

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Vice-Chairperson - Charles Bailey

2nd Vice-Chairperson - Mary Apostolou

Commissioner - Dr. Tyra Duncan-Hall

Commissioner - Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Regular Meeting

Thursday, November 21, 2024

12:00 PM

HACA Central Office, 1124 S. Interstate Highway 35

To attend via Zoom: <https://bit.ly/40Ky5tM> Meeting ID: 811 6399 3414

Passcode: 863326

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
To attend via Zoom: <https://bit.ly/40Ky5tM> Meeting ID: 811 6399 3414 Passcode: 863326
Austin, TX
(512.477.4488)**

**Thursday, November 21, 2024
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 October 17, 2024
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02867: to adopt the Board of Commissioners Meeting Schedule for the 2025 calendar year

ACTION ITEMS

3. Presentation, Discussion and Possible Action Regarding Resolution No. 02868: Approval of Revisions to the Housing Choice Voucher Administrative Plan
4. Presentation, Discussion and Possible Action Regarding Resolution No. 02869; Approval to Submit the 2025 Public Housing Authority (PHA) Annual Plan and 2025-2029 Five Year Plan to the U.S. Department of Housing and Urban Development
5. Presentation, Discussion, and Possible Action regarding Resolution No. 02871: Approval of the Property Budgets for Calendar Year 2025 for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West
6. Presentation, Discussion, and Possible Action regarding Resolution No. 02866: Awarding a

contract for an AI Customer Service System to RespondIT AI via Perikin Enterprises, LLC

7. Presentation, Discussion, and Possible Action regarding Resolution No. 02870: Approval to award contract(s) for a total not to exceed \$300,000 for landscaping and erosion control services for HACA Central Headquarters

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 will receive program updates from the President/CEO and other senior staff.

ADJOURNMENT

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: November 21, 2024

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on October 17, 2024

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on October 17, 2024.

ATTACHMENTS:

- ▣ **20241017 HACA Minutes Summary**

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

October 17, 2024

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 PM ON THURSDAY, OCTOBER 17, 2024, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. INTERSTATE HIGHWAY 35 AUSTIN, TX 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 October 17, 2024, to order at 12:11 pm. The meeting was held at the HACA Central Office, 1124 S. Interstate Highway 35, Austin, TX and virtually

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

Edwina Carrington, Commissioner

ALSO IN ATTENDANCE:

Bill Walter, Coats Rose
Sarah Scott, Coats Rose
Lauren Aldredge, Cokinos Law Firm

STAFF PRESENT:

Barbara Chen, Jorge Vazquez, Kelly Crawford, Leilani Lim-Villegas, Michael Gerber, Michael Roth, Nidia Hiroms, Sylvia Calderon, and Suzanne Schwertner

PUBLIC COMMUNICATION - (3 minute time limit)

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

- Zenobia Joseph requested a moratorium on Belveron and was seeking assistance on moving into Heritage Woods.

ITEMS WERE PRESENTED OUT OF ORDER.

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02865: Approval of the Pathways Asset Management, Inc. Property Budgets for Calendar Year 2025

The Board was asked to approve the proposed Calendar Year 2025 Operating Budgets for each of the 15 Project Based Rental Assistance (PBRA) properties in the Pathways Asset Management, Inc (PAMI) portfolio.

Overall, the budgets reflect the challenge of maintaining HACA's high performance standards with the limitations of low RAD rents. The anticipated revenue for Calendar Year 2025 shows a 3.5% increase over the budgeted amount for 2024 resulting from the annual Operating Cost Adjustment Factor (OCAF) applied to rents. However, HACA's RAD rents on average are 48% of the HUD Fair Market Rents (FMR) for Austin, TX.

The budgeted 2025 expense for Calendar 2025 shows a 2.0% increase over the amount budgeted for 2024. By expense category, the change in budget amounts (increase or decrease) are as follows:

- General & Administrative - 7.6%
- Payroll & Payroll Expenses - 0.2%
- Management Fees - 3.9%
- Repairs and Maintenance - 1.1%
- Security - 14.8%
- Utilities - 5.2%

- Insurance Premiums - 2.8%

The U.S. Department of Housing and Urban Development (HUD) and HACA's lenders do not require board approval of the budgets, however they do recommend owner review and approval. HACA's lenders request to have the budgets by November 1, 2024. Therefore, staff presented the budgets to the Board during the October meeting.

During the annual budget process, Property Management and Maintenance staff work with the Community Director to assess the status of their properties, identify the needs and anticipated circumstances for the coming year, and determine a budget amount to meet those needs.

The goals of this process are to create budgets that maintain safe, decent and sanitary housing for all residents, that meet all program and contract requirements, and that provide a safe workplace for staff. To meet these goals, staff considered the following during the creation of the budgets:

- Inflation and increased cost of materials and contract services;
- Expenses related to implementing and operating under the Housing Opportunities Through Modernization Act (HOTMA) and the new inspection protocol, the National Standards for the Physical Inspection of Real Estate (NSPIRE);
- Anticipation of 5 property NSPIRE inspections by the U.S. Department of Housing and Urban Development or the Texas Department of Housing and Community Affairs;
- Anticipated number of households that may receive a Choice Mobility Voucher and the impact on Make Ready expenses;
- High turnover rate of staff, in particular in the Assistant Manager position.

Staff recommended approval of the 2025 Calendar Year Operating Budgets for each of the 15 PBRA properties in the PAMI portfolio.

Commissioner Duncan-Hall moved the Approval of Resolution No. 02865: Approval of the Pathways Asset Management, Inc. Property Budgets for Calendar Year 2025. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

CITYWIDE ADVISORY BOARD (CWAB) – Leilani Lim-Villegas, HACA Senior Director of Community Development, reported that the October CWAB Meeting was held on Tuesday, October 8th. **•Michael Gerber**, HACA President & CEO thanked everyone who attended the Grand Opening of Pathways at Chalmers Courts. Staff received positive feedback from HUD, the Mayor, councilmembers, community partners, residents, and families who all enjoyed the event. **•Mike** congratulated the resident leaders for a very successful National Night Out. **•Mr. Gerber** also mentioned the sad news about Hank Moreno's passing, and asked that everyone please keep Hank's family in your thoughts and prayers. **•Michael Roth**, HACA Vice President of Pathways of Asset Management, announced that Rent Café is now available at all properties. Work orders and rent payments can now be made online. **•Michael Roth introduced Amanda Curry as the new HACA Safety Coordinator.** **•Leilani Lim-Villegas**, HACA Senior Director of Community Development, announced the importance of voting for the Presidential and Mayoral Elections, but also voting for Resident Council Officers. HACA Offices will be closed on Monday, October 14th in observance of Indigenous People's Day. **•Abby Bettini**, HACA Youth Services, reported that staff are starting to enroll ROSS participants at Meadowbrook. **•Murphy Roland**, HACA Workforce Development Manager, reported that staff are working on launching the Safety Ambassadors Program in coordination with **Amanda Curry.** **•Borami Lee**, HACA Health & Wellness Manager, reported that flu vaccine clinics will be on site at several properties. Diabetes education courses are scheduled at Santa Rita. **•Catherine Crago**, HACA Head of Strategic Initiatives, announced that Google Fiber is now at Lakeside. Staff is hosting Rent Café office hours on properties to assist with enrollment and adoption of online rent payments. **•Daniel Ruiz**, Homeownership, announced that currently five families are pre-qualified for Prospect Heights Homeownership Program at Rosewood.

CONSENT ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on September 19, 2024

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on September 19, 2024. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ACTION ITEMS

ITEM 3: Presentation and Discussion on the Independent Auditor's Report for the Fiscal Year ending March 31, 2024
Laura Ann Piy with Berman Hopkins gave a brief overview of the Auditor's Report. There were no Audit findings.

2nd Vice-Chairperson Apostolou acknowledged Acceptance of the Audit Report. **Commissioner Duncan-Hall** seconded the Acknowledgement.

ITEM 2: Presentation, Discussion and Possible Action regarding Resolution No. 02864 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to

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

Austin Affordable Housing Corporation was presented with an opportunity to partner with JCI Residential on a 11.07 acre tract of land located at 13023 Hema Drive, Austin, Texas 78717. The property is located within the Austin city limits and Williamson County. This would be the eighth (8th) asset AAHC and JCI have partnered on together. One of these partnerships, Bridge at Avery Ranch, which closed in September, is just down the street from this proposed site.

AAHC’s proposed partner, JCI Residential has a proven record of accomplishment with numerous projects completed in and around the Austin area. JCI has an experienced development team in place and has been an excellent partner on our previous transactions. JCI is a privately held development firm with a current development pipeline of more than 200 projects. AAHC works with the Managing Partner, Sam Kumar, and President, Kurt Goll. JCI Residential will also manage the property.

The project (Bridge at Saffron) is a proposed new construction workforce housing project that will consist of 336 family units. The units will be set aside as follows: 34 units at 60% MFI, 138 units between 70% and 80% MFI and 164 units over 80% MFI. (Please see chart of rent and income limits attached) Situated in the northwestern stretches of Austin, the Avery Ranch neighborhood is near Dell Children’s Medical Center North Campus, HEB Plus, Lakeline Mall, Alamo Drafthouse Cinema Lakeline and multiple other shopping centers with retail, restaurants and businesses. The property feeds into the Round Rock Independent School District and is served by Purple Sage Elementary, Pearson Ranch Middle School and McNeil High School. The Austin Community College Cypress Creek campus is less than 10 minutes away. This is an important transaction to HACA and AAHC as we have seen this part of Austin continue to displace the affordable community. This partnership will add deeper affordability for our current voucher holders and the residents that reside in this area. Being so close to many major employers in and around this location, AAHC and JCI can provide some stable and affordable housing to those stakeholders that are threatened with rising rent costs. The nearest property in AAHC’s current portfolio is Bridge at Avery Ranch right next door.

The construction loan financing will be provided by Washington Federal Bank, a Washington State Chartered Bank in an amount not to exceed \$50,000,000. JCI Residential will provide an equity investment estimated to be \$26,000,000. Once the property has been constructed, leased and is stabilized, we will refinance into permanent debt. At this phase, we will return to the Board for approval of the permanent debt and debt provider.

The planned development will consist of 208 one bedroom/one bath units, 76 two bedroom/one bath units, and 52 two bedroom/two bath units. Unit amenities include Class A finishes, stainless steel appliances, quartz counters and smart thermostats. A clubhouse, and attractive and lush landscaped resort style pool area, private entrance gate system, and state of the art fitness center are a few of the site amenities that will be offered. All units will be marketed to HACA’s Housing Choice Voucher residents. This approval will allow us to close construction financing and start construction of the property shortly after closing.

Commissioner Duncan-Hall moved the Approval of Resolution No. 02864 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to the Bridge at Saffron (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. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

EXECUTIVE SESSION

The Board did not recess into Executive Session.

REPORTS

- **Mr. Gerber** announced that a farewell dinner for Lisa Garcia will be held Tuesday, October 22nd, and all Commissioners and their spouses/significant others are invited.
- **Mr. Gerber** reminded everyone that the FSS Scholarship luncheon will be Thursday, October 24th at the Thompson Conference Center. Following that, there will be a HACA Fall staff event at Boulden Acres.
- **Mr. Gerber** announced that Jorge Vazquez, Director of TMI has been appointed Chair of the NAHRO Artificial Intelligence Committee and will be sitting on a CIO panel at CLPHA in November.

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

The meeting adjourned at 2:13 pm.

Michael G. Gerber, Secretary

Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02867

EXECUTIVE

ITEM NO. 2.

MEETING DATE: November 21, 2024

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02867: to adopt the Board of Commissioners Meeting Schedule for the 2025 calendar year

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve Resolution No. 02867 to adopt the Board of Commissioners Meeting Schedule for the 2025 calendar year.

SUMMARY

Background:

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

A comprehensive list is attached that shows all future conference dates of state, regional and national industry associations. This list also includes the 2025 dates for the Austin Independent School District's Spring Break. In consideration of these dates, the 2025 HACA Board of Commissioners Meeting Schedule has been created.

Staff Recommendation:

Staff recommends Board approval of the proposed 2025 HACA Board of Commissioners meeting schedule.

ATTACHMENTS:

- ▣ **2025 HACA Board Meeting Schedule**
- ▣ **2025 Conferences**

RESOLUTION NO. 02867

APPROVAL OF THE BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2025

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

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

WHEREAS, a list of dates and times have been compiled for the 2025 calendar year to ensure a quorum;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority Board of Commissioners approves and adopts the HACA Board Meeting Schedule for the 2025 calendar year.

PASSED, APPROVED AND ADOPTED this 21st day of November, 2024.

Michael G. Gerber, Secretary Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin

Established in 1937

Housing Authority of the City of Austin Board of Commissioners Regular Board Meetings for the Year 2025

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

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

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

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

2025 Conferences/Meetings			
January 12-17	NSCHA	HFA Institute	Washington, DC
January 16	HACA	Regular Meeting	
February 5-7	SWNAHRO	Winter Committee Meetings	Grapevine, TX
February 5-7	SWNAHRO	Maintenance Conference	Grapevine, TX
February 10-13	TXNAHRO	Annual Conference	Austin, TX
February 20	HACA	Regular Meeting	
March 10-12	NSCHA	Legislative Conference	Washington, DC
March 10-12	NAHRO	Washington Conference	Washington, DC
March 10-14		SPRING BREAK	
March 19-21	NAHMA	Winter Meeting	Washington, DC
March 20	HACA	Annual Meeting	
March 20-21	CLPHA	Spring Meeting	Washington, DC
April	SWAHMA	Spring Meeting	Fort Worth
April 17	HACA	Regular Meeting	
April 29-May 1	CHRA	Housing & Homelessness	Saskatoon, Saskatchewan
May 15	HACA	Regular Meeting	
June	AAHA	Annual Conference	Little Rock, AR
June 10-13	SWNAHRO	Annual Conference	Rogers, AR
June 18-20	NLHA	Annual Meeting	Washington, DC
June 19	HACA	Optional Meeting	
June 24-27	NCSHA	Housing Credit Connect	Chicago, IL
June 29-July 2	SHRM	2025 Conference	San Diego, CA
	CLPHA	Summer Meeting	
July	RRHA	Annual Conference	
July 17	HACA	Regular Meeting	
July 17-18	NAHRO	Summer Symposium	New York, NY
July 21-23	TAAHP	Texas Housing Conference	Austin, TX
August 21	HACA	Regular Meeting	
September	SWAMA	Fall Conference	Little Rock, AR
September	SWAHMA	Fall Conference	San Antonio
September 18	HACA	Regular Meeting	
October 4-7	NCSHA	Annual Conference	New Orleans, LA
October 16	HACA	Optional Meeting	
	CLPHA	Fall Meeting	
October 22-24	NAHMA	Fall Meeting	Washington, DC
October	NLHA	Fall Meeting	Washington DC
September 28-30	NAHRO	National Conference	Phoenix, AZ
November 20	HACA	Regular Meeting	
December 18	HACA	Regular Meeting	

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02868

ASSISTED HOUSING ITEM NO. 3.

MEETING DATE: November 21, 2024

STAFF CONTACT: Laura Bodai, Admissions Director

ITEM TITLE: Presentation, Discussion and Possible Action Regarding Resolution No. 02868:
Approval of Revisions to the Housing Choice Voucher Administrative Plan

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02868: Adopting revisions to the Housing Choice Voucher Administrative Plan.

SUMMARY

Background:

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

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

Summary of Changes

The Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law on July 29, 2016. HOTMA makes numerous amendments to Sections 3, 8, and 16 of the United States Housing Act of 1937 (1937 Act), including significant changes to income calculation, net family assets, and income reviews. HUD finalized HOTMA rulemaking in 2023 to put Sections 102, 103, and 104 into effect through revisions to HUD's regulations found in 24 CFR Part 5 and 24 CFR Part 891. On September 18, 2024, HUD announced that PHAs will not be required to comply with HOTMA Section 102 and 104 income and assets provisions by January 1, 2025. These income and asset provisions and the new inspection requirements require access to new HOTMA-compliant HUD-50058 forms in the Housing Information Portal (HIP), which has yet to be released by HUD.

The proposed changes to the HCV Administrative Plan do not require the HUD HIP system and will help

streamline processes.

Other changes include required or optional changes for the Mainstream Voucher Program and updates to the Project-base Voucher program.

Eligibility

Added policy based on Notice PIH 2017-08 regarding VASH voucher, and if a veteran is the perpetrator of domestic violence, the victim is eligible to receive a regular HCV voucher.

Revised definition of foster children and foster adults.

Updated Consent to Release of Information policy to include the family's right to revoke consent to collect information relevant to the family's income and added HACA's policy to deny admissions or terminate assistance if the family revokes consent.

Selection from the Wait List

Changed policy as approved per Notice PIH 2024-30 to allow for a separate Mainstream Voucher waitlist. Moved Mainstream tenant selection policy to Chapter 19.

Changed PBV waitlist policy to state that HACA will use separate waiting lists for PBV units in individual projects or buildings (or for sets of such units).

Updated policy to apply increases in Payment Standards at the next annual reexamination or interim as required with HOTMA.

Payment Standards

Updated policy to apply increases in Payment Standards at the next annual reexamination or interim and updated briefing requirements as required with HOTMA.

Verification Requirements

Added Safe Harbor verification method as allowed per HOTMA to streamline the verification process.

Revised policy as allowed per HOTMA to streamline verification processes by allowing verification documents to be dated up to 120 days (rather than 60 days as currently required) and fixed income statements allowed if received within the same benefit year.

Updated Verification Hierarchy Requirements based on recent HUD notices.

Revised SSN policy as allowed per HUD Streamlining Notice PIH 2023-27, which allows PHAs to accept other documents if unable to obtain an SSN card from the applicant to include the applicant's self-certification of SSN plus one third-party document.

Revised Zero income policy as allowed per HOTMA to accept self-certification of zero income.

Updated reasonable child expense language

Housing Quality Standards

Added information regarding NSPIRE extension date until October 1, 2025 except for carbon monoxide detectors and smoke alarm requirements.

Added carbon monoxide detectors and smoke alarm requirements.

Project- Based Vouchers

Removed Bungalows at Century Park and Candlewood Suites Hotel Conversion Project at Pecan Park as the City notified HACA they no longer needed the project-based vouchers and would utilize the local voucher program instead.

Add tenant selection criteria for newly allocated vouchers and updated allocated vouchers based on the 2024 new allocation of project-based vouchers.

Added tenant briefing requirements per HOTMA

Revised Overcrowded, under-occupied and accessible unit policy per HOTMA

Mainstream Voucher Program

Updated Mainstream Voucher policy per Notice PIH 2024-30 as follows:

- Established Separate Mainstream Voucher wait list
- Added policy regarding referral preference from partner agencies and moved non-elderly disabled homeless policy from Chapter 4 to Chapter 19
- Added mandatory 120-day voucher term file, cable extension policy, and no residency preference policy.

Process:

Proposed changes to the Housing Choice Voucher (HCV) Administrative Plan went out for public comment for 45 days beginning on September 23, 2024, through November 5, 2024. No comments were received.

HACA held a public hearing and presentation to the Housing Choice Voucher Advisory Board on October 3, 2024, with one attending in person and six attending via zoom. Presentations were conducted on the changes to the HCV Administrative Plan and the PHA Annual and Five Year Plans.

During the presentation, the participant asked questions to further their understanding of the items discussed. However, no comments on proposed changes were provided. Participants were advised of the deadline and manner in which they should provide public comments if they chose to do so after the presentation.

The proposed changes to the HCV Administrative Plan incorporate updates summarized in Attachment 1 and reflected in Attachment 2.

Staff Recommendation:

Staff is asking the Board of Commissioners to approve revisions to HACA's Housing Choice Voucher Administrative Plan. Once approved and adopted, the proposed revisions will go into effect.

RESOLUTION NO. 02868

Approval of the adoption of the revised Housing Choice Voucher Program Administrative Plan

WHEREAS, the Housing Authority of the City of Austin (HACA) is responsible for administering the Housing Choice Voucher Program and

WHEREAS, the Housing Choice Voucher Program, as mandated by the Department of Housing and Urban Development (HUD), is required to adopt a Housing Choice Voucher Administrative Plan establishing its policies as required under federal regulations and

WHEREAS, the Housing Authority of the City of Austin posted the proposed revisions to the HCV Administrative Plan for public comment beginning on September 23, 2024, and ending at 5:00 p.m. on November 5, 2024; no comments were received; and

WHEREAS, The Housing Authority of the City of Austin's Housing Choice Voucher Program seeks to formally adopt the revised Housing Choice Voucher Administrative Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin's Board of Commissioners approves and adopts the revised Housing Choice Voucher Administrative Plan.

PASSED, APPROVED AND ADOPTED this 21st day of November, 2024.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02869

QUALITY CONTROL

ITEM NO. 4.

MEETING DATE: November 21, 2024

STAFF CONTACT: Kelly Crawford, Director of Compliance Oversight

ITEM TITLE: Presentation, Discussion and Possible Action Regarding Resolution No. 02869; Approval to Submit the 2025 Public Housing Authority (PHA) Annual Plan and 2025-2029 Five Year Plan to the U.S. Department of Housing and Urban Development

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve, adopt and submit the 2025 PHA Annual Plan and the 2025-2029 Five Year Plan to the U.S. Department of Housing and Urban Development.

SUMMARY

Background:

The Five-Year and Annual PHA Plans provide a ready source for interested parties to locate basic housing authority policies, rules and requirements concerning its operations, programs, and services, including changes to these policies. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families. PHAs with no public housing, such as HACA, that administer only Housing Choice Voucher (HCV) programs utilize Form HUD-50075-HCV and HUD-50075-5Y to submit changes to its PHA Plans.

The Draft 2025 PHA Annual Plan incorporates proposed changes to the Housing Choice Voucher Administrative Plan along with the agency's 2025-2029 Five-Year Goals and Objectives.

Process:

A 45-day public comment period commencing at 8:00 a.m. on Friday, September 20, 2024 and concluding at 5:00 p.m. on Monday, November 4, 2024 was held to solicit comments regarding the 2025 Public Housing Authority (PHA) Annual Plan and the 2025-2029 Five-Year Plan. Notices regarding the announcement of the public comment period for these plans were sent to various community organizations, posted on the HACA website, and advertised in the Austin American Statesman, The Villager, and La Prensa. Notice letters of the Draft 2025 PHA Annual Plan were sent to the Austin Tenants' Council, the City of Austin's Housing

Department, Adapt of Texas, ECHO, and Texas RioGrande Legal Aid, along with other interested community leaders and stakeholders. Additionally, a public hearing was held on October 3, 2024.

No written comments were received.

Staff Recommendation:

Staff is asking the Board of Commissioners to approve, adopt and submit the 2025 PHA Annual Plan and the 2025-2029 Five-Year Plan to the U.S. Department of Housing and Urban Development.

ATTACHMENTS:

- ▣ **2025 PHA Annual Plan**
- ▣ **Five Year Plan**

RESOLUTION NO. 02869

**APPROVAL TO SUBMIT THE 2025 PUBLIC HOUSING AUTHORITY (PHA) ANNUAL
PLAN AND THE 2025-2029 FIVE-YEAR PLAN TO THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

WHEREAS, to be in compliance with the Quality Housing Work Responsibility Act of 1998, the Housing Authority of the City of Austin (HACA) has completed the 2025 Public Housing Authority (PHA) Annual Plan and the 2025-2029 Five-Year Plan;

WHEREAS, to meet the requirements for public notification, HACA advertised the announcement of the draft plans through the local media, sent notices of the draft plan to various community service partners and providers, and conducted a public hearing;

WHEREAS, to meet the requirements for the public comment period, HACA made available copies of the draft plan at its Administration Building and on the agency's internet site for a forty-five-day public comment period ending November 4, 2024;

WHEREAS, HACA received no written comments during the public comment period; and

WHEREAS, HACA has completed the requirements to submit the 2025 PHA Annual Plan and the 2025-2029 Five-Year Plan effective November 15, 2024.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority Board of Commissioners approves and adopts the agency's 2025 PHA Annual Plan and the 2025-2029 Five-Year Plan effective November 15, 2024.

PASSED, APPROVED AND ADOPTED this 21st day of November 2024.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin

2025 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the 2025 PHA Annual Plan and the 2025-2029 Five-year Plan commenced on Friday, September 20, 2024 and concluded on Monday, November 4, 2024. A Public Hearing was held October 3, 2024 at noon to receive public input for the draft 2025 Annual Plan and the draft 2025-2029 Five Year Plan. The final draft was presented to the HACA Board of Commissioners for approval at the November 21, 2024 Board of Commissioners meeting.

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	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.																													
	<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>04/2025</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>6,689</u> HCV and <u>488</u> Mainstream Vouchers. Total combined <u>7,177</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 2025 PHA Annual Plan and the 2025-2029 Five-year Plan commenced on Friday, September 20, 2024 and concluded on Monday, November 4, 2024. A Public Hearing was held October 3, 2024 at noon to receive public input for the draft 2025 Annual Plan and the draft 2025-2029 Five Year Plan. The final draft was presented to the HACA Board of Commissioners for approval at the November 21, 2024 Board of Commissioners meeting. </p> <p> Copies of the 2025 Annual Plan and 2025-2029 Five Year Plan update are available on the HACA website, www.hacanet.org. All supporting documentation is available at the HACA Central Office for via the HACA website. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></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:																			
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Lead HA:																														

	Plan Elements.				

B. 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):

Financial Resources:

Fiscal Year 2025 Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 82,403,109	\$ 5,698,876	\$	\$	\$ 88,101,985
Mainstream Voucher	\$ 5,584,332	\$ 419,849	\$	\$	\$ 6,004,181
Emergency Housing Vouchers	\$ 3,555,132	\$ 288,476	\$	\$	\$ 3,843,608
Single Room Occupancy	\$ 325,200	\$ 58,760	\$	\$	\$ 383,960
Foster Youth to Independence	\$ 920,256	\$ 59,501	\$	\$	\$ 979,757
Continuum of Care Grant	\$ 769,776	\$ 68,720	\$	\$	\$ 838,496
Stability Vouchers	\$ 470,568	\$ 22,569	\$	\$	\$ 493,137
FSS Grant	\$ -	\$ 483,240	\$	\$	\$ 483,240
Total	\$ 94,028,373	\$ 7,099,991	\$	\$	\$ 101,128,364
Fiscal Year 2026 Projected Funding	HAP	Admin Fees	Preliminary Fees	Service Fees	Total
Housing Choice Voucher Program	\$ 84,875,202	\$ 5,869,842	\$	\$	\$ 90,745,044
Mainstream Voucher	\$ 5,751,862	\$ 432,444	\$	\$	\$ 6,184,306
Emergency Housing Vouchers	\$ 3,448,478	\$ 279,822	\$	\$	\$ 3,728,300
Single Room Occupancy	\$ 334,956	\$ 60,523	\$	\$	\$ 395,479
Foster Youth to Independence	\$ 947,864	\$ 61,286	\$	\$	\$ 1,009,150
Continuum of Care Grant	\$ 792,869	\$ 70,782	\$	\$	\$ 863,651
Stability Vouchers	\$ 484,685	\$ 23,246	\$	\$	\$ 507,931
FSS Grant	\$ -	\$ 497,737	\$	\$	\$ 497,737
Total	\$ 96,635,916	\$ 7,295,682	\$	\$	\$ 103,931,598

Other HCV Administrative Plan Proposed Local Policy Revisions: (Also included by Attachment to this Plan as HCV Administrative Plan – HOTMA Phase 1 and Phase 2) and located on HACA's website at: hacanet.org/hcv-administrative-plan-draft-updates-hotma/

Phase 1 Summary:

Eligibility Section – Added policy based on Notice PIH 2017-08 regarding VASH voucher and if a veteran is the perpetrator of domestic violence the victim is eligible to receive a regular Housing Choice Voucher. Revised the definition of foster children and adults. Updated Consent to Release of Information policy to include the family's right to revoke consent to collect information relevant to the family's income and added HACA's policy to deny admission or terminate assistance if the family revokes consent.

Selection from the Wait List Local Preferences – Changed policy as approved per Notice PIH 2024-30 to allow for a separate Mainstream Voucher wait list. Moved Mainstream tenant selection policy to Chapter 19. Changed Project Based Voucher (PBV) wait list policy to state HACA will use separate wait lists for PBV units in individual projects or buildings (or for sets of such units). Updated briefing requirements as required with HOTMA.

Housing Quality Standards – Added information regarding INSPIRE extension date until October 1, 2025 except for carbon monoxide detectors and smoke alarm requirements. Also added carbon monoxide detectors and smoke alarm requirements.

Applying Payment Standards/Change in Payment Standards – Per HOTMA, updated policy to apply increases in Payment Standards at next annual reexamination or interim.

Use of Other Programs' Income Determinations – Added Safe Harbor verification method as allowed per HOTMA to streamline the verification process.

Verification Requirements – Revised policy as allowed per HOTMA to streamline verification processes by updating verification documents dated 120 days rather than 60 days of date provided to HACA and for fixed income, the benefits statement dated in the appropriate year.

Verification Hierarchy Requirements and Upfront Verification – Updated Verification Requirements based on recent HUD notices.

Social Security Numbers - Revised social security number policy as allowed per HUD Streamlining Notice PHI 2023-27 which allows PHAs to accept other documents if unable to obtain a social security card from applicant, to include the applicant's self-certification of their social security number plus one third-party document.

Zero Annual Income Status – Revised zero income policy as allowed per HOTMA to accept self-certification of zero income.

Child Care Expenses – Updated reasonable child expense language.

Project-Based Vouchers – Removed Bungalows at Century Park and Candlewood Suites Hotel Conversion Project at Pecan Park as the City of Austin notified HACA they no longer needed the project-based vouchers and would utilize the local voucher program instead.

Added tenant selection criteria for newly allocated vouchers and updated allocated vouchers based on the 2024 new allocation of project-based vouchers. Added tenant briefing requirements per HOTMA. Revised Overcrowded, Under-occupied and Accessible unit policy per HOTMA.

Mainstream Voucher Program – Updated Mainstream Voucher policy per Notice PIH 2024-30 as follows:

- Established separate Mainstream Voucher wait list
- Added policy regarding referral preference from partner agencies and moved non-elderly disabled homeless policy from Chapter 4 to Chapter 19
- Added mandatory 120-day voucher term and flexible extension policy and no residency preference policy.

Phase 2 Summary:

The Housing Opportunity through Modernization Act of 2016 (HOTMA) was signed into law on July 29, 2016. HOTMA makes numerous amendments to Sections 3, 8, and 16 of the United States Housing Act of 1937 (1937 Act), including significant changes to income calculation, net family assets, and income reviews. HUD finalized HOTMA rulemaking in 2023 to put Sections 102, 103, and 104 into effect through revisions to HUD's regulations found in 24 CFR Part 5 and 24 CFR Part 891. On September 18, 2024, HUD announced that PHAs will not be required to be compliant with HOTMA Section 102 and 104 income and assets provisions by January 1, 2025. These income and asset provisions and the new inspection requirements require access to new HOTMA-compliant HUD-50058 forms in the Housing Information Portal (HIP), which has not-yet-released replacement by HUD.

HACA revised the HCV Administrative Plan – HOTMA Phase 2 to include HOTMA income and asset changes and changes to the inspection requirements from Housing Quality Standards to National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements. HACA will wait until HUD notifies HACA that the Housing Information Portal (HIP) and all program and system changes are completed prior to implementing HCV Administrative Plan - HOTMA Phase 2. HACA will notify program participants of the date at which the HOTMA policies identified in the HCV Administrative Plan HOTMA - Phase 2 regarding income, assets and the NSPIRE inspection requirements will become effective.

Throughout the Housing Choice Voucher (HCV) Plan- HOTMA Phase 2, replaced references to Housing Quality Standards (HQS) with National Standards for the Physical Inspection of Real Estate (NSPIRE).

Eligibility – Revised the definition of family based on HOTMA requirements.

Added policy based on Notice PIH 2017-08 regarding VASH voucher and if a veteran is the perpetrator of domestic violence the victim is eligible to receive a regular HCV voucher.

Revised definition of foster children and foster adults.

Per HOTMA, added asset Limitation for New Admissions – PHAs must deny admission of an applicant for the following: Net family assets exceeding \$100,000 (adjusted annually for inflation); The family has a present ownership interest in, and the effective legal authority to sell, real property that is suitable for occupancy by the family as a residence.

Verification – Value of Assets – Per HOTMA revised policy to allow for self-certification of assets at \$50,000 or less.

	<p>Inspections – Update the chapter with new National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements and replace references to Housing Quality Standards (HQS)</p> <p>Reexaminations – Updated policy for HOTMA that requires for annual reexaminations of a families’ income, the PHA must consider the previous 12-month period.</p> <p>Revised policy on notices to tenants and requirements to return documents.</p> <p>Includes updated policy on how to calculate income and income from assets.</p> <p>Includes updates to interim policy per HOTMA.</p> <p>Glossary of Terms – Updated Glossary of Terms with new HOTMA requirements outline by Nan McKay’s Revision Service.</p>
B.1	<p>New Activities. – Not Applicable</p>

<p>B.2</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan</p> <ol style="list-style-type: none"> Expand affordable housing opportunities and preserve existing assets to ensure long-term sustainability. HACA continues to revitalize our assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions. HACA has broken ground on the redevelopment for Pathways at Rosewood Courts to provide new construction of units as well as a culture center, a community green space, and 12 townhouse-style homes that will be available for sale to low-income, first-time homebuyers. Our next redevelopment project, currently in planning, is Pathways at Santa Rita in 2025. 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. In the past year, AAHC added more than 2,000 units to its portfolio, with over 570 additional units currently under construction. Our subsidiary, Austin Pathways, offers homeownership opportunities through our Down Payment Assistance Program being redeveloped to respond to current market conditions. Optimize the reach and impact of opportunities for residents and clients to improve their quality of life, achieve self-sufficiency, and reach their full potential. HACA promotes individual responsibility and high expectations, and fosters results-based community partnerships and programs focused on our 5 pillars of health and wellness, homeownership, digital inclusion, workforce development, and youth educational success. Scholarships are provided to eligible students to assist with the cost of higher education and to improve self-sufficiency. Among many resident-oriented programs, HACA launched the Project Based Rental Assistance Family Self Sufficiency program to build upon our Housing Choice Voucher Family Self Sufficiency program to connect families to resources on their journey to self-sufficiency. Attract, support, develop and retain a talented and diverse workforce that prioritizes HACA’s values. HACA invests in our staff, ensures accountability and effective communication, and promotes an innovative, healthy and safe work environment with training and leadership development strategies. This is accomplished through a generous benefit package, wellness programs, tuition reimbursement programs, employee referral program to aid in recruitment, family scholarships, and a hybrid/telecommuting policy. We also periodically conduct salary studies to ensure we are competitive in the local employment market. Support organizational efficiency that prioritizes agency resilience, climate sustainability, and the safety of residents and staff. HACA undertakes initiatives to assess program and process changes necessary with focus on ongoing development of energy conservation efforts, a secure technology infrastructure, improving business continuity to be adaptable to the ever-changing situations that can interrupt operations, as well as evaluation and promotion of safety measures to further protect residents and staff. One recent project involved water conservation programs for several properties that will result in significant savings over the next two years. More work will be performed to review portfolio energy consumption data to explore more opportunities for conservation, renewable energy, and other methods for operating cost reduction and environmental sustainability. Foster exceptional customer service and enhance communications with stakeholders to nurture strong partnerships and to increase community awareness. HACA pursues opportunities to implement best practices that enhance communications with customers and stakeholders and promotes awareness of our services within the community. On the horizon is a redesign of HACA’s website to streamline information, reflect new branding and improve the user experience for residents, staff, and stakeholders. Create and implement a plan to advance inclusion, diversity and racial, economic, and social equity throughout the organization, our programs, and partnerships. Based on work with our Diversity, Equity and Inclusion (DEI) consultant, HACA continues to review, assess and communicate values and commitments, incorporate those values into the employee experience, and incorporate a broader DEI lens into agency operations to further this important initiative. A DEI Advisory Group considers issues, identifies new approaches, promotes awareness and other actions to meet our goals. HACA recently hired a Diversity Recruitment Specialist to begin work on implementing key areas within this initiative.
<p>B.3</p>	<p>Capital Improvements. – Not Applicable</p>
<p>B.4</p>	<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>B.5</p>	<p>Other Document and/or Certification Requirements.</p>

C.	<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 checked="" type="checkbox"/></p> <p>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.1	<p>Certification by State or Local Officials.</p> <p>(b) 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.2	<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.3	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
C.4	

D.	Affirmatively Furthering Fair Housing (AFFH).
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> <div data-bbox="180 533 1451 837"> <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. 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 provide permanent and sustainable opportunities for very-low income persons.</p> </div> <div data-bbox="180 863 1451 1106"> <p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.</p> </div> <div data-bbox="180 1131 1451 1619"> <p>Fair Housing Goal: Encourage developers and landlords who benefit from public funding and development incentives to adopt reasonable policies on tenant criminal history and not discriminate based on source of income.</p> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA will continue to educate prospective landlords in the Housing Choice Voucher programs regarding the benefit of participating in providing housing to our voucher holders. The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, 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> </div>

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

C.2 Certification by State or Local Officials

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, **Mandy DeMayo**, **Interim Director of the Housing Department**,

Official's Name

Official's Title

certify that the 5-Year PHA Plan for fiscal years **2025-2029** and/or Annual PHA Plan for fiscal year **2025** of the **Housing Authority of the City of Austin** is consistent with the

PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Austin

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

COA Consolidated Plan Priority: Homeless/Special Needs Assistance provides services to the City's most vulnerable populations, including persons experiencing homelessness, persons living with HIV/AIDS, senior, youth children and families.

HACA continues to provide preferences in both the Project Based Rental Assistance and Housing Choice Voucher programs for assistance to homelessness, persons living with HIV/AIDS, seniors, youth, children and families through onsite programming to special assistance vouchers; Tenant Based Rental Assistance vouchers, Veteran Affairs Supportive Housing vouchers, Mainstream vouchers, Continuum of Care vouchers and Family Unification Program vouchers.

COA Consolidated Plan Priority: Housing Development Assistance includes Housing Department programs that offer assistance to non-profit and for-profit developers to build affordable housing for low and moderate-income families.

HACA through its non-profit subsidiary, Austin Affordable Housing Corporation (AAHC), has acquired/developed over 16,116 units in its portfolio to provide affordable housing with an additional 3,473 units under construction. AAHC continues to grow with more units in the pipeline for possible future acquisition and/or development to preserve affordable housing units throughout the Austin area.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Mandy DeMayo

Title:

Interim Director

Signature:

Date:

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

**C.3 Civil Rights Certification/Certification Listing
Policies and Programs that the PHA has Revised since
Submission of its Last Annual Plan**

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning April 1, 2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.

The Housing Authority of the City of Austin

PHA Name

TX001

PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:	Name of Board Chairperson:
Michael G. Gerber	Carl S. Ritchie, Jr.
Signature	Signature
Date 11.21.2024	Date 11.21.2024

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours 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.

Housing Authority of the City of Austin

2025-2029 PUBLIC HOUSING AUTHORITY FIVE-YEAR PLAN



A 45-Day Public Comment Period for the 2025 PHA Annual Plan and the 2025-2029 Five-year Plan commenced on Friday, September 20, 2024 and concluded on Monday, November 4, 2024. A Public Hearing was held October 3, 2024 at noon to receive public input for the draft 2025 Annual Plan and the 2025-2029 Five Year Plan. The final draft was presented to the HACA Board of Commissioners for approval at the November 21, 2024 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.

A.	PHA Information.																																					
A.1	<div> <div> PHA Name: <u>Housing Authority of the City of Austin</u> PHA Code: <u>TX001</u> </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2025</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2025-2029</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </div> </div> <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 2025 PHA Annual Plan and updates to the 2025-2029 Five-Year Plan commenced on Friday, September 20, 2024 and concluded Monday, November 4, 2024. A Public Hearing was held on October 3, 2024 to receive public input for the draft 2025 Annual Plan and 2025-2029 Five-Year Plan. The final drafts were presented to the HACA Board of Commissioners for approval at the November 21, 2024 Board of Commissioners meeting.</p> <p>Copies of the 2025 PHA Annual Plan and the 2025-2029 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> <div> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </div> <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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				PH	HCV																																	
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>Goal 1: Expand affordable housing opportunities and preserve existing assets to ensure long-term sustainability.</p> <ul style="list-style-type: none"> • Expand HACA's/AAHC's number of units to 25,000 with an emphasis on high opportunity areas. • Conduct a review of HACA's portfolios to ensure long-term sustainability. • Explore investment opportunities to create additional revenue streams to meet HACA's current and future operational needs. • Explore development strategies for HACA's RAD PBRA portfolio and implement the strategies as opportunities arise, to ensure long-term sustainability and optimize resident quality of life. • Explore ways to transition families from subsidized housing to other affordable housing opportunities. <p>Goal 2: Optimize the reach and impact of opportunities for residents and clients to improve their quality of life, achieve self-sufficiency, and reach their full potential.</p> <ul style="list-style-type: none"> • Launch PBRA Family Self Sufficiency program to connect families to resources in their journey to self-sufficiency. • Improve resident engagement and program sustainability across all PBRA programs, including youth, seniors, and persons with disabilities. • Expand awareness and make connections to existing services to serve FSS (Family Self-Sufficiency) and non-FSS HCV (Housing Choice Voucher) Clients <p>Goal 3: Attract, support, develop and retain a talented and diverse workforce that prioritizes HACA's values.</p> <ul style="list-style-type: none"> • Develop a recruitment plan that catalyzes hiring and personalizes HACA's story. • Regularly review salaries, benefits, and the work environment to remain competitive. • Create a systematic approach to onboard new employees and train new supervisors. • Develop and implement a continuity and succession plan to grow employee knowledge and competencies. <p>Goal 4: Support organizational efficiency that prioritizes agency resilience, climate sustainability, and the safety of residents and staff.</p> <ul style="list-style-type: none"> • Develop a method to assess program and process changes in a way that is most efficient and effective and streamlines processes. • Implement initiatives to promote energy efficiency, environmental sustainability, and climate resiliency. • Implement steps to provide secure and reliable technology with 99% availability for clients, residents, and staff. • Assess the safety of residents, staff, and clients, and then implement an action plan with benchmarks and review annually. • Review, update and test HACA's business continuity plan. • Successfully adopt HUD-updated physical inspection protocols across all of HACA's housing programs. • Successfully implement housing policies in response to HOTMA regulations. <p>Goal 5: Foster exceptional customer service and enhance communications with stakeholders to nurture strong partnerships and increase community awareness.</p> <ul style="list-style-type: none"> • Rebrand HACA to reflect a fresh, modern design that builds on the history and reputation of the agency. • Redesign HACA's website to streamline information, reflect new branding and improve the user experience for residents, staff, and stakeholders. • Engage in a celebration of HACA's 90th Anniversary. • Develop and implement a Communications Plan to enhance customer service and increase awareness of HACA's programs and community impact. • Launch an assisted housing portal to improve customer service for HCV landlords and participants. <p>Goal 6: 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"> • Reconvene the DEI Advisory Committee to review and assess current values and commitments and create a plan to incorporate those values and commitments into the employee experience. • Implement a DEI training curriculum for the agency and for new hires. • Expand the DEI lens into agency-wide and departmental decision-making and initiatives. • Create a framework for the creation of Employee Shared Interest or Resource Groups. • Develop marketing and promotional materials that highlight diversity.

<p>B.3</p>	<p>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.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan</p> <ol style="list-style-type: none"> 1. Expand affordable housing opportunities and preserve existing assets to ensure long-term sustainability. HACA continues to revitalize our assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions. HACA has broken ground on the redevelopment for Pathways at Rosewood Courts to provide new construction of units as well as a culture center, a community green space, and 12 townhouse-style homes that will be available for sale to low-income, first-time homebuyers. Our next redevelopment project, currently in planning, is Pathways at Santa Rita in 2025. 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. In the past year, AAHC added more than 2,000 units to its portfolio, with over 570 additional units currently under construction. Our subsidiary, Austin Pathways, offers homeownership opportunities through our Down Payment Assistance Program being redeveloped to respond to current market conditions. 2. Optimize the reach and impact of opportunities for residents and clients to improve their quality of life, achieve self-sufficiency, and reach their full potential. HACA promotes individual responsibility and high expectations, and fosters results-based community partnerships and programs focused on our 5 pillars of health and wellness, homeownership, digital inclusion, workforce development, and youth educational success. Scholarships are provided to eligible students to assist with the cost of higher education and to improve self-sufficiency. Among many resident-oriented programs, HACA launched the Project Based Rental Assistance Family Self Sufficiency program to build upon our Housing Choice Voucher Family Self Sufficiency program to connect families to resources on their journey to self-sufficiency. 3. Attract, support, develop and retain a talented and diverse workforce that prioritizes HACA's values. HACA invests in our staff, ensures accountability and effective communication, and promotes an innovative, healthy and safe work environment with training and leadership development strategies. This is accomplished through a generous benefit package, wellness programs, tuition reimbursement programs, employee referral program to aid in recruitment, family scholarships, and a hybrid/telecommuting policy. We also periodically conduct salary studies to ensure we are competitive in the local employment market. 4. Support organizational efficiency that prioritizes agency resilience, climate sustainability, and the safety of residents and staff. HACA undertakes initiatives to assess program and process changes necessary with focus on ongoing development of energy conservation efforts, a secure technology infrastructure, improving business continuity to be adaptable to the ever-changing situations that can interrupt operations, as well as evaluation and promotion of safety measures to further protect residents and staff. One recent project involved water conservation programs for several properties that will result in significant savings over the next two years. More work will be performed to review portfolio energy consumption data to explore more opportunities for conservation, renewable energy, and other methods for operating cost reduction and environmental sustainability. 5. Foster exceptional customer service and enhance communications with stakeholders to nurture strong partnerships and to increase community awareness. HACA pursues opportunities to implement best practices that enhance communications with customers and stakeholders and promotes awareness of our services within the community. On the horizon is a redesign of HACA's website to streamline information, reflect new branding and improve the user experience for residents, staff, and stakeholders. 6. Create and implement a plan to advance inclusion, diversity and racial, economic, and social equity throughout the organization, our programs, and partnerships. Based on work with our Diversity, Equity and Inclusion (DEI) consultant, HACA continues to review, assess and communicate values and commitments, incorporate those values into the employee experience, and incorporate a broader DEI lens into agency operations to further this important initiative. A DEI Advisory Group considers issues, identifies new approaches, promotes awareness and other actions to meet our goals. HACA recently hired a Diversity Recruitment Specialist to begin work on implementing key areas within this initiative.
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<p>B.4</p>	<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
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<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> <ul style="list-style-type: none"> a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; b. 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; c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and d. Changes to the financing structure for each approved RAD conversion.
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? <i>The RAB convened on October 3, 2024 with no comments.</i></p> <p>Y N <input type="checkbox"/> <input checked="" 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>
<p>C.3</p>	<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>
<p>C.4</p>	<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 checked="" 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>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> <div data-bbox="215 579 1471 646"> <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> </div> <div data-bbox="215 667 1471 869"> <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 provide permanent and sustainable opportunities for very-low income persons.</p> </div> <div data-bbox="215 894 1471 932"> <p>Fair Housing Goal: Implement Displacement Mitigation Strategies that are related to Disproportionate Housing Needs.</p> </div> <div data-bbox="215 953 1471 1188"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA is currently redeveloping several properties on the east side of Austin, where displacement is of concern. Those properties will not only provide updated facilities and amenities; HACA is increasing the number of units to allow for more affordable units to help keep more of the impacted populations in place. HACA created a Resident Protection Team that ensures residents faced with relocation are supported and protected, and to minimize disruption and harm during the relocation period.</p> </div> <div data-bbox="215 1213 1471 1281"> <p>Fair Housing Goal: Encourage developers and landlords who benefit from public funding and development incentives to adopt reasonable policies on tenant criminal history and not discriminate based on source of income.</p> </div> <div data-bbox="215 1302 1471 1751"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p>HACA will continue to educate prospective landlords in the Housing Choice Voucher programs regarding the benefit of participating in providing housing to our voucher holders. The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, 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> </div>

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.

C.2 Certification by State or Local Officials

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, **Mandy DeMayo**, **Interim Director of the Housing Department**,

Official's Name

Official's Title

certify that the 5-Year PHA Plan for fiscal years **2025-2029** and/or Annual PHA Plan for fiscal year **2025** of the **Housing Authority of the City of Austin** is consistent with the

PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Austin

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

COA Consolidated Plan Priority: Homeless/Special Needs Assistance provides services to the City's most vulnerable populations, including persons experiencing homelessness, persons living with HIV/AIDS, senior, youth children and families.

HACA continues to provide preferences in both the Project Based Rental Assistance and Housing Choice Voucher programs for assistance to homelessness, persons living with HIV/AIDS, seniors, youth, children and families through onsite programming to special assistance vouchers; Tenant Based Rental Assistance vouchers, Veteran Affairs Supportive Housing vouchers, Mainstream vouchers, Continuum of Care vouchers and Family Unification Program vouchers.

COA Consolidated Plan Priority: Housing Development Assistance includes Housing Department programs that offer assistance to non-profit and for-profit developers to build affordable housing for low and moderate-income families.

HACA through its non-profit subsidiary, Austin Affordable Housing Corporation (AAHC), has acquired/developed over 16,116 units in its portfolio to provide affordable housing with an additional 3,473 units under construction. AAHC continues to grow with more units in the pipeline for possible future acquisition and/or development to preserve affordable housing units throughout the Austin area.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Mandy DeMayo

Title:

Interim Director

Signature:

Date:

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02871

RENTAL ASSISTANCE DEMONSTRATION

ITEM NO. 5.

MEETING DATE: November 21, 2024

STAFF CONTACT: Ann Gass, Director of Strategic Housing Initiatives

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02871: Approval of the Property Budgets for Calendar Year 2025 for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve the proposed Calendar Year 2025 Operating Budgets for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West.

SUMMARY

Background:

Process:

Pathways at Goodrich Place (Goodrich) and Pathways at Chalmers South, East and West (Chalmers) are managed by Carleton Management Services (CMS), an affiliate of our development partner at Chalmers and Rosewood. CMS prepared operating and capital budgets for each property for calendar year 2025. Those budgets have been reviewed and modified by HACA staff and are presented to the Board today for approval.

Staff Recommendation:

Staff recommends approval of the 2025 Calendar Year Operating Budgets for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West.

ATTACHMENTS:

- ▣ **CY 2025 Budgets - Goodrich and Chalmers**

RESOLUTION NO. 02871

**PROPERTY BUDGETS FOR CALENDAR YEAR 2025 FOR PATHWAYS AT GOODRICH
PLACE AND
PATHWAYS AT CHALMERS COURTS SOUTH, EAST AND WEST**

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development and our 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 that: 1. The proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families; 2. The financial plan is reasonable in that it includes sources of funding adequate to cover all proposed expenses; 3. 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 Austin Affordable Housing Corporation hereby certify that these properties are 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 requirement of the HAP contracts, and that rents and utility allowance calculations have been adjusted in accordance with the current HUD requirements and regulations as applicable.

NOW, THEREFORE BE IT RESOLVED that the Calendar Year 2025 Property Operating Budgets for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West are hereby approved by the Board of Commissioners of the Austin Affordable Housing Corporation.

PASSED, APPROVED AND ADOPTED this 21st day of November, 2024.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Pathways at Goodrich Place

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Gross Potential	1,770,101	1,835,109	65,008	3% Market Rent Increase in January 2025. 5% TC Increase July 2025. 1.5% RAD increase effective January 2025 and another 1.5% in October 2025., Avg. GPR is \$1,219.
Vacancy Loss	(80,031)	(66,372)	13,659	Projecting avg. 95.8% occupancy for 2025. YTD avg. occupancy is 95.5%.
Bad Debts	(24,099)	(19,416)	4,683	1.3% BAD DEBT, BASED ON 2024 ACTUALS
Net Rental Income	1,665,972	1,749,321	83,349	

Concessions/Allowances	(17,854)	(14,088)	3,766	Avg. \$100 upfront concession per move in. Employee Unit 02-321 {B1} \$460 Employee Unit 03-223 {B1} \$464 Employee Unit 04-337 {B5} \$464
Net Effective Rent	1,648,117	1,735,233	87,116	

Other Income				
Resident Charges & Fees	20,760	25,625	4,865	
Vendor & Misc Income		0	0	
Other Rental Income		0	0	
Service Charges	12,400	13,728	1,328	
Utility Reimbursements	71	53	(18)	
Total Other Income	33,211	39,406	6,195	

TOTAL INCOME	1,681,328	1,774,639	93,311	2023 to 2024 2.7% increase. Projecting 5.5% increase for 2025
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Total Controllable Expenses

Payroll & Related				
Salaries	201,395	216,278	14,883	Attributed to not being fully staffed 6 months out of 2024 in Maintenance. In addition, Asst. Manager salary increase from \$21-\$23 in April 2024. Service Manager at \$29 per hour, and increasing Manager to \$60K.
Bonus	9,067	17,650	8,583	Implementing Quarterly KPI bonus for Manager at 3% of salary and Service Manager at 1.5% of salary to be competitive. At 75% potential. New Lease bonuses \$100 and Renewal \$125. And \$1.3K for year end bonuses for the teams.
Payroll Other/Burden	31,644	38,707	7,063	Attributed to increase in benefits, payroll taxes due to increased salaries, and payroll processing fees. Two out of 4 associates currently participating in benefits.
Total Payroll & Related	242,105	272,635	30,530	

General & Administrative Expenses

Office Administration	40,696	42,444	1,748	This is primarily attributed to annual 5% RealPage increase and the addition of mobile facilities for the service team to complete inspections and service request through their mobile device.
Resident Administration	3,733	3,300	(433)	
Professional Fees	9,639	6,560	(3,079)	Includes TDHCA Annual fees for \$40 per unit, and annual compliance file audit, and Bluemoon annual dues.
Other G & A	4,557	6,599	2,042	Includes the additional of Fundamentals, HUD and TC compliance training, and Leasing ILT. Manager Education Conference and awards recognition, \$2 per unit per quarter for employee recognition, and Quarterly travel for property assistance and onsite inspection/audits. Monthly Grace Hill and Webinar Training Support.
Total General & Administrative Expenses	58,625	58,903	278	

Advertising & Marketing

Pathways at Goodrich Place

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Advertising	1,568	12,325	10,757	This is attributed to not having Apts.com 9 months in 2024. this was canceled in October 2023.
Marketing	1,777	3,161	1,384	Customer Relationship Management tool to improve lead tracking and customer service to being in april 2025.. Reputation Management \$75 per month in October 2025
Other/Promotions	15	300	285	Prospect refreshments.
Total Advertising & Marketing	3,360	15,786	12,426	2023 actuals \$15,072

Other Property Expenses

Service Contracts	2,988	12,960	9,972	Includes the recommendation to add Resident Liability Insurance to each unit at \$7 per month. This will cover fire caused by residents, some resident damage, bed bug treatments, and more. \$10.8K annually.
Service Related Expenses	45,453	48,556	3,103	Includes \$6 per unit for compliance monitoring fees.
Total Other Property Expenses	48,441	61,516	13,075	

Make Ready/Turnover Expenses	9,997	17,300	7,303	Expenses are extremely light for 2024. Contract is based on 50% of turnover. Anticipating 29 total move outs. 27 move outs T12, 29 move outs 2024 YTD. 2023 acutals were \$23,855 with 33 move outs.
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Fixed Contracts

Building Contracts	30,212	33,700	3,488	Increase of \$600 per month for landscaping due to changing vendors and increase in service. Current vendor only services once per week due being San Antonio based.
Other Contracts	16,401	20,776	4,375	Includes full year of security contract at \$1,593
Total Fixed Contracts	46,613	54,476	7,863	

Repairs & Maintenance

Maintenance Repairs	5,819	4,700	(1,119)	\$125 monthly for irrigation repairs as needed, \$600 for curb repairs, and \$800 for gate/fence repairs. 2023 actuals were \$16,308.
Maintenance Supplies	13,406	10,515	(2,891)	T12 actuals \$16,320 and 2023 actuals \$31,371
Other Maintenance	871	3,480	2,609	Includes uniforms \$650 twice per year and quarterly fitness center equipment repairs and monthly copier lease. 2023 actuals were \$2K.
Total Repairs & Maintenance	20,096	18,695	(1,401)	2023 actuals were \$50K

Utilities	107,767	112,217	4,450	Anticipating 5% increase in utilities. 2023 actuals were \$93K. 2024 experienced a 16% increase.
Management Fees	67,701	71,763	4,062	
Taxes & Insurance	109,648	130,390	20,742	
Total Controllable Expenses	714,355	813,681	99,326	

NET OPERATING INCOME	966,973	960,958	6,015	
NOI excluding Unit Liability Insurance	966,973	971,818	(4,845)	

Non-Operating Expenses

Capital Expenditures

Recurring Capital Expenses	30,930	32,670	1,740	
Non-Recurring Capital Expenses	6,402	52,750	46,348	Dead Tree Removal- \$2600 Landscape improvements- \$25K Replace dead trees- \$10,000 Parking lot restripe- \$5500 - May, Concrete/Trip Hazards, Curb Repairs- \$7.5K and \$3.5 for speed bumps

Pathways at Goodrich Place

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Total Capital Expenditures	37,332	85,420	48,088	
Depreciation & Amortization	926,139	926,139	0	
Debt Services	404,532	405,276	744	
Insurance Loss		0	0	
Other Owner/Non-Operating Expenses	26,353	20,256	(6,097)	
Total Non-Operating Expenses	1,394,356	1,437,091	42,735	
Total Expense	2,108,711	2,250,772	142,061	
NET INCOME	(427,383)	(476,133)	48,750	
NOI EXCLUDING OWNERS EXPENSE	929,641	875,538	54,103	

Pathways at Chalmers Courts East

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Gross Potential	2,242,985	2,459,517	(216,532)	Projecting 5% Tax Credit increase in July and 3% increase on Market units in January. New move ins and renewals will be increased to max rents. Avg. \$65 LTL per unit. Avg. GPR \$1,317 vs. \$1,198 in 2024.
Vacancy Loss	(63,556)	(82,900)	19,344	Projecting avg. 5% vacancy loss in 2025. 2024 averaged 4%.
Bad Debts	(15,521)	(24,566)	9,045	Projecting 1% bad debt in 2025, 2024 avg. .70%- and 2023 was 1.26 (\$26K)
Net Rental Income	2,163,908	2,352,051	(188,143)	

Concessions/Allowances	(6,689)	(4,800)	(1,889)	\$373 employee discount- Terry White
Net Effective Rent	2,157,219	2,347,251	(190,032)	

Other Income

Resident Charges & Fees	9,087	15,025	(5,938)	
Vendor & Misc Income	148	0	148	
Other Rental Income	0	0	0	
Service Charges	0	0	0	
Utility Reimbursements	0	0	0	
Total Other Income	9,235	15,025	(5,790)	

TOTAL INCOME	2,166,454	2,362,276	(195,822)	
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Total Controllable Expenses

Payroll & Related

Salaries	247,512	238,392	(9,120)	Attributed to 10 associates salaries at allocated at 39%. 2024 was a partial year for all salaries allocated across all three Chalmers.
Bonus	5,013	12,166	7,153	Includes the addition of quarterly KPI bonus for manager 12% budgeted at 75% potential and service manager at 1.5% budgeted at 75% potential.
Payroll Other/Burden	31,378	35,768	4,390	Increased due to two employees participating in benefits vs. avg. one in 2024, \$4K. Increased Life, short term, and long term in 2025 for associates. \$1.6K, and payroll taxes higher, HR processing fees.
Total Payroll & Related	283,903	286,326	2,423	

General & Administrative Expenses

Office Administration	37,926	39,879	1,953	
Resident Administration	5,038	4,436	(602)	Applicant screening \$28 per application, based on avg. 2 applications per new move in. Background screening at renewal.
Professional Fees	12,456	9,123	(3,333)	Includes UA study for \$2900 in 2024 that will not be needed in 2025.
Other G & A	5,780	6,578	798	Increased due to adding Fundamental, Leasing, Compliance training once per quarter.

Pathways at Chalmers Courts East

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Total General & Administrative Expenses	61,200	60,016	(1,184)	
Advertising & Marketing				
Advertising	1,593	6,804	5,211	Include ILS syndication, monthly website host, and banners/signage.
Marketing	0	3,570	3,570	Customer Relationship Management tool to improve lead tracking and customer service. Reputation Management and marketing support monthly.
Other/Promotions	314	600	286	Mystery Secret phone, email, and walk in shops and office refreshments.
Total Advertising & Marketing	1,907	10,974	9,067	
Other Property Expenses				
Service Contracts	6,516	20,969	14,453	Includes the recommendation to add Resident Liability Insurance to each unit at \$7 per month. This will cover fire caused by residents, some resident damage, bed bug treatments, and more. \$13k annually.
Service Related Expenses	50,402	71,796	21,394	Includes valet trash that was booked in trash removal in 2024, \$18k and compliance monitoring fees \$6 per unit per month.
Total Other Property Expenses	56,918	92,765	35,847	
Make Ready/Turnover Expenses	21,436	21,875	439	Contracting 50% of unit turns. 2023 actuals were \$25K for 12 move outs.
Fixed Contracts				
Building Contracts	92,976	90,008	(2,968)	Includes HVAC replacement expenses in 2024 that should have been capitalized.
Other Contracts	10,036	19,044	9,008	Security Patrol- \$12.3K, Courtesy Officer Discount \$6000, and Handy Track \$720
Total Fixed Contracts	103,012	109,052	6,040	
Repairs & Maintenance				
Maintenance Repairs	17,062	17,100	38	
Maintenance Supplies	54,641	40,100	(14,541)	Attributed to appliance replacement that should be in capital.
Other Maintenance	832	1,462	630	Includes uniforms twice per year.
Total Repairs & Maintenance	72,535	58,662	(13,873)	
Utilities	240,254	224,676	(15,578)	Attributed to moving \$18K for valet trash service to Service Contracts. Water includes 5% increase and Gas includes 3% increase.
Management Fees	86,825	95,489	8,664	
Taxes & Insurance	126,877	157,944	31,067	
Total Controllable Expenses	1,082,010	1,117,779	35,769	
NET OPERATING INCOME	1,084,444	1,244,497	(160,053)	

Pathways at Chalmers Courts East

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
NOI excluding resident liability insurance.	1,084,444	1,259,753	(175,309)	
Non-Operating Expenses				
Capital Expenditures				
Recurring Capital Expenses	59,900	62,600	2,700	
Non-Recurring Capital Expenses	64,722	44,200	(20,522)	
Total Capital Expenditures	124,622	106,800	(17,822)	
Depreciation & Amortization	1,317,730	1,317,730	0	
Debt Services	657,043	657,916	873	
Insurance Loss	752	0	(752)	
Other Owner/Non-Operating Expenses	15,833	16,500	667	
Total Non-Operating Expenses	1,991,358	2,098,946	107,588	
Total Expense	3,073,368	3,216,725	143,357	
NET INCOME	(906,914)	(854,449)	(105,373)	
NOI excluding owner expense/debt	959,822	1,137,697	(177,875)	

Pathways at Chalmers Courts South

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Gross Potential	1,490,201	1,603,747	(113,546)	Projecting 5% Tax Credit increase in July and 3% increase on Market units. New move ins and renewals will be increased to max rents. Avg. \$56 LTL per unit. Avg. GPR \$1,556 vs. \$1,444 in 2024.
Vacancy Loss	(61,217)	(69,045)	7,828	Projecting avg. 5% vacancy loss in 2025. 2024 averaged 4%.
Bad Debts	(10,699)	(13,416)	2,717	Projecting 1% bad debt, 2024 avg. 1.3%
Net Rental Income	1,418,285	1,521,286	(103,001)	

Concessions/Allowances	(4,541)	(5,568)	1,027	\$464 employee discounts. Carolyn Perez.
Net Effective Rent	1,413,744	1,515,718	(101,974)	

Other Income

Resident Charges & Fees	15,162	14,523	639	
Vendor & Misc Income	0	0	0	
Other Rental Income	0	0	0	
Service Charges	0	0	0	
Utility Reimbursements	0	0	0	
Total Other Income	15,162	14,523	639	In line with 2024 annualized.

TOTAL INCOME	1,428,906	1,530,241	(101,335)	
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Total Controllable Expenses

Payroll & Related

Salaries	145,698	132,718	(12,980)	Attributed to 10 associates salaries at allocated at 22%. 2024 was a partial year for all salaries allocated across all three Chalmers.
Bonus	5,244	7,288	2,044	Includes the addition of quarterly KPI bonus for manager and service manager at 22%.
Payroll Other/Burden	19,168	20,636	1,468	
Total Payroll & Related	170,110	160,642	(9,468)	

General & Administrative Expenses

Office Administration	55,574	49,491	(6,083)	Attributed to reducing office supplies \$1K, moving Fire alarm system annual inspection to R&M, \$1300, and avg. telephone \$2200 per month.
Resident Administration	1,764	2,568	804	Applicant screening \$28 per application, based on avg. 2 applications per new move in. Added 4 eviction filing fees. 2023 actuals \$4.9K
Professional Fees	4,742	6,653	1,911	
Other G & A	2,501	2,713	212	
Total General & Administrative Expenses	64,581	61,425	(3,156)	

Advertising & Marketing

Advertising	6,808	6,085	(723)	Attributed to RENT. ILS \$1,182 per month and \$100 per month website host fee. Did not have ILS for 4 months in 2024.
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Pathways at Chalmers Courts South

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Marketing	936	2,241	1,305	Customer Relationship Management tool to improve lead tracking and customer service. Reputation Management monthly.
Other/Promotions	265	600	335	Mystery Secret phone, email, and walk in shops and office refreshments. Offsets from office supplies.
Total Advertising & Marketing	8,009	8,926	917	

Other Property Expenses

Service Contracts	4,165	12,156	7,991	Includes the recommendation to add Resident Liability Insurance to each unit at \$8.15 per month. (\$8,411 annually) This will cover fire caused by residents, some resident damage, bed bug treatments, and more.
Service Related Expenses	39,248	46,488	7,240	Includes valet trash that was booked in trash removal in 2024.
Total Other Property Expenses	43,413	58,644	15,231	Increased due to \$9,600 for valet trash. This will offset in Trash/Garbage Removal.

Make Ready/Turnover Expenses	12,103	14,340	2,237	Contracting 50% of unit turns. 2023 actuals were \$16K for 12 move outs.
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Fixed Contracts

Building Contracts	65,633	59,283	(6,350)	Variance is due to 5 year annual standpipe flow testing completed in August. For \$4K.
Other Contracts	5,532	13,272	7,740	Security Patrol- \$6,792, Courtesy Officer Discount \$6000, and Handy Track \$690
Total Fixed Contracts	71,165	72,555	1,390	

Repairs & Maintenance

Maintenance Repairs	36,973	27,900	(9,073)	2024 includes capital items for electrical, elevator, and plumbing.
Maintenance Supplies	54,553	34,980	(19,573)	Moved T/O paint supplies to T/O paint. \$4,800, reduced cleaning supplies \$2,800 since we are contracting 50% of turnover cleans. Reduced appliance parts, 2024 avg. \$117 per unit.
Other Maintenance	465	830	365	Includes uniforms twice per year.
Total Repairs & Maintenance	91,991	63,710	(28,281)	We can increase maint. Supplies based on historicals, I am just not certain they have been allocated appropriately across the properties. \$407 per unit in maint supplies is high. 2024 is \$634 per unit.

Utilities	145,917	146,722	805	Attributed to moving \$11,300 for valet trash service to Service Contracts. Water includes 5% increase and Gas includes 3% increase.
Management Fees	56,957	61,744	4,787	
Taxes & Insurance	65,641	112,624	46,983	Updated 10/29. Received estimates from accounting.
Total Controllable Expenses	729,892	761,332	31,440	

NET OPERATING INCOME	699,014	768,909	(69,895)	
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Pathways at Chalmers Courts South

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
NOI excluding Residents Liability Insurance	699,014	777,319	(78,305)	
Non-Operating Expenses				
Capital Expenditures				
Recurring Capital Expenses	31,382	36,900	5,518	
Non-Recurring Capital Expenses	62,753	31,000	(31,753)	
Total Capital Expenditures	94,135	67,900	(26,235)	
Depreciation & Amortization	685,474	685,474	0	Updated budget 10/29
Debt Services	382,313	383,580	1,267	
Insurance Loss	18,064	0	(18,064)	Due to electrical storm.
Other Owner/Non-Operating Expenses	17,936	24,756	6,820	
Total Non-Operating Expenses	1,103,787	1,161,710	57,923	
Total Expense	1,833,679	1,923,042	89,363	
NET INCOME	(404,773)	(392,801)	11,972	
NOI Excluding Owner Expenses/Debt	604,879	701,009	96,130	

Pathways at Chalmers Courts West

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
Gross Potential	2,242,985	3,233,570	(990,585)	
Vacancy Loss	(63,556)	(121,022)	57,466	Avg. 70% renewal and avg. 96% occupancy.
Bad Debts	(15,521)	(15,192)	(329)	
Net Rental Income	2,163,908	3,097,356	(933,448)	

Concessions/Allowances	(6,689)	(16,800)	10,111	Three employees receiving 30% discount. Rita, Ester, and Ruby.
Net Effective Rent	2,157,219	3,080,556	(923,337)	

Other Income

Resident Charges & Fees	9,087	16,295	(7,208)	
Vendor & Misc Income	148	0	148	
Other Rental Income	0	0	0	
Service Charges	0	0	0	
Utility Reimbursements	0	0	0	
Total Other Income	9,235	16,295	(7,060)	

TOTAL INCOME	2,166,454	3,096,851	(930,397)	
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Total Controllable Expenses

Payroll & Related

Salaries	247,512	243,392	(4,120)	Attributed to 10 associates salaries at allocated at 39%. 2024 was a partial year for all salaries allocated across all three Chalmers.
Bonus	5,013	15,320	10,307	Includes the addition of quarterly KPI bonus for manager and service manager at 39%.
Payroll Other/Burden	31,378	57,847	26,469	Increased due to two employees participating in benefits vs. avg. one in 2024, \$4K. Increased Life, short term, and long term in 2025 for associates. \$1.6K, and payroll taxes higher, HR processing fees.
Total Payroll & Related	283,903	316,559	32,656	

General & Administrative Expenses

Office Administration	37,926	33,459	(4,467)	
Resident Administration	5,038	4,688	(350)	Applicant screening \$28 per application, based on avg. 2 applications per new move in. Background screening at renewal.
Professional Fees	12,456	8,715	(3,741)	Includes UA study for \$2900 in 2024 that will not be needed in 2025.
Other G & A	5,780	6,819	1,039	Increased due to adding Fundamental, Leasing, Compliance training once per quarter.
Total General & Administrative Expenses	61,200	53,681	(7,519)	

Pathways at Chalmers Courts West

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
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Advertising & Marketing

Advertising	1,593	5,967	4,374	Include ILS syndication, monthly website host, and banners/signage.
Marketing	0	3,570	3,570	Customer Relationship Management tool to improve lead tracking and customer service. Reputation Management and marketing support monthly.
Other/Promotions	314	600	286	Mystery Secret phone, email, and walk in shops and office refreshments.
Total Advertising & Marketing	1,907	10,137	8,230	

Other Property Expenses

Service Contracts	6,516	20,909	14,393	Includes the recommendation to add Resident Liability Insurance to each unit at \$7 per month. This will cover fire caused by residents, some resident damage, bed bug treatments, and more. \$13k annually.
Service Related Expenses	50,402	46,968	(3,434)	Includes Valet Trash. Variance to East is due to Resident Services monthly expense is \$2K less per month.
Total Other Property Expenses	56,918	67,877	10,959	

Make Ready/Turnover Expenses	21,436	23,535	2,099	Contracting 50% of unit turns. 2023 actuals were \$25K for 12 move outs.
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Fixed Contracts

Building Contracts	92,976	89,804	(3,172)	Variance is attributd to monthly elevators is \$700 more per month that East and \$1200 for splash pad service April-October.
Other Contracts	10,036	17,280	7,244	Security Patrol- \$12.3K, Courtesy Officer Discount \$6000, and Handy Track \$720
Total Fixed Contracts	103,012	107,084	4,072	

Repairs & Maintenance

Maintenance Repairs	17,062	14,350	(2,712)	
Maintenance Supplies	54,641	18,400	(36,241)	Attributed to appliance replacement that should be in capital.
Other Maintenance	832	1,463	631	Includes uniforms twice per year.
Total Repairs & Maintenance	72,535	34,213	(38,322)	

Utilities	240,254	251,854	11,600	Attributed to moving \$18K for valet trash service to Service Contracts. Water includes 5% increase and Gas includes 3% increase.
Management Fees	86,825	123,657	36,832	
Taxes & Insurance	126,877	162,550	35,673	
Total Controllable Expenses	1,082,010	1,151,147	69,137	

Pathways at Chalmers Courts West

Fiscal Year 2025 Operating Budget

	2024 Actuals - Annualized	Proposed 2025 Budget	Variance	Variance Explanations
NET OPERATING INCOME	1,084,444	1,945,704	(861,260)	
NOI- excluding renters insurance	1,084,444	1,960,960	861,260	
Non-Operating Expenses				
Capital Expenditures				
Recurring Capital Expenses	59,900	2,200	(57,700)	
Non-Recurring Capital Expenses	64,722	7,500	(57,222)	
Total Capital Expenditures	124,622	9,700	(114,922)	
Depreciation & Amortization	1,317,730	1,317,732	2	
Debt Services	657,043	657,912	869	
Insurance Loss	752	0	(752)	
Other Owner/Non-Operating Expenses	15,833	16,500	667	
Total Non-Operating Expenses	1,991,358	2,001,844	10,486	
Total Expense	3,073,368	3,152,991	79,623	
NET INCOME	(906,914)	(56,140)	(850,774)	

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02866

TMI ITEM NO. 6.

MEETING DATE: November 21, 2024

STAFF CONTACT: JorgeVazquez, Director of TMI

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02866: Awarding a contract for an AI Customer Service System to RespondIT AI via Perikin Enterprises, LLC

BUDGETED ITEM: No

TOTAL COST: \$121,316.34

ACTION

The Board is asked to approve the award of an annual contract for AI Customer Service System to RespondIT AI via Perikin Enterprises, LLC.

SUMMARY

Background:

Investing in AI-powered customer service tools offers significant benefits to the Housing Authority of the City of Austin (HACA) by enhancing operational efficiency, improving customer satisfaction, and reducing costs. AI-driven solutions, such as chatbots and automated support systems, can handle a high volume of inquiries quickly and accurately, providing residents with timely assistance around the clock.

The purpose of this contract is to develop a state-of-the-art artificial intelligence-powered phone agent designed to enhance the customer service experience, deliver comprehensive caller insights, reduce employee turnover rates, and lower overall service costs. By leveraging advanced AI technologies, the phone agent will provide efficient and personalized interactions, enable data-driven decision-making through detailed analytics, and automate routine tasks, allowing our staff to focus on those special cases that need additional attention. This initiative aims to not only improve customer satisfaction but also to create a more supportive work environment for employees, thereby contributing to the organization's strategic goals of fostering exceptional customer service and organizational efficiency.

Process:

On October 1st, 2024, the Housing Authority of the City of Austin (HACA) issued a Request for Quotes (RFQ) to potential vendors. This RFQ outlined the specific requirements, scope of work, and evaluation criteria necessary for selecting a suitable provider.

To effectively meet this initiative, HACA recommends partnering with Perikin Enterprises, LLC., a GSA Multiple Award Schedule (MAS) reseller, which authorizes us to provide solutions under the GSA framework. Perikin Enterprises has a successful track record in creating customer service solutions for another large housing authority in Texas. The PHA has had positive results in improving the customer experience and enhancing efficiency for its workforce.

Staff Recommendation:

It is the staff's recommendation to approve the contract to Perikin Enterprises, LLC., in the amount of \$101,448.00 per year, with a one time implementation fee of \$19,868.34.

ATTACHMENTS:

▣ **Pricing Summary**

RESOLUTION NO. 02866

WHEREAS on October 1, 2024, the Housing Authority of the City of Austin issued a Request for Quotes (RFQ) for the development of an A.I.-powered Customer Service System, and

WHEREAS a proposal and quote were received from RespondIT via Perikin Enterprises, LLC that was considered responsive to HACA's needs; and

WHEREAS it is the recommendation of the President and CEO that the proposal from RespondIT AI via Perikin Enterprises, LLC., be accepted in the amount of \$101,448.00 annually with a one time fee of \$19,868.34

NOW, THEREFORE BE IT RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners authorizes the President & CEO to accept the proposal and award such contract.

PASSED, APPROVED AND ADOPTED this 21st day of November, 2024.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

The Housing Authority of the City of Austin (HACA)
Brittley Baker
Acting Admissions Director
Brittleyb@hacanet.org
512-767-7673

October 9, 2024

SUBJECT: AI Customer Service System for Housing Authority of the City of Austin

Dear Brittley Baker,

PERIKIN Enterprises (PERIKIN) is pleased to present the Housing Authority for the City of Austin our proposal to deploy an AI Customer Service System. Our team has a significant proven and demonstrated understanding of similar Housing and Urban Development (HUD)/State Cooperative IT services requirements. PERIKIN was the Managed Information Technology Support Provider for another similar HUD Organization, the Housing Authority for the City of El Paso (HACEP) for over 16 years. In addition, PERIKIN has provided relevant IT Support Services to other HUD organizations like the Housing Authority of the City of Los Angeles (HACLA), Housing Authority of the City of Austin, Dallas Housing Authority (DHA) and the San Antonio Housing Authority. PERIKIN is a mature information systems (IT) provider/integrator, especially in areas related to the full breadth of information technology offerings, intelligence and federal/defense/commercial industry transformation.

Below is the PERIKIN Enterprises, LLC price response to the subject RFQ for Housing Authority of the City of Austin. The following Labor categories and associated rates are based on our current GSA Multiple Award Schedule contract number GS00F003AA price list [PERIKIN GSA MAS CATALOG LINK](#)

Discovery, design, implementation, and training:

Discovery Phase: In-depth analysis of current systems and user needs.

Systems Engineer: 6 Hours @ \$164.53 = \$987.18

Design Phase: Creation of a tailored AI phone system blueprint, including user experience and functionality specifications.

Systems Engineer: 4 Hours @ \$164.53 = \$658.12

Programmer: 16 Hours @ \$151.76 = \$2,428.16

Implementation Phase: Development and integration of the AI phone system into existing infrastructure.

Systems Engineer: 80 Hours @ \$164.53 = \$13,162.40



500 Marquette Avenue NW, Suite 510
Albuquerque, NM 87102



www.PERIKIN.com



Office: (505)333-0501
Fax: (505)508-1764

Training Phase: Comprehensive training sessions for staff to ensure effective utilization of the new system.

Systems Engineer: 16 Hours @ \$164.53 = \$2,632.48

TOTAL: \$19,868.34

Monthly Maintenance service:

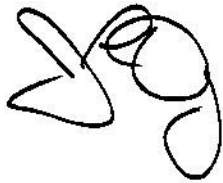
(\$1.00 per unit, per month, 8454 units, charged monthly):

TOTAL: \$8,454.00 * 12 months= \$101,448.00

Our team stands ready to support this effort for your outstanding organization.

Please feel free to contact me if you have any questions/feedback.

Respectfully,



Joe Diaz
Director of Professional Services, Western Region
(915) 920-1421
jdiaz@perikin.com



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ITEM NO.6 - Page 5 of 5

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02870

PURCHASING ITEM NO. 7.

MEETING DATE: November 21, 2024

STAFF CONTACT: Nora Velasco, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02870:
Approval to award contract(s) for a total not to exceed \$300,000 for landscaping and erosion control services for HACA Central Headquarters

BUDGETED ITEM: Yes

TOTAL COST: \$300,000

ACTION

The Board is asked to approve contracts not to exceed \$300,000.00 to various contractors to provide landscape and erosion control services at the Housing Authority of the City of Austin's headquarters.

SUMMARY

Background:

HACA solicited the services of Ecoland Design Group Architects to assist in developing and prepare schematic and construction documents to address the priority, trouble, and opportunity areas around the HACA building that can be addressed through the much needed landscape upgrades.

Process:

Using the proposed design, Ecoland Design Group will solicit quotes from qualified vendors for the different elements such as erosion control, build planter walls, bed preparation, irrigation and the planting of the recommended vegetation.

Staff Recommendation:

Staff recommends accepting the landscaping design from Ecoland Design Group in a not to exceed amount of \$300,000 to various qualified vendors to address erosion control and landscaping renovations of HACA'S headquarters at 1124 S. IH 35.

ATTACHMENTS:

- ▣ **ATTACHMENT: 01 Proposed Design**

RESOLUTION NO. 02870

APPROVAL OF AWARD OF LANDSCAPE CONTRACTS

WHERE AS, the Housing Authority of the City of Austin solicited the services of Ecoland Design Group Architects to assist in developing and prepare schematic and construction documents to redevelop the landscape around the HACA headquarter building to address erosion and curb appeal, and;

WHERE AS it is the recommendation of the President and CEO to accept the design proposed by Ecoland Design Group to solicit quotes from various qualified vendors in a not to exceed contracts of \$300,000.00,

NOW, THEREFORE BE IT RESOVED,

PASSED, APPROVED AND ADOPTED this 21st day of November, 2024.

Michael Gerber, Secretary

Chairperson













