\$ 178	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Criminal Check	\$ 1,072	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 910	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Software	\$ 9,338	\$ 10,037	\$ 7,500	\$ (2,537)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 50	\$ 150	\$ 100	200.0%	
Total Office Expenses	\$ 29,379	\$ 26,197	\$ 25,394	\$ (803)	-3.1%	
Management Fees						
Management Fees	\$ 60,062	\$ 58,047	\$ 60,233	\$ 2,186	3.8%	
Admissions Fees	\$ -	\$ 19,267	\$ -	\$ (19,267)	-100.0%	
Total Management Fees	\$ 60,062	\$ 77,314	\$ 60,233	\$ (17,081)	-22.1%	
Total Administrative Expenses	\$ 291,934	\$ 278,787	\$ 266,877	\$ (11,910)	-4.3%	
Tenant Services						
Tenant Services- Other						
Tenant Rent Incentives	\$ -	\$ 500	\$ -	\$ (500)	-100.0%	
Tenant Participation - Residents Council	\$ 677	\$ 2,160	\$ 2,160	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 1,440	\$ 1,440	\$ -	0.0%	
Tenant Relocation Costs	\$ 1,743	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 2,420	\$ 4,100	\$ 3,600	\$ (500)	-12.2%	
Total Tenant Services	\$ 2,420	\$ 4,100	\$ 3,600	\$ (500)	-12.2%	
Utilities						

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Water	\$ 175,754	\$ 135,000	\$ 150,000	\$ 15,000	11.1%	
Electricity	\$ 18,195	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%	
Gas	\$ 83,373	\$ 65,000	\$ 70,000	\$ 5,000	7.7%	
Total Utilities	\$ 277,322	\$ 225,000	\$ 240,000	\$ 15,000	6.7%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 80,113	\$ 93,537	\$ 85,126	\$ (8,411)	-9.0%	
Ordinary Maint. & Operations- Labor OT	\$ 808	\$ 7,120	\$ 1,000	\$ (6,120)	-86.0%	
Ordinary Maint. & Operations- Labor Temp	\$ 48,388	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 6,936	\$ -	\$ 7,100	\$ 7,100	0.0%	
Total Maintenance Labor	\$ 140,270	\$ 100,657	\$ 93,226	\$ (7,431)	-7.4%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 2,178	\$ 1,800	\$ 1,800	\$ -	0.0%	
Materials - Electrical	\$ 12,018	\$ 6,200	\$ 9,000	\$ 2,800	45.2%	
Materials - Plumbing	\$ 3,445	\$ 3,500	\$ 3,500	\$ (0)	0.0%	
Materials - Lawn Care/ Grounds	\$ 1,290	\$ 300	\$ 600	\$ 300	100.0%	
Materials - Tools & Equipment	\$ 600	\$ 1,800	\$ 1,800	\$ -	0.0%	
Materials - Air Conditioning / HVAC	\$ 2,788	\$ 6,000	\$ 6,000	\$ -	0.0%	
Materials - Gas & Oil	\$ 3,333	\$ 1,500	\$ 2,000	\$ 500	33.3%	
Materials - Auto Parts	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Exterior Lighting	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Materials - Paint and Painting Supplies	\$ 2,307	\$ 9,000	\$ 9,000	\$ -	0.0%	
Materials - Flooring & Ceiling	\$ 87	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Glass & Window	\$ 1,893	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Windows Covering	\$ 3,017	\$ 2,000	\$ 1,500	\$ (500)	-25.0%	
Materials - Appliances & Parts	\$ 2,990	\$ 2,000	\$ 2,000	\$ (0)	0.0%	
Materials - Smoke/Fire/Burglar Alarms	\$ 2,550	\$ 650	\$ 500	\$ (150)	-23.1%	
Materials - Roofing	\$ 90	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Hardware/Locks	\$ 3,123	\$ 1,200	\$ 1,800	\$ 600	50.0%	
Materials - Safety Equipment	\$ 335	\$ 1,000	\$ 600	\$ (400)	-40.0%	
Materials - Lumber Sheetrock	\$ 727	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Doors	\$ 594	\$ 750	\$ 500	\$ (250)	-33.3%	
Materials - Fencing	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Materials - Water Heaters/Boilers & Parts	\$ -	\$ 500	\$ 400	\$ (100)	-20.0%	

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Countertops /Cabinets	\$ 269	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 14,450	\$ 14,450	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 43,632	\$ 39,950	\$ 57,200	\$ 17,250	43.2%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 27,357	\$ 38,701	\$ 40,636	\$ 1,935	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 6,364	\$ 4,036	\$ 6,696	\$ 2,660	65.9%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 1,250	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Contracts - Landscape/Grounds	\$ 49,603	\$ 43,033	\$ 41,554	\$ (1,479)	-3.4%	\$760.66 / Week (4% increase), plus \$2000 for mulch top off.
Contracts - Tree Trimming	\$ 3,000	\$ 8,800	\$ 8,000	\$ (800)	-9.1%	
Contracts - Make Ready	\$ 13,358	\$ 13,438	\$ 13,400	\$ (38)	-0.3%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.0%	
Contracts - Electrical Contracts	\$ 3,201	\$ 250	\$ 2,000	\$ 1,750	700.1%	
Contracts - Plumbing Contracts	\$ 9,190	\$ 5,000	\$ 8,000	\$ 3,000	60.0%	
Contracts - Pest Control	\$ 15,897	\$ 12,450	\$ 14,930	\$ 2,480	19.9%	Monthly pest control treatment at \$540 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Janitorial Contracts	\$ 6,939	\$ 7,503	\$ 7,615	\$ 113	1.5%	Annual janitorial contract for the Community Room and B&G Club space.
Contracts - Fire Protection	\$ 900	\$ 1,500	\$ 1,200	\$ (300)	-20.0%	
Contracts - Door & Window Repairs	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Key & Lock Services	\$ 403	\$ 50	\$ 250	\$ 200	399.6%	
Contract - Vehicle Repairs/ Maintenance	\$ 244	\$ 500	\$ 500	\$ (0)	0.0%	
Contracts - Uniforms	\$ 852	\$ 542	\$ 782	\$ 240	44.2%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 2 Staff
Contract - Reasonable Accommodations	\$ 640	\$ 500	\$ 600	\$ 100	20.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,606	\$ 1,606	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Maintenance Contracts	\$ 139,198	\$ 139,303	\$ 149,769	\$ 10,466	7.5%	
Total Ordinary Maintenance & Operations	\$ 323,100	\$ 279,910	\$ 300,195	\$ 20,285	7.2%	
Protective Services						
Police Officers	\$ 29,025	\$ 30,000	\$ 35,000	\$ 5,000	16.7%	
Police Liaison	\$ -	\$ 2,334	\$ 2,334	\$ -	0.0%	
Protective Services- Equipments	\$ 3,262	\$ 1,668	\$ 1,636	\$ (32)	-1.9%	Star Security Burglar Alarm for Office @ \$136.33 / Month
Protective Services- Contracts	\$ (14,232)	\$ 20,000	\$ 35,000	\$ 15,000	75.0%	
Total Protective Services	\$ 18,054	\$ 54,002	\$ 73,970	\$ 19,968	37.0%	
General Expenses						
Insurance						
Property Insurance	\$ 45,038	\$ 61,820	\$ 69,537	\$ 7,717	12.5%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 16,782	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 1,876	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 63,697	\$ 61,820	\$ 69,537	\$ 7,717	12.5%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 118,798	\$ 113,279	\$ (5,519)	-4.6%	
FICA Employers Share - Admin	\$ 9,728	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 6,461	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 21,824	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 27,567	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 17,516	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 12,914	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 397	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 453	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 192	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 118	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 322	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 209	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 5	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 97,705	\$ 118,798	\$ 113,279	\$ (5,519)	-4.6%	

Pathways at Thurmond Heights

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest Expense						
Interest on Notes Payable	\$ 224,224	\$ 224,840	\$ 224,840	\$ (0)	0.0%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 224,224	\$ 224,840	\$ 224,840	\$ (0)	0.0%	
Other General Expense						
Land Lease Expense	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	Annual Land Lease Expense
Total Other General Expenses	\$ 200	\$ 100	\$ 100	\$ 0	0.0%	
Total General Expenses	\$ 385,825	\$ 405,558	\$ 407,756	\$ 2,198	0.5%	
Total Operating Expenses	\$ 1,298,656	\$ 1,247,357	\$ 1,292,397	\$ 45,040	3.6%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 203,868	\$ 203,809	\$ 213,421	\$ 9,612	4.7%	
Donations & Transfers						
Operating Transfers In	\$ (34,559)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (34,559)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 238,427	\$ 203,809	\$ 213,421	\$ 9,612	4.7%	
Debt Principal		\$ -	\$ -			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 54,370	\$ 55,672			Jan - Oct at \$4620/month; Nov - Dec at \$4736 using increase factor of 1.025
Balance		\$ 149,439	\$ 157,749			
Net Income		\$ 374,279	\$ 382,589			
Total Debt		\$ 224,840	\$ 224,840			
Debt Service Coverage Ratio		1.66	1.70			

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 315,841	\$ 319,842	\$ 317,842	\$ (2,001)	-0.6%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rent Permanent Loss	\$ (5,616)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 16,920	\$ -	\$ -	\$ -	0.0%	
Plus: Prepaid Rent	\$ -	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (4,510)	\$ (30,259)	\$ (31,089)	\$ (830)	2.7%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (60,193)	\$ (17,291)	\$ (17,765)	\$ (474)	2.7%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 942	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 16,893	\$ -	\$ 2,400	\$ 2,400	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 3,736	\$ -	\$ 10,481	\$ 10,481	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 3,086	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Excess Utilities	\$ 2,069	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 289,168	\$ 272,292	\$ 281,868	\$ 9,575	3.5%	
Operating Grants						
HAP Subsidy	\$ 493,702	\$ 544,705	\$ 570,430	\$ 25,725	4.7%	2022 Rent Schedule = \$73,838 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 6,770	\$ -	\$ 3,385	\$ 3,385	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 864	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 219	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 501,555	\$ 544,705	\$ 573,815	\$ 29,110	5.3%	
Interest Income						

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Bank Accounts	\$ 1,064	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 483	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 1,547	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 91	\$ 2,037	\$ 1,000	\$ (1,037)	-50.9%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 91	\$ 2,037	\$ 1,000	\$ (1,037)	-50.9%	
Total Revenue	\$ 792,360	\$ 819,034	\$ 856,682	\$ 37,648	4.6%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 50,615	\$ 94,537	\$ 93,596	\$ (941)	-1.0%	
Admin Salaries - Temp	\$ 22,168	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ -	\$ 125	\$ 125	\$ (0)	0.0%	
Incentive Pay	\$ -	\$ 2,820	\$ -	\$ (2,820)	-100.0%	
Compensated Absences	\$ 8,633	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 81,416	\$ 97,482	\$ 93,721	\$ (3,761)	-3.9%	
Legal Expense						
Legal Expense	\$ 20,058	\$ 5,170	\$ 6,000	\$ 830	16.1%	
Court Costs	\$ 1,103	\$ 1,200	\$ 1,800	\$ 600	50.0%	
Total Legal Expenses	\$ 21,161	\$ 6,370	\$ 7,800	\$ 1,430	22.4%	
Travel & Training						
Staff Training	\$ 1,631	\$ 2,822	\$ 2,662	\$ (160)	-5.7%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS, 1 TCS
Travel - Car Transportation	\$ 11	\$ -	\$ -	\$ -	0.0%	
Total Travel & Training	\$ 1,641	\$ 2,822	\$ 2,662	\$ (160)	-5.7%	
Auditing Fees						
Auditing Fees	\$ 8,448	\$ 8,448	\$ 8,448	\$ -	0.0%	
Total Audit Fees	\$ 8,448	\$ 8,448	\$ 8,448	\$ -	0.0%	
Office Expenses						

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Office Supplies	\$ 759	\$ 1,000	\$ 800	\$ (200)	-20.0%	
Postage, Couriers, Express Mail	\$ 240	\$ 200	\$ 250	\$ 50	25.0%	
Printing	\$ -	\$ 50	\$ 100	\$ 50	99.8%	
Advertising and Marketing	\$ -	\$ 30	\$ 30	\$ -	0.0%	
Membership Dues and Fees	\$ 200	\$ -	\$ -	\$ -	0.0%	CJAMES - Not sure what was charged at \$100 to this line items.
Telephone	\$ 7,013	\$ 8,906	\$ 9,615	\$ 709	8.0%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Equipment Leases	\$ 1,081	\$ 1,699	\$ 1,630	\$ (68)	-4.0%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Admin Contractors	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.0%	
Meeting	\$ -	\$ 50	\$ 50	\$ -	0.0%	
Bank Charges	\$ 10	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 715	\$ 639	\$ 755	\$ 116	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Consultants	\$ 2,076	\$ -	\$ 2,000	\$ 2,000	0.0%	
Criminal Check	\$ 759	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 972	\$ 250	\$ 1,000	\$ 750	300.1%	CJAMES - Property has increased in LEP ; translation service requires minimum 2hr service charge.
Software	\$ 6,070	\$ 6,552	\$ 4,896	\$ (1,656)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Permits, Licenses & Certificates	\$ 250	\$ -	\$ -	\$ -	0.0%	
Annual Compliance Fee	\$ -	\$ 3,760	\$ 3,760	\$ -	0.0%	TDHCA Compliance Fee (\$40 / Unit)
Total Office Expenses	\$ 20,169	\$ 25,336	\$ 24,886	\$ (450)	-1.8%	
Management Fees						
Management Fees	\$ 33,211	\$ 32,761	\$ 34,267	\$ 1,506	4.6%	
Partnership Management Fees	\$ 2,289	\$ 1,592	\$ 1,592	\$ -	0.0%	Partnership Fee
Asset Management Fees	\$ -	\$ 2,195	\$ 2,289	\$ 94	4.3%	Prorated portion of the RBC Asset Management Fee for HACA Pathways 1 (\$572.33 / Quarter)
Total Management Fees	\$ 35,501	\$ 36,548	\$ 38,149	\$ 1,600	4.4%	
Total Administrative Expenses	\$ 168,337	\$ 177,006	\$ 175,666	\$ (1,340)	-0.8%	
Tenant Services						

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Tenant Services- Other						
Tenant Participation - Residents Council	\$ 120	\$ 1,410	\$ 1,410	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 940	\$ 940	\$ 0	0.0%	
Tenant Relocation Costs	\$ 2,340	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 2,460	\$ 2,350	\$ 2,350	\$ 0	0.0%	
Total Tenant Services	\$ 2,460	\$ 2,350	\$ 2,350	\$ 0	0.0%	
Utilities						
Water	\$ 91,517	\$ 58,000	\$ 60,000	\$ 2,000	3.4%	CJAMES - Slight increase; no records of accuracy of FY charges - 2022 actuals
Electricity	\$ 11,192	\$ 6,500	\$ 10,000	\$ 3,500	53.8%	CJAMES - Slight increase; no records of accuracy of FY charges - 2022 actuals
Gas	\$ 52,947	\$ 42,000	\$ 42,000	\$ -	0.0%	
Total Utilities	\$ 155,656	\$ 106,500	\$ 112,000	\$ 5,500	5.2%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 56,410	\$ 55,732	\$ 65,296	\$ 9,564	17.2%	
Ordinary Maint. & Operations- Labor OT	\$ 848	\$ 4,648	\$ 1,000	\$ (3,648)	-78.5%	
Ordinary Maint. & Operations- Labor Temp	\$ 1,161	\$ -	\$ -	\$ -	0.0%	
Ordinary Maint. & Operations- Labor Standby	\$ 4,180	\$ -	\$ 4,650	\$ 4,650	0.0%	
Total Maintenance Labor	\$ 62,599	\$ 60,380	\$ 70,946	\$ 10,566	17.5%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 1,126	\$ 2,525	\$ 2,525	\$ -	0.0%	
Materials - Electrical	\$ 5,533	\$ 2,700	\$ 3,800	\$ 1,100	40.7%	
Materials - Plumbing	\$ 1,238	\$ 1,300	\$ 1,300	\$ 0	0.0%	
Materials - Lawn Care/ Grounds	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	Need to replace the bench by the basketball court
Materials - Tools & Equipment	\$ 550	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	
Materials - Air Conditioning / HVAC	\$ 5,168	\$ 2,700	\$ 3,200	\$ 500	18.5%	
Materials - Gas & Oil	\$ 1,143	\$ 700	\$ 700	\$ 0	0.0%	
Materials - Auto Parts	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Paint and Painting Supplies	\$ 2,673	\$ 3,000	\$ 3,000	\$ -	0.0%	
Materials - Flooring & Ceiling	\$ 7,120	\$ 2,000	\$ 5,000	\$ 3,000	150.0%	CJAMES - Property anticipats and increase in flooring materials due to known moisture concerns causing issues in units.
Materials - Glass & Window	\$ -	\$ 750	\$ 750	\$ -	0.0%	

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Windows Covering	\$ 415	\$ 1,200	\$ 1,200	\$ -	0.0%	
Materials - Appliances & Parts	\$ 9,350	\$ 9,000	\$ 9,500	\$ 500	5.6%	Clames - This line items needs to remain due to ongoing concerns.
Materials - Smoke/Fire/Burglar Alarms	\$ 161	\$ 200	\$ 200	\$ -	0.0%	
Materials - Roofing	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Hardware/Locks	\$ 3,780	\$ 600	\$ 1,000	\$ 400	66.7%	
Materials - Safety Equipment	\$ 399	\$ 1,000	\$ 500	\$ (500)	-50.0%	
Materials - Pest Control	\$ 144	\$ 300	\$ 300	\$ -	0.0%	
Materials - Lumber Sheetrock	\$ 79	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Doors	\$ 870	\$ 3,500	\$ 1,500	\$ (2,000)	-57.1%	
Materials - Fencing	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Dishwashers	\$ 682	\$ -	\$ -	\$ -	0.0%	
Materials - Reasonable Accommodations	\$ -	\$ 1,000	\$ 800	\$ (200)	-20.0%	
Materials - Water Heaters/Boilers & Parts	\$ 639	\$ 600	\$ 600	\$ -	0.0%	
Materials - Countertops /Cabinets	\$ -	\$ 750	\$ 750	\$ -	0.0%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 9,433	\$ 9,433	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 41,070	\$ 36,975	\$ 48,708	\$ 11,733	31.7%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 22,260	\$ 31,343	\$ 32,910	\$ 1,567	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 4,650	\$ 3,000	\$ 4,371	\$ 1,371	45.7%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ 1,000	\$ 3,600	\$ 2,600	260.0%	
Contracts - Landscape/Grounds	\$ 3,996	\$ 12,992	\$ 10,312	\$ (2,680)	-20.6%	\$159.85/ Week (4% increase), plus \$2000 for mulch top off.
Contracts - Tree Trimming	\$ -	\$ 7,500	\$ 7,500	\$ -	0.0%	
Contracts - Make Ready	\$ 15,886	\$ 10,050	\$ 12,000	\$ 1,950	19.4%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.0%	
Contracts - Electrical Contracts	\$ 345	\$ 2,500	\$ 1,500	\$ (1,000)	-40.0%	
Contracts - Plumbing Contracts	\$ 11,971	\$ 1,200	\$ 5,000	\$ 3,800	316.7%	Clames - Not many plumbing issues; Current year does not reflect normal expenses.

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Pest Control	\$ 6,830	\$ 8,700	\$ 8,105	\$ (595)	-6.8%	Monthly pest control treatment at \$352.50 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Fire Protection	\$ 2,110	\$ 850	\$ 850	\$ -	0.0%	
Contracts - Door & Window Repairs	\$ -	\$ 350	\$ 350	\$ -	0.0%	
Contracts - Building & Equipment Repairs	\$ 39,700	\$ 500	\$ 1,000	\$ 500	100.0%	CJAMES - Current year cost includes Winter/Emergency repairs.
Contracts - Equipment Rental	\$ -	\$ 50	\$ 50	\$ -	0.0%	
Contracts - Key & Lock Services	\$ -	\$ 250	\$ 250	\$ -	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 2,951	\$ 750	\$ 1,000	\$ 250	33.3%	
Contracts - Asbestos Abatement	\$ 114	\$ -	\$ -	\$ -	0.0%	
Contracts - Uniforms	\$ 545	\$ 349	\$ 391	\$ 42	11.9%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 1 Staff
Contract - Reasonable Accommodations	\$ -	\$ 200	\$ 200	\$ -	0.0%	
Contract - Flooring	\$ 5,160	\$ -	\$ 2,500	\$ 2,500	0.0%	
Contracts - Masonry Work	\$ -	\$ 50	\$ 1,000	\$ 950	1898.4%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,048	\$ 1,048	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 118,452	\$ 86,635	\$ 93,937	\$ 7,303	8.4%	
Total Ordinary Maintenance & Operations	\$ 222,121	\$ 183,990	\$ 213,591	\$ 29,601	16.1%	
Protective Services						
Police Officers	\$ 30,100	\$ 18,000	\$ 15,000	\$ (3,000)	-16.7%	
Police Liaison	\$ -	\$ 1,523	\$ 1,523	\$ -	0.0%	
Protective Services- Equipments	\$ 1,424	\$ 1,464	\$ 1,068	\$ (396)	-27.0%	Star Security Burglar Alarm for Office @ \$89 / Month
Protective Services- Contracts	\$ -	\$ 3,000	\$ 15,000	\$ 12,000	400.0%	
Total Protective Services	\$ 31,524	\$ 23,987	\$ 32,591	\$ 8,604	35.9%	
General Expenses						
Insurance						
Property Insurance	\$ 26,119	\$ 37,294	\$ 41,606	\$ 4,312	11.6%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 11,175	\$ -	\$ -	\$ -	0.0%	

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Workmen's Compensation	\$ 1,089	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 38,383	\$ 37,294	\$ 41,606	\$ 4,312	11.6%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 72,870	\$ 77,394	\$ 4,524	6.2%	
FICA Employers Share - Admin	\$ 3,964	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 5,275	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 15,475	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 14,415	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 3,954	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 10,015	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 161	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 196	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 91	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 97	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 141	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 151	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 4	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 53,937	\$ 72,870	\$ 77,394	\$ 4,524	6.2%	
Interest Expense						
Interest on Notes Payable	\$ 91,001	\$ 90,860	\$ 89,270	\$ (1,591)	-1.8%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 91,001	\$ 90,860	\$ 89,270	\$ (1,591)	-1.8%	
Other General Expense						
Land Lease Expense	\$ 17,333	\$ 17,333	\$ 17,333	\$ (0)	0.0%	Annual Land Lease Expense
Tax Credit Fees Expense	\$ -	\$ -	\$ 170	\$ 170	0.0%	Expense to have Novogradac complete the tax returns
Franchise Taxes	\$ 6,696	\$ 2,174	\$ 3,348	\$ 1,174	54.0%	Annual Franchise Tax
Total Other General Expenses	\$ 24,029	\$ 19,507	\$ 20,851	\$ 1,344	6.9%	
Total General Expenses	\$ 207,350	\$ 220,531	\$ 229,120	\$ 8,589	3.9%	
Total Operating Expenses	\$ 787,447	\$ 714,364	\$ 765,318	\$ 50,954	7.1%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 4,913	\$ 104,670	\$ 91,364	\$ (13,306)	-12.7%	
Donations & Transfers						
Operating Transfers In	\$ (142,604)	\$ -	\$ -	\$ -	0.0%	

Pathways at Georgian Manor

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Donations & Transfers	\$ (142,604)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 147,517	\$ 104,670	\$ 91,364	\$ (13,306)	-12.7%	
Debt Principal		\$ 45,680	\$ 47,270			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 36,568	\$ 37,446			Jan - Nov at \$3114/month; Dec at \$3192 using increase factor of 1.025
Balance		\$ 22,422	\$ 6,648			
Net Income		\$ 158,962	\$ 143,188			
Total Debt		\$ 136,540	\$ 136,540			
Debt Service Coverage Ratio		1.16	1.05			

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 394,000	\$ 425,674	\$ 409,837	\$ (15,837)	-3.7%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Rental Charges	\$ 580	\$ -	\$ -	\$ -	0.0%	
Rent Permanent Loss	\$ (420)	\$ -	\$ -	\$ -	0.0%	
Installment Agreement - Rent	\$ 3,050	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (1,416)	\$ (39,156)	\$ (40,301)	\$ (1,145)	2.9%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (42,596)	\$ (22,368)	\$ (23,029)	\$ (661)	3.0%	Using 2% of resident rent payment and HAP payment for bad debt.
Security Deposit Forfeit	\$ 952	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Legal Charges	\$ 1,570	\$ -	\$ 3,000	\$ 3,000	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 7,869	\$ -	\$ 11,310	\$ 11,310	0.0%	Based on previous 12 month average of \$87.00 / unit at all Senior properties.
Late Fee	\$ 3,563	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Cable	\$ 20,533	\$ -	\$ 20,500	\$ 20,500	0.0%	Previously budgeted under "Other Income" - moving to this line
Total Tenant Revenue	\$ 387,685	\$ 364,150	\$ 381,317	\$ 17,167	4.7%	
Operating Grants						
HAP Subsidy	\$ 707,928	\$ 692,914	\$ 741,615	\$ 48,701	7.0%	2022 Rent Schedule = \$95,715 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 4,870	\$ -	\$ 2,435	\$ 2,435	0.0%	Budgeting at the 6 month actual amount.
Repayment Agreement Expense Recovery	\$ 74	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 712,872	\$ 692,914	\$ 744,050	\$ 51,136	7.4%	
Interest Income						

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Interest on Bank Accounts	\$ 1,041	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 231	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 1,272	\$ -	\$ -	\$ -	0.0%	
Other Revenue						
Other Income - Misc	\$ 7,173	\$ 29,300	\$ 7,800	\$ (21,500)	-73.4%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 7,173	\$ 29,300	\$ 7,800	\$ (21,500)	-73.4%	
Total Revenue	\$ 1,109,001	\$ 1,086,364	\$ 1,133,167	\$ 46,803	4.3%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 95,658	\$ 97,729	\$ 106,324	\$ 8,595	8.8%	
Admin Salaries - Temp	\$ -	\$ -	\$ -	\$ -	0.0%	
Admin Salaries - Overtime	\$ 56	\$ 125	\$ 125	\$ (0)	0.0%	
Incentive Pay	\$ -	\$ 3,900	\$ -	\$ (3,900)	-100.0%	
Compensated Absences	\$ 2,662	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 98,375	\$ 101,754	\$ 106,449	\$ 4,695	4.6%	
Legal Expense						
Legal Expense	\$ 40,756	\$ 7,150	\$ 12,000	\$ 4,850	67.8%	
Court Costs	\$ 1,654	\$ 1,500	\$ 1,800	\$ 300	20.0%	
Total Legal Expenses	\$ 42,411	\$ 8,650	\$ 13,800	\$ 5,150	59.5%	
Travel & Training						
Staff Training	\$ 3,949	\$ 3,240	\$ 3,229	\$ (11)	-0.3%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 additional training
Misc Travel	\$ 9	\$ -	\$ -	\$ -	0.0%	
Total Travel & Training	\$ 3,958	\$ 3,240	\$ 3,229	\$ (11)	-0.3%	
Auditing Fees						
Auditing Fees	\$ 12,024	\$ 12,024	\$ 12,000	\$ (24)	-0.2%	
Total Audit Fees	\$ 12,024	\$ 12,024	\$ 12,000	\$ (24)	-0.2%	
Office Expenses						

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Office Supplies	\$ 988	\$ 1,500	\$ 1,200	\$ (300)	-20.0%	
Postage, Couriers, Express Mail	\$ 487	\$ 300	\$ 500	\$ 200	66.7%	
Printing	\$ -	\$ 150	\$ 150	\$ -	0.0%	
Membership Dues and Fees	\$ 200	\$ -	\$ -	\$ -	0.0%	
Telephone	\$ 10,158	\$ 11,894	\$ 12,484	\$ 590	5.0%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.
Internet / Cable	\$ 28,553	\$ 27,446	\$ 29,959	\$ 2,512	9.2%	Cost of Bulk Cable for residents. The cable portion is offset by revenue from residents who select to have the cable.
Equipment Leases	\$ 1,081	\$ 1,728	\$ 1,634	\$ (94)	-5.5%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Admin Contractors	\$ -	\$ 2,500	\$ -	\$ (2,500)	-100.0%	
Meeting	\$ -	\$ 50	\$ 50	\$ -	0.0%	
Misc. Expenses	\$ -	\$ 25	\$ 25	\$ -	0.0%	
Bank Charges	\$ 11	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 990	\$ 884	\$ 1,044	\$ 160	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Consultants	\$ 2,964	\$ -	\$ 3,000	\$ 3,000	0.0%	
Criminal Check	\$ 981	\$ -	\$ -	\$ -	0.0%	
Interpreter Fee	\$ 688	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Software	\$ 8,424	\$ 9,061	\$ 6,770	\$ (2,291)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Annual Compliance Fee	\$ -	\$ 5,200	\$ 5,200	\$ 0	0.0%	TDHCA Compliance Fee (\$40 / Unit)
Total Office Expenses	\$ 55,525	\$ 61,838	\$ 63,116	\$ 1,278	2.1%	
Management Fees						
Management Fees	\$ 45,349	\$ 43,455	\$ 45,327	\$ 1,872	4.3%	
Partnership Management Fees	\$ 3,166	\$ 1,591	\$ 1,591	\$ -	0.0%	Partnership Fee
Asset Management Fees	\$ -	\$ 3,123	\$ 3,166	\$ 43	1.4%	Prorated portion of the RBC Asset Management Fee for HACA Pathways 1 (\$791.52 / Quarter)
Total Management Fees	\$ 48,515	\$ 48,169	\$ 50,084	\$ 1,915	4.0%	
Total Administrative Expenses	\$ 260,807	\$ 235,675	\$ 248,678	\$ 13,003	5.5%	
Tenant Services						

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Tenant Services- Other						
Tenant Participation - Residents Council	\$ -	\$ 1,950	\$ 1,950	\$ -	0.0%	
Tenant Participation - HACA	\$ 756	\$ 1,300	\$ 1,300	\$ 0	0.0%	
Total Tenant Services - Other	\$ 756	\$ 3,250	\$ 3,250	\$ 0	0.0%	
Total Tenant Services	\$ 756	\$ 3,250	\$ 3,250	\$ 0	0.0%	
Utilities						
Water	\$ 87,667	\$ 99,000	\$ 87,000	\$ (12,000)	-12.1%	
Electricity	\$ 99,064	\$ 83,000	\$ 99,000	\$ 16,000	19.3%	
Gas	\$ 19,579	\$ 16,000	\$ 16,000	\$ 0	0.0%	
Total Utilities	\$ 206,310	\$ 198,000	\$ 202,000	\$ 4,000	2.0%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 84,506	\$ 82,677	\$ 96,935	\$ 14,259	17.2%	
Ordinary Maint. & Operations- Labor OT	\$ 1,760	\$ 6,428	\$ 1,000	\$ (5,428)	-84.4%	
Ordinary Maint. & Operations- Labor Standby	\$ 11,584	\$ -	\$ 6,500	\$ 6,500	0.0%	
Total Maintenance Labor	\$ 97,850	\$ 89,104	\$ 104,435	\$ 15,331	17.2%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 3,733	\$ 2,500	\$ 3,400	\$ 900	36.0%	
Materials - Electrical	\$ 2,415	\$ 2,850	\$ 2,800	\$ (50)	-1.8%	
Materials - Plumbing	\$ 2,630	\$ 1,200	\$ 1,500	\$ 300	25.0%	
Materials - Lawn Care/ Grounds	\$ 306	\$ 1,500	\$ 1,200	\$ (300)	-20.0%	
Materials - Tools & Equipment	\$ 2,445	\$ 1,800	\$ 1,800	\$ -	0.0%	GFI Tester, Color Matching Tool, Tilt Truck
Materials - Air Conditioning / HVAC	\$ 3,391	\$ 2,800	\$ 3,750	\$ 950	33.9%	Thermostats and Boards
Materials - Gas & Oil	\$ -	\$ 200	\$ 200	\$ (0)	0.0%	
Materials - Auto Parts	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Materials - Exterior Lighting	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Paint and Painting Supplies	\$ 256	\$ 1,300	\$ 1,500	\$ 200	15.4%	
Materials - Flooring & Ceiling	\$ -	\$ 750	\$ 600	\$ (150)	-20.0%	
Materials - Glass & Window	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Materials - Windows Covering	\$ -	\$ 1,000	\$ 1,000	\$ 0	0.0%	
Materials - Appliances & Parts	\$ 1,833	\$ 1,500	\$ 4,600	\$ 3,100	206.7%	Need 14 countertop microwaves for the ADA units
Materials - Smoke/Fire/Burglar Alarms	\$ -	\$ 350	\$ 200	\$ (150)	-42.9%	Part of the Pye Barker Contract
Materials - Hardware/Locks	\$ 1,648	\$ 1,000	\$ 1,200	\$ 200	20.0%	
Materials - Safety Equipment	\$ 524	\$ 1,000	\$ 1,000	\$ 0	0.0%	

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Pest Control	\$ -	\$ 500	\$ 150	\$ (350)	-70.0%	Decreased by management
Materials - Lumber Sheetrock	\$ -	\$ 700	\$ 500	\$ (200)	-28.6%	Decreased by management
Materials - Doors	\$ 151	\$ 1,200	\$ 800	\$ (400)	-33.3%	
Materials - Fencing	\$ -	\$ 900	\$ 500	\$ (400)	-44.4%	Decreased by management
Materials - Reasonable Accommodations	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Materials - Countertops /Cabinets	\$ -	\$ 750	\$ 500	\$ (250)	-33.3%	
Materials - Tenant Property Damage	\$ -	\$ -	\$ 10,179	\$ 10,179	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 19,331	\$ 24,950	\$ 38,529	\$ 13,579	54.4%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 8,153	\$ 13,479	\$ 14,153	\$ 674	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%.
Contracts - In-House Bulk Trash	\$ 4,573	\$ 2,967	\$ 3,500	\$ 533	17.9%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ 48,959	\$ 24,500	\$ 30,000	\$ 5,500	22.4%	
Contracts - Snow Removal	\$ -	\$ -	\$ -	\$ -	0.0%	
Contracts - Elevator Maint.	\$ 7,640	\$ 14,582	\$ 14,578	\$ (3)	0.0%	\$1056.40 / month for monthly maintenance plus 15% for additional repairs.
Contracts - Landscape/Grounds	\$ 2,907	\$ 5,634	\$ 5,299	\$ (335)	-5.9%	\$82.68 / Week (4% increase) plus \$1000 for mulch, plants and rock.
Contracts - Tree Trimming	\$ -	\$ 1,500	\$ 1,500	\$ -	0.0%	
Contracts - Make Ready	\$ 35,566	\$ 9,000	\$ 11,000	\$ 2,000	22.2%	
Contracts - Carpet Cleaning & Repair	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.0%	
Contracts - Electrical Contracts	\$ 8,148	\$ 4,500	\$ 5,000	\$ 500	11.1%	
Contracts - Plumbing Contracts	\$ 13,202	\$ 7,500	\$ 7,500	\$ -	0.0%	
Contracts - Pest Control	\$ 19,200	\$ 19,300	\$ 16,800	\$ (2,500)	-13.0%	\$1400 / Month for Heat Wave monthly service; plus \$2500 for other charges.
Contracts - Janitorial Contracts	\$ 25,750	\$ 5,000	\$ 5,000	\$ (0)	0.0%	
Contracts - Fire Protection	\$ 1,216	\$ 4,500	\$ 4,500	\$ -	0.0%	
Contracts - Door & Window Repairs	\$ 840	\$ 3,500	\$ 3,500	\$ (0)	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 1,500	\$ 700	\$ (800)	-53.3%	
Contracts - Key & Lock Services	\$ -	\$ 100	\$ 100	\$ 0	0.0%	
Contract - Vehicle Repairs/ Maintenance	\$ 1,895	\$ 500	\$ 500	\$ (0)	0.0%	

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Uniforms	\$ 852	\$ 542	\$ 782	\$ 240	44.2%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 2 Staff
Contract - Flooring	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 1,131	\$ 1,131	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 178,901	\$ 120,605	\$ 127,544	\$ 6,939	5.8%	
Total Ordinary Maintenance & Operations	\$ 296,082	\$ 234,659	\$ 270,508	\$ 35,849	15.3%	
Protective Services						
Police Officers	\$ 13,163	\$ 20,000	\$ 10,000	\$ (10,000)	-50.0%	
Police Liaison	\$ -	\$ 2,107	\$ 2,107	\$ -	0.0%	
Protective Services- Equipments	\$ 2,293	\$ 2,220	\$ 2,300	\$ 80	3.6%	Star Security Burglar Alarm for Office @\$143.33 / Month
Protective Services- Contracts	\$ 67,716	\$ 1,800	\$ 25,000	\$ 23,200	1288.9%	
Total Protective Services	\$ 83,172	\$ 26,127	\$ 39,407	\$ 13,280	50.8%	
General Expenses						
Insurance						
Property Insurance	\$ 29,569	\$ 42,745	\$ 47,567	\$ 4,822	11.3%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 13,176	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 1,552	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 44,297	\$ 42,745	\$ 47,567	\$ 4,822	11.3%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 87,870	\$ 99,116	\$ 11,246	12.8%	
FICA Employers Share - Admin	\$ 7,439	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 8,231	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 23,467	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 25,277	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Admin	\$ 9,174	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 15,570	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 294	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 301	\$ -	\$ -	\$ -	0.0%	

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Life Insurance - Admin	\$ 147	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 146	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 261	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 228	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 5	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 90,541	\$ 87,870	\$ 99,116	\$ 11,246	12.8%	
Interest Expense						
Interest on Notes Payable	\$ 99,289	\$ 99,135	\$ 97,399	\$ (1,736)	-1.8%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 99,289	\$ 99,135	\$ 97,399	\$ (1,736)	-1.8%	
Other General Expense						
Land Lease Expense	\$ 7,200	\$ 7,200	\$ 7,200	\$ -	0.0%	Annual Land Lease Expense
Tax Credit Fees Expense	\$ -	\$ -	\$ 170	\$ 170	0.0%	Expense to have Novogradac complete the tax returns
Franchise Taxes	\$ 9,260	\$ 2,174	\$ 2,175	\$ 1	0.0%	Annual Franchise Tax
Other General Expenses	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Other General Expenses	\$ 16,460	\$ 9,374	\$ 9,545	\$ 171	1.8%	
Total General Expenses	\$ 250,587	\$ 239,124	\$ 253,627	\$ 14,503	6.1%	
Total Operating Expenses	\$ 1,097,714	\$ 936,835	\$ 1,017,470	\$ 80,636	8.6%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 11,288	\$ 149,529	\$ 115,696	\$ (33,833)	-22.6%	
Donations & Transfers						
Operating Transfers In	\$ (146,777)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (146,777)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 158,065	\$ 149,529	\$ 115,696	\$ (33,833)	-22.6%	
Debt Principal		\$ 49,840	\$ 51,575			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 50,577	\$ 51,792			Jan - Nov at \$4307/month; Dec at \$4415 using increase factor of 1.025
Balance		\$ 49,112	\$ 12,329			
Net Income		\$ 198,087	\$ 161,304			

Pathways at North Loop

CY2023 Budget Template

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Total Debt		\$ 148,975	\$ 148,975			
Debt Service Coverage Ratio		1.33	1.08			

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
REVENUES						
Tenant Revenue						
Rental Income	\$ 193,741	\$ 201,104	\$ 197,423	\$ (3,681)	-1.8%	For resident portion of rent payment, using the average of the budgeted amount and the 2022 12 month annualized.
Installment Agreement - Rent	\$ 2,578	\$ -	\$ -	\$ -	0.0%	
Vacancies	\$ (3,703)	\$ (15,192)	\$ (15,600)	\$ (408)	2.7%	Using 3.5% of resident rent payment and HAP payment for vacancy loss.
Write-Off / Bad Debt	\$ (36,072)	\$ (8,681)	\$ (8,914)	\$ (233)	2.7%	Using 2% of resident rent payment and HAP payment for bad debt.
Legal Charges	\$ 9,761	\$ -	\$ 1,156	\$ 1,156	0.0%	Budget at same amount as Court Costs, as that amount is always charged back to the resident, plus 10% of legal fees which may be charged back to the resident.
Maintenance/Damages Chargeback Income	\$ 26,259	\$ -	\$ 5,575	\$ 5,575	0.0%	Based on previous 12 month average of \$111.50 / unit at all Family properties.
Late Fee	\$ 3,722	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Excess Utilities	\$ 151	\$ -	\$ -	\$ -	0.0%	
Total Tenant Revenue	\$ 196,437	\$ 177,231	\$ 179,639	\$ 2,408	1.4%	
Operating Grants						
HAP Subsidy	\$ 241,114	\$ 232,950	\$ 248,301	\$ 15,351	6.6%	2022 Rent Schedule = \$37,051 / month through November. In anticipation of higher OCAF, using 3% increase for December 2023.
Special Claims Income	\$ 2,474	\$ -	\$ 1,237	\$ 1,237	0.0%	Budgeting at the 6 month actual amount.
Utility Reimbursement	\$ 172	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Repayment Agreement Expense Recovery	\$ 16	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Operating Grants	\$ 243,776	\$ 232,950	\$ 249,538	\$ 16,588	7.1%	
Interest Income						
Interest on Bank Accounts	\$ 465	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Interest on Replacement Reserve	\$ 216	\$ -	\$ -	\$ -	0.0%	Budget at \$0 to allow for any collection as additional income.
Total Interest Income	\$ 681	\$ -	\$ -	\$ -	0.0%	

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Other Revenue						
Other Income - Misc	\$ 48	\$ 1,600	\$ 800	\$ (800)	-50.0%	Insurance Dividend, Home Depot and HD Supply Rebates
Total Other Revenue	\$ 48	\$ 1,600	\$ 800	\$ (800)	-50.0%	
Total Revenue	\$ 440,942	\$ 411,781	\$ 429,977	\$ 18,196	4.4%	
EXPENSES						
Administrative Expenses						
Salaries						
Admin Salaries - Regular	\$ 31,429	\$ 41,652	\$ 53,851	\$ 12,199	29.3%	\$ 53,850.88
Incentive Pay	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100.0%	
Compensated Absences	\$ 11,577	\$ -	\$ -	\$ -	0.0%	
Total Salaries	\$ 43,006	\$ 43,152	\$ 53,851	\$ 10,699	24.8%	
Legal Expense						
Legal Expense	\$ 19,077	\$ 3,500	\$ 2,500	\$ (1,000)	-28.6%	Attorney expenses like arrest affidavits
Court Costs	\$ 615	\$ 700	\$ 906	\$ 206	29.4%	Non-payment -Eviction filing cost \$137 each, Writ cost \$165 each. 3 evictions for nonpayment will be \$906.00
Total Legal Expenses	\$ 19,693	\$ 4,200	\$ 3,406	\$ (794)	-18.9%	
Travel & Training						
Staff Training	\$ 843	\$ 1,247	\$ 1,420	\$ 173	13.9%	Yardi Aspire (HACA University) at \$6.30 / unit, NSPIRE training at \$140/Staff, plus 1 COS, and 1 TCS
Total Travel & Training	\$ 843	\$ 1,247	\$ 1,420	\$ 173	13.9%	
Auditing Fees						
Auditing Fees	\$ 4,548	\$ 4,548	\$ 4,548	\$ -	0.0%	
Total Audit Fees	\$ 4,548	\$ 4,548	\$ 4,548	\$ -	0.0%	
Office Expenses						
Office Supplies	\$ 279	\$ 180	\$ 300	\$ 120	66.7%	Under Budget for 2022
Postage, Couriers, Express Mail	\$ 165	\$ 70	\$ 165	\$ 95	135.8%	increase to annualized 2022
Printing	\$ -	\$ 75	\$ 75	\$ -	0.0%	\$ 75.00
Membership Dues and Fees	\$ 200	\$ -	\$ 200	\$ 200	0.0%	increase to annualized 2022
Telephone	\$ 5,803	\$ 7,781	\$ 7,908	\$ 127	1.6%	Telephones, Network Access, WiFi, Staff Cell Phones (\$40 / Cell / Month), Vehicle Data Plans (\$16 / Vehicle / Month), Tablet Data Plan (19.50 / month), Phone Lines for Alarms.

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Equipment Leases	\$ 1,081	\$ 1,663	\$ 1,626	\$ (37)	-2.2%	Lease of Toshiba copier at \$135.09 / month plus the property's share of the Dispatch copier.
Admin Contractors	\$ -	\$ 1,116	\$ -	\$ (1,116)	-100.0%	
Bank Charges	\$ 5	\$ -	\$ 6	\$ 6	0.0%	increase to annualized amount
Assessment of Fair Housing	\$ -	\$ -	\$ -	\$ -	0.0%	
Answering Service	\$ 384	\$ 340	\$ 402	\$ 62	18.1%	After Hours answering service for emergency maintenance calls. Entire portfolio cost is \$1000 / month. Budgeted amount is the prorated portion based on # of units.
Consultants	\$ 1,116	\$ -	\$ 1,116	\$ 1,116	0.0%	
Criminal Check	\$ 486	\$ -	\$ 486	\$ 486	0.0%	
Interpreter Fee	\$ -	\$ 250	\$ 250	\$ 0	0.0%	For 3 Arabic speaking residents on property in event that they do not have an adult to translate for them. Spanish speaking residents will have another spanish speaking staff member translate.
Software	\$ 3,226	\$ 3,485	\$ 2,604	\$ (881)	-25.3%	Assuming a 2.5% increase, LIH portion of Yardi is \$52.08 / Unit. The cloud portion of \$22.08 / unit to be paid by PAMI, balance is property expense.
Document Shredding	\$ -	\$ 75	\$ 75	\$ -	0.0%	Keep current budget
Annual Compliance Fee	\$ -	\$ 2,000	\$ 2,000	\$ (0)	0.0%	TDHCA Compliance Fee (\$40 / Unit)
Total Office Expenses	\$ 12,745	\$ 17,035	\$ 17,213	\$ 178	1.0%	
Management Fees						
Management Fees	\$ 18,001	\$ 16,471	\$ 17,199	\$ 728	4.4%	
Partnership Management Fees	\$ 1,218	\$ 2,774	\$ 1,591	\$ (1,183)	-42.6%	Partnership Fee
Asset Management Fees	\$ -	\$ -	\$ 1,218	\$ 1,218	0.0%	Prorated portion of the RBC Asset Management Fee for HACA Pathways 1 (\$304.43 / Quarter)
Total Management Fees	\$ 19,219	\$ 19,245	\$ 20,008	\$ 762	4.0%	
Total Administrative Expenses	\$ 100,053	\$ 89,426	\$ 100,445	\$ 11,019	12.3%	
Tenant Services						
Tenant Services- Other						
Tenant Rent Incentives	\$ -	\$ -	\$ -	\$ -	0.0%	
Tenant Participation - Residents Council	\$ 100	\$ 750	\$ 750	\$ -	0.0%	
Tenant Participation - HACA	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	
Tenant Relocation Costs	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Tenant Services - Other	\$ 100	\$ 1,250	\$ 1,250	\$ (0)	0.0%	
Total Tenant Services	\$ 100	\$ 1,250	\$ 1,250	\$ (0)	0.0%	

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Utilities						
Water	\$ 32,138	\$ 28,000	\$ 31,000	\$ 3,000	10.7%	Increase to annualized
Electricity	\$ 5,787	\$ 5,500	\$ 5,500	\$ 0	0.0%	Increase to annualized
Gas	\$ 23,629	\$ 16,000	\$ 20,000	\$ 4,000	25.0%	Increase to annualized
Total Utilities	\$ 61,555	\$ 49,500	\$ 56,500	\$ 7,000	14.1%	
Ordinary Maintenance & Operations						
Maintenance Labor						
Ordinary Maint. & Operations- Labor Regular	\$ 32,982	\$ 30,010	\$ 35,159	\$ 5,150	17.2%	
Ordinary Maint. & Operations- Labor OT	\$ 2,070	\$ 2,472	\$ 1,000	\$ (1,472)	-59.6%	
Ordinary Maint. & Operations- Labor Standby	\$ 2,189	\$ -	\$ 2,200	\$ 2,200	0.0%	
Total Maintenance Labor	\$ 37,241	\$ 32,482	\$ 38,359	\$ 5,877	18.1%	
Ordinary Maint. & Operations- Materials						
Materials - Custodial	\$ 1,111	\$ 900	\$ 900	\$ -	0.0%	Keep previous year
Materials - Electrical	\$ 2,923	\$ 2,500	\$ 2,500	\$ 0	0.0%	20 Ceiling fans \$80 each/LED light bulbs 2 cases \$146 each /portable winter heaters 2 at \$65 each/ 10 GFCI est \$150/ Circuit breakers est \$200.00/ Misc. electrical \$130
Materials - Plumbing	\$ 571	\$ 1,000	\$ 1,000	\$ 0	0.0%	Keep previous year
Materials - Lawn Care/ Grounds	\$ (32)	\$ 900	\$ 600	\$ (300)	-33.3%	Cover pole flags, ice melt, Wasp and Ant killer
Materials - Tools & Equipment	\$ 210	\$ 750	\$ 500	\$ (250)	-33.3%	Reduce to \$500.00
Materials - Air Conditioning / HVAC	\$ 1,875	\$ 1,400	\$ 2,500	\$ 1,100	78.6%	Filters every other month 14x25 \$50 per box 48 needed per year= \$2400. 16x25 \$55 per box 4 needed per year = \$220.00 /5 30/5/5 capacitors \$140, 5 35/5/5 Capacitors \$161.56/ 3 Contactors \$99/2 fan blower motors \$360/ Freon est \$300/ 3 Thermostats \$180
Materials - Gas & Oil	\$ 2,532	\$ 600	\$ 2,000	\$ 1,400	233.3%	Gas price increase/maint.
Materials - Auto Parts	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	Minor repairs like tail lights
Materials - Exterior Lighting	\$ -	\$ 150	\$ 150	\$ -	0.0%	Keep previous year
Materials - Paint and Painting Supplies	\$ 2,294	\$ 1,700	\$ 1,700	\$ (0)	0.0%	Keep previous year
Materials - Flooring & Ceiling	\$ -	\$ 500	\$ 500	\$ (0)	0.0%	Keep previous year
Materials - Glass & Window	\$ -	\$ 300	\$ 300	\$ -	0.0%	Keep previous year
Materials - Windows Covering	\$ 2,334	\$ 500	\$ 1,100	\$ 600	120.0%	Increase to 6 month actual
Materials - Appliances & Parts	\$ 2,706	\$ 1,200	\$ 3,226	\$ 2,026	168.8%	1 W/D \$1394 each/ 2 microwaves \$329 each/ 3 oven Ignitors \$74 (amazon.com)/microwave bulbs \$39.97 pack of 25/microwave filters 5 2 packs \$60

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Materials - Smoke/Fire/Burglar Alarms	\$ -	\$ 250	\$ 250	\$ 0	0.0%	Keep previous year
Materials - Hardware/Locks	\$ 194	\$ 250	\$ 250	\$ 0	0.0%	Keep previous year
Materials - Safety Equipment	\$ 156	\$ 500	\$ 300	\$ (200)	-40.0%	Reduce to \$300
Materials - Pest Control	\$ 222	\$ 100	\$ 100	\$ 0	0.0%	keep previous year
Materials - Lumber Sheetrock	\$ -	\$ 250	\$ 100	\$ (150)	-60.0%	reduce to \$100
Materials - Doors	\$ 1,532	\$ 300	\$ 700	\$ 400	133.3%	Increase to 6 month actual
Materials - Fencing	\$ 103	\$ 200	\$ 200	\$ (0)	0.0%	keep previous year
Materials - Dishwashers	\$ -	\$ -	\$ 450	\$ 450	0.0%	Replace 1 DW
Materials - Reasonable Accommodations	\$ -	\$ 250	\$ 250	\$ 0	0.0%	Keep previous year
Materials - Water Heaters/Boilers & Parts	\$ 422	\$ 250	\$ 250	\$ 0	0.0%	Keep previous year
Materials - Countertops /Cabinets	\$ -	\$ 500	\$ -	\$ (500)	-100.0%	Keep previous year
Materials - Tenant Property Damage	\$ -	\$ -	\$ 5,018	\$ 5,018	0.0%	Materials purchased to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Materials	\$ 19,153	\$ 15,300	\$ 24,894	\$ 9,594	62.7%	
Contracts - Maintenance						
Contracts - Trash Removal	\$ 9,891	\$ 13,860	\$ 14,553	\$ 693	5.0%	Waste Management Trash and Recycling Contract including City of Austin recycling requirements. Budgeted at current contract rate plus 5%. 5 dumpsters and 6 recycle bins on property.
Contracts - In-House Bulk Trash	\$ 3,627	\$ 2,000	\$ 2,325	\$ 325	16.2%	Cost of in-house bulk trash, plus Waste Management charge for dumping bulk trash in the landfill. Calculated at a cost of 46.50 / unit.
Contracts - HVAC	\$ -	\$ -	\$ 1,200	\$ 1,200	0.0%	
Contracts - Landscape/Grounds	\$ 5,374	\$ 13,748	\$ 13,378	\$ (370)	-2.7%	\$214.97 / Week (4% increase), plus \$1000 for mulch top off. Irrigation costs of \$200 for annual inspection and \$1000 for service contract.
Contracts - Tree Trimming	\$ 4,000	\$ 7,500	\$ 7,500	\$ -	0.0%	
Contracts - Make Ready	\$ 12,090	\$ 2,000	\$ 4,000	\$ 2,000	100.0%	
Contracts - Carpet Cleaning & Repair	\$ 3,083	\$ -	\$ -	\$ -	0.0%	
Contracts - Electrical Contracts	\$ -	\$ 100	\$ -	\$ (100)	-100.0%	
Contracts - Plumbing Contracts	\$ 10,842	\$ 500	\$ 3,000	\$ 2,500	500.0%	
Contracts - Pest Control	\$ 3,070	\$ 4,720	\$ 4,569	\$ (151)	-3.2%	Monthly pest control treatment at \$187.00 / month. Additional cost for roach cleanouts, bed bug treatment and rodent treatment.
Contracts - Fire Protection	\$ 1,756	\$ 1,200	\$ 1,200	\$ -	0.0%	

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Contracts - Door & Window Repairs	\$ 888	\$ -	\$ 500	\$ 500	0.0%	
Contracts - Building & Equipment Repairs	\$ -	\$ 300	\$ 300	\$ -	0.0%	
Contracts - Equipment Rental	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contract - Vehicle Repairs/ Maintenance	\$ 31	\$ 200	\$ 200	\$ (0)	0.0%	
Contracts - Uniforms	\$ 293	\$ 193	\$ 391	\$ 198	102.5%	Annual cost of Maintenance Uniforms (\$390.75 / Maintenance Staff) for 1 Staff
Contracts - Masonry Work	\$ -	\$ 50	\$ 50	\$ (0)	-0.1%	
Contracts - Tenant Property Damage	\$ -	\$ -	\$ 558	\$ 558	0.0%	Contract expenses to repair resident caused damages. These items will be charged back to the resident and are offset by revenue in line 23 above.
Total Maintenance Contracts	\$ 54,945	\$ 46,421	\$ 53,773	\$ 7,352	15.8%	
Total Ordinary Maintenance & Operations	\$ 111,339	\$ 94,203	\$ 117,026	\$ 22,823	24.2%	
Protective Services						
Police Officers	\$ 19,238	\$ 6,300	\$ 8,000	\$ 1,700	27.0%	*Research needed - Right now use 6 month actual
Police Liaison	\$ -	\$ 810	\$ -	\$ (810)	-100.0%	
Protective Services- Equipments	\$ 1,989	\$ 1,524	\$ 1,492	\$ (32)	-2.1%	Star Security Burglar Alarm for Office @ \$124.33 / Month
Protective Services- Contracts	\$ (21,600)	\$ 1,700	\$ -	\$ (1,700)	-100.0%	
Total Protective Services	\$ (373)	\$ 10,334	\$ 9,492	\$ (842)	-8.1%	
General Expenses						
Insurance						
Property Insurance	\$ 14,778	\$ 21,084	\$ 23,526	\$ 2,442	11.6%	Amount reflects 2023 quote for General Liability and Property insurance, combined with 2022 actual for Excess Premium. General Liability reflects a 23% decrease. Property insurance reflects a 21% increase. Overall is 12% increase for the portfolio.
Liability Insurance	\$ 6,306	\$ -	\$ -	\$ -	0.0%	
Workmen's Compensation	\$ 632	\$ -	\$ -	\$ -	0.0%	
Total Insurance	\$ 21,716	\$ 21,084	\$ 23,526	\$ 2,442	11.6%	
Employee Benefits Contribution						
Employee Benefits Contribution	\$ -	\$ 34,843	\$ 43,339	\$ 8,496	24.4%	
FICA Employers Share - Admin	\$ 2,439	\$ -	\$ -	\$ -	0.0%	
FICA Employers Share - Maintenance	\$ 2,840	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Admin	\$ 12,948	\$ -	\$ -	\$ -	0.0%	
Medical Benefits - Maintenance	\$ 8,284	\$ -	\$ -	\$ -	0.0%	

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Retirement Benefits - Admin	\$ 5,098	\$ -	\$ -	\$ -	0.0%	
Retirement Benefits - Maintenance	\$ 6,091	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Admin	\$ 81	\$ -	\$ -	\$ -	0.0%	
Fed & State Unemployment - Maintenance	\$ 105	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Admin	\$ 57	\$ -	\$ -	\$ -	0.0%	
Life Insurance - Maintenance	\$ 56	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Admin	\$ 89	\$ -	\$ -	\$ -	0.0%	
Disability Insurance - Maintenance	\$ 86	\$ -	\$ -	\$ -	0.0%	
Phone Stipend - Admin	\$ 2	\$ -	\$ -	\$ -	0.0%	
Total Employee Benefits Contribution	\$ 38,178	\$ 34,843	\$ 43,339	\$ 8,496	24.4%	
Interest Expense						
Interest on Notes Payable	\$ 52,976	\$ 52,893	\$ 51,968	\$ (925)	-1.7%	Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Total Interest Expense	\$ 52,976	\$ 52,893	\$ 51,968	\$ (925)	-1.7%	
Other General Expense						
Land Lease Expense	\$ 11,467	\$ 11,467	\$ 11,467	\$ 0	0.0%	Annual Land Lease Expense
Tax Credit Fees Expense	\$ -	\$ -	\$ 170	\$ 170	0.0%	Expense to have Novogradac complete the tax returns
Franchise Taxes	\$ 3,561	\$ 2,174	\$ 1,781	\$ (393)	-18.1%	Annual Franchise Tax
Total Other General Expenses	\$ 15,028	\$ 13,641	\$ 13,418	\$ (223)	-1.6%	
Total General Expenses	\$ 127,898	\$ 122,461	\$ 132,250	\$ 9,789	8.0%	
Total Operating Expenses	\$ 400,573	\$ 367,175	\$ 416,964	\$ 49,789	13.6%	
	\$ -					
NET OPERATING INCOME (LOSS)	\$ 40,370	\$ 44,606	\$ 13,013	\$ (31,593)	-70.8%	
Donations & Transfers						
Operating Transfers In	\$ (19,088)	\$ -	\$ -	\$ -	0.0%	
Total Donations & Transfers	\$ (19,088)	\$ -	\$ -	\$ -	0.0%	
Net Income (Loss)	\$ 59,458	\$ 44,606	\$ 13,013	\$ (31,593)	-70.8%	
Debt Principal		\$ 26,593	\$ 27,518			Used Amortization schedule to provide annual total and monthly breakdown listed on the monthly budgets.
Replacement Reserve		\$ 19,432	\$ 19,901			Jan - Nov at \$1655/month; Dec at \$1696 using increase factor of 1.025
Balance		\$ (1,419)	\$ (34,406)			

Pathways at Northgate

CY2023 Budget

	2022 Annualized	2022 Current Budget	2023 Full Requested Budget	Variance \$	Variance %	Comment
Net Income		\$ 78,067	\$ 45,080			
Total Debt		\$ 79,486	\$ 79,486			
Debt Service Coverage Ratio		0.98	0.57			